

Clock In / Clock Out								
	Fri 01/01	Sat 01/02	Sun 01/03	Mon 01/04	Tue 01/05	Wed 01/06	Thu 01/07	Fri 01/08
Clock In				08:00 am				
Clock Out				12:00 pm				
Clock In				12:45 pm				
Clock Out				04:45 pm				
Total	0.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs

- When you click the add row button, select the start time (clock in) & the lunch start time (clock out).
- Click the add row button again and select the lunch end time (clock in) & end work time (clock out).
- Repeat entries daily for the time period.
- Next click the add work hours button.



- After clicking the add work hours button, you will be redirected to the Select Charge Code Screen, select your assigned codes from the drop (Customer, Job, Service Item, Class and Pay Type), click the save button once all fields are assigned. See attachment for work codes.

Select ChargeCode

Customer	Job	Service Item	Class	Pay Type *
<input type="text" value="Select Customer"/>	<input type="text" value="Select job"/>	<input type="text" value="Select Service"/>	<input type="text" value="Select Class"/>	<input type="text" value="Select Pay"/>

- A row with your selected charge codes and period dates will populate for the current period. You will take the calculated time from the clock in/out fields and add to the correlating date/day on the timesheet, see example below.

	Fri 01/01	Sat 01/02	Sun 01/03	Mon 01/04	Tue 01/05	Wed 01/06
Clock In				08:00 am		
Clock Out				12:00 pm		
Clock In				12:45 pm		
Clock Out				04:45 pm		
Total	0.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	0.0 hrs	0.0 h

Customer	Job	Service Item	Class	Pay Type	I1	Sat 01/02	Sun 01/03	Mon 01/04	Tue 01/05	Wed 01/06	Thu 01/07
1400 PHPPS IDIQ	1401-214 Tech Ops	2001AG- RSA1	TO_RM	50002 Direct Lbr				8.0			

- Click the tab button on your keyboard or move out of the cell to save the entry.
- If the entry is late, you will be required to enter a note, before the save will process. Repeat the process daily for work entries.
- To add non-work hours, click on the Add Leave Hours button.



- After clicking the add leave hours button, you will be redirected to the Select Leave Code Screen. From the dropdown select the applicable leave type. Once the type is selected, click the Save button.

Select Leave

Customer

Select Customer ▼

Service Item

Select Service Item ▼

Class

Select Class ▼

Leave (Pay Type) *

Select Leave ▼

Cancel

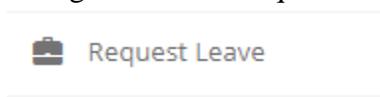
Save

- A row with your selected leave codes and period dates will populate for the current period. You will **enter hours** in the appropriate leave date/day fields on the timesheet (No clockin/out). Repeat the process to add additional codes for non-work entries.

- Click the tab button on your keyboard or move out of the cell to save the entry.

Customer	Job	Service Item	Class	Pay Type	Fri 01/01	Sat 01/02	Sun 01/03	Mon 01/04	Tue 01/05	Wed 01/06	Thu 01/07	Fri 01/08
✖ 1400 PHPPS IDIQ	1401-214 Tech Ops	2001AG- RSA1	TO_RM	50002 Direct Lbr				8.0				
✖ 9999-998 XTR Fringe (PPHS)		2001AG- RSA1	TO_RM	60002 Holiday - Hrly (60002 Holiday)	8.0							
Total					8.00 hrs	0.00 hrs	0.00 hrs	8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Overtime					0.00 hrs							

- After you have entered the non-work hours, you will need to request the leave. From the menu listings select the Request leave link.



- Once on the request leave page, click the Create New leave Request button.

Requests

Leave Requests

+ Create New Leave Request

Leave Name	Start Date	End Date	Hours Per Day	Total Hours	Status	Comments	Actions
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19. Select the leave type from the dropdown and enter the leave request details, then click OK button.

Create Leave Request

Leave Name:*
60002 Holiday - Hrly

Start Date:* 01/04/2021

End Date:* 01/04/2021

Hours Per Day:* 8

Comments: New Years Day

Include Weekends
Check to include weekends that may fall between the selected dates.

Cancel OK

20. Repeat steps for each leave request needed.
21. The leave request will be sent to Supervisor for approval.
22. Once you have completed the daily timecard task, log out.
23. At the end of the period, log in and navigate back to the timesheet link and review for accuracy
24. Select the submit button located in the left corner.

Home / Timesheet

Submit

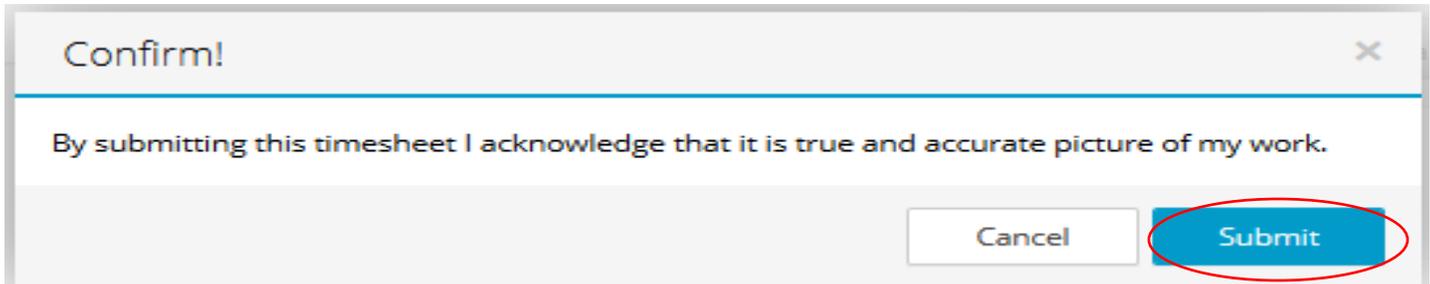
Jan 01, 2021 - Jan 15, 2021

Timesheet

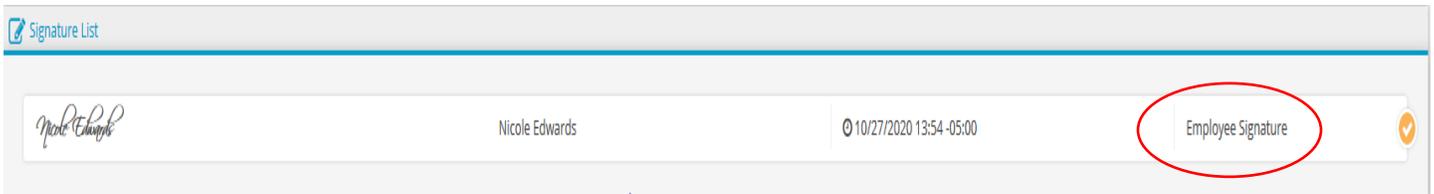
Clock In / Clock Out

Customer	Job	Service Item	Pay Type	Mon 10/26	Tue 10/27
Customer 1	Job 2 Year 1	Direct	Salary Direct	8.0	8.0
Total				8.00 hrs	8.00 hrs
Overtime				0.00 hrs	0.00 hrs

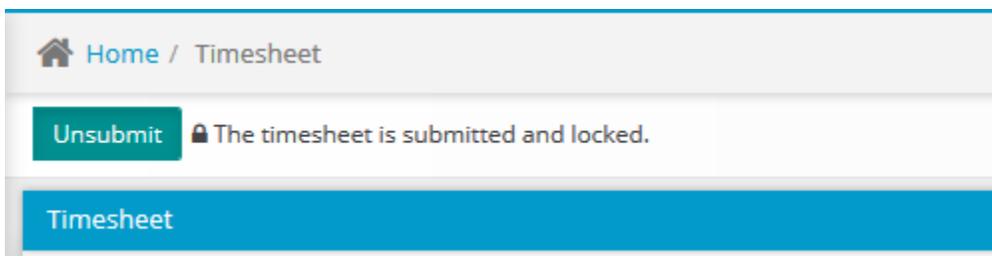
25. You will receive the confirm timesheet message and if timesheet is correct, click the submit button.



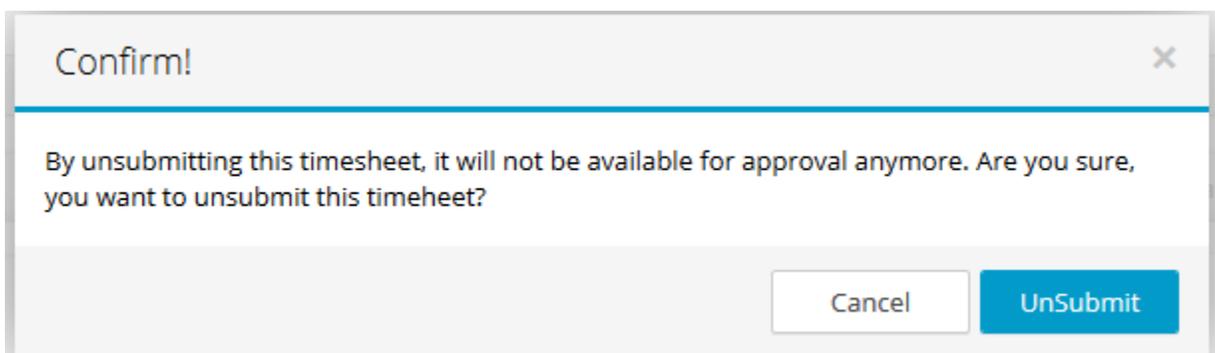
26. Once you click the submit button, the system will capture your e-signature and a timestamp.



27. If you notice an error on the submitted timesheet and need to make a change you will need to click the unsubmit button located in the top left corner.



28. You will receive a confirm unsubmit timesheet message, click the unsubmit button and be redirected back to your unlocked timesheet. Once you make the change, repeat steps 6-8 again.



29. The Supervisor will receive notification to review/e-sign the online timesheet. It will be Approved or Rejected for corrections.

*If the timesheet is rejected, make the correction and resubmit timesheet

30. Once all signatures have been captured, the timesheet will be sent to payroll for review and semi-monthly processing.