

Employee Support

Employee Support

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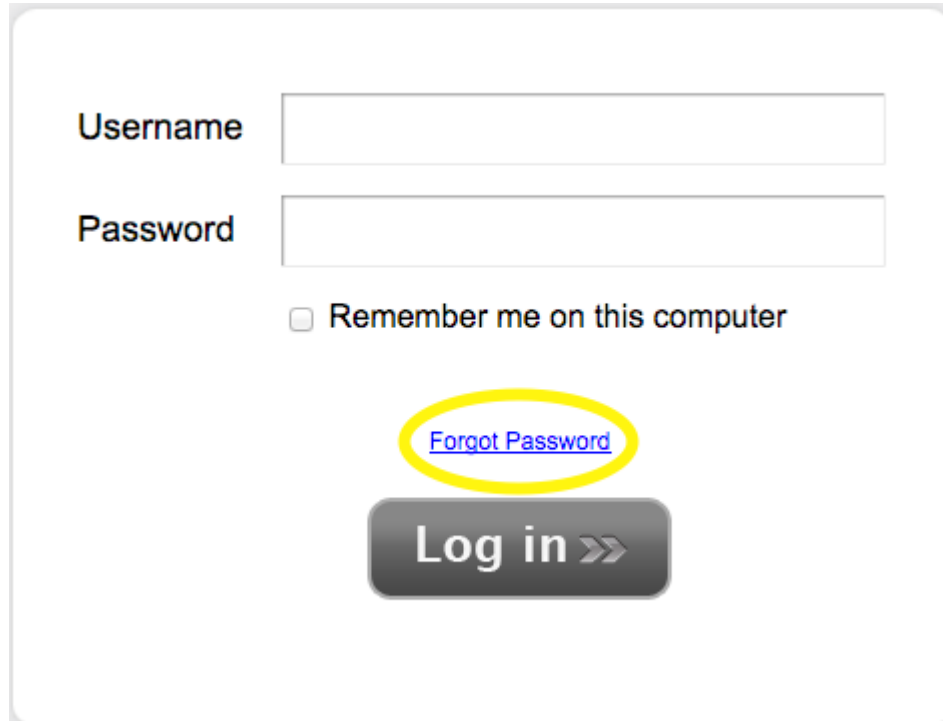
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General Account Information

How do I reset my password?

From the login screen, Select "Forgot Password"



Username

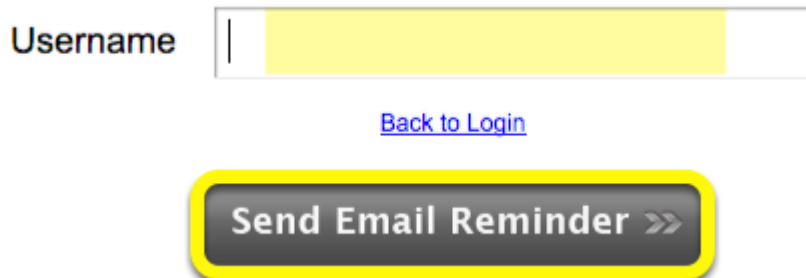
Password

☐ Remember me on this computer

[Forgot Password](#)

Log in >>

Type your username and Select "Send Email Reminder"



Username

[Back to Login](#)

Send Email Reminder >>

An email will be sent to you with a new password.

Select Back to Login

Username

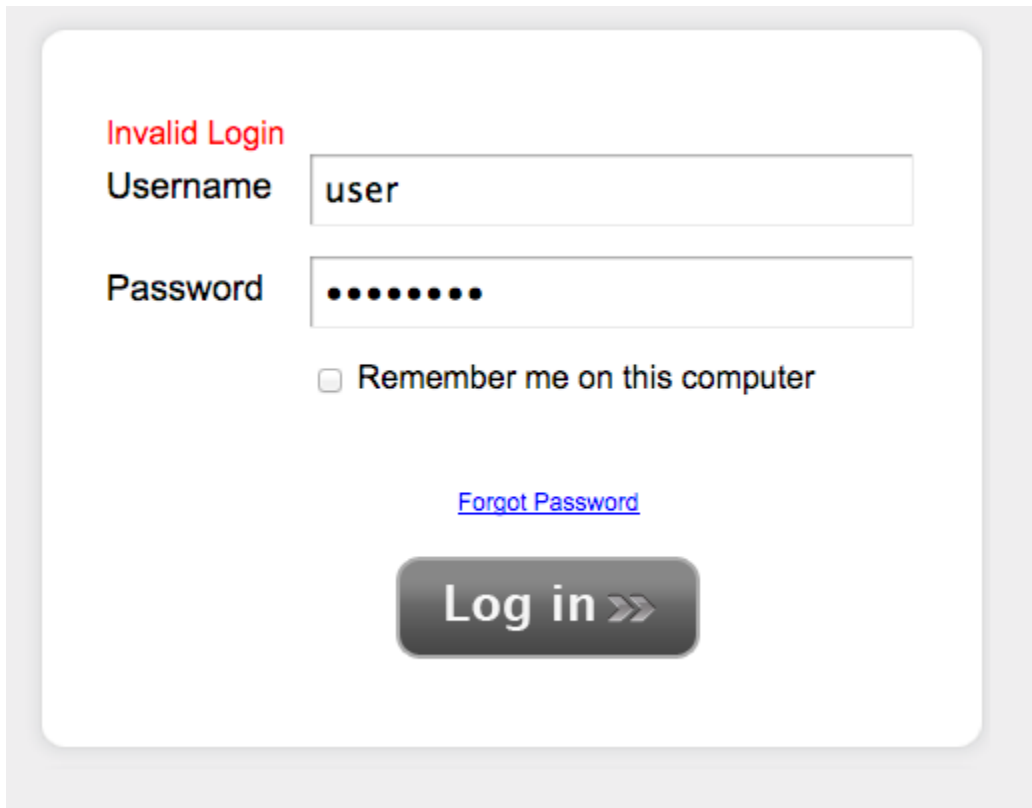
[Back to Login](#)



Send Email Reminder >>

Why can't I log into my account?

Invalid Login- this error message means you are entering your username or password incorrectly



Invalid Login

Username

Password

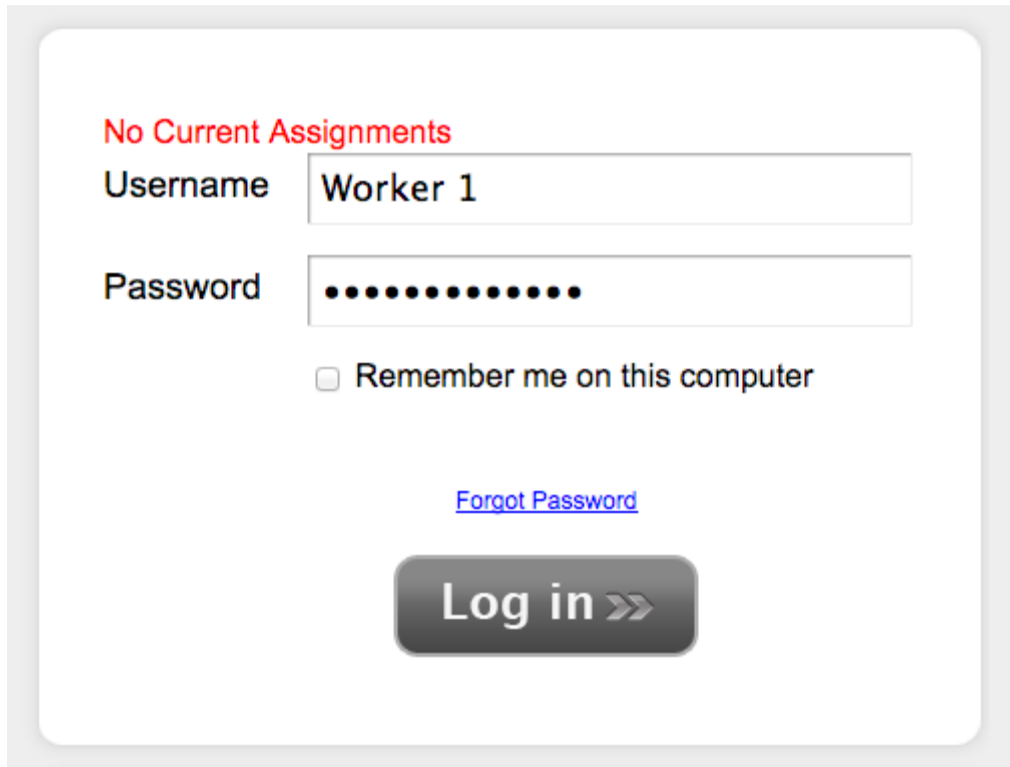
☐ Remember me on this computer

[Forgot Password](#)

Log in >>

Select forget password to have a new password sent to your email. If you still can't log in with the new password call your staffing company to make sure you are using the correct username.

No Current Assignments- if you do not have an active assignment in the system you will not be able to log in



The image shows a login interface with a white rounded rectangle centered on a light gray background. At the top of the white area, the text "No Current Assignments" is displayed in red. Below this, the label "Username" is followed by a text input field containing "Worker 1". The label "Password" is followed by a password input field filled with black dots. Underneath the password field is a checkbox labeled "Remember me on this computer". Below the checkbox is a blue, underlined link that says "Forgot Password". At the bottom of the form is a dark gray button with the text "Log in" and two right-pointing chevrons.

If you believe this is an error, contact your staffing company and have them double check your Assignment end date.

How do I view my current Timesheet status?


You can always view your timesheet status in the upper right hand corner of your timesheet.

Timesheets

Expenses

Reports




Timesheet Status: **In Progress**

Timesheet Period  APR 17

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	16:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes	
8:00 am	12:00 pm	Normal	None		
12:00 pm	1:00 pm	Lunch	None		
1:00 pm	5:00 pm	Normal	None		

Add Block

Copy Previous Day

Add Note

Submit Timesheet

View Timesheet

Delete Timesheet

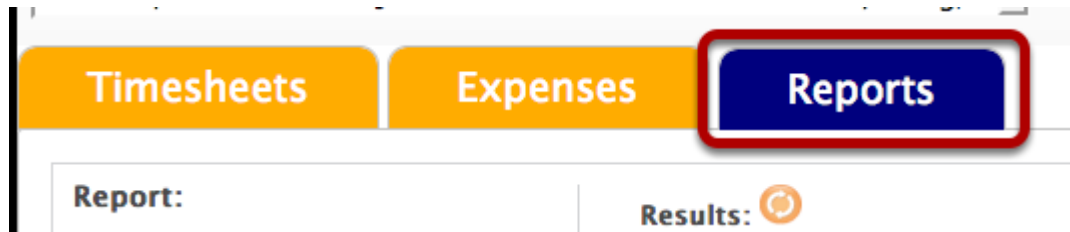
As soon as you select the Submit button, the status will change to submitted and be sent to your approving Manager.

Report Questions

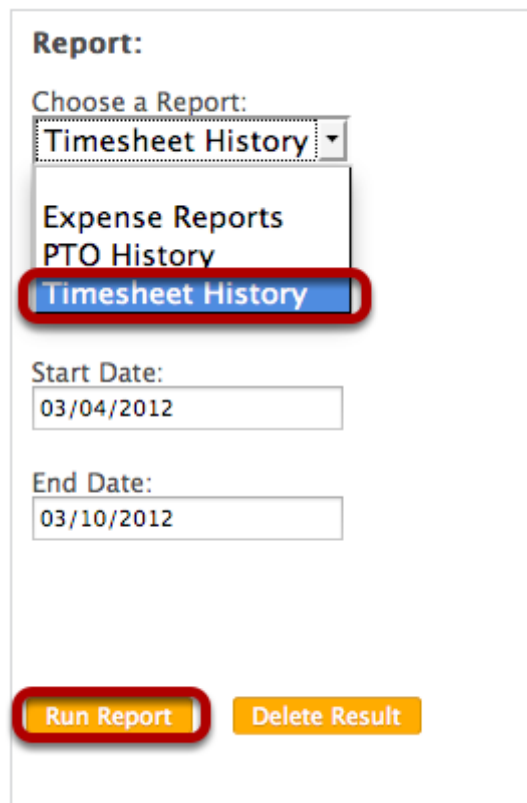
How do I print off my Timesheets and Expense Reports?

This lesson will demonstrate how to print off previous timesheets and expenses.

Once you are logged in as an Employee, click on the Reports Tab
















Under the Report: heading, select the desired report type.

A screenshot of a web form titled 'Report:'. It contains a dropdown menu labeled 'Choose a Report:' with the following options: 'Timesheet History', 'Expense Reports', 'PTO History', and 'Timesheet History'. The 'Timesheet History' option is selected and highlighted with a red rectangular box. Below the dropdown, there are two date input fields: 'Start Date:' with the value '03/04/2012' and 'End Date:' with the value '03/10/2012'. At the bottom of the form, there are two buttons: 'Run Report' (orange) and 'Delete Result' (yellow). The 'Run Report' button is highlighted with a red rectangular box.

Select the date range of the period that you are looking for, and click Run Report.

Once you Run the Report, your results will appear in the results list. If you see a Status of Running, click on the (1) Orange icon to refresh the results. You will receive two files: a Zip file containing a copy of all the Timesheets or Expenses in that data range as well as an Excel file summarizing the data.

Results: 

	Date Run	Report	Status	Open
<input type="checkbox"/>	03/19/2012 12:10 pm	Timesheet History 03/04/2012 – 03/10/2012	Completed	 
<input type="checkbox"/>	03/07/2012 4:47 pm	Timesheet History 03/04/2012 – 03/10/2012	Completed	 
<input type="checkbox"/>	03/07/2012 4:47 pm	Timesheet History 03/04/2012 – 03/10/2012	Completed	 
<input type="checkbox"/>	03/02/2012 3:27 pm	Expense Reports 03/04/2012 – 03/10/2012	Completed	
<input type="checkbox"/>	02/23/2012 4:16 pm	Timesheet History 02/12/2012 – 02/18/2012	Completed	 
<input type="checkbox"/>	02/23/2012 4:14 pm	PTO History	Completed	
<input type="checkbox"/>	02/22/2012 6:12 pm	Timesheet History 02/17/2012 – 02/18/2012	Completed	 


If you are looking to just print off a single Timesheet, the best option is to select the timeframe on the Timesheets tab and click the View Timesheet button at the bottom of the page. This will provide you with a PDF of the Timesheet.

Timesheets

Expenses

Reports




Timesheet Status: In Progress

Timesheet Period  17

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	16:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	12:00 pm	Normal	None	
12:00 pm	1:00 pm	Lunch	None	
1:00 pm	5:00 pm	Normal	None	

Add Block

Copy Previous Day

Add Note

Submit Timesheet

View Timesheet

Delete Timesheet

[Help](#)
[Change Password](#)
[Logout](#)

Time Entry Questions

How do I enter time on a Time In Time Out Timesheet?

Log into the system, select the appropriate time period (1) and click Create (2)

Timesheet Period

◀ April 2012 ▶

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Create Timesheet

Create a new timesheet:

- ☒ Blank Timesheet
- ☐ Copy Previous Timesheet
- ☐ No Hours – this will automatically approve the timesheet with no hours and cannot be undone

Create

Select the first date to enter in hours. A block of time entry will appear on the right side.

Timesheet Period

04/22/2012 – 04/28/2012

Date	Hours	Total Hours
Sun 04/22/2012	0:00	00:00
Mon 04/23/2012	0:00	00:00
Tue 04/24/2012	0:00	00:00
Wed 04/25/2012	0:00	00:00
Thu 04/26/2012	0:00	00:00
Fri 04/27/2012	0:00	00:00
Sat 04/28/2012	0:00	00:00

Hours for Mon 04/23/2012

Time In	to Time Out	Hours Type	Project	Notes
		Normal	None	

Add Block Copy Previous Day

Fill in the beginning and end times for the block of time. You can also add notes for that specific block of time.

Timesheet Period

04/22/2012 - 04/28/2012

Date	Hours	Total Hours
Sun 04/22/2012	0:00	00:00
Mon 04/23/2012	4:00	04:00
Tue 04/24/2012	0:00	00:00
Wed 04/25/2012	0:00	00:00
Thu 04/26/2012	0:00	00:00
Fri 04/27/2012	0:00	00:00
Sat 04/28/2012	0:00	00:00

Hours for Mon 04/23/2012

Time In	to Time Out	Hours Type	Project	Notes
8am	12pm	Normal	None	Worked on UI design

Add Block

Copy Previous Day

You can add multiple blocks of time per day if you need to by clicking the Add Block button

Timesheet Period

04/22/2012 - 04/28/2012

Date	Hours	Total Hours
Sun 04/22/2012	0:00	00:00
Mon 04/23/2012	4:00	04:00
Tue 04/24/2012	0:00	00:00
Wed 04/25/2012	0:00	00:00
Thu 04/26/2012	0:00	00:00
Fri 04/27/2012	0:00	00:00
Sat 04/28/2012	0:00	00:00

Hours for Mon 04/23/2012

Time In	to Time Out	Hours Type	Project	Notes
8am	12pm	Normal	None	Worked on UI design
		Normal	None	

Add Block

Copy Previous Day

If you have been assigned to any Projects or have other Hours Types (lunch, break, PTO), you can handle this on the block level for Hours Type and Project.

Time In	to Time Out	Hours Type	Project	Notes
8am	12pm	Normal	None	Worked on UI design
		Normal	None	

Once you have finished entering in time for the timesheet period, click on the Submit Timesheet button to Submit your Timesheet.

Add Note	Submit Timesheet	View Timesheet	Delete Timesheet
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Time Entry Methods

Daily Hours

Timesheet Period

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	6:00	14:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
<input type="text" value="2"/>	<input type="text" value="0"/>	Normal	None	
<input type="text" value="4"/>	<input type="text" value="0"/>	Normal	None	

Add Block

Copy Previous Day

Hours Simple Mode

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours

Date	Hours	Minutes	Total Hours
Sun 03/18/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00
Mon 03/19/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Tue 03/20/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Wed 03/21/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Thu 03/22/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Fri 03/23/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Sat 03/24/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00

Add Note

Submit Timesheet

View Timesheet

Delete Timesheet

Time In/Out

Timesheet Period		
03/18/2012 – 03/24/2012		
Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	08:00
Tue 03/20/2012	0:00	00:00
Wed 03/21/2012	0:00	00:00
Thu 03/22/2012	0:00	00:00
Fri 03/23/2012	0:00	00:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8a	12p	Normal	None	
12p	1p	Lunch	None	
1p	5p	Normal	None	

Add Block

Copy Previous Day

Time In/Out Simple Mode

Timesheet Period						
March 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours

Date	Time In	to	Time Out	Lunch (min)	Total Hours
Sun 03/18/2012				0	00:00
Mon 03/19/2012	8a		5p	60	08:00
Tue 03/20/2012	8a		5p	60	08:00
Wed 03/21/2012	8a		5p	60	08:00
Thu 03/22/2012	9a		5:30P	30	08:00
Fri 03/23/2012				0	00:00
Sat 03/24/2012				0	00:00

Why am I not able to make Edits?

Check your timesheet status. If it's Submitted, you must Unsubmit in order to make edits.

Timesheets

Expenses

Reports

Timesheet Status: Submitted

Timesheet Period

02/26/2012 - 03/03/2012

Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Hours

Time In	to Time Out	Hours Type	Tasks	Notes
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Add Block

Copy Previous Day

Add Note

Unsubmit Timesheet

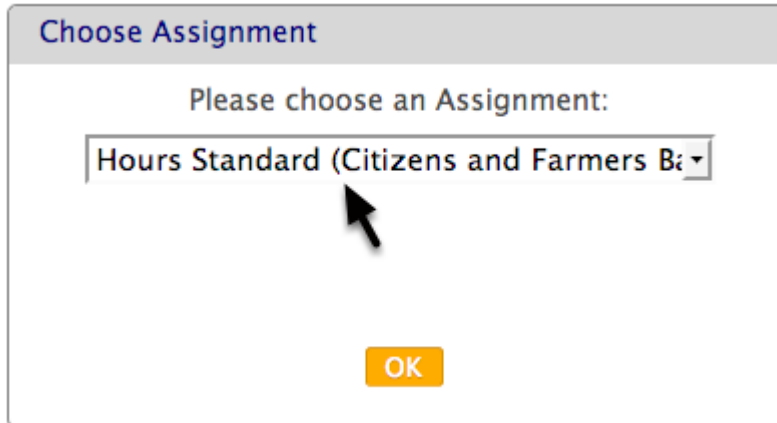
View Timesheet

Make sure to submit your timesheet when complete.

How do I enter time on a Time In Time Out Timesheet that has lunch?

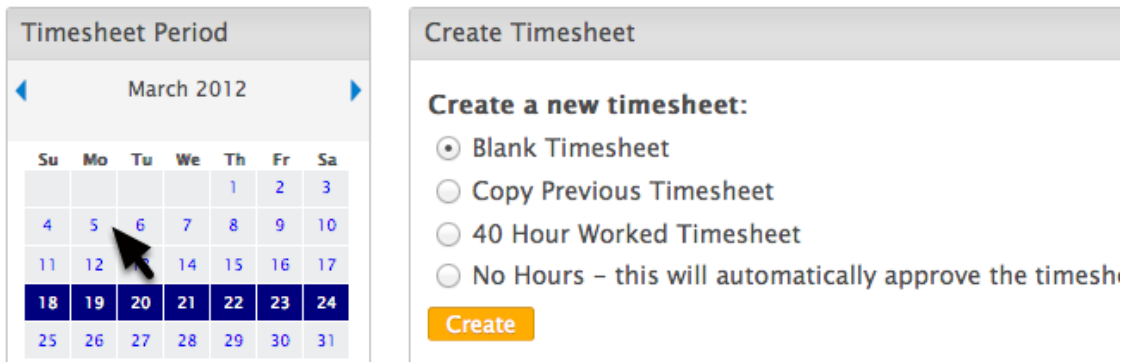
Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

If you have multiple assignments, select the assignment that you are logging hours for.



If you are only on one assignment, you will not have this option.

Select Blank Timesheet and Create



You will automatically land in the current timesheet period. You can navigate to future or past weeks with the Timesheet Period calendar.

Select the day of the week that you want to add your arrival and departure times.

Timesheet Period

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	0:00	08:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Project	Notes
<input type="text"/>	<input type="text"/>	Normal	None	<input type="text"/>

Add Block

Copy Previous Day

Add your Time In, Time Out. If you have multiple Hours Types, you can enter that here as well as any Projects. You can also add Notes to the individual block of time.

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Project	Notes
<input type="text"/>	<input type="text"/>	Normal	None	<input type="text"/>

1

Depending on how your firm requires you to enter time, you may only have normal as an option for the hours type dropdown.

There will be other options if you are required to account for break time, meal time, or other paid and non paid time off.

If you are working on specific Projects, you will have additional options here as well. If you are not, you will only see the word None.

Add blocks to account for lunch or breaks

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Project	Notes	
8:00 am	12:00 pm	Normal ▾	None ▾		🗑
12:00 pm	1:00 pm	Lunch ▾	None ▾		🗑
1:00 pm	5:00 pm	Normal ▾	None ▾		🗑

Add Block **Copy Previous Day**

You can add as many blocks of time as you would like. To delete a block of time, simply click the trash can, and confirm that you want to delete in the popup.

Copy Previous Day

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Project	Notes
8:00 am	12:00 pm	Normal ▾	None ▾	
12:00 pm	1:00 pm	Lunch ▾	None ▾	
1:00 pm	5:00 pm	Normal ▾	None ▾	

Add Block **Copy Previous Day**

If you work the same schedule each day, Select the day worked and Select Copy Previous Day and the hours entered previously will be copied onto that day and saved.

Submit Time

The screenshot displays a web interface for submitting a timesheet. At the top, there is a header bar with the text "Submit Time". Below this, a form is visible with a light blue background. The form includes several input fields: "1:00 pm", "5:00 pm", "Normal" (with a dropdown arrow), and "None" (with a dropdown arrow). To the right of these fields is a trash icon. Below the form, there are two buttons: "Add Block" and "Copy Previous Day". At the bottom of the interface, there is a horizontal bar with four buttons: "Add Note", "Submit Timesheet" (which is highlighted with a yellow circle), "View Timesheet", and "Delete Timesheet".

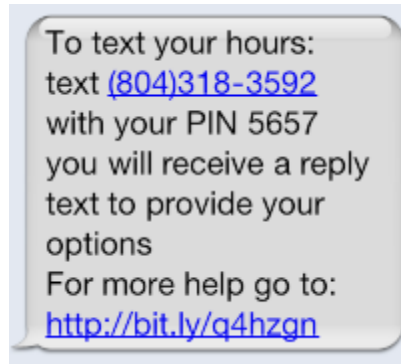
Once finished entering hours for the week, Select Submit. Accept any Notifications that pop up. You can also view your timesheet by Selecting View.

How do I text in my hours?

When your office sets you up to text in your hours, you will receive a text message from (804)318-3592.

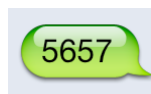
You can only text in your hours from your phone #. If you need to change the phone # used please contact your office.

Initial Text- contains your pin # and instructions



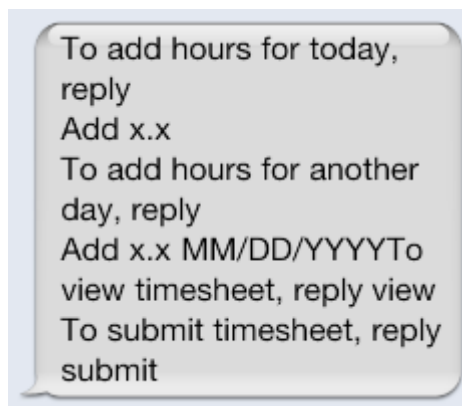
Save this phone number in your contacts so you can easily text it in the future.

To access your Timesheets at any time, text your pin # to the phone number given in the original text.



If you don't text anything else within 10 minutes you will be logged out. To log back in text your pin # to the phone # again.

After texting your pin #, you will receive a response with instructions



To add hours for today, reply: Add x.x

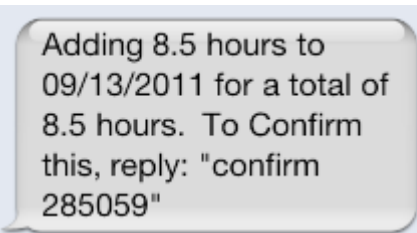
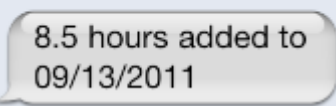
A green speech bubble button with the text "Add 8" inside.

To add hours for another day, reply: Add x.x MM/DD/YYYY

A green speech bubble button with the text "Add 8.5 9/13/11" inside.

You can only text in hours for one day at a time.

You'll receive a confirmation of the hours, if the hours are correct reply with the Confirm message given in the text

A grey speech bubble containing the text: "Adding 8.5 hours to 09/13/2011 for a total of 8.5 hours. To Confirm this, reply: 'confirm 285059'".A green speech bubble button with the text "Confirm 285059" inside.A grey speech bubble containing the text: "8.5 hours added to 09/13/2011".

You must reply with the Confirm message or your hours will not be saved.

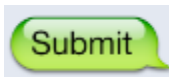
Please note that Confirm only saves those hours, you still must reply Submit for the hours to go to your manager for approval.

View

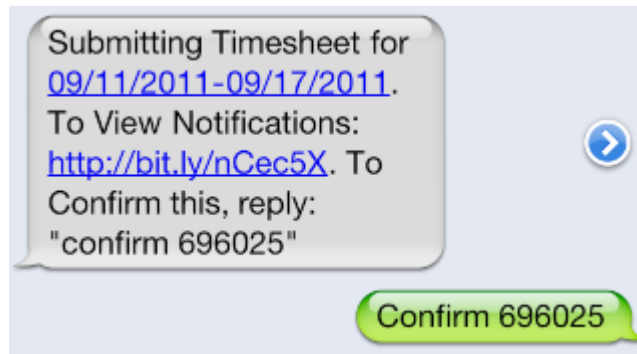
A green speech bubble button with the text "View" inside.A grey speech bubble containing a list of hours for the week: "9/11-0hrs", "9/12-8hrs", "9/13-8.5hrs", "9/14-8hrs", "9/15-8hrs", "9/16-8hrs", "9/17-0hrs".

Once you've confirmed your hours, you can reply View to see a list of what has been entered for that week.

When done texting in hours for the week, Reply Submit

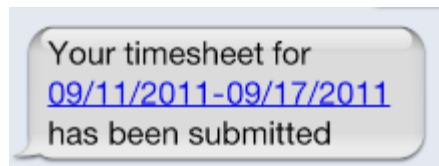


You'll receive a confirmation to submit the timesheet, reply with the Confirm message given in the text



If you do not reply with the confirmation message, your hours will not be submitted.

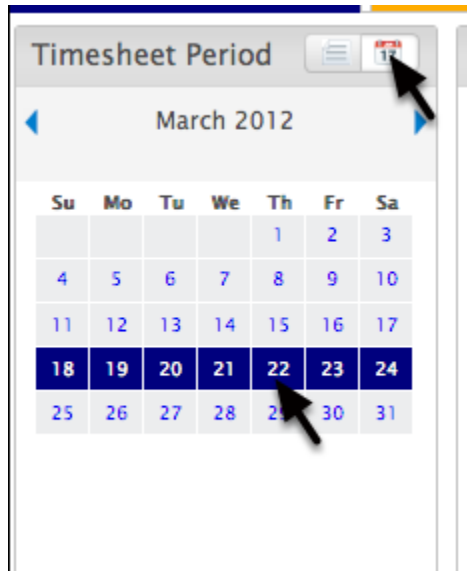
You'll receive one last text stating that your timesheet for that period has been submitted



How do I enter a Timesheet Note?

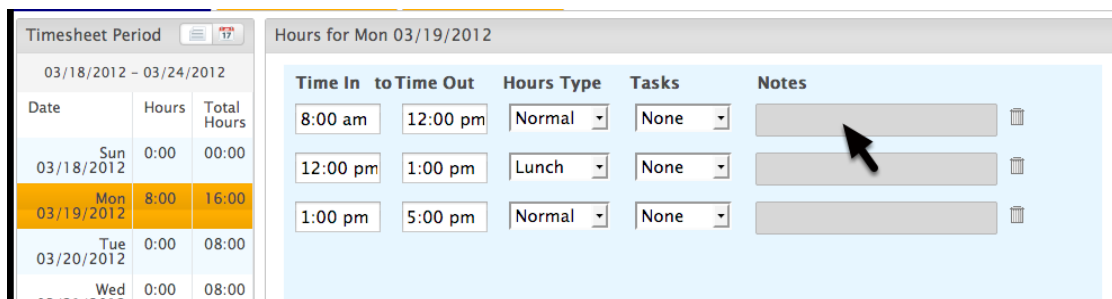
Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Select the calendar icon and then any day within the desired Timesheet period



Your Timesheet period will automatically become highlighted.

Some timesheet types give you the ability to enter notes for individual time blocks, while others only allow overall timesheet notes.



If your timesheet type allows for entering notes per block then simply enter a note in the text field corresponding to that block.

To add an overall timesheet note, simply click “Add Note” and type your note in the pop up and then click Add Note on the popup to finish.

The screenshot displays a web-based timesheet application. On the left, a sidebar shows a calendar for March 2012 with a 'Total Hours' section. The main area features a table with columns: 'Time In', 'to Time Out', 'Hours Type', 'Tasks', and 'Notes'. A modal window titled 'Add Note' is open, showing a text input field and a 'close' button. Below the input field are 'Add Note' and 'Cancel' buttons. At the bottom of the main area, there are buttons for 'Add Block', 'Copy Previous Day', 'Add Note', 'Submit Timesheet', and 'View Timesheet'. The 'Add Note' button at the bottom is highlighted with a yellow circle.

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	12:00 pm	Normal	None	
1				
1				

Notes: 03/18/2012 - 03/24/2012

Add Note

Cancel

Add Block Copy Previous Day

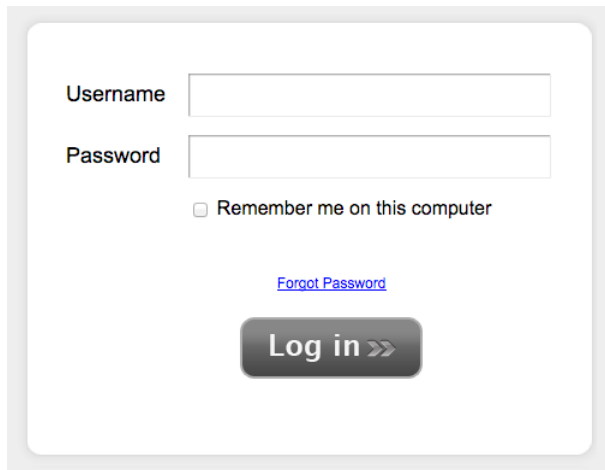
Add Note Submit Timesheet View Timesheet

Logout

This note will apply to your entire timesheet.

How do I enter time on a Simple Time In/ Time Out Timesheet with lunch?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.



A login form with a white background and a light gray border. It contains two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me on this computer'. A blue link 'Forgot Password' is positioned below the checkbox. At the bottom is a dark gray button with the text 'Log in >>' in white.

Username

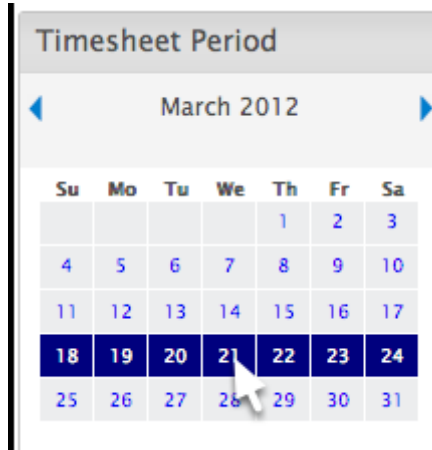
Password

☐ Remember me on this computer

[Forgot Password](#)

Log in >>

Select a day within your timesheet period



A calendar interface titled 'Timesheet Period' showing the month of March 2012. The calendar has a header with left and right navigation arrows. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The dates 18, 19, 20, 21, 22, 23, and 24 are highlighted in dark blue, indicating the selected timesheet period. A mouse cursor is pointing at the date 21.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Your calendar will reflect your staffing company's start day of the week. In this example it is Sunday.

You have the option to create a Blank Timesheet, Copy Previous Timesheet, or create a No Hours timesheet.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Create Timesheet

Create a new timesheet:

☒ Blank Timesheet

☐ Copy Previous Timesheet

☐ No Hours – this will automatically approve the timesheet with no hours and cannot be undone

Create

Enter your Time in and Time Out

Hours					
Date	Time In	to	Time Out	Lunch (min)	Total Hours
Sun 03/18/2012				0	00:00
Mon 03/19/2012	8:00am		5:00pm	0	09:00
Tue 03/20/2012				0	00:00
Wed 03/21/2012				0	00:00
Thu 03/22/2012				0	00:00
Fri 03/23/2012				0	00:00
Sat 03/24/2012				0	00:00

Add Note
Submit Timesheet
View Timesheet
Delete Timesheet

Time can be entered as 8a, and it will be automatically be converted to 8:00am.

Enter any time spent at lunch.

Timesheet Period
 March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours

Date	Time In	to	Time Out	Lunch (min)	Total Hours
Sun 03/18/2012				0	00:00
Mon 03/19/2012	8:00am		5:00pm	45	08:15
Tue 03/20/2012				0	00:00
Wed 03/21/2012				0	00:00

In this example the employee began work at 8am, left at 5pm and spent 45 minutes at lunch. Because time spent at lunch is unpaid, this example will have 8 hours and 15 minutes on that day for this timesheet. Repeat these steps for each day worked.

Select Submit when your timesheet is ready to be sent to your approving Manager.

2

Th	Fr	Sa
1	2	3
8	9	10
5	16	17
2	23	24
9	30	31

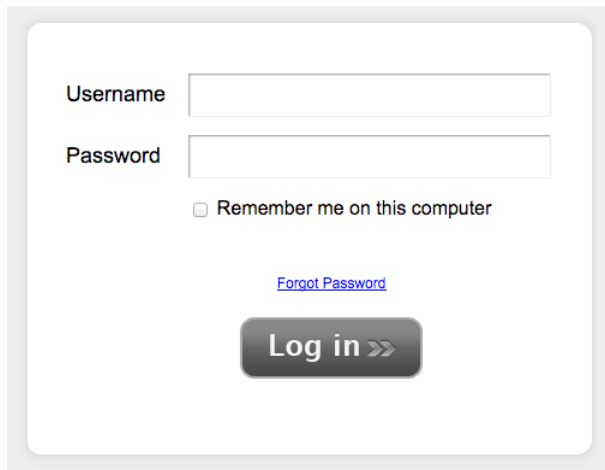
Hours

Date	Time In	to	Time Out	Lunch (min)	Total Hours
Sun 03/18/2012				0	00:00
Mon 03/19/2012	8:00am		5:00pm	45	08:15
Tue 03/20/2012	8:30a		6:45p	75	09:00
Wed 03/21/2012				0	00:00
Thu 03/22/2012				0	00:00
Fri 03/23/2012				0	00:00
Sat 03/24/2012				0	00:00

[Add Note](#)
[Submit Timesheet](#)
[View Timesheet](#)
[Delete Timesheet](#)

How do I enter lunch on a Simple Hours Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.



A login form with a white background and a light gray border. It contains two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me on this computer'. A blue link 'Forgot Password' is positioned below the checkbox. At the bottom is a dark gray button with the text 'Log in >>' in white.

Username

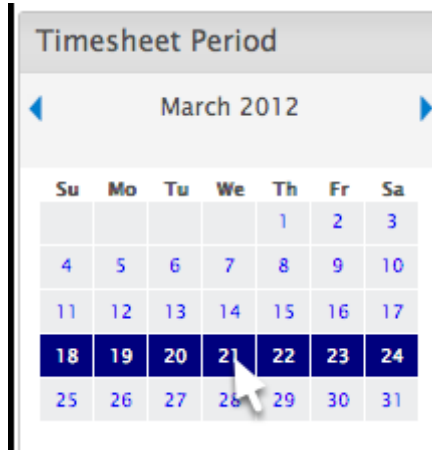
Password

☐ Remember me on this computer

[Forgot Password](#)

Log in >>

Select a day within your timesheet period



A calendar interface titled 'Timesheet Period' showing the month of March 2012. The calendar has a header with left and right navigation arrows. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The dates 18, 19, 20, 21, 22, 23, and 24 are highlighted in dark blue, indicating the selected timesheet period. A mouse cursor is pointing at the date 21.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Your calendar will reflect your staffing company's start day of the week. In this example it is Sunday.

You have the option to create a Blank Timesheet, Copy Previous Timesheet, create a 40 Hour Worked Timesheet, or a No Hours timesheet.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Create Timesheet

Create a new timesheet:

☒ Blank Timesheet

☐ Copy Previous Timesheet

☐ 40 Hour Worked Timesheet

☐ No Hours – this will automatically approve the timesheet with no hours and cannot be undone

Create

Enter the number of Hours and Minutes worked, and then enter your number of Minutes for lunch.

Hours				
Date	Hours	Minutes	Lunch (min)	Total Hours
Sun 04/08/2012	0	0	0	00:00
Mon 04/09/2012	8	0	90	08:00
Tue 04/10/2012	8	0	0	08:00
Wed 04/11/2012	8	0	0	08:00
Thu 04/12/2012	8	0	30	08:00
Fri 04/13/2012	7	0	15	07:00
Sat 04/14/2012	0	0	0	00:00

1. Enter hours
2. Enter minutes
3. Enter minutes for lunch

Select Submit when your timesheet is ready to be sent to your approving Manager.

Hours				
Date	Hours	Minutes	Lunch (min)	Total Hours
Sun 04/08/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00
Mon 04/09/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="90"/>	08:00
Tue 04/10/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	08:00
Wed 04/11/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	08:00
Thu 04/12/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="30"/>	08:00
Fri 04/13/2012	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	07:00
Sat 04/14/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00

Add Note

Submit Timesheet

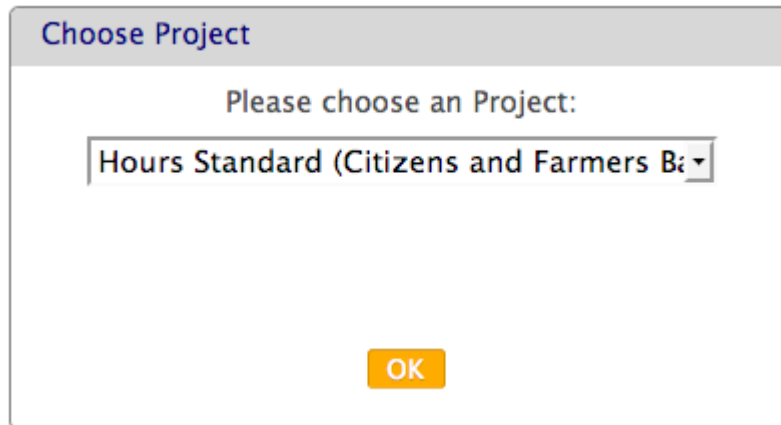
View Timesheet

Delete Timesheet

How do I enter lunch or break time on an In/Out Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

If you have multiple Assignments, select the appropriate assignment and click OK.



Choose Project

Please choose an Project:

Hours Standard (Citizens and Farmers B...

OK

If you only have one assignment, proceed to the next step.

Select the day you want to enter time for



Timesheet Period  APR 17		
03/18/2012 - 03/24/2012		
Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	4:00	12:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	00:00
Sat 03/24/2012	0:00	00:00

Select Add Block and adjust Hours Type accordingly

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8a	12p	Normal	None	
12p	1p	Lunch	None	

Add Block **Copy Previous Day**

Select Add Block to enter another block of time. Break up each block based on the hours type. Hours Type selections will vary based on your assignment's settings. If you have questions contact your firm.

Example: Worked from 8:00am to 5:00pm and took a break from 12:00pm to 1:00pm

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8a	12p	Normal	None	
12p	1p	Lunch	None	
1p	5p	Normal	None	


Add Block **Copy Previous Day**

Time Blocks must be broken up based on the hours type. If you try to enter only two blocks of time (8am-5pm Normal and 12pm-1pm Break) you will receive an error message because the system views this as overlapping time.

Deleting a block of time

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8a	12p	Normal	None	<input type="text"/>
12p	1p	Lunch	None	<input type="text"/>
1p	5p	Normal	None	<input type="text"/>




Select the trash icon next to that block of time to have it removed from the timesheet.

Copy Previous Day

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8a	12p	Normal	None	<input type="text"/>
12p	1p	Lunch	None	<input type="text"/>
1p	5p	Normal	None	<input type="text"/>



When you Select your next work day, if you worked the same hours as the shift before you can Select Copy Previous Day.

The hours will automatically be copied and saved on that day.

How do I enter time using Clock In/Out?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

You will be presented with a green clock in button. It will display the current time, click it to clock in.

Alda, Alan **CLOCK IN** Clock In 12:42:19

Project:
Clocker (Bank of America - Wilson, Vicky)

Timesheets **Expenses** **Reports**

Timesheet Period
March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Create Timesheet

Create a new timesheet:

- ☒ Blank Timesheet
- ☐ Copy Previous Timesheet
- ☐ No Hours - this will automatically approve the timesheet

If you are eligible for different hours types from your firm, you will choose the type here, or just leave as Normal.

Clock In Information close

Please select an hour type:
Normal

Please select a Tasks:
None

Ok **Cancel**

This is also where you will select the specific project or task you are billing hours against. Once you have selected those fields, click OK.

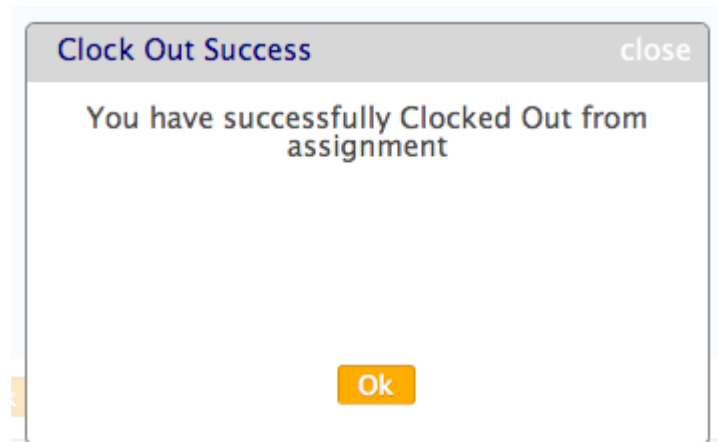
You will be presented with a confirmation pop up that lets you know that you are clocked in, click Ok on that popup.

Once clocked in, the green Clock In box will turn to red and the text will change to Clock Out.



If you log out of the application while clocked in your time will continue to add up.

Once you have clocked your time, you hit the red Clock Out button to end your time on that time block.



You will be presented with a confirmation pop up that lets you know that you have successfully clocked out of the specific assignment and project. You are able to clock in and out as often as you wish.

To Delete a block of time

Timesheet Period

03/18/2012 - 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	0:17	16:47

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
12:44 pm	1:01 pm	Normal	None	

Not all Clock In / Out timesheets are editable. Call your firm if you have any questions.

To delete a block of time, simply click the trash can, and confirm that you want to delete in the popup.

Submit completed time for the week

Timesheets**Expenses****Reports**

Timesheet Status: **In Progress**

Timesheet Period

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	0:17	16:47
Tue 03/20/2012	0:00	17:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Time In	to Time Out	Hours Type	Tasks	Notes
12:44 pm	1:01 pm	Normal	None	

Add Block

Copy Previous Day

Add Note

Submit Timesheet

View Timesheet

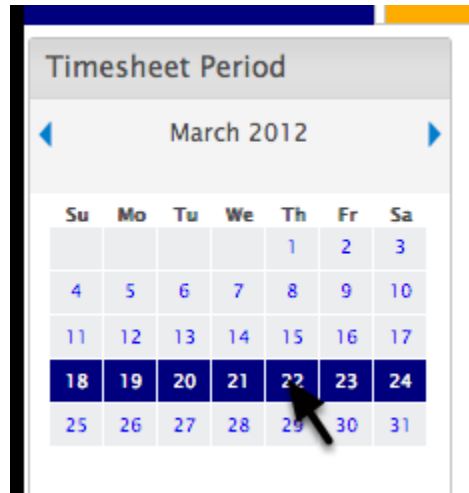
Delete Timesheet

Once finished clocking in/out for the week, Select Submit. Accept any Notifications that pop up. You can also view your timesheet by Selecting View.

How do I enter lunch or break time on a daily hours Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Select any day within you Timesheet period



Your Timesheet period will automatically become highlighted.

Create your Timesheet

Create Timesheet

Create a new timesheet:

- ☐ Blank Timesheet
- ☐ Copy Previous Timesheet
- ☒ 40 Hour Worked Timesheet
- ☐ No Hours – this will automatically approve the timesheet with no hours and cannot be undone

Create

You can select a Blank Timesheet, Copy Previous Timesheet, a 40 Hour Worked Timesheet, or a No Hours Timesheet.

Select the day you want to enter time for

Timesheet Period		
03/18/2012 - 03/24/2012		
Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Select Add Block, Enter additional hours and minutes, and select the Hours Type.

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	
1	0	Lunch	None	

Add Block Copy Previous Day

Add Block creates another row for you to enter hours. Hours should be broken up based on Hours Type


If you worked from 8am-5pm and took a one hour Lunch during the day, you would enter 8

Hours and 1 Lunch Hour.

Hours Type selection will vary based on what your office's preferences.

Repeat for each day worked.



Copy Previous Day

Timesheet Period  17

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	
1	0	Lunch	None	

Add Block

Copy Previous Day

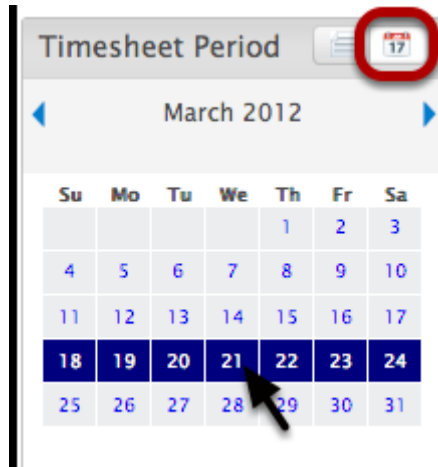
When you Select your next work day, if you worked the same hours as the previous day you can Select Copy Previous Day.

The hours will automatically be copied and saved on that day.

How do I enter time in a daily hours Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Click the calendar icon and then select any day within your Timesheet period



Your Timesheet period will automatically become highlighted.

Choose Blank Timesheet, Copy Previous Timesheet, 40 Hour Timesheet or No Hours and Select Create

A screenshot of a web form titled "Create Timesheet". Under the heading "Create a new timesheet:", there are four radio button options: "Blank Timesheet", "Copy Previous Timesheet", "40 Hour Worked Timesheet" (which is selected), and "No Hours - this will automatically approve the timesheet with no hours and cannot be undone". At the bottom of the form is a yellow "Create" button, which is circled in red.

Blank timesheets- you'll enter your hours from scratch

Copy Previous Timesheet- you'll start with the hours from your last week's timesheet. If you don't have a previous timesheet, an error message will alert you to that.

40 hour timesheet- automatically pre-populates 8 hours per business day within your specific timesheet duration, which you can edit accordingly.

No Hours- will automatically submit and approve zero hours and cannot be undone. If you do this by accident, contact your firm.

Select the day that you want to enter your hours worked for.

Timesheet Period

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	

Add Block

Copy Previous Day

Enter your Total Hours and Total Minutes for that block of time

Select the Hours Type

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	

Normal
Vacation
Sick
Lunch
Break

You may only have normal as an option in this dropdown, depending on how your firm requires you to enter time.

There will be other options if you are required to account for break time, meal time, or other paid and non paid time off.

Select the Project you are specifically entering time for

The screenshot shows a web form titled "Hours for Mon 03/19/2012". It contains five input fields: "Hours" (with value 8), "Minutes" (with value 0), "Hours Type" (with a dropdown menu showing "Normal"), "Tasks" (with a dropdown menu open showing "None" and ".NET" options), and "Notes" (with a text input field and a trash can icon). The "Tasks" dropdown menu is currently open, showing "None" as the selected option and ".NET" as another available option.

If you are not assigned to any specific projects, you can skip this by just leaving the dropdown at "None"

Add multiple blocks for the day (when accounting for breaks, PTO, etc)

The screenshot shows the same "Hours for Mon 03/19/2012" form. The "Hours" field is 8, "Minutes" is 0, "Hours Type" is Normal, and "Tasks" is None. The "Notes" field is empty. At the bottom of the form, there are two buttons: "Add Block" and "Copy Previous Day". The "Add Block" button is highlighted with a yellow circle.

You can add as many blocks of time as you would like. To delete a block of time, simply click the trash can, and confirm that you want to delete in the popup.

Copy Previous Day

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	

[Add Block](#) [Copy Previous Day](#)

If you work the same schedule each day, Select the day worked and Select Copy Previous Day and the hours entered previously will be copied onto that day and saved.

Submit Hours

Hours for Mon 03/19/2012

Hours	Minutes	Hours Type	Tasks	Notes
8	0	Normal	None	

[Add Block](#) [Copy Previous Day](#)

[Add Note](#) [Submit Timesheet](#) [View Timesheet](#) [Delete Timesheet](#)

Once finished entering hours for the week, Select Submit. Accept any Notifications that pop up. You can also view your timesheet by Selecting View.

How do I enter time on a Simple Hours Timesheet?

Once you log into the system, select the appropriate timeframe on the calendar. From there, you will be able to create a new timesheet.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Create Timesheet

Create a new timesheet:

☒ Blank Timesheet

☐ Copy Previous Timesheet

☐ 40 Hour Worked Timesheet

☐ No Hours – this will automatically approve the timesheet with no hours and cannot be undone

Create

"Blank Timesheet" - will create a standard timesheet that is not prepopulated.

"Copy Previous Timesheet" - will replicate the last timesheet that is available in the system from you.

"40 Hour Worked Timesheet" - will populate 8 hours per day Monday through Friday.

"No Hours" - will notify the Administrator that you had no hours that week.

Once you have selected the appropriate Timesheet scenario, click through the appropriate dates in the Timesheet.

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours

Date	Hours	Minutes	Total Hours
Sun 03/25/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00
Mon 03/26/2012	<input type="text" value="7"/>	<input type="text" value="30"/>	07:30
Tue 03/27/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Wed 03/28/2012	<input type="text" value="7"/>	<input type="text" value="30"/>	07:30
Thu 03/29/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Fri 03/30/2012	<input type="text" value="8"/>	<input type="text" value="0"/>	08:00
Sat 03/31/2012	<input type="text" value="0"/>	<input type="text" value="0"/>	00:00

In the upper right portion of the screen, you will see your Time Period, Total Hours and the Timesheet Status.

Time Period: 03/25/2012 – 03/31/2012

Total Hours: 39:00

Total Expenses: 0.00

Timesheet Status: In Progress

You can also enter in a Timesheet note that you want your Manager to see. Please note that these Timesheet Notes are visible by the Manager and cannot be removed from the Timesheet unless completely deleting the Timesheet and starting over..



The screenshot shows a modal dialog box titled "Add Note". Inside the dialog, the text "Notes: 03/25/2012 – 03/31/2012" is displayed, followed by "Employee, Sean (03/13/2012 5:28 pm): I had to leave early on Monday." Below this text is a text input field with the placeholder "Enter a Timesheet Note Here" and an "Add Note" button to its right. At the bottom center of the dialog is a red "Cancel" button.

Once you are done, you may either Submit your Timesheet, View the PDF of the Timesheet, or Delete the entire Timesheet and start over.

Submit Timesheet

View Timesheet

Delete Timesheet

How do I unsubmit my Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Select Payroll Period that you wish to unsubmit

Timesheet Period

March 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hours for M

Time In

8:00 am

12:00 p

1:00 pm

Click the Calendar icon, and then the week. Selecting one day within that period will automatically highlight the entire period.

Select Unsubmit

Timesheets Expenses Reports

Timesheet Status: Submitted

Timesheet Period 02/26/2012 - 03/03/2012

Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Hours

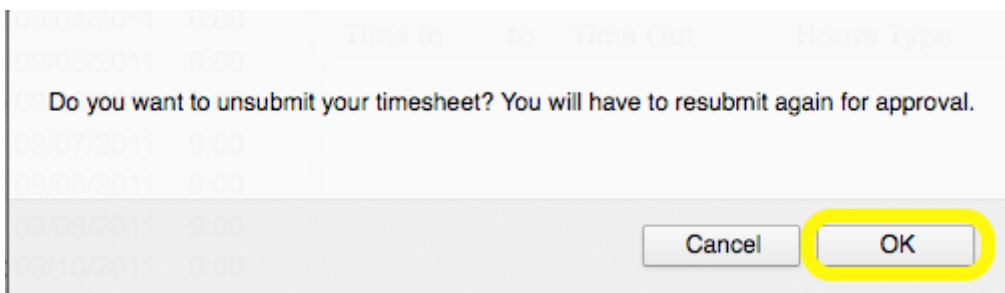
Time In	to Time Out	Hours Type	Tasks	Notes
---------	-------------	------------	-------	-------

Add Block Copy Previous Day

Add Note Unsubmit Timesheet View Timesheet

Notice your Timesheet Status in the upper right corner.

Pop up will appear, Select OK

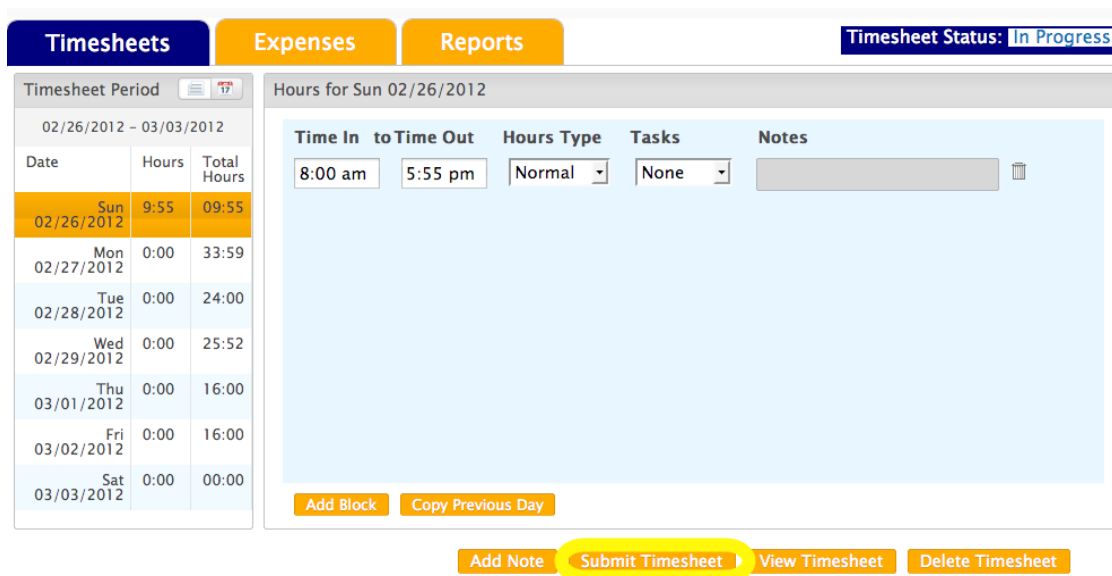


Do you want to unsubmit your timesheet? You will have to resubmit again for approval.

Cancel OK

Timesheet status will now go from Submitted to In Progress

Make any changes and Submit when complete



Timesheets Expenses Reports Timesheet Status: In Progress

Timesheet Period 02/26/2012 - 03/03/2012

Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Hours for Sun 02/26/2012

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	5:55 pm	Normal	None	

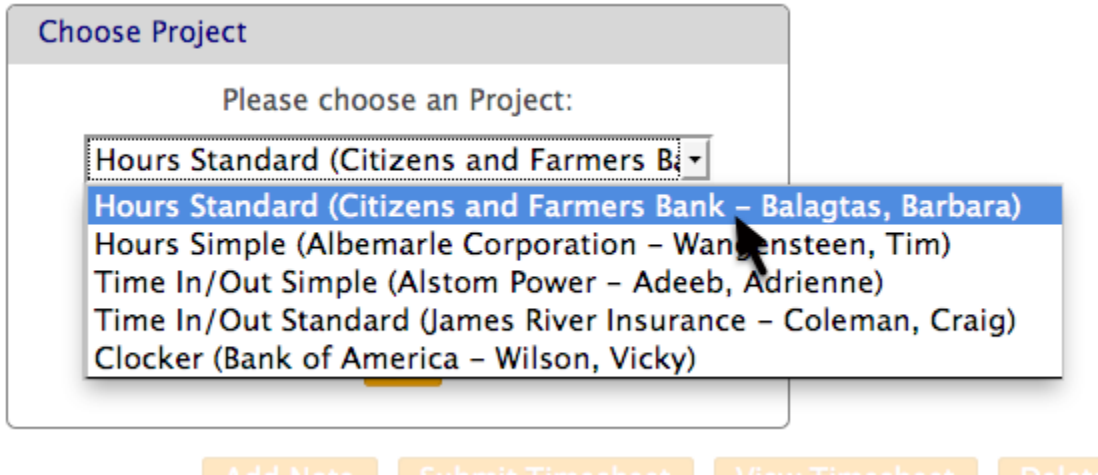
Add Block Copy Previous Day

Add Note Submit Timesheet View Timesheet Delete Timesheet

How do I enter time for multiple assignments?

It is important to understand that each Assignment/ Placement that you have will involve it's own Timesheet. Each Timesheet will need to be Submitted on their own. In order to make sure that you are entering in time on the appropriate Timesheet, please follow the instructions below.

If you have been placed on multiple assignments, upon logging in you will be prompted to select the Timesheet that you will initially be entering time for.



The screenshot shows a 'Choose Project' dialog box with a title bar. Inside, there is a prompt 'Please choose an Project:' followed by a dropdown menu. The dropdown menu is open, displaying a list of five project options. The first option, 'Hours Standard (Citizens and Farmers Bank - Balagtas, Barbara)', is highlighted in blue. Below the list, there are four buttons: 'Add New', 'Submit Timesheet', 'View Timesheet', and 'Cancel'.

Choose Project

Please choose an Project:

- Hours Standard (Citizens and Farmers Bank - Balagtas, Barbara)
- Hours Simple (Albemarle Corporation - Wangensteen, Tim)
- Time In/Out Simple (Alstom Power - Adeeb, Adrienne)
- Time In/Out Standard (James River Insurance - Coleman, Craig)
- Clocker (Bank of America - Wilson, Vicky)

[Add New](#) [Submit Timesheet](#) [View Timesheet](#) [Cancel](#)

At any point while in the application, you can move between multiple assignments and Timesheets. To do so, select the Assignment drop down on the left hand side of the Application and click on the appropriate Assignment.

Project:

Hours Standard (Citizens and Farmers Bank – Balagtas, Barbara)

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Hours Simple (Albemarle Corporation – Wangensteen, Tim)

Time In/Out Simple (Alstom Power – Adeeb, Adrienne)

Time In/Out Standard (James River Insurance – Coleman, Craig)

Clocker (Bank of America – Wilson, Vicky)

03/18/2012 – 03/24/2012

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Hours

Minutes

Hours Ty

Add Block

Copy Previous Day

You can move between multiple assignments to log time respectively at any time by selecting the assignment in the drop down selector above the date picker.

You can also see how many hours you have across all Assignment / Project timesheets.

The screenshot displays the 'Timesheets' section of a software interface. At the top, there are three tabs: 'Timesheets' (selected), 'Expenses', and 'Reports'. Below the tabs, the 'Timesheet Period' is set to '03/18/2012 - 03/24/2012'. A table lists the dates and days of the week from Sunday to Saturday. The row for Monday, 03/19/2012, is highlighted in orange, and a mouse cursor points to the '08:00' value in the 'Total Hours' column. To the right, a panel titled 'Hours for Mon 03/19/2012' contains input fields for 'Hours' (4), 'Minutes' (0), a dropdown for 'Hours Type' (Normal), and a dropdown for 'Tasks' (None). At the bottom of this panel are two buttons: 'Add Block' and 'Copy Previous Day'.

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	4:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

Hours	Minutes	Hours Type	Tasks
4	0	Normal	None

[Add Block](#) [Copy Previous Day](#)

If you do have hours on multiple assignment / project timesheets you can see the total for the day in the Total Hours column.

Expense Entry Questions

How do I enter Expenses?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Select the Expenses Tab



If your Timesheet status is "Not Created" you must Create a Timesheet so Expenses can be entered.

Add the details of the expense.





A screenshot of the 'Expenses' form in a web application. The form has a light blue header with the title 'Expenses'. Below the header, there are two rows of input fields. The first row is pre-filled with: Date: 03/17/2012, Tasks: None, Category: Service, Description: Food, Amount: 23.00, and Billable: checked. The second row is empty, with fields for Date, Tasks, Category, Description (with a 'Miles:' label), Amount, and Billable. At the bottom of the form, there are three buttons: 'Add Expense' (highlighted with a red oval), 'Add Mileage', and 'Cancel'. To the right of the 'Add Expense' button is a 'Save' button. Numbered circles 1 through 6 are placed over the form fields to indicate the steps for adding an expense: 1. Date, 2. Tasks, 3. Category, 4. Description, 5. Amount, and 6. Billable.

First, select Add Expense...

1. Select Date
2. Select Project / Task
3. Select Service Category (if no category is available contact your firm)
4. Enter a description
5. Enter Amount
6. Select if the expense is Billable

Add Mileage (if available)

Expenses

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	 
1 03/17/2012	2 None	Mileage	3 Miles: 100.00	\$55.50	4 <input checked="" type="checkbox"/>	 





Add Expense **Add Mileage** **Cancel** **Save**

First, select Add Mileage (if available)...

1. Select Date
2. Select Project / Task
3. Add total Miles
4. Select if the expense is Billable

Adding Notes and Deleting

Expenses

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	 
03/17/2012	None	Mileage	Miles: 100.00	\$55.50	<input checked="" type="checkbox"/>	 





Add Expense **Add Mileage** **Cancel** **Save**

If you wish to add a note to the individual expense, click the “Pen and Paper” icon on the left. This icon will turn gold once a note has been saved.

If you wish to delete the individual line item expense, select the “Trash Can” icon to delete the line. Remember to Save after making any changes.

Save when Complete. Once Saved, you'll be able to see the Expense total for that period.

Total Hours: 0:00
Total Expenses: 78.50
Timesheet Status: In Progress

	Amount	Billable	
	23.00	<input checked="" type="checkbox"/>	 
	55.50	<input checked="" type="checkbox"/>	 





Cancel Save

The Hours and Expense Totals will not be updated until you save.

Submit your Expenses with the Timesheet by clicking Submit, or select View to see how the Expenses will appear on your Timesheet.

Timesheets Expenses Reports Timesheet Status: In Progress

Expenses

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	 
03/17/2012	None	Mileage	Miles: 100	55.50	<input checked="" type="checkbox"/>	 

Add Expense Add Mileage Cancel Save

Receipts

Browse... Upload

Date	Attachment
------	------------

Add Note Submit Timesheet View Timesheet Delete Timesheet

Help Change Password Logout

The next lesson explains how to attach receipts to your expenses.

How do I attach receipts to my Expenses?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

To add a receipt, first make sure you have scanned your receipts and saved them on your hard drive.

Select the Expenses Tab

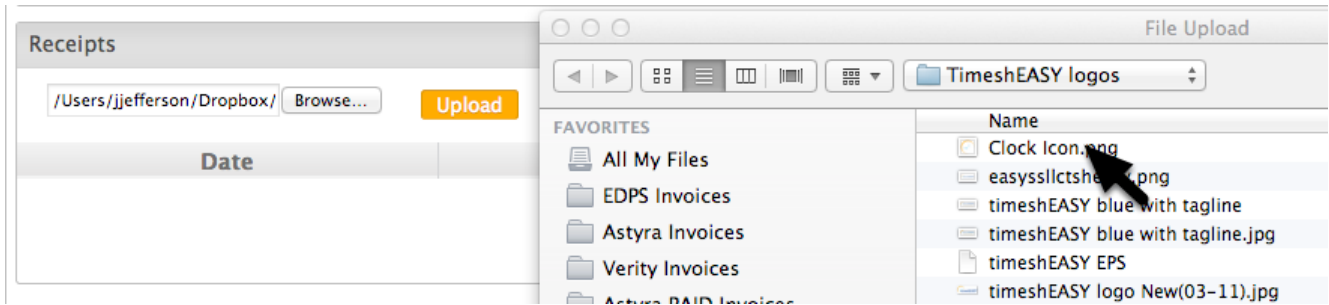


In the Receipts section, Select Browse

A screenshot of a web application interface. At the top, there are three tabs: 'Timesheets' (orange), 'Expenses' (dark blue, highlighted), and 'Reports' (orange). To the right of the tabs, there is a status bar that says 'Timesheet Status: In Progress'. Below the tabs, there is a grey bar with the word 'Expenses' in white text. Below this, there is a table with the following columns: 'Date', 'Tasks', 'Category', 'Description', 'Amount', 'Billable', and icons. The table contains two rows of data. Below the table, there are buttons for 'Add Expense', 'Add Mileage', 'Cancel', and 'Save'. Below the 'Expenses' section, there is a grey bar with the word 'Receipts' in white text. Below this, there is a text input field, a 'Browse...' button (highlighted with a yellow circle), and an 'Upload' button. Below the input field and buttons, there is a table with the following columns: 'Date' and 'Attachment'.

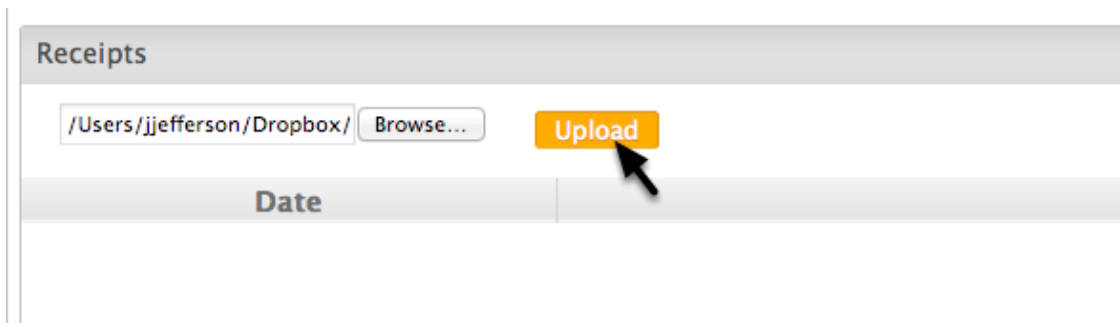
If you have not entered and saved your expense data, please see the previous lesson.

A pop up will appear with all of your documents, Select the receipt image and Open

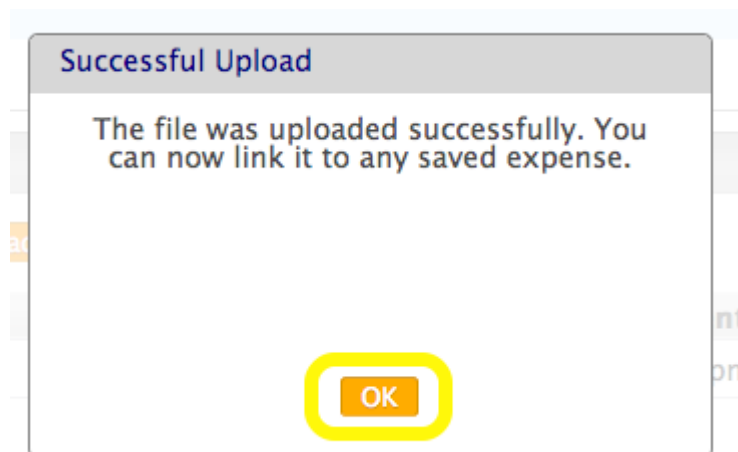


Please remember that this pop up will look different based on the computer your using. When you scan receipts to your computer make sure you save them in an easy area so you can quickly select them from this pop up.

Select Upload to Save this receipt image in your account



If upload is successful, you will receive a confirmation pop up.






After uploading, you still have to link your receipt to your expense.

To attach the receipt to your Expense, Selet the paperclip icon

Receipts

/Users/jjefferson/Dropbox/

Date	Attachment	
Mon 03/19/12	Clock Icon.png	  

Pop Up will appear, Link Receipt to the Expense

Expense links for Clock Icon close

Link	Date	Description	Amount
<input checked="" type="checkbox"/>	03/17/2012	Food	\$23.00
<input type="checkbox"/>	03/17/2012	Miles: 100	\$55.50

This pop up allows you to select the specific expense that the receipt corresponds with. Once you have selected the link click Save.

Once attached, the paperclip image will turn gold. Only Select Submit if you are ready to send your entire timesheet to your Manager.






Timesheets

Expenses

Reports

Timesheet Status: In Progress

Expenses

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	  
03/17/2012	None	Mileage	Miles: 100	55.50	<input checked="" type="checkbox"/>	 

Add Expense

Add Mileage

Cancel




Save

Receipts

/Users/jjefferson/Dropbox/

Browse...

Upload

Date	Attachment	
Mon 03/19/12	Clock Icon.png	  

Add Note

Submit Timesheet

View Timesheet

Delete Timesheet

By Selecting Submit, you are submitting both your expense and timesheet for approval. If you still need to make edits to your timesheet, select the timesheet tab and submit once you are complete.