

Time & Expense User's Guide



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General Information

June 2009

For user support questions, contact the Consolidated Service Desk at 1-866-483-5411.

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Overview

Time & Expense is an automated time and expense collection system. Allegis Group Users who use Time & Expense enter their hours and expenses into the system on a weekly basis. Managers and Expense Auditors (expenses only) must approve the hours and expenses Users submit before they can receive compensation and reimbursement. The hours and expenses approved in Time & Expense load into OASIS. If any one of these roles reject the hours or expenses then the User must update and re-submit his or her time card or expense report to receive compensation or reimbursement.

The information that displays when you log into Time & Expense depends on your job role. Time & Expense uses your user identification to log you into the system to access the functionality that you need to enter or validate hours and expenses to receive or pay the appropriate compensation or reimbursement.










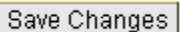
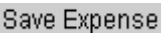

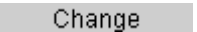
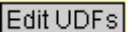

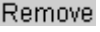

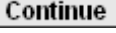
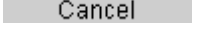
The following table identifies the information that displays when you log into Time & Expense.

To view one of the following:










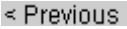


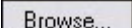


If	Then
User	<p>The Time Card page displays. Depending when you access the system one of the following weekending dates displays:</p> <ul style="list-style-type: none">• If you log into the system Sunday, Monday, or Tuesday then the time card for the previous week-ending date displays.• If you log into the system Wednesday, Thursday, Friday, or Saturday then the time card for the current weekending date displays. <p>Refer to <i>Access and Update a Time Card</i> for further details.</p>

Understand Buttons, Icons and Links

When you access Time & Expense there are various buttons, icons and links that you can click to perform different functions throughout the system. Review the table below to better understand these features in Time &Expense.

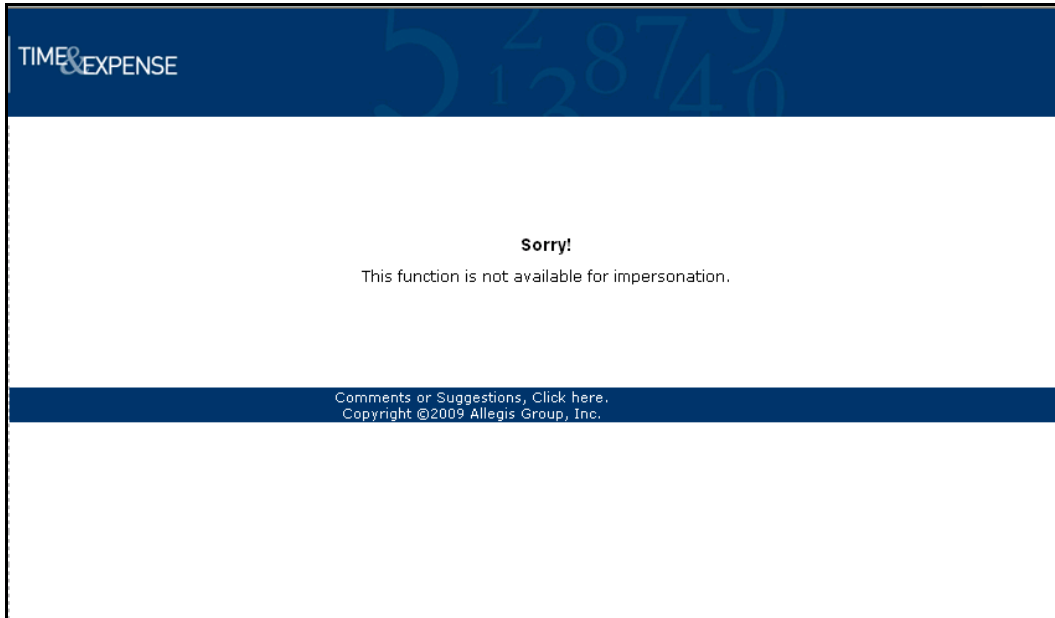
Button	Description
	To view one of the following: <ul style="list-style-type: none"> A timecard or expense report. Additional details for an expense item
	To select a date. Users and Field Support only.
	To print the list of timecards or expense reports to the printer that you specify
	To display the list of timecards or expense reports in an Excel spreadsheet. Use this feature to update and save the information as necessary.
	To display the Status Summary (Dashboard) page. Field Support and System Administrators only.
	To display the Status Summary page. Field Support and System Administrators only.
	To log into Time & Expense
	To save the e-mail settings that you prefer. Approvers and Users Only.
	To save the information you inserted. Users and Field Support only.
	To save the updates you inserted to a timecard. Users Only.
	To save the expense information you inserted. Users and Field Support only.
	To insert the hours worked and the user-defined fields, if applicable, on your timecard.
	To change the information you inserted. Users, Approvers, and Field Support only.
	To update the User-Defined Field (UDF) values that display. Approvers only.
	To copy the information you inserted. You can use this button on your timecard to copy information from one date and insert the same information for another date within the same week.
	To remove the information that displays.
	To edit the information you inserted. Users and Field Support only.
	To continue performing the action.
	To cancel or stop performing the action.

Button	Description
Submit Change	To submit the change you indicated.
Close Window	To close the window.
Delete	To delete the information you inserted. Users and Field Support only.
Printable Version	To display a printer friendly version of a timecard or expense report. The print friendly version of a timecard includes spaces for User or the Field Support Representative who represents the User and the Approver to validate the hours entered. Print a timecard or expense report for your records.
Print Expenses Receipt Page	To display a print friendly version of the expenses receipt page where you can tape your receipts for reimbursement purposes.
Submit For Approval	To submit your timecard or expense report to your manager for approval. A verification page displays before you officially submit your hours. User and Field Support only.
Submit	To verify and submit your timecard or expense report. Users and Field Support only.
Send Me a New Password	To receive a new password from Time & Expense. Users and Approvers only.
Add A Comment	To display the Comment page. Use this page to insert your comments. Your comments display in the History section of the timecard and expense report. Users and Field Support only.
Transaction history	To view the History page that displays the timecards or expense reports activity history, including comments.
Find	To search for the information you specified. Field Support, Expense Auditors, Operations Support Group (OSG) only.
Search	To search for the information you specified. Field Support, Expense Auditors, Operations Support Group (OSG) only.
Search Consultants	To search for the User you need to represent in Time & Expense. Field Support and System Administrators only.
Represent Consultant	To access Time & Expense as a User. If a User cannot access the system, you must represent the User to enter his or her hours worked or expenses incurred. Field Support and System Administrators only.
Change Office & Company	To change the office and company information you are viewing. Field Support and Operations Support Group (OSG) only.
Change Password	To change your Time & Expense password. Users and Approvers only.
UnSubmit	To Un-Submit a timecard or expense report that was submitted previously. Once an Approver approves or rejects a timecard or expense report that item cannot be un-submitted. User only.

Button	Description
	To approve a timecard, expense report, or individual expense items. Users and Expense Auditors only.
	To reject a timecard, expense report or individual expense items. Approvers, Field Support and Expense Auditors only.
	To approve all of the items listed. Approvers and Expense Auditors only.
	To reject all of the items listed. Approvers and Expense Auditors only.
	To close the View Expense Item window.
	To cancel the rejection. Users and Field Support only.
	To send the expense report to the expense auditor for verification. Field Support only.
<u>I forgot my password and I want another one sent to me</u>	To receive a new password sent to the accounts email address.
	Click the Yes button to accept the Terms and Conditions. Only after you accept the Terms and Conditions can you use Time and Expense.
	Click the No button to not accept the Terms and Conditions. If you do not accept the Terms and Conditions you will not use Time and Expense.
	To display the previous timecard or expense report listed. The Previous or Prev link is not active if no additional timecards or expense reports exist.
	To display the next timecard or expense report. The Next link is not active if no additional timecards or expense reports exist.
	To select all of the timecards that display on the Home page you are viewing. Approvers only.
<u>Select All Expenses</u>	To select all of the expense reports that display on the Home page you are viewing. Approvers only.
<u>Approve All Expenses</u>	To approve all of the expense reports that you selected on the Home page you are viewing. Approvers only.
	To browse for the location of the document you wish to attach
	To view the attached receipt.
	To delete the attached receipt.

View Messages

When using Time & Expense, you may receive messages while using the system. Read the information that displays to understand the situation and react as necessary.



Messages page

System Options

As you use Time & Expense, you must understand how to access the system to enter your time and expenses and review the time cards and expense reports saved in the system.

Time & Expense is a secure site. Before you can access any of these features, you must understand how to log into and log out of the system appropriately. As a User, you must also agree to the terms and conditions, setup your account, and e-mail preferences before you can use Time & Expense. You can redefine your e-mail preferences and password at anytime while using the system.

Use this chapter to understand how to:

- Log into Time & Expense
- Logout of Time & Expense
- View Terms and Conditions
- Setup your account
- Change your password

Log into Time & Expense

You must log into Time & Expense to enter hours and expenses in the system. When users are setup in Time & Expense, the system sends you your username and password. If you did not receive your username and password, contact the Consolidated Services Desk (CSD).

Time & Expense Login Rules:

- **Users**—can continue to access the system for 28 days after their requisition ends.

As a User, your username and password is not dependent on the customer or requisition with which you work. Use the same username and password that you used previously to access the system. If you do not remember your password, you can request a new password. Refer to *Request a New Password for Time & Expense* for further details.

1. Using the IE (Internet Explorer, version 4+) browser, in the Address field, type the web site address, that was provided to you. Do not type, www before the web site address.
2. Press **Enter** to display the Login page.

TIME & EXPENSE

Please enter your Username and Password:

Username

Password

Login

If you have difficulty logging in please call the appropriate support number.	
TEKsystems - Time & Expense SM Help Desk	1-866-389-2880
Aerotek - Time & Expense SM Help Desk	1-866-835-3915
MarketSource - Time & Expense SM Help Desk	1-866-912-8661

Comments or Suggestions, Click here.
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Login page

3. Do one of the following:

If	Then
You are a User logging into the system initially	<ol style="list-style-type: none"><li data-bbox="824 302 1344 428">1. In the Username field, type the username that was supplied to you in the Time & Expense notification e-mail. For example, C99999999.<li data-bbox="824 470 1344 562">2. In the Password field, type the password that was supplied to you in the Time & Expense notification e-mail.
You are a User who logged into the system previously	<ol style="list-style-type: none"><li data-bbox="824 638 1360 730">1. In the Username field, type the e-mail address you specified previously. Your email address is your username.<li data-bbox="824 772 1344 835">2. In the Password field, type the password you specified previously. <p data-bbox="824 869 1367 995"><i>If you do not remember your password, you can request a new password. Refer to Request a New Password for Time & Expense for further details.</i></p>

4. Click the **Login** button to log into Time & Expense. If you are a User and this is your initial login you must setup your Time & Expense account. Refer to [Setup Your Time & Expense Account](#) for further details.

View Time & Expense Terms and Conditions

While using Time & Expense you can view the terms you accepted when you accessed the system initially.

1. To review the terms and conditions, click the **View Terms** link to display the User Terms and Conditions page.

The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu for 'Final Manager' with options: Home, Status Summary, All Time Cards, All Expense Reports, Setup Options, Reports, Change Password, User Guide, Training Simulations, View Terms, Logout, Help, and Stop Representing User. The main content area displays the following text:

Please read the following Terms and Conditions agreement, Press the PAGE DOWN key to view the rest of the agreement.

netCenter TIME & EXPENSE COLLECTION SYSTEM
USER TERMS AND CONDITIONS

YOU (THE CLIENT) MUST READ AND AGREE TO THESE TERMS AND CONDITIONS BEFORE BEGINNING USE OF ALLEGIS GROUP'S (ALLEGIS GROUP, INC. INCLUDES AEROTEK, MENTOR 4, AND TEKSYSTEMS AND THEIR SUBSIDIARIES) netCENTER TIME & EXPENSE COLLECTION SYSTEM ("NCTE"). PARTICIPATION IN THE NCTE REQUIRES THAT YOU ACCEPT THESE USER TERMS AND CONDITIONS. IF YOU DO NOT ACCEPT THESE USER TERMS AND CONDITIONS, NOTIFY YOUR ALLEGIS GROUP REPRESENTATIVE IMMEDIATELY.

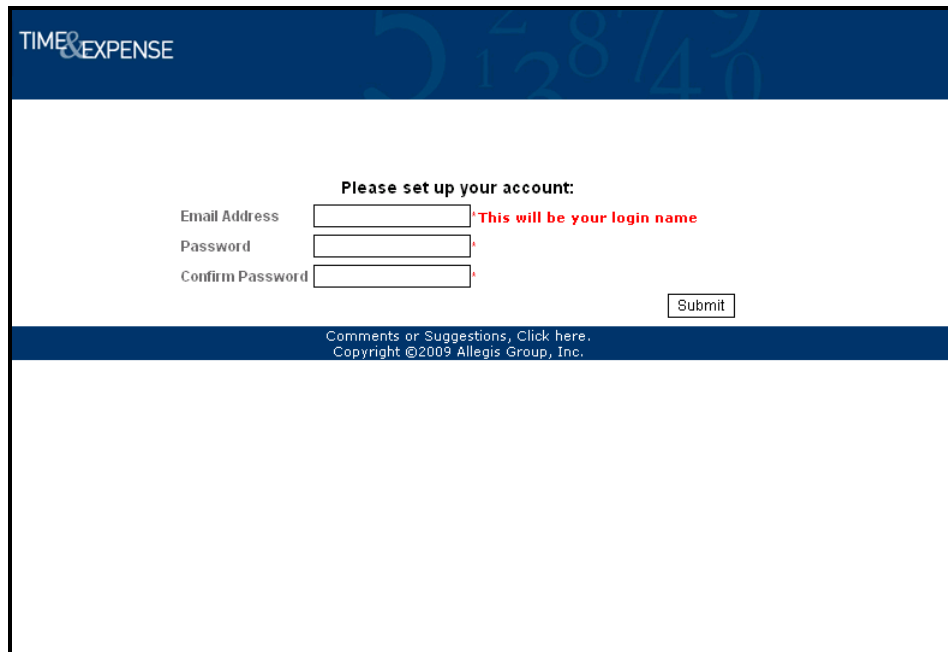
1. Introduction: Allegis Group's NCTE is a web-based application functionality that allows for Allegis' employees to submit their work hours through the internet and for Allegis' clients to approve the submitted work hours. The purpose of the NCTE is to eliminate the traditional paper timecard system.
2. User Responsibilities: You agree to review and approve the work hours of Allegis' employees assigned to you by Saturday of each work week using the NCTE. We recommend that you print out a copy of the screen for your own records.
3. Representations: Each time you approve and submit the work hours of the Allegis

User Terms and Conditions page

2. Read the User Terms and Conditions page to review the terms and conditions.
3. If this is the first time you accessed Time & Expense, you must click the **Yes** button to accept the Terms and Conditions to access the system.

Setup Your Account

If you are a user accessing Time & Expense for the first time, you must change your username and password. Passwords are encrypted. When you were setup in Time & Expense, you were sent your username and password. If you did not receive your username and password contact the CSD.



The screenshot shows the 'Setup Account' page for Time & Expense. The page has a dark blue header with the 'TIME & EXPENSE' logo and a background image of numbers. Below the header, the text 'Please set up your account:' is centered. There are three input fields: 'Email Address', 'Password', and 'Confirm Password'. The 'Email Address' field has a red asterisk and the text 'This will be your login name' next to it. A 'Submit' button is located to the right of the 'Confirm Password' field. At the bottom of the form area, there is a small link: 'Comments or Suggestions, Click here.' and a copyright notice: 'Copyright ©2009 Allegis Group, Inc.'

Setup Account page

1. In the **Email Address** field, type your e-mail address. Your e-mail address becomes your username. This is a required field. The e-mail address you enter must be active and valid.
2. In the **Password** field, type the password you would like to use to access Time & Expense. This is a required field.
3. In the **Confirm Password** field, re-type the new password. This is a required field. Time & Expense informs you if your passwords do not match. You must re-type your passwords so they match to submit your login information.
4. Click the **Submit** button to access the E-mail Preferences page in Time & Expense.

Setup Your E-mail Preferences

Once you setup your account, Time & Expense displays the e-mail preferences page. Use this page to indicate if you want to receive messages from Time & Expense. After you save your e-mail preferences, click the **Setup Options** link from your left menu to update your preferences when necessary.

Setup Options page

In the **Change my email address/username** field, type the e-mail address where you want Time & Expense to send your notifications. This is your username. *If you change your e-mail address then you change your username.*

Approver Setup Options

1. Select any of the following checkboxes. If the checkboxes display a check then you will receive e-mail notifications.

- **Send me an email whenever a Time Card is submitted for my approval**— To receive time card notifications from Time & Expense when it receives a time card from one of your consultants. Defaults to checked.

- **Send me an email whenever an Expense Report is submitted for my approval**— To receive expense report notifications from Time & Expense when it receives an expense from one of your consultants. Defaults to checked.

User Setup Options

1. Select any of the following checkboxes. If the checkboxes display a check then you will receive e-mail notifications.

• **Send me an email whenever a Time Card I have submitted has been approved—**

To receive notifications informing you that the time card you submitted has been approved.

• **Send me an email whenever a Time Card I have submitted has been rejected—**

To receive notifications informing you that the time card you submitted has been rejected.

• **Send me an email whenever an Expense Report I have submitted has been approved—**

To receive notifications informing you that the expense report you submitted has been approved.

• **Send me an email whenever an Expense Report I have submitted has been rejected—**

To receive notifications informing you that the expense report you submitted has been rejected.

• **Send me an email whenever an Expense Report I have submitted has been altered—**

To receive notifications informing you that the expense report you submitted has been altered.

2. Click the **Save My Email Preferences** button to save the e-mail settings that you prefer.

Request a New Password for Time & Expense

If you forget your password for Time & Expense, you can have the system send you a new password.

TIME & EXPENSE

Please enter your Username and Password:

Username

Password

If you have difficulty logging in please call the appropriate support number.	
TEKsystems - Time & Expense SM Help Desk	1-866-389-2880
Aerotek - Time & Expense SM Help Desk	1-866-835-3915
MarketSource - Time & Expense SM Help Desk	1-866-912-8661

[Comments or Suggestions, Click here.](#)
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Login page

1. From the Login page, in the **Username** field, type the e-mail address you specified previously. Your e-mail address is your username.
2. In the **Password** field, type your password. If your username or password is not correct, the Invalid Username or Password page displays.

TIME & EXPENSE

Invalid Username or Password.

[I forgot my password and I want a new one sent to me.](#)

Username

Password

If you have difficulty logging in please call the appropriate support number.	
TEKsystems - Time & Expense SM Help Desk	1-866-389-2880
Aerotek - Time & Expense SM Help Desk	1-866-835-3915
MarketSource - Time & Expense SM Help Desk	1-866-912-8661

[Comments or Suggestions, Click here.](#)
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3. To request a new password, click the **"I want to request a new password"** link. The Send Me a New Password page displays.

Email Address

Send Me a New Password

This is the email address you use as your username. Your new password will be sent to that address. If you cannot receive email at that address please call the appropriate support number below.

If you have difficulty logging in please call the appropriate support number.	
TEKsystems - Time & Expense SM Help Desk	1-866-389-2880
Aerotek - Time & Expense SM Help Desk	1-866-835-3915
MarketSource - Time & Expense SM Help Desk	1-866-912-8661

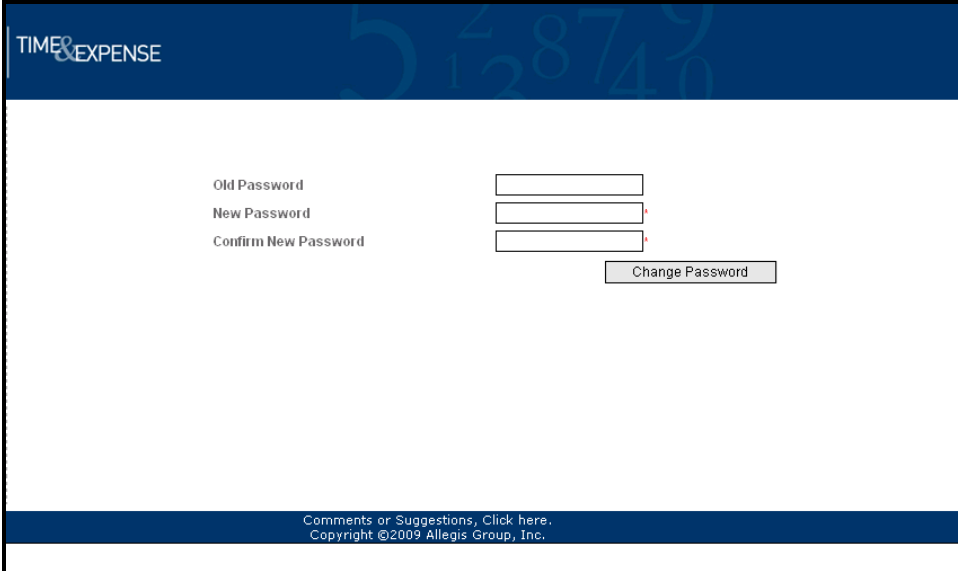
Send Me a New Password page

4. In the **Email Address** field, type your e-mail address. Your e-mail address is your username. You must type the e-mail address you entered when you setup your account.
5. Click the **Send Me a New Password** button for Time & Expense to send your new password to the e-mail address you entered. You must be able to receive e-mails at the e-mail address you entered to receive your new password. Time & Expense sends your password immediately.

Change Your Password

While using Time & Expense your passwords never expire. However, you can change your password at any time.

1. From the left menu, click the **Change Password** link to display the Change Password page.



The screenshot shows the 'Change Password' page in the Time & Expense system. The page has a dark blue header with the 'TIME & EXPENSE' logo on the left. The main content area is white and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. To the right of these fields is a 'Change Password' button. At the bottom of the page, there is a dark blue footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

Change Password page

2. In the **Old Password** field, type your password.
3. In the **New Password** field, type your new password.
4. In the **Confirm New Password** field, re-type your password.
5. Click the **Change Password** button to change your password.

Log Out of Time & Expense

Log out of Time & Expense when you finish working in the system. From the left menu, click the **Logout** link to display the Login page. When the Login page displays, you are logged out of Time & Expense successfully.

TIME&EXPENSE

Please enter your Username and Password:

Username

Password

Login

If you have difficulty logging in please call the appropriate support number.	
TEKsystems - Time & Expense SM Help Desk	1-866-389-2880
Aerotek - Time & Expense SM Help Desk	1-866-835-3915
MarketSource - Time & Expense SM Help Desk	1-866-912-8661

Comments or Suggestions, Click here.
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Login page

System Features

Once you access the system, Time & Expense offers you a variety of features to help you enter time and expenses and keep track of your time cards and expense reports. The information that displays when you log into Time & Expense depends on your job role. When you access the system, the following information displays for the following roles:

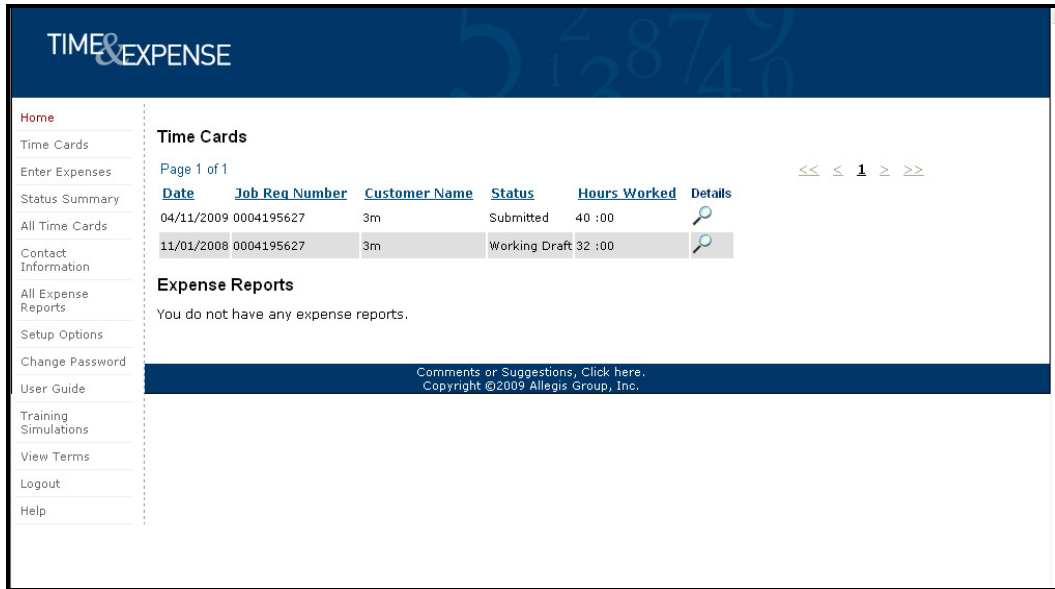
- **Consultants**—Displays the current time card to ensure that you log your hours so you can receive compensation.
- **Managers, Field Support, and Expense Auditors**—Displays a list of the time cards and expense reports you must approve to pay or reimburse your consultants appropriately.

Once you log into the system, you can click any of the links in the left menu to access additional information. As you use the system, Time & Expense stores a history of your actions and offers resources to help you use the system. Use the information in this chapter to understand how to use Time & Expense.

Use the Home Link

Use the Home link to view a list of your most recent time cards and expense reports. You can also use this page to view individual time cards and expense reports.

1. From the left menu, click the **Home** link to view a list of the time cards and expense reports you entered into Time & Expense.



Home page

2. When you log into the Home page, your information sorts by week-ending date in descending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.
3. View the information that displays:

Column	Description
Tracking Number (expense reports only)	The number associated with the expense report.
Date	The week-ending date for the time card or expense report that you submitted into Time & Expense.
Job Req Number	The job requisition number for the hours or expense report you submitted a time card.
Customer Name	The name of the customer for whom you worked or incurred the expense.
Status	The status of the time card or expense report you submitted into Time & Expense.

Column	Description
Hours Worked (Time Cards section only)	The number of billable hours you submitted on your time card for the job requisition number that displays.
Total Amount (Expense Reports section only)	The amount of the expenses you submitted on your expense report for the job requisition number that displays.
Details	The displays. Click the magnifying glass to display your time card or expense report. Refer to <i>Access and Update Your Time Card</i> or <i>Access and Update an Expense Report</i> for further details.

4. If you need to see more time cards or expense reports, do one of the following:

If	Then
You need to see additional time cards	In the Time Cards section, click the appropriate [page number] link to display another page of time cards.
You need to see additional expense reports	In the Expense Reports section, click the appropriate [page number] link to display another page of expense reports.

Time Cards and Expenses Overview

You can access the Time Card and Enter Expenses pages to submit your time cards and expense reports weekly. Your time cards and expense reports must be approved by your manager, field support representative (for example, the CSA), and expense auditor (expenses only) to receive compensation and reimbursement for the hours you worked and the expenses you incurred. If a manager, field support representative, or expense auditor (expenses only) rejects your time card or expense report, you must re-submit your timecard or expense with the correct information to receive compensation or reimbursement.

If you are unable to submit your time card or expense report, contact your Field Support Representative to act as a proxy to submit your hours and expenses in your absence. As a Time & Expense User, you can access any of the following pages from the left menu:

Time Cards

- **Time Cards**—To submit a weekly time card, update a time card, or view time cards. Refer to *Access and Update a Time Card* for further details.
- **All Time Cards**—To view a list of all of your time cards. Refer to *View All Time Cards* for further details.
- **Status Summary**—To see an overview of the time cards (and expense reports) that you submitted for the previous week. Refer to *Use the Status Summary Page* for further details.

Expenses

- **Enter Expenses**—To submit an expense report, update an expense, or view expense reports. Refer to *Access and Update an Expenses* for further details.
- **All Expenses**—To view a list of all of your expense reports. Refer to *View All Expenses* for further details.
- **Status Summary**—To see an overview of the expenses (and time cards) that you submitted for the previous week. Refer to *Use the Status Summary Page* for further details.

Use the Time Card Page

As a User using Time & Expense, you must enter the hours that you worked. All your information must be correct for your hours to be approved by your manager. Once your manager verifies and approves your hours worked and the time card routes through the system successfully, you will receive compensation for the time that you entered. If any discrepancies are found, your time card will be rejected and you will be notified to update and re-submit your time.

If you do not receive automated e-mail notifications from Time & Expense informing you that your time cards have been approved or rejected, refer to *Update Your E-mail Preferences* to ensure that you are setup to receive these notifications.

Use this section to understand how to enter and submit your hours into Time & Expense correctly and how to use the additional features offered with your time cards.

Access and Update a Time Card

Each week that a user works, he or she must access the Time Card page to enter his or her hours worked. A user must enter his or her hours worked in the correct week.

If a user submits the incorrect hours worked, hours under the wrong job requisition number or week-ending date, the manger must reject the time that the user submitted.

The user must re-submit his or her time card with the correct information to receive compensation.

1. Do one of the following:

If	Then
You are a User	<p>From the left menu, click the Time Cards link to display one of the following depending when you access the system.</p> <ul style="list-style-type: none">• If you log into the system Sunday, Monday, or Tuesday then the time card for the previous week-ending date displays.• If you log into the system Wednesday, Thursday, Friday, or Saturday then the time card for the current weekending date displays. <p>Use the search field to display a time card for another week-ending date.</p>

If a User works more than one requisition, multiple time cards display. The User must enter his or her hours worked for the correct job requisition to get paid.

2. In the time card, verify the correct job requisition number and worksite location display. You must submit the hours worked for the correct requisition. If you submit the hours worked for the wrong requisition, the manager will reject the time card.

Consultants Not Working In California

1. In the **Week Ending Date** field, verify that you accessed the appropriate time card page. If necessary, update the Week Ending Date field with the appropriate date to display the time card you need.

The screenshot shows the TIME & EXPENSE system interface. The header includes the logo and a navigation menu on the left with options like Home, Time Cards, Enter Expenses, Status Summary, All Time Cards, Contact Information, All Expense Reports, Setup Options, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help. The main content area displays the employee's name (Berhanu, Anketse M) and ID (04098924), along with the Week Ending Date (04/18/2009). Below this, a yellow box contains details for Customer (3m), Managers (Megan Schuzetenberg), Job Req# (0004195627), Company (ASC), Office (00501 Arden Hills, MN), Status (Inactive), and Worksite Location (3m Center Maplewood, MN). The form includes fields for Date, Earnings Code, Hours Worked (with a checkbox for 'Hours and Minutes'), and User-Defined Fields (Job Detail, Project, Department). A table at the bottom shows a single entry with columns for Date, Earn Type, Hours Worked, and User-Defined Fields, with a Total Hours Worked of 00:00. Buttons for 'Save' and 'Submit For Approval' are visible at the bottom of the form.

Time Cards page

2. In the **Date** field, select the date for the hours worked. The date displays.
3. In the **Earnings Code** field, select the appropriate earnings code for the hours worked. For example, Regular Pay.
4. In the **Hours** field, type the number of hours worked for the day you selected.
5. In the **Minutes** field, type the minutes worked for the day you selected.
6. If editable **User-Defined Fields** display, update the fields as necessary to display the appropriate information for the hours worked. Some User-Defined Fields may display as read-only. You cannot update these fields.
7. Once you enter your hours worked for the day you specified, click the **Add This Entry** button to add the information to your time card.
8. If you need to update, copy, or remove the information that displays on the time card, click the appropriate button. (*See below*)

You cannot update time card information if you submitted the time card approval. Refer to *Submit Time Cards* for further details.

Option	Description
Change	To update the information for the date you selected. The time card information displays in the editable section of the time card. Repeat steps 2-8 to update the time as necessary.
Copy	To copy the information that you entered for a date on the time card and insert the copy of the information for a different date on the time card. The time card information displays in the editable section of the time card. Repeat steps 2-8 to update the time as necessary.
Remove	To remove the information from the time card. If necessary, repeat steps 2-8 to update the time card appropriately.

9. Repeat steps 2-8 for each day worked.

10. Verify that the **Totals** section displays the total number of hours and minutes worked at the appropriate earnings codes.

11. Click the **Save** button to save the time card. You can save the hours worked without submitting the information. When you re-access the Time Card page the saved information displays.

12. If you need to submit the time card for approval, click the **Submit for Approval** button. When you click this button, the time card saves automatically. Refer to *Submit Time Cards* for further details.

13. Refer to *Perform Additional Time Card Functions* in this document to perform additional functions for the time card.

Hours Calculator

Choose the Calculator icon to determine the amount of hours worked. The visibility of the Calculator icon is determined by your operating company.

1. Click on the Calculator icon.
2. Enter the Start Time (example 08 16 AM).
3. Enter the End Time (example 03 47 PM). Please note, AM and PM must be indicated in order to calculate the correct amount of hours.
4. Click the Calculate button to view the results of the calculation.
5. Click the Reset button to clear the information.

Users Working In California

1. In the **Week Ending Date** field, verify that you accessed the appropriate time card page. If necessary, update the Week Ending Date field with the appropriate date to display the time card you need.


Time Cards page


2. Beginning entering time on the day/date hours were worked.
3. In the Earnings Type field, select the appropriate earnings code for the hours worked for example, Regular Pay.
4. In the Start Time field, type the time when you started to work. You must enter time as HH:MM (two digits for the hour and two digits for the minutes) and include AM or PM. For example, 09:30 AM.
5. In the End Time field, type the time when you stopped working. You must enter time as HH:MM (two digits for the hour and two digits for the minutes) and include AM or PM. For example, 01:00 PM.
6. When entering meal breaks the following rules apply:
 - Greater than 6 hours a 30 minute meal break is required
 - 10 – 12 hours 2nd meal break required unless 2nd meal break waiver is signed
 - 12-15 hours a 30 minute meal break is required – waiver is not optional.
 - 15 + hours 3rd meal break is required.

7. If editable **User-Defined Fields** display, update the fields as necessary to display the appropriate information for the hours worked. Repeat this step for each editable UDF. Some User-Defined Fields may display as read-only.

8. Once you enter the hours worked for the day you specified, select the drop down arrow to select the appropriate information for User-Defined Fields.

Time Cards page

9. Click the Remove  button to delete a line item in the time card

10. Click the “Add New” button  to insert a line item below the day/date hours Repeat steps 2-8 for each day worked.

11. Verify that the **Totals** section displays the total number of hours and minutes worked at the appropriate earnings codes.

12. Click the **Save** button to save the time card. You can save the hours worked without submitting the information. When you re-access the Time Card page the saved information displays.

If you do not select a UDF value in a UDF label field when you try to save or submit your time card then a warning displays. You can select the **Continue** button to continue the submittal or the **Cancel** button to cancel the submittal and update your time card appropriately.

California 2nd Meal Break Waiver

If you do not have a 2nd meal break and you have worked more than 10 hours or less than or equal to 12 hours you will be prompted to complete a 2nd meal break waiver. The waiver is applicable if you and your manager agree to waive the 2nd meal break. You will see a message “Have you and your manager agreed to waive the 2nd meal break”

TIME&EXPENSE

Home
Time Cards
Enter Expenses
Consultant Status Summary
Search Time Cards
Contact Information
All Expense Reports
User Guide
Setup Options
Change Password
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Logout

Name: **Levi, Ariel S**
Employee ID: **04003763**

Week Ending Date: 7/31/2010

Customer: Manatt Phelps & Phillips Llp **Managers:** KEN ROSSER - MICHAEL BLACK **Status:** Working Draft
Job Req#: 0004334194 **Company:** TEK **Office:** 00592 Los Angeles, CA
Worksite Location: 11355 West Olympic Boulevard Los Angeles, CA

Sunday, Monday - Have you and your manager agreed to waive the second meal break ?

Earn Type	Start Time	End Time	Hours Worked
Add New Sunday, July 25, 2010 10:30			
Regular Pay	08:00 AM	12:00 PM	04:00
Meal Break	12:00 PM	01:00 PM	01:00
Regular Pay	01:00 PM	05:00 PM	04:00
Overtime Pay	05:00 PM	07:30 PM	02:30
Add New Monday, July 26, 2010 11:00			
Regular Pay	08:00 AM	12:00 PM	04:00
Meal Break	12:00 PM	01:00 PM	01:00
Regular Pay	01:00 PM	05:00 PM	04:00
Overtime Pay	05:00 PM	08:00 PM	03:00
Add New Tuesday, July 27, 2010 00:00			
Regular Pay			00:00

If you choose yes, the California 2nd meal break waiver form will present for electronic acknowledgement. You will select the day(s) that you would like to waive and click the waive button to acknowledge.

TIME&EXPENSE

Name: **Levi, Ariel S**
Employee ID: **04003763**

Week Ending Date: 7/31/2010

CALIFORNIA 2ND MEAL BREAK WAIVER

TIME&EXPENSE

I understand and agree that I may be scheduled to work more than 10 hours per day. If I work a shift of more than 10 hours, but not more than 12 hours I voluntarily consent to the following for week ending 7/31/2010 and for the specific day chosen Sunday, Monday

Sunday
 Monday

- I waive my 2nd required 30-minute unpaid meal break only when my work and/or scheduled shift will be completed in 12 hours or less in one workday.
- I Do not waive my 2nd required 30-minute unpaid meal break if I waived my first meal period.
- By signing below I voluntarily consent to waive my 2nd meal period when I work more than 10 hours in a day but not more than 12 hours.
- I understand this waiver form will be kept by my employer and made available to me upon my request.

Customer: Manatt Phelps & Phillips Llp **Managers:** KEN ROSSER - MICHAEL BLACK **Status:** Working Draft
Job Req#: 0004334194 **Company:** TEK **Office:** 00592 Los Angeles, CA
Worksite Location: 11355 West Olympic Boulevard Los Angeles, CA

Sunday, Monday - Have you and your manager agreed to waive the second meal break ?

If you choose No, or do not select to waive the California 2nd meal break waiver, Time & Expense will not allow you to submit your timecard unless a 2nd meal break is entered.

TIME & EXPENSE

- Home
- Time Cards
- Enter Expenses
- Consultant Status Summary
- Search Time Cards
- Contact Information
- All Expense Reports
- User Guide
- Setup Options
- Change Password
- View Terms
- Training Simulations
- Help
- Logout

Name: **Levi, Ariel S**
Employee ID: **04003763**

Week Ending Date:

Customer: Manatt Phelps & Phillips Lip **Managers:** KEN ROSSER - MICHAEL BLACK **Status:** Working Draft

Job Req#: 0004334194 **Company:** TEK **Office:** 00592 Los Angeles, CA

Worksite Location: 11355 West Olympic Boulevard Los Angeles, CA

The following errors have been identified on this timecard.

- Please enter a second meal break for Sunday, Monday.

Earn Type	Start Time	End Time	Hours Worked	
Add New		Sunday, July 25, 2010		10 : 30
Regular Pay	08:00 AM	12:00 PM	04 : 00	
Meal Break	12:00 PM	01:00 PM	01 : 00	
Regular Pay	01:00 PM	05:00 PM	04 : 00	
Overtime Pay	05:00 PM	07:30 PM	02 : 30	
Add New		Monday, July 26, 2010		11 : 00
Regular Pay	08:00 AM	12:00 PM	04 : 00	
Meal Break	12:00 PM	01:00 PM	01 : 00	

13. If you need to submit the time card for approval, click the **Submit For Approval** button. When you click this button, the time card saves automatically. Refer to *Submit Time Cards* for further details.

14. Refer to *Perform Additional Time Card Functions* in this document to perform additional functions for the time card.

Perform Additional Time Card Functions

Once you save the time card information, you can do any of the following:

Option	Description
Add a Comment	To add a comment to the time card. Refer to <i>Add and View Comments</i> for complete instructions.
Transaction History	To view the history of a time card.
Printable Version	To view and print a print friendly version of the time card.
Save	To save the time card. You must save the time card again if you update any information.
Submit For Approval	<p>To submit the time card for approval. When you submit the time card you also save the information. Time & Expense displays the hours you are submitting for approval. Refer to <i>Submit Time Cards</i> for further details. The manager must approve the hours worked for the consultant to receive compensation.</p> <p>If there is an error with the time card, for example UDF value is not selected, then T&E will display a warning. You can select to continue or cancel your submittal. If you submit a time card and realize that the information is not correct, you can click the UnSubmit button to un-submit the time card and correct the information. You cannot unsubmit a time card that has already been approved by a manager.</p>

Submit Time Cards

When you submit a time card, Time & Expense sends the time card to the manager. The manager must approve the hours submitted before the consultant can receive compensation.

1. To access the appropriate time card page, refer to *Access and Update a Time Card* for complete instructions.

The screenshot displays a web-based time card entry interface. It is organized into two main sections for the dates Friday, April 17, 2009, and Saturday, April 18, 2009. Each date section begins with an 'Add New' button and a '00:00' time indicator. Below this, there are three rows of input fields for each day: 'Regular Pay' (with a dropdown menu), 'Meal Break' (with a dropdown menu), and another 'Regular Pay' (with a dropdown menu). To the right of these fields are 'Location' and 'PO' dropdown menus. At the bottom right of the form, a 'Totals' section is displayed, showing 'Regular Pay' as 03:30 and 'Meal Break' as 01:00, resulting in a 'Total Hours Worked' of 03:30. A red asterisk note below the totals states '* Meal Break(s) not included'. At the bottom of the page, there are several buttons: 'Add A Comment', 'Transaction History', 'Printable Version', 'Save', 'Remove All', and 'Submit For Approval'. A footer at the very bottom contains the text 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

Time Card page

2. Verify the information that displays. Update the necessary information.
3. If you updated any information, click **Save** to save your updates.
4. Click the **Submit For Approval** button to save your time card and display the Confirm Time Card Submission page.

The screenshot shows the 'TIME & EXPENSE' system interface. At the top, the title 'TIME & EXPENSE' is displayed in a dark blue header. Below the header, there is a navigation menu on the left with options: Help, Consultant Pages, Enter Time Cards, Enter Expenses, Setup Options, Stop Representing User. The main content area shows the user's name as 'Biancalana, Michael' and Employee ID as '03273022'. The week ending is '5/30/2009'. The system displays the submitted time card details: Regular Pay (1X) at 16 Hours 0 Minutes, Overtime Pay (2X) at 0 Hours 0 Minutes, Double Time Pay (DTX) at 0 Hours 0 Minutes, and Meal Break (ZZZ) at 1 Hours 0 Minutes, for a Total of 16 Hours 0 Minutes. A message states: 'You are submitting your Time Card for approval. Press the "Submit" button below to complete the transaction.' There are two buttons: 'Change' and 'Submit'. At the bottom, there is a footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

Confirm Time Card Submission page

5. Verify your time card information.

6. In the left menu, click one of the following:

Option	Description
Submit	To submit the time card. Time & Expense informs you that it submitted the time card for approval. If there is an error with your timecard, then Time & Expense will display a warning. You can select to Continue or Cancel your submittal.
Change	To return to the time card page. Update the time card as necessary. Repeat steps 2–6 to submit the time card.
Return	Click the Time Cards link to return to the Time Card page.

Print a Time Card

You can print a time card to keep a hard copy of the time card for your records. You can only print a copy of a time card after the time card has been saved. The print friendly version of the time card includes a space for the manager to validate the hours entered.

Users can use the print feature to print their time cards for their records or if the client requires a physical copy of the time cards for billing.

1. To access the appropriate time card page, refer to *Access and Update a Time Card* for complete instructions.

Friday, April 17, 2009		00:00	
Regular Pay			00:00
Meal Break			00:00
Regular Pay			00:00

Saturday, April 18, 2009		00:00	
Regular Pay			00:00
Meal Break			00:00
Regular Pay			00:00

Totals	
Earn Type	Hours
Regular Pay	03:30
Meal Break	01:00
Total Hours Worked	03:30

* Meal Break(s) not included

Buttons: Add A Comment, Transaction History, Printable Version, Save, Remove All, Submit For Approval

Comments or Suggestions, Click here.
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Time Cards page

2. Click the **Printable Version** button to display the Printable Time Card page.

Time Cards - Microsoft Internet Explorer

File Edit View Favorites Tools Help

test.com/WebTime/TimeCardPrint.aspx?jvc52w3xc68x3Dk8=shzhk

Rowe, Richard Allen
Employee ID: 03542377

Week Ending Date: 4/18/2009

Employer: Eds Commercial Managers: Tim Stefansky Status: Working Draft
Employee #: 0003803742 Company: TEK Office: 00592 Los Angeles, CA
Site Location: 2255 N. Ontario St. #400 Burbank, CA

Earn Type	Start Time	End Time	Hours Worked	User-Defined Fields
Sunday, April 12, 2009				
Regular Pay	09:30 AM	01:00 PM	03:30	Location 88988 PO
Meal Break	01:00 PM	02:00 PM	01:00	
Monday, April 13, 2009				
Tuesday, April 14, 2009				
Wednesday, April 15, 2009				
Thursday, April 16, 2009				
Friday, April 17, 2009				
Saturday, April 18, 2009				
Totals				
Earn Type			Hours	
Regular Pay			03:30	
Meal Break			01:00	
Total Hours Worked			03:30	

* Meal Break(s) not included

Printable Time Card

3. Click **File > Print** to display the Print window.
4. Select the printer where you want to print the time card.
5. Select **Landscape** to print the entire time card image.
6. Click the **Back** button in your browser to return to the Time Card page.

Use the Expense Page

As a User utilizing Time & Expense, you must enter the expenses you incurred to receive reimbursement. All your information must be correct for your expenses to be approved by your manager, field support representative (for example, the CSA), and expense auditor (expenses only). Once your manager, field support representative, and expense auditor verify and approve your expenses incurred, you will receive reimbursement. If any discrepancies are found, your expense will be rejected and you will be notified to update and re-submit the expense. An expense auditor can reduce the amount of reimbursement for an expense. If the reimbursement amount is not correct, you can submit a new expense report for the remaining amount if necessary.

If your expense report contains multiple expenses, it is possible for you to receive partial reimbursement. You must submit a new expense report for rejected expenses to receive reimbursement.

If you do not receive automated e-mail notifications Time & Expense informing you that your expenses have been approved or rejected, refer to *Update Your E-mail Preferences* to ensure that you are setup to receive these notifications.

Use this section to understand how to enter and submit your expenses into Time & Expense correctly and how to use the additional features offered with your expense reports.

Access and Update an Expense Report

Each week that a User incurs an expense for work purposes, he or she must access the Enter Expenses page to enter his or her expenses incurred. A User must enter his or her expenses in the correct week. If a User submits the incorrect expense information, expense information under the wrong job requisition number or week-ending date, the manger must reject the expense information that the User submitted. The User must re-submit his or her expense with the correct information to receive reimbursement.

Users can enter billable, non-billable, and prepaid expenses on their expense reports.

1. Do one of the following:

If	Then
You are a User	From the left menu, click the Enter Expenses link to display the expenses page.

If an expense report was saved, but not submitted, the saved expense report displays.

Enter Expenses page

2. Do one of the following:

If	Then
You need to un-submit a submitted expense report	<ol style="list-style-type: none"> 1. Click the UnSubmit button. You can only un-submit expense reports that have not been approved or rejected. 2. Continue with steps 3-8.
You need to enter an expense and submit an expense report	Continue with step 3.

3. In the **Date Incurred** field, click the date button to select the date when you incurred the expense. This is a required field.

You must select a date that falls between the start date and the end date of the requisition.

Enter Expenses page

4. If User-Defined Fields (UDFs) are tied to the customer order, the UDFs display. If editable UDFs display, you must update each UDF field to display the appropriate information. Repeat this step for each editable UDF that displays.

Some User-Define Fields (UDFs) may display as read-only. You cannot update these fields.

5. In the **Requisition** field, select the requisition for which you incurred the expense. If you are only on one requisition then the requisition number displays. Verify the correct requisition number displays. Once you select the appropriate job requisition number, the customer name, and hiring manager names for the job requisition number displays. This is a required field.

If you do not know your job requisition number, contact your field support representative (for example, your CSA).

6. In the **Expense Code** field, select the expense code for the expense incurred. The expense code and the description for the expense code displays. This is a required field. If the appropriate expense code does not display in the drop-down list contact your field support representative (for example, your CSA).

7. In the **Amount** field, type the amount of the expense. The amount displays in currency or units depending on the expense code selected previously. This is a required field.

8. In the **Description** field, type a description for the expense. This is not a required field.

9. Click the **Save Expense** button to save the expense information. You can save the expenses incurred without submitting the information. When you re-access the Enter Expenses page the saved information displays.

10. Repeat steps 3-9 for each expense that you need to submit for reimbursement.

11. Verify your expense information that displays at the bottom of the page. The correct job requisition number must display for the expenses you incurred. If you submit your expenses for the wrong requisition or week-ending date, the manager will reject the expense report.

If your expense report contains multiple expenses, it is possible for you to gain partial reimbursement. You must submit a new expense report to receive reimbursement for rejected expenses. Your new expense report displays a new tracking number.

12. If necessary, do one of the following:

Option	Description
Change the expense information that displays	<p>Click the Change button for the expense that you need to update. The expense displays in the input fields.</p> <p>Repeat steps 3-8 for each expense that you need to update.</p>
Remove the expense information that displays	<p>Click the Remove button for the expense information that you need to remove from your expense report.</p> <p>A warning message displays. Click Yes to remove the expense entry from your expense report.</p>

13. Once you save the expense information, you can do any of the following:

Option	Description
Add A Comment	To add a comment to the expense report or view comments attached to the expense report previously. Refer to <i>Add and View Comments</i> for complete instructions.
Transaction History	To view the history of an expense report. Refer to <i>View Transaction History</i> for further details.
Printable Version	To view and print a print friendly version of the expense report. Refer to <i>Print Your Expense Report</i> for complete instructions.

Print Expenses Receipt Page	To display the Print Expenses Receipt Page. Tape your receipts to the Print Expenses Receipt Page and send them to the field support representative (for example, the CSA) for verification.
Submit For Approval	<p>To submit the expense report for approval. When you submit the expense report you also save the information. Time & Expense displays the expenses you are submitting for approval. Refer to <i>Submit Expense Reports</i> for further details.</p> <p>The manager, field support representative (for example, the CSA), and expense auditor must approve the expenses incurred for reimbursement purposes. If your expense report contains multiple expenses, it is possible for you to gain partial reimbursement.</p> <p>An expense auditor can lower the amount of reimbursement for an expense. If the reimbursement amount is not correct, you can submit a new expense report for the remaining amount.</p>

14. If you submit an expense report and realize that the information is not correct, you can click the **UnSubmit** button to un-submit the expense report and correct the information. You cannot un-submit an expense report that a manager approved or rejected.

15. If you need to update the expense report, repeat steps 2-12 to re-submit the expense report.

View Expense Details

You can view expense items to see more details about the expense.

1. From the Home page, click the icon to access the appropriate expense report.

The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu with options like Home, Time Cards, Enter Expenses, Status Summary, All Time Cards, Contact Information, All Expense Reports, Setup Options, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help. The main content area displays the details for an expense report for user 'Berhanu, Anketse M' (Employee ID: 04098924). The form includes fields for Date Incurred (04/13/2009), Requisition (0004195627 - 3M - Megan Schuzetenberg), Department (111330), Job Detail (NOTEBOOK REVIEW), Project (0010504001), Expense Code (EXX - Expenses Billable), Amount, and Description. There is also an 'Attach Receipt' field with a 'Browse...' button and a 'Save Expense' button. A note at the bottom states: 'Note: If the Date Incurred you entered is correct and there is no Requisition available or no Expense Code available, please contact your CSA.' The footer contains the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

Expense Report page

2. Click the icon to view a detail relating to the expense. The View Expense Item window displays.
3. View the information that displays.
4. If you need to update a UDF value associated with the expense item, do the following:

If	Then
You are a User	<p>Click to select the appropriate UDF value from the selection window.</p> <p>You cannot update UDF values that are read only.</p> <p>If the appropriate value does not display, contact the field support representative (for example, the CSA).</p>

5. Click one of the following buttons:

Button	Description
Close Window	To close the window and return to the expense report.
Submit Change	To close the window and update the expense report appropriately.

Attach Document to an Expense Reports

When you submit an expense report supporting documentation (example: gas receipt, hotel receipt) can be added to the expense report. Time & Expense sends the expense report to the manager, field support representative (for example, the CSA), and expense auditor. The manager, field support representative, and expense auditor must approve the expenses submitted before the consultant can receive reimbursement.

1. From the Home page, click the icon to access the appropriate expense report.

TIME & EXPENSE

Home

Time Cards

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Name: **Berhanu, Anketse M**
Employee ID: **04098924**

Date Incurred: (mm/dd/yyyy)

Requisition: **0004195627 - 3M - Megan Schuzetenberg /**

Expense Code: **EXX - Expenses Billable**

Amount:

Description:

Attach Receipt:

Note: If the Date Incurred you entered is correct and there is no Requisition available or no Expense Code available, please contact your CSA.

Tracking #: 33229 Job Requisition #: 0004195627 - 3m Status: Working Draft

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	30	1	USD\$30.00	04/10/2009	Working Draft	meals billable		<input type="button" value="Change"/> <input type="button" value="Remove"/>

Comments or Suggestions, Click here.
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Enter Expenses page

2. Verify the information that displays. Update the necessary information. Refer to Access and Update an Expense Report for further details.
3. Select the Browse button to locate the document you would like to attach. Select document and save expense report. Acceptable files for attach receipt include .txt, .csv, .gif, .tiff, .jpeg, .jpg, .doc, .xls, .rtf, .pdf, .bmp, .png. In addition there is a 2mb file size limitation.
4. If you updated any information, click Save to save your updates.
5. Click the Submit For Approval button to save your expense report and display the Confirm Expense Report Submission page.
6. Verify your expense report information.
7. Click one of the following:

Option	Description
Submit	To submit the expense report. Time & Expense informs you that it submitted the expense report for approval.
Change	To return to the expense report page. Update the expense report as necessary. Repeat steps 2–6 to submit the expense.

8. Click the Attach or Remove Button to change or remove documentation.

9. In the left menu, click the **Enter Expenses** link to return to the Enter Expenses page.

Print an Expense Report

You can print an expense report to keep a hard copy of the expense report for your records. You can only print a copy of an expense report after the expense report has been saved. The print friendly version of the expense report includes a space for the User, client manager, and Allegis Group corporate approver to validate the hours entered. Users can use the print feature to print their expense reports for your records or if the client requires a physical copy of the expenses submitted.

If a field support representative (for example, the CSA) submits a User's expense report then the field support representative's name displays on the expense report.

1. Access the appropriate expenses page. Refer to *Access and Update an Expense Report* for complete instructions.

The screenshot shows the 'TIME & EXPENSE' web application interface. The main content area is titled 'Enter Expenses' and contains a form for entering an expense report. The form fields are as follows:

- Name: **Berhanu, Anketse M**
- Employee ID: **04098924**
- Date Incurred: (mm/dd/yyyy)
- Requisition: **0004195627 - 3M - Megan Schuzetenberg /** (dropdown)
- Expense Code: **EXX - Expenses Billable** (dropdown)
- Amount:
- Description:
- Attach Receipt:
-

Below the form, there is a note: "Note: If the Date Incurred you entered is correct and there is no Requisition available or no Expense Code available, please contact your CSA."

Tracking #: 33229 Job Requisition #: 0004195627 - 3m Status: Working Draft

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	30	1	USD\$30.00	04/10/2009	Working Draft	meals billable		<input type="button" value="Change"/> <input type="button" value="Remove"/>

At the bottom of the table, there are buttons for:

Comments or Suggestions, Click here.
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Enter Expenses page

2. Click the **Printable Version** button to display the Printable Expense Report page.
3. Click **File > Print** to display the Print window.
4. Select the printer where you want to print the expense report.
5. Select **Landscape** to print the entire expense report image.

6. Do one of the following:

Option	Description
Print	To print the expense report.
Cancel	To close the Print window and cancel your option to print.

7. Click the **Back** button in your browser to return to the Enter Expenses page.

Print the Expenses Receipt Page

Access and print the Print Expenses Receipt Page when you need to submit your expense receipts for reimbursement. If you have not attached your receipts in Time and Expense tape the receipts to the page. Users must submit the page of receipts to his or her field support representative (for example, the CSA) to receive reimbursement.

1. Access the appropriate expenses page. Refer to *Access and Update an Expense Report* for complete instructions. You must access the appropriate expense report to display the corresponding information on the Print Expenses Receipt Page.
2. Click the **Print Expenses Receipt Page** button to display the Expenses Receipt Page.
3. Click **File > Print** to display the Print window.
4. Select the printer where you want to print the time card.
5. Select **Landscape** to print the receipts page in landscape orientation.
6. Do one of the following:

Option	Description
Print	To print the Expenses Receipt Page.
Cancel	To close the Print window and cancel your option to print.

7. Click the **Back** button in your browser to return to the Enter Expenses page.

Features for Time Cards and Expense Reports

When you submit your time cards and expense reports you can use additional features to review the information you submitted or they actions taken on the information you submitted. Use this section to better understand the following features:

- Add a Comment
- View Transaction History

Add and View Comments

A User can add comments to a time card or expense report. Time cards and expense reports contain an **Add Comment** button that allows you to enter comments up to 4,000 characters.

Users cannot enter comments if:

- A manager approved the time card or expense report.
- A manger rejected an expense report.

The User must submit a new expense report to add a comment.

Time cards that have been rejected must be resubmitted. You can add comments when resubmitting a time card.

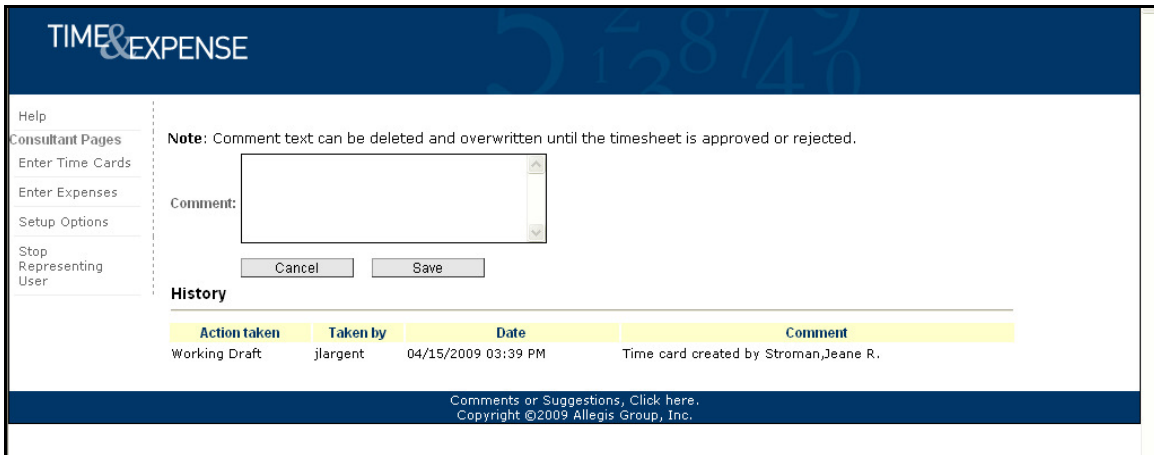
1. Access the appropriate time card or expenses page. Refer to *Access and Update a Time Card* or *Access and Update an Expense Report* for complete instructions.

The screenshot displays the 'TIME & EXPENSE' web application interface. On the left is a navigation menu with options: Help, Consultant Pages, Enter Time Cards, Enter Expenses, Setup Options, Stop Representing User. The main content area shows user information: Name: Martin, David; Employee ID: 02471441; Week Ending Date: 01/03/2009. Below this is a summary box with Customer: Allegis Group; Managers: Diane Mair - Kevin Dickover; Job Req#: 0004321407; Company: TEK; Office: 00001 Baltimore, MD; Status: Working Draft; Worksite Location: 7312 Parkway Drive Hanover, MD. A table shows time entries for Sunday (12/28/2008) through Saturday (1/3/2009). The table has columns for days and a Total column. Rows include Regular Pay, Overtime Pay, and Total Hours Worked. At the bottom of the table are buttons: Add A Comment, Transaction History, Printable Version, Save, Remove All, Submit For Approval. A footer contains the text: Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.

Time	Sunday (12/28/2008)	Monday (12/29/2008)	Tuesday (12/30/2008)	Wednesday (12/31/2008)	Thursday (1/1/2009)	Friday (1/2/2009)	Saturday (1/3/2009)	Total
Regular Pay	0 H 0 M	8 H 30 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	8 H 30 M
Overtime Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours Worked	0 H 0 M	8 H 30 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	8 H 30 M

Time Cards page

2. Click the **Add Comment** button to display the Comment page for the time card or expense report.



Comment page

3. Do any of the following:

Option	Description
Comment field	To enter a comment to attach to the time card or expense report. You can add multiple comments to a time card or expense report. If you have not submitted your time card or expense report, you can edit the comment that displays. Do not remove the comment that displays in the Comment field unless you no longer need it.
History section	To view comments previously attached to the time card or expense report.

4. Do one of the following:

Option	Description
Cancel	To cancel your comment and return to the Time Card page or Enter Expense page. If you entered a comment, it does not save.
Save	To save your comment. When you attach a comment to your time card or expense report, you can update your comment until your manager approves your time card or expense report. If your manager rejects your time card or expense report you can add an additional comment, but you cannot change your previous comment.

5. Click the **Back** button in your browser to return to the Time Card page or Enter

View Transaction History

Use the History page to view a time card's or expense report's history.

1. Access the appropriate time card or expense report. Refer to *Access and Update a Time Card* or *Access and Update an Expense Report* for complete instructions.
2. Click the **Transaction History** button to display the Transaction History page. The Transaction History page displays a list of the actions taken on the time card or expense report.
3. View the information that displays:

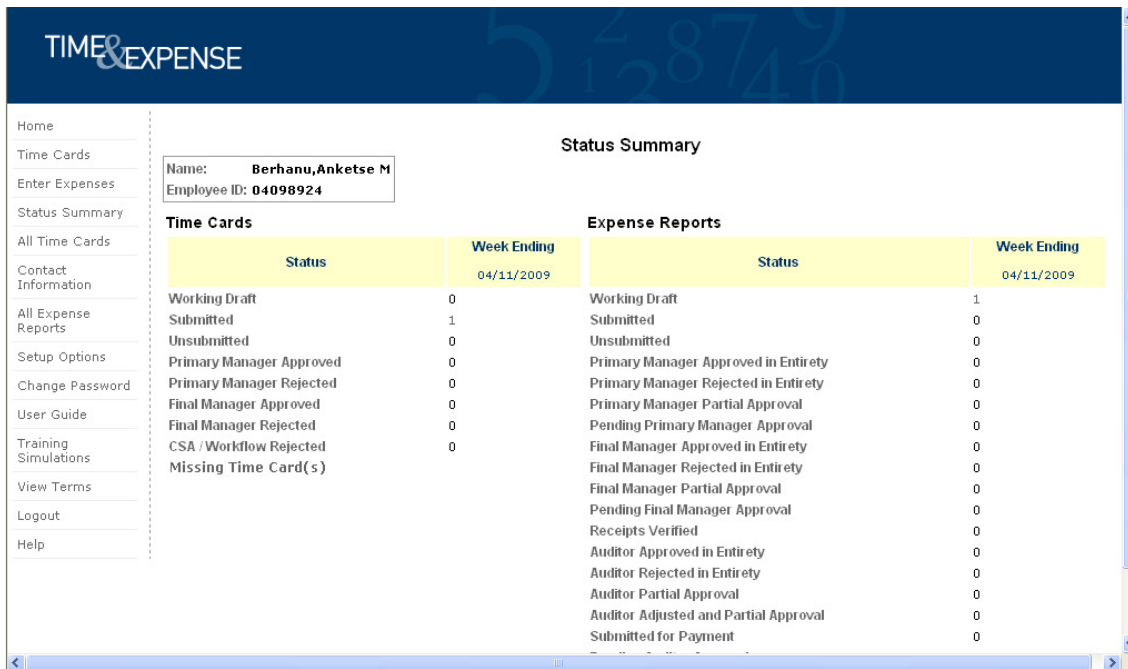
Column	Description
Action Taken	The action that was performed to the time card or expense report.
Taken by	The name of the person who performed the action on the time card or expense report.
Date	The date and time when the action was taken on the time card or expense report.
Comment	The comments submitted with the time card or expense report.

4. Click the **Back** button in your browser to return to the Time Card page or Enter Expenses page.

Use the Status Summary Page

Use Time & Expense to help you keep track of your time cards and expense reports. When you access the Status Summary page, the summary of your time cards for the previous week-ending date display. You can also use this page to view the Missing Time Card page.

1. View the Status information that displays.



TIME & EXPENSE			
Status Summary			
Name: Berhanu, Anketse M		Employee ID: 04098924	
Time Cards		Expense Reports	
Status	Week Ending	Status	Week Ending
	04/11/2009		04/11/2009
Working Draft	0	Working Draft	1
Submitted	1	Submitted	0
Unsubmitted	0	Unsubmitted	0
Primary Manager Approved	0	Primary Manager Approved in Entirety	0
Primary Manager Rejected	0	Primary Manager Rejected in Entirety	0
Final Manager Approved	0	Primary Manager Partial Approval	0
Final Manager Rejected	0	Pending Primary Manager Approval	0
CSA / Workflow Rejected	0	Final Manager Approved in Entirety	0
Missing Time Card(s)		Final Manager Rejected in Entirety	0
		Final Manager Partial Approval	0
		Pending Final Manager Approval	0
		Receipts Verified	0
		Auditor Approved in Entirety	0
		Auditor Rejected in Entirety	0
		Auditor Partial Approval	0
		Auditor Adjusted and Partial Approval	0
		Submitted for Payment	0

Status Summary page

2. From the left menu, click the **Status Summary** link to display the Status Summary page.

Status	Description
Working Draft	The User saved, but has not submitted his or her time card or expense report.
Submitted	The consultant submitted a time card or an expense report for approval.
Un-submitted	The User un-submitted his or her time card or expense report.
Primary Manager Approved	The consultant's primary manager approved the time card. This manager level is optional. Depending on the customer for which the consultant works either one level or two levels of manager approval is required. Once the primary manager approves the time card the final manager must approve the time card to compensate the consultant. Time cards only.

Status	Description
Primary Manager Rejected	<p>The User's primary manager rejected the time card. The consultant can resubmit his or her time card to receive compensation. Time cards only.</p> <p>This manager level is optional. Depending on the customer for which the consultant works either one level or two levels of manager approval is required. Once the primary manager approves the time card the final manager must approve the time card to compensate the User.</p>
Final Manager Approved	The User's final manager approved the time card. This final manager level must approve a consultant's time card for the consultant to receive compensation. Time cards only.
Final Manager Rejected	The User's final manager rejected the time card. This final manager level must approve a User's time card for the user to receive compensation. The User can resubmit his or her time card. Time cards only.
CSA\Workflow Rejected	The Customer Support Associate (CSA or field support representative) or Time Central application rejected the time card. The Time Central application validates that your time card passes all of the business rules. The User must resubmit the time card for compensation. Time cards only.
Primary Manager Approved in Entirety	<p>The user's primary manager approved the entire expense report. This manager level is optional. Depending on the customer for which the user works either one level or two levels of manager approval is required.</p> <p>Once the primary manager approves the expense report the final manager must approve the expense report to reimburse the user. Expense reports only.</p>

Status	Description
Primary Manager Rejected in Entirety	<p>The User's primary manager rejected the entire expense report. This manager level is optional. Depending on the customer for which the user works either one level or two levels of manager approval is required.</p> <p>Once the primary manager approves the expense report the final manager must approve the expense report to reimburse the User. A User can resubmit a rejected expense report. Expense reports only.</p>
Primary Manager Partial Approval	<p>The primary manager approved a portion of the expense report. This manager level is optional. Depending on the customer for which the user works either one level or two levels of manager approval is required.</p> <p>Once the primary manager reviews the expense report the final manager must review the expense report to reimburse the User. Both manager levels must approve the same portion of an expense report for the User to receive any reimbursement. A User can resubmit the rejected portion of an expense report. Expense reports only.</p>
Pending Primary Manager Approval	<p>The primary manager needs to validate the expense report. This manager level is optional. Depending on the customer for which the user works either one level or two levels of manager approval is required.</p> <p>Once the primary manager reviews the expense report the final manager must review the expense report to reimburse the user. Both manager levels must approve the same portion of an expense report for the consultant to receive any reimbursement. A consultant can resubmit the rejected portion of an expense report. Expense reports only.</p>
Final Manager Approved in Entirety	<p>The user's final manager approved the entire expense report. This final manager level must approve a consultant's expense reports for the consultant to receive reimbursement. Expense reports only.</p>

Status	Description
Final Manager Rejected in Entirety	The user's final manager rejected the entire expense report. This final manager level must approve a user's expense reports for the user to receive reimbursement. The user can resubmit the expense report. Expense reports only.
Final Manager Partial Approval	The final manager approved a portion of the expense report. This final manager level must approve a user's expense reports for the user to receive reimbursement. If a final manager gives partial approval then the user only receives partial reimbursement. The user can resubmit the rejected expenses to receive reimbursement. Expense reports only.
Pending Final Manager Approval	The manager needs to validate the expense report. This manager level must approve a user's expense reports for the user to receive reimbursement. Expense reports only.
Receipts Verified	The receipts for the expense report have been verified. Expense reports only.
Auditor Approved in Entirety	The expense auditor approved the entire expense report. Expense reports only.
Auditor Rejected in Entirety	The expense auditor rejected the entire expense report. The consultant will not receive reimbursement. The consultant can resubmit his or her expense report to receive reimbursement. Expense reports only.
Auditor Partial Approval	The expense auditor approved a portion of the expense report to receive partial reimbursement. A consultant can resubmit the rejected portion of the expense report to receive full reimbursement. Expense reports only.
Auditor Adjusted and Partial Approval	The expense auditor approved a portion of the expense report and reduced the amount of an expense submitted by the consultant. A consultant can resubmit the rejected portion of an expense report. Expense reports only.

Status	Description
Submitted for Payment	Payroll System processed the expense report successfully. Expense reports only.
Pending Auditor Approval	The expense auditor needs to validate the expense report. The expense auditor must approve a consultant's expense reports for the user to receive reimbursement. Expense Reports only.

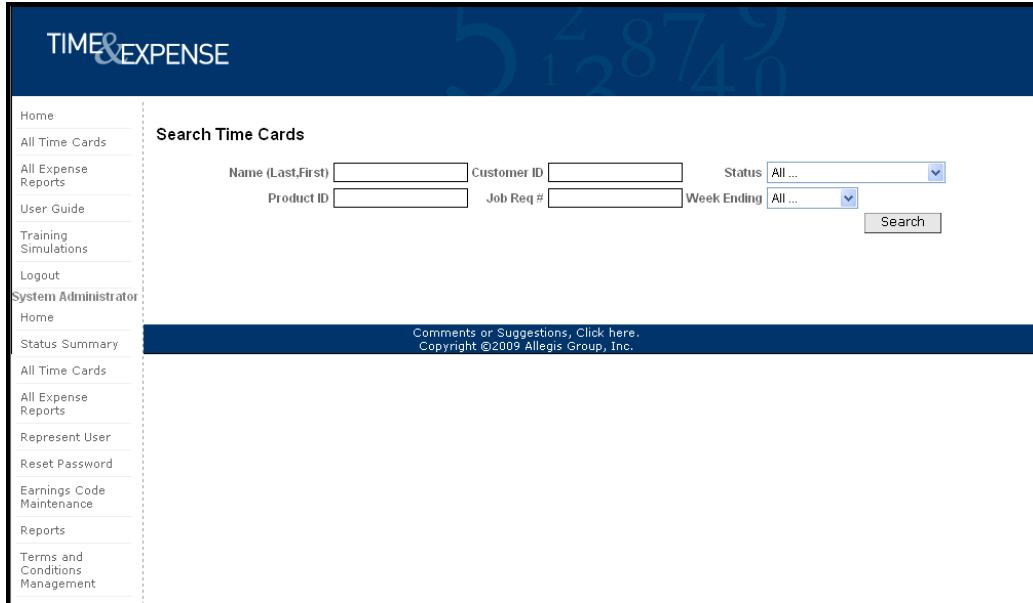
3. In the **Week Ending** column, view the number of time cards or expense reports that were calculated for the previous week-ending date. Click the numeral links to display the Time Cards or Expense Reports page.

4. Click the **Missing Time Card(s)** link to display the Missing Time Card page. Refer *View the Missing Time Card Page* to for further details.

View All Time Cards

Use Time & Expense to view a list of all of your time cards.

1. From the left menu, click the **All Time Cards** link to display the Search Time Cards page.



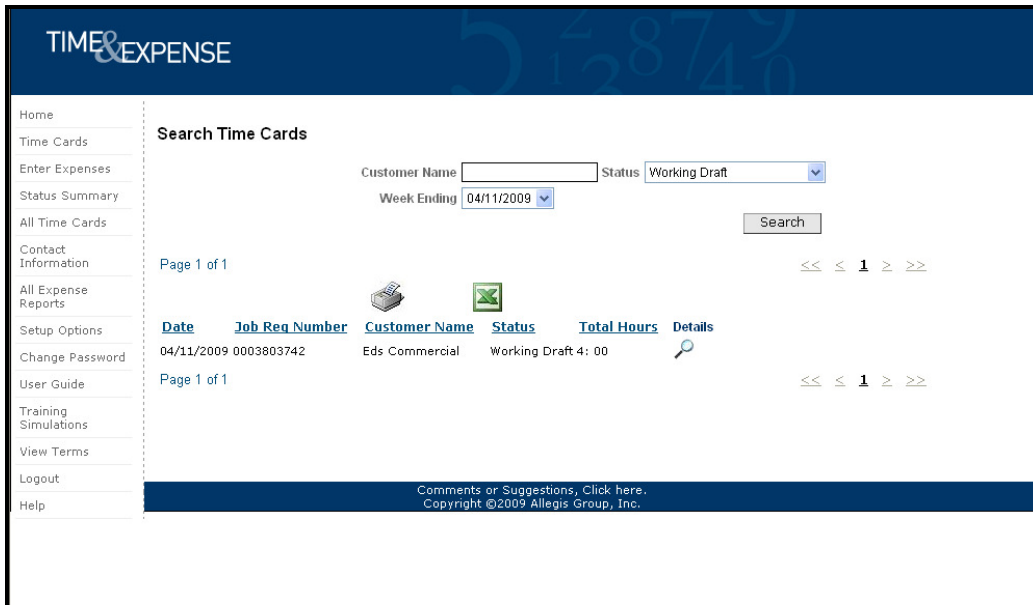
Search Time Cards page

2. Use any of the following search features to display information you need:

You do not need to complete each field to perform a search.

Field	Description
Customer Name	Type the name of the customer for the information you need to view.
Status	Select the status for the time card.
Week Ending	Select the week-ending date of the week when you submitted your time card.

3. Click the **Search** button to display your search results. Your search results sort by week-ending date in descending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.





4. View the information that displays.

Column	Description
Date	The weekending date of the time card you submitted for the hours you worked during the week.
Job Req Number	The job requisition number for the requisition that you worked for the weekending date that displays.
Customer Name	The name of the customer for whom you worked.
Status	The status of the time card. If your time card has not yet been approved or rejected, you can access your time card and click the UnSubmit button to un-submit your time card. Refer to <i>Access and Update Your Time Card</i> for further details.
Total Hours	The number of hours you submitted for the weekending date that displays.
Details	The magnifying glass displays. Click the icon to display the details of the time card. Refer to <i>Access and Update Your Time Card</i> for further details.

5. If you need to see additional time cards, click the appropriate [page number] link to display another page of time cards.

6. To print or format the list of time cards that displays, click one of the following:

Button	Description
	To display a print friendly version of the Time Card Report. Print this list of time cards to the printer you specify.
	To display the list of time cards in an Excel spreadsheet. Use this feature to format and save the information as necessary.

View Contact Information

Access the Contact Information page to view your CSA's (field support representative's) and account manager's contact information for each job requisition.

1. Click the **Contact Information** link to view your CSA's (field support representative's) and account manager's information.

CSA Information				Account Manager Information		
Job Req#	Name	Email	Phone	Name	Email	Phone
0003803742	Davila, Jennifer	jdavila@teksystems.com	213/271-2014	Short, Kimi C.	kconnors@teksystems.com	952/886-4819

Contact Information page

2. In the week-ending date field, select the date for the contact information you need to view. The contact information correlates to the job requisition for which you work.
3. View the information that displays.

Field	Description
Job Req#	The job requisition number for which you work.
Name	The name of the CSA (field support representative's) or account manager.
Email	The CSA's (field support representative's) or account manager's e-mail address.
Phone	The CSA's (field support representative's) or account manager's phone number.

View All Expense Reports

Use Time & Expense to view a list of all of your expense reports.

1. From the left menu, click the **All Expenses** link to display the Search Expense Reports page.

The screenshot shows the 'Search Expense Reports' interface. On the left is a vertical menu with options: Home, Time Cards, Enter Expenses, Status Summary, All Time Cards, Contact Information, All Expense Reports, Setup Options, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help. The main area is titled 'Search Expense Reports' and contains three search criteria: 'Customer Name' with a text input field, 'Status' with a dropdown menu showing 'All ...', and 'Week Ending' with a dropdown menu showing 'All ...'. A 'Search' button is positioned to the right of these fields. At the bottom of the main area, there is a dark blue bar with white text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

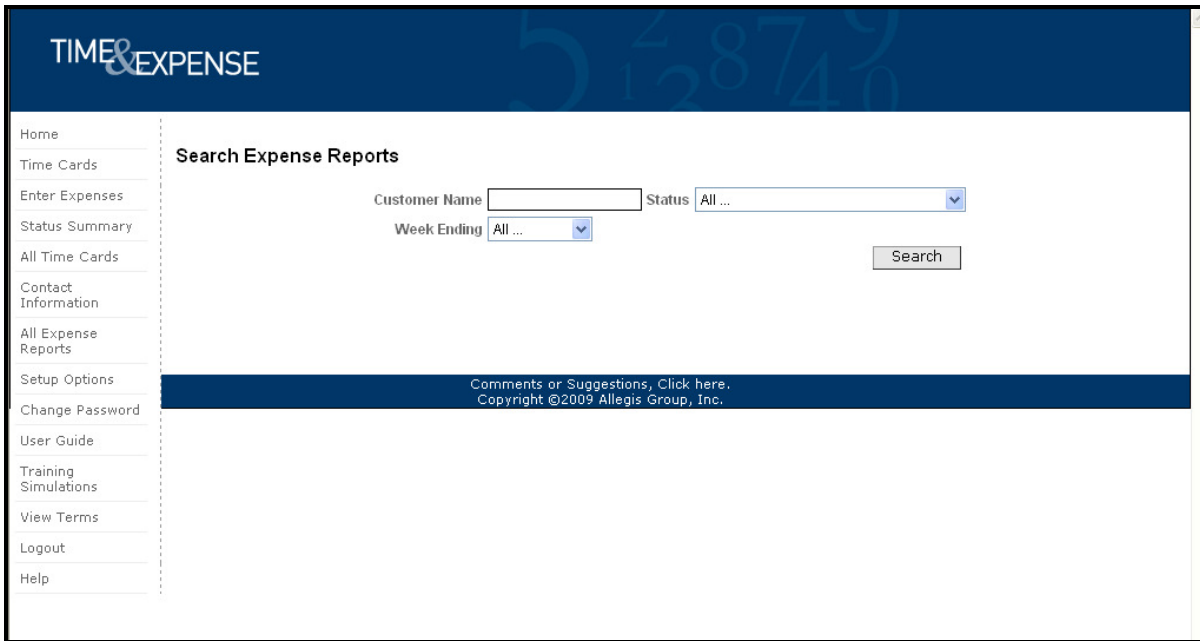
All Expenses page

2. Use any of the following search features to display information you need:

You do not need to complete each field to perform a search.

Field	Description
Customer Name	Type the name of the customer for the information you need to view.
Status	Select the status for the expense report.
Week Ending	Select the week-ending date of the week when you submitted your expense report.

3. Click the **Search** button to display your search results. Your search results sort by week-ending date in descending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.





Search Expense Reports page

4. View the information that displays.

Column	Description
Date	The weekending date of the expense you submitted for the hours that you worked during the week.
Job Req Number	The job requisition number for the requisition that you worked for the weekending date that displays.
Customer Name	The name of the customer for whom you worked.
Status	The status of the expense. If your expense has not yet been approved, you can access your expense and click the UnSubmit button to un-submit your expense. Refer to <i>Access and Update an Expense Report</i> for further details.
Total Expenses	The amount of the expense that you submitted for the weekending date that displays.
Details	The magnifying glass displays. Click the Icon to display the details of the expense. Refer to <i>Access and Update an Expense Report</i> for further details.

5. If you need to see additional expense reports, click the appropriate [page number] link to display another page of expense reports.

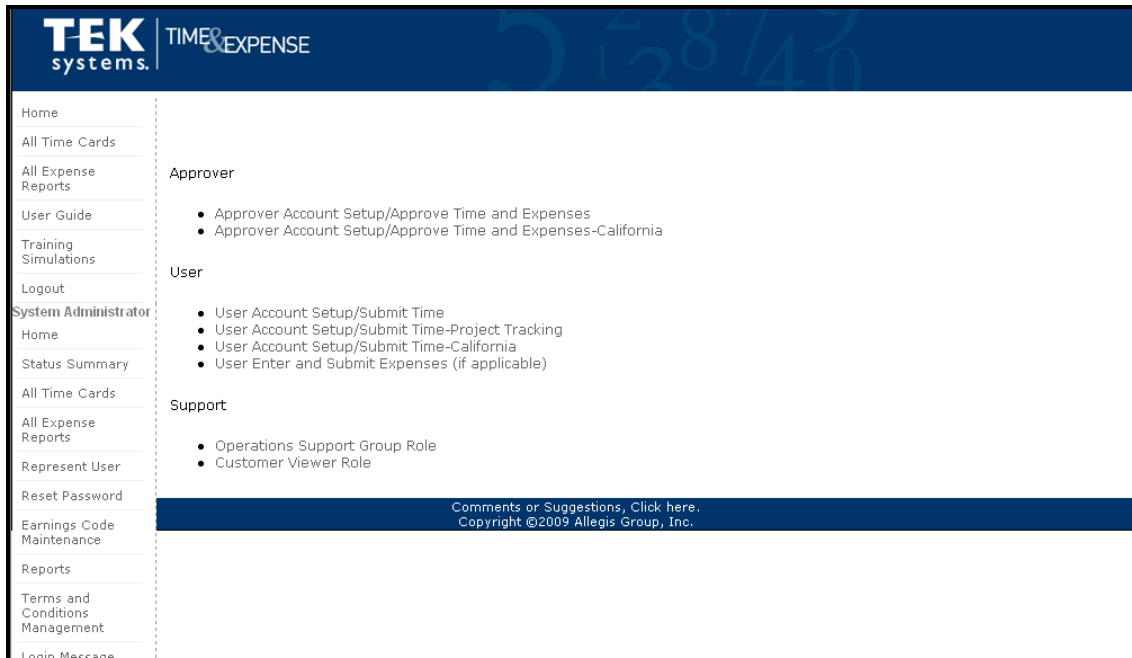
6. To print or format the list of expense reports that displays, click one of the following:

Button	Description
	To display a print friendly version of the Time Card Report. Print this list of time cards to the printer you specify.
	To display the list of time cards in an Excel spreadsheet. Use this feature to format and save the information as necessary.

View a Training Simulation

Access the Training Simulations page to view a training simulation that helps you understand Time & Expense.

1. Log into Time & Expense. The Home page displays.
2. From the left menu, click the **Training Simulations** link to display a list of the training simulations you can view.



Simulations page

3. Click the link of the training simulation you want to view. A separate window displays with the training simulation.

TGS Timecard Submission

In the **Week Ending Date** field, verify that you accessed the appropriate time card page. If necessary, update the Week Ending Date field with the appropriate date to display the time card you need.

The screenshot displays two timecard entries. The first entry is for 'Customer: Tgs--Overhead' with 'Managers: RICHARD NAHAL - VYACHESLAV KOSTIN' and 'Status: Inactive'. It includes fields for 'Earnings Code', 'Contract Line', 'Contract Number', 'Activity ID', and 'Project ID'. Below these is a table for 'Time Worked' with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and a 'Total' column. The second entry is for 'Customer: Recorded Books Lic' with the same managers and status. It also has similar fields and a 'Time Worked' table. At the bottom, there are 'Save' and 'Submit for Approval' buttons, and a footer with 'Comments or Suggestions, Click here' and 'Copyright © 2013 Allegis Group, Inc.'.

Time Cards page

1. In the **Earnings Code** field, select the appropriate earnings code for the hours worked.

For example, Regular Pay.

2. In the **Time Worked** field, type the number of hours worked for the day you selected. hh:mm
3. If editable **User-Defined Fields** display, update the fields as necessary to display the appropriate information for the hours worked. Some User-Defined Fields may display as read-only. You cannot update these fields.
4. If you need to enter time worked against a different User-Defined Field, click the **Add A New Row** button to enter time worked for the selected User-Defined Field.
5. Click the **Delete this Row** button to delete an entire row.
6. Repeat steps 1-3 for each day worked.

If you work on Multiple Projects you will see multiple timecards on this page. Use the steps above to complete each timecard you have Time Worked to enter.

1. Verify that the **Totals** section displays the total number of hours and minutes worked at the appropriate earnings codes.
2. Click the **Save** button to save ALL time cards. You can save the hours worked without submitting the information. When you re-access the Time Card page the saved information displays.

- If you need to submit the time card for approval, click the **Submit for Approval** button. When you click this button, the time cards save automatically. Refer to *Submit Time Cards* for further details.
- Refer to *Perform Additional Time Card Functions* in this document to perform additional functions for the time cards.

If you receive the warning message below please contact your local CSA. The timecard should be setup for tracking project information.

Timecards - Windows Internet Explorer provided by Allegis Group, Inc.

Name: **Dayananda, Jhenkar Kargod Chandrashekar**
Employee ID: **04321098** Week Ending Date: **3/2/2013**

Customer: Kohls Corporation Managers: VISHAL KANGOKAR - GANESH HARIHARAN Status: Submitted
Job Req#: 0004681084 Company: EFI Office: 00723 Bangalore-RMZ
Worksite Location: N56 W17000 Ridgewood Dr Menomonee Falls, WI

Time	Sun (2/24/2013)	Mon (2/25/2013)	Tue (2/26/2013)	Wed (2/27/2013)	Thu (2/28/2013)	Fri (3/1/2013)	Sat (3/2/2013)	Total
Non billable- Regular Projects	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Project Reg Billable	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	0 H 0 M	32 H 0 M
Non Bill-Reg Proj OT	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Project Overtime Billable	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Projects Hours Holiday	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Floating Holiday-Projects	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Projects Hours Vacation	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Personal Time- Comp. Services	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	0 H 0 M	32 H 0 M

Transaction History | Printable Version | UnSubmit

▲ * Time entered above will not be reflected on the Grand Total bar in the lower right corner. Please contact your CSA to have project values added so it can be included in the format below. *** ▼**

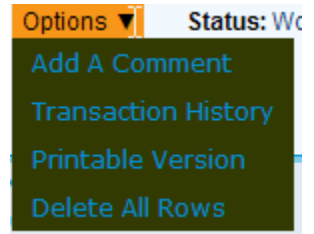
Description	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 1	Sat 2	Total
Project Reg Billable	0	9:00	9:00	9:00	9:00	9:00	0	45:00
Non Bill-Reg Proj OT	0	4:00	4:00	4:00	4:00	4:00	4:00	24:00
Grand Total	0	13:00	13:00	13:00	13:00	13:00	4:00	69:00

Customer: Teksystems Global Services-Internal Only Managers: SREEHARI KATAM - DAYANANADA KAMATH
Job Req#: 0004653286 Company: EFI Office: 00723 Bangalore-RMZ
Worksite Location: Rmz Nxt Campus, Unit 401-402 Bangalore, KA

Comments or Suggestions, Click here
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Perform Additional Time Card Functions

Once you save the time card information, you can do any of the following:



Option	Description
Add a Comment	To add a comment to the time card. Refer to <i>Add and View Comments</i> for complete instructions.
Transaction History	To view the history of a time card.
Printable Version	To view and print a print friendly version of the time card.
Save	To save the time card. You must save the time card again if you update any information.
Submit For Approval	<p>To submit the time card for approval. When you submit the time card you also save the information. Time & Expense displays the hours you are submitting for approval. Refer to <i>Submit Time Cards</i> for further details. The manager must approve the hours worked for the consultant to receive compensation.</p> <p>If there is an error with the time card, for example UDF value is not selected, then T&E will display a warning. You can select to continue or cancel your submittal. If you submit a time card and realize that the information is not correct, you can click the UnSubmit button to un-submit the time card and correct the information. You cannot unsubmit a time card that has already been approved by a manager.</p>

Delete All Rows	To delete all rows in the time card.
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Submit Time Cards

When you submit a time card, Time & Expense sends the time card to the manager. The manager must approve the hours submitted before the consultant can receive compensation.

1. To access the appropriate time card page, refer to *Access and Update a Time Card* for complete instructions.

Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Delete this Row
	hh:mm	hh:mm	hh:mm	08:30	hh:mm	hh:mm	hh:mm	8:30	
Earnings Code		Contract Line		Contract Number		Activity ID		Project ID	
Non Bill-Reg Proj OT		1		CON000000003932 Overhead		BENCH		0000516167 Overhead	
Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Add a New Row Delete this Row
	hh:mm	hh:mm	hh:mm	hh:mm	08:00	08:00	08:30	24:30	
Customer: Recorded Books Lic			Managers: RICHARD NAHAL - VYACHESLAV KOSTIN			Actions		Status: Working Draft	
Job Req#: 0004652106		Company: TGC		Office: 00721 Montreal, Quebec Canada					
Worksite Location: 270 Skipjack Rd Prince Frederick, MD				Calculator					
Earnings Code		Contract Line		Contract Number		Activity ID		Project ID	
--- Select ---		1		CON000000005853 Recorded Books		--- Select ---		0000520890 Recorded Books	
Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Add a New Row Delete this Row
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0	

[Save](#) [Submit for Approval](#)

Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Non billable- Regular Projects	8:00	8:00	8:00	8:30	0	0	0	32:30
Non Bill-Reg Proj OT	0	0	0	0	8:00	8:00	8:30	24:30
Grand Total	8:00	8:00	8:00	8:30	8:00	8:00	8:30	57:00

Time Card page

2. Verify the information that displays. Update the necessary information.
3. If you updated any information, click **Save** to save your updates.
4. Click the **Submit For Approval** button to save your time card and display the Confirm Time Card Submission page.

TIME & EXPENSE

Help
 Consultant Pages
 Enter Time Cards
 Enter Expenses
 Setup Options
 Stop Representing User

Name: _____
 Employee ID: _____

Week Ending 5/30/2009

You are submitting your Time Card for approval.

Regular Pay (1X) :	16 Hours 0 Minutes
Overtime Pay (2X) :	0 Hours 0 Minutes
Double Time Pay (DTX) :	0 Hours 0 Minutes
Meal Break (ZZZ) :	1 Hours 0 Minutes
Total	16 Hours 0 Minutes

Press the "Submit" button below to complete the transaction.

Comments or Suggestions, Click here.
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Confirm Time Card Submission page

5. Verify your time card information.
6. In the left menu, click one of the following:

Option	Description
Submit	To submit the time card. Time & Expense informs you that it submitted the time card for approval. If there is an error with your timecard, then Time & Expense will display a warning. You can select to Continue or Cancel your submittal.
Change	To return to the time card page. Update the time card as necessary. Repeat steps 2–6 to submit the time card.
Return	Click the Time Cards link to return to the Time Card page.