

Time and Expense
Approver User's Guide



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General Information

May 2009

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

Table of Contents

Overview	1
Understand Buttons, Icons, and Links	3
View Messages	6
System Options	7
Log into Time & Expense	8
View Time & Expense Terms and Conditions	10
Set up Your Account	11
Set up Your E-mail Preferences	12
Approver Set up Options	12
Request a New Password for Time & Expense	13
Change Your Password	15
Log Out of Time & Expense	16
System Features	17
Use the Home Link	18
Use the Status Summary Page	21
View All Time Cards	24
View, Approve, or Reject Time cards	27
View All Expense Reports	30

View Expense Details	33
View an Expense Report	35
View, Approve, or Reject Expense Reports	38
Reject an Expense Item	41
View Your Reports	44
View a Training Simulation	45
View, Approve, or Reject Timecard by project	46

Overview

Time & Expense is a web based automated time and expense collection system. Allegis Group Users utilize Time & Expense to enter their hours and expenses into the system on a weekly basis. Approvers and Expense Auditors (expenses only) must approve the hours and expenses that the users submit before they can receive compensation and reimbursement. The hours and expenses approved in Time & Expense load into PeopleSoft OASIS. If any one of these roles rejects the hours or expenses then the user must update and resubmit 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. Users, Approvers, Authorized Viewers, Field Support (for example CSAs), Operations Support Group (OSG), and Expense Auditors access the system for different reasons. 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 depending on your job role:

Job Role	Description
User	<p>The time card page displays. Depending when you access the system one of the following week ending 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 week ending date displays. <p>Refer to <i>Access and Update the Time card</i> for further details.</p>
Final Manager	<p>The Pending Approval Time cards and Pending Approval Expense Reports page displays. You must approve or reject the time cards and expense reports listed to pay and reimburse the users appropriately.</p> <p>Depending on the customer for whom the user works, either one level or two levels of approval is required. Once the Primary Manager approves the time card or expense report, Time & Expense routs the time card or expense report to the Final Manager. The Final Manager must approve the time card or expense report to compensate or reimburse the user.</p>

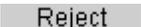
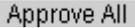
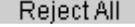
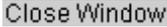
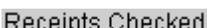
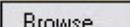
Job Role	Description
Primary Manager (optional)	<p>The Pending Approval Time cards and Pending Approval Expense Reports page displays. You must approve or reject the time cards and expense reports listed to pay and reimburse the Users appropriately.</p> <p>The Primary Manager level is optional. Depending on the customer for whom the user works, either one level or two levels of approval is required. Once the Primary Manager approves the time card or expense report, Time & Expense routs the time card or expense report to the Final Manager. The Final Manager must approve the time card or expense report to compensate or reimburse the user.</p>
Authorized Viewers	<p>The time cards and Expense Reports lists display the approved time cards and expense reports for the Users who work for the customer you are authorized to view. You can view the details for any of the time cards or expense reports that display.</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.

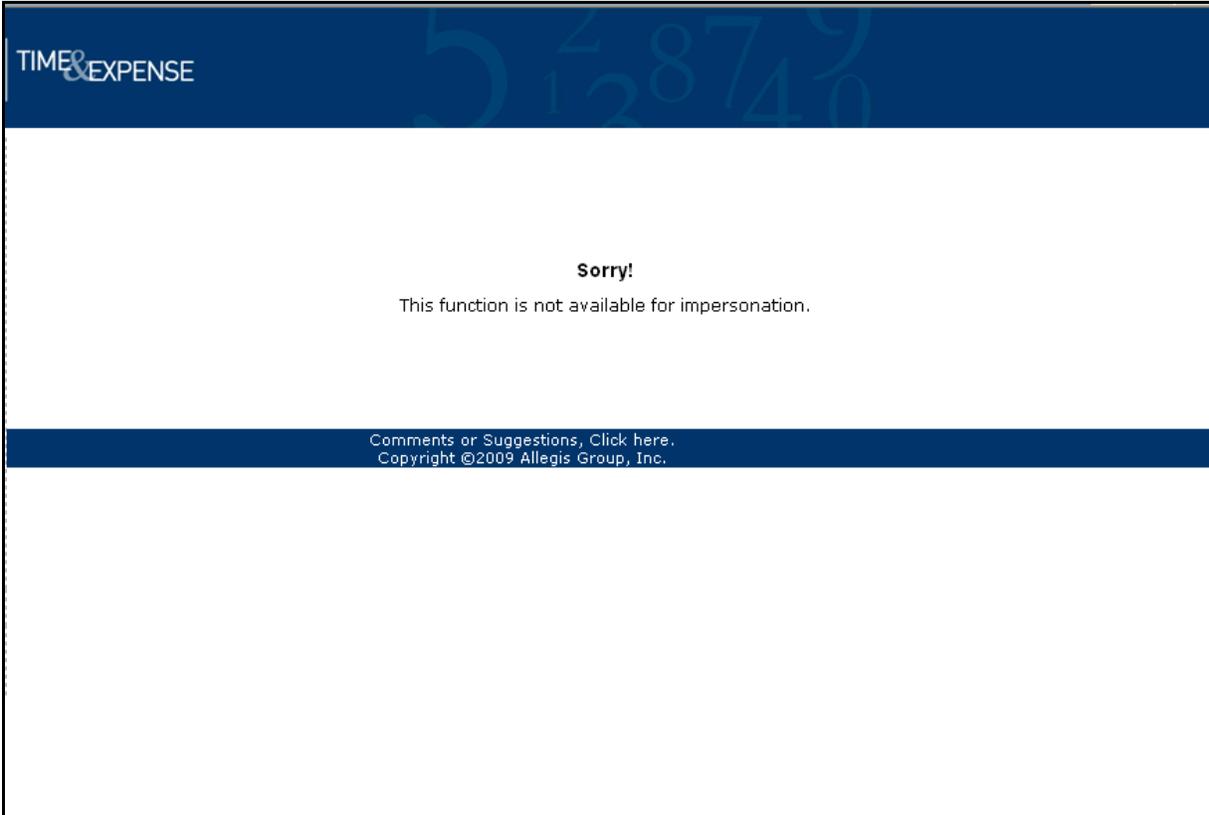
Button	Description
	To view one of the following: <ul style="list-style-type: none"> A time card or expense report. Additional details for an expense item
	To select a date. Users and Field Support only.
	To print the list of time cards or expense reports to the printer that you specify
	To display the list of time cards 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.
Login	To long into Time & Expense
Save My Email Preferences	To save the e-mail settings that you prefer. Approvers and Users Only.
Save	To save the information you inserted. Users and Field Support only.
Save Changes	To save the updates you inserted to a time card. Users Only.
Save Expense	To save the expense information you inserted. Users and Field Support only.
Add This Entry	To insert the hours worked and the user-defined fields, if applicable, on your time card.
Change	To change the information you inserted. Users, Approvers, and Field Support only.
Edit UDFs	To update the User-Defined Field (UDF) values that display. Approvers only.
Copy	To copy the information you inserted. You can use this button on your time card to copy information from one date and insert the same information for another date within the same week.
Remove	To remove the information that displays.
Edit	To edit the information you inserted. Users and Field Support only.
Continue	To continue performing the action.
Cancel	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 time card or expense report. The print friendly version of a time card includes spaces for User or the Field Support Representative who represents the User and the Approver to validate the hours entered. Print a time card 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 time card 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 time card 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 time card and expense report. Users and Field Support only.
Transaction history	To view the History page that displays the time cards 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 time card or expense report that was submitted previously. Once an Approver approves or rejects a time card or expense report that item cannot be un-submitted. Users and Field Support only.

Button	Description
	To approve a time card, expense report, or individual expense items. Users and Expense Auditors only.
	To reject a time card, 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 e-mail 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 time card or expense report listed. The Previous or Prev link is not active if no additional time cards or expense reports exist.
	To display the next time card or expense report. The Next link is not active if no additional time cards or expense reports exist.
	To select all of the time cards 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 take action as necessary.



System Options

As you use Time & Expense, you must understand how to access the system, to enter time and expenses (Users Only) or to 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 logout of the system appropriately. If you are a User, Approver, or Authorized Viewer, you must also agree to the terms and conditions, setup your account, and verify 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, view, and approve hours and expenses in the system. When Approvers and Authorized Viewers are set up in Time & Expense, the system sends you a temporary username and password. If you did not receive a username and password, contact the Consolidated Services Desk.

Time & Expense Login Rules:

- **Users** – can continue to access the system for 28 days after their requisition ends.
- **Approvers** – can continue to access the system as long as they are active in PeopleSoft.
- **Authorized Viewers** – can no longer access the system after 180 consecutive days of non-use.

As an Approver or Authorized Viewer, 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 one. Refer to *Request a New Password for Time & Expense* for further details.

1. Using **IE** (Internet Explorer, version 4+) browser, in the **Address** field, type the website 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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3. Do one of the following:

If	Then
You are an Approver or Authorized Viewer logging into the system initially	<ol style="list-style-type: none"> 1. In the Username field, type the username that was supplied to you in the Time & Expense notification e-mail. For example – M99999 2. In the Password field, enter the password that was supplied to you in the Time & Expense notification e-mail.

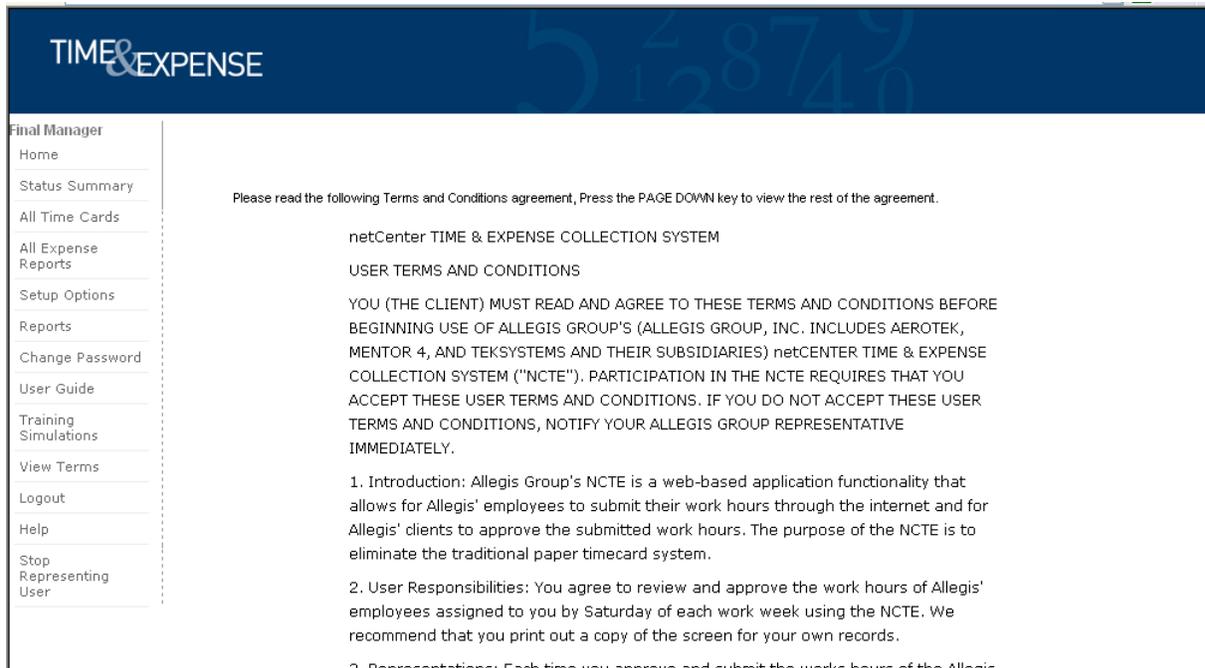
<p>You are an Approver, or Authorized Viewer who has logged into the system previously</p>	<ol style="list-style-type: none">1. In the Username field, type the e-mail address you specified previously. Your e-mail address is your username.2. In the Password field, type the password you specified previously <p>If you do not remember your password, you can request a new one. Refer to <i>Request a New Password for Time & Expense</i> for further details.</p>
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4. Click the **Login** button to log into Time & Expense. If you are an Approver or Authorized Viewer 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 web application interface. At the top is a dark blue header with the text "TIME & EXPENSE" in white. Below the header is a navigation menu on the left side with the following items: Final Manager, Home, Status Summary, All Time Cards, All Expense Reports, Setup Options, Reports, Change Password, User Guide, Training Simulations, View Terms, Logout, Help, 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

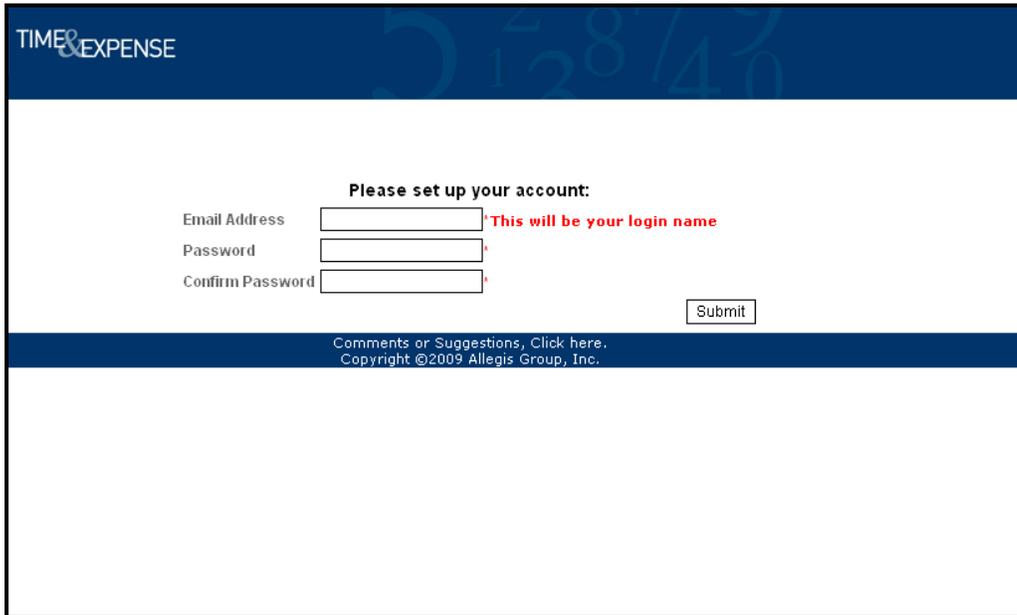
YOU (THE CLIENT) MUST READ AND AGREE TO THESE TERMS AND CONDITIONS BEFORE BEGINNING USE OF ALLEGIS GROUP'S (ALLEGIS GROUP, INC. INCLUDES AEROTEK, MENTOR 4, AND TEKSYSTEMS AND THEIR SUBSIDIARIES) netCENTER TIME & EXPENSE COLLECTION SYSTEM ("NCTE"). PARTICIPATION IN THE NCTE REQUIRES THAT YOU ACCEPT THESE 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 works hours of the Allegis

2. Read the User Terms and Conditions page to review the terms and conditions.
3. If this is the first time you have 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 an Approver or Authorized Viewer and you are accessing Time & Expense for the first time, you must change your username and password. Passwords are encrypted. When you were set up in Time & Expense, the system sent you a temporary username and password. If you did not receive your username and password, contact the CSD.



The screenshot shows the 'TIME & EXPENSE' account setup interface. At the top left, the logo 'TIME & EXPENSE' is displayed. The main heading is 'Please set up your account:'. Below this, there are three input fields: 'Email Address', 'Password', and 'Confirm Password'. The 'Email Address' field has a red asterisk and a note: '*This will be your login name'. To the right of the 'Confirm Password' field is a 'Submit' button. At the bottom of the form area, there is a link: 'Comments or Suggestions, Click here.' and a copyright notice: 'Copyright ©2009 Allegis Group, Inc.'

1. In the **E-mail 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.

Once you have saved your e-mail preferences, click the Setup Options Link from your left menu to update your preferences when necessary.

The screenshot shows the 'Setup Options' page in the Time & Expense system. The header is 'TIME & EXPENSE'. The left sidebar contains a 'Final Manager' menu with links: Home, Status Summary, All Time Cards, All Expense Reports, Setup Options, Reports, Change Password, User Guide, Training Simulations, View Terms, Logout, Help, Stop Representing User. The main content area shows the user's email address 'b.allen@tiburonllc.com' and a 'Change my email address/username:' field with 'b.allen@tiburonllc.com' entered. Below this are three checked checkboxes: 'Send me an email whenever a Time Card is submitted for my approval.', 'Send me an email whenever an Expense Report is submitted for my approval.', and 'Send me an email whenever threshold for Time Cards submitted for last Week Ending Date is reached.' A 'Save My Email Preferences' button is at the bottom. A red warning message states: 'Please remember that when you change your email address you are also changing your login name.' The footer contains 'Comments or Suggestions, Click here.' and 'Copyright ©2009 Allegis Group, Inc.'

In the **Change my e-mail address/username** field, type the e-mail address of where you want Time & Expense to send your notifications. This is your username (if you change your e-mail address you are changing 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 e-mail 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 Users. Default is checked.
 - **Send me an e-mail whenever an Expense Report is submitted for my approval** – To receive expense report notifications from Time and Expense when it receives an expense report from one of our Users. Default is checked.
 - **Send me an e-mail whenever threshold for Time cards submitted for last Week Ending Date is reached** – To receive notifications from Time & Expense when it receives the percentage of time cards that you indicated for the previous week ending date in the **Send me an e-mail when percentage of Time cards submitted for approval equals:** dropdown box.
2. In the **Send me an e-mail when percentage of Time cards submitted for approval equals:** field, select the percentage of time cards that you want to receive before Time & Expense sends you an e-mail. If you use this feature, you must deselect the first two check boxes and select the **Send me an e-mail whenever threshold for Time cards submitted for last Week Ending Date is reached** checkbox.

Request a New Password for Time & Expense

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

1. From the login page **I forgot my password and I want a new one sent to me** link.

2. In the **E-mail 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 set up your account.
3. Click the **Send Me a New Password** button for Time & Expense to send your 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.

TIME & EXPENSE

Primary Manager
Home
Reports
User Guide
Training Simulations

Final Manager
Home
Reports
User Guide
Status Summary
All Time Cards
All Expense Reports
Change Password
View Terms
Setup Options
Logout
Help

Old Password

New Password

Confirm New Password

Change Password

Comments or Suggestions, Click here.
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2. In the **Old Password** field, type your current 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 and Expense successfully.

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

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System Features

Once you access the system, Time & Expense offers you a variety of features to help you enter time and expenses as well as 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:

- **Approvers** – Displays a list of the time cards and expense reports you must approve to pay or reimburse your Users appropriately.
- **Authorized Viewers** – Displays a list of the most current time cards and expense reports that have been approved for the previous seven days.
- **Users** – Displays the current time card to ensure that hours are logged so that compensation can be received.

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

The Home Page displays a list of the time cards and expense reports that need your approval. Use the Find feature to display a list of time cards and expense reports for a specific User or week ending date.

1. From the Left Menu, click the **Home** link to display the list of pending time cards and expense reports. This page displays when you first log into the system.

The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu with links for Primary Manager, Final Manager, and various reports. The main content area is titled 'Pending Approval Time Cards' and includes a search bar for 'Name (Last,First)' and 'Week Ending'. Below the search bar is a table of pending time cards with columns for Date, Employee Name, Employee Id, Job Req Number, Status, Regular Hours, OverTime Hours, Other Hours, Total Hours, and Approve Details. A second table, 'Pending Approval Expense Reports', follows with columns for Tracking Number, Date, Employee Name, Employee Id, Job Req Number, Status, and Total Amount. Both tables include pagination controls and a 'Select All' link.

Date	Employee Name	Employee Id	Job Req Number	Status	Regular Hours	OverTime Hours	Other Hours	Total Hours	Approve Details
04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>
04/11/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>
11/01/2008	Stein,Nicholas A	04043309	0004195627	Primary Manager Approved	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>

Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Status	Total Amount	Approve Details
33227	04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$30.00	<input type="checkbox"/>
33247	04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$23.00	<input type="checkbox"/>
33229	04/11/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$30.00	<input type="checkbox"/>

2. When you long into the Home Page, your information sorts by week ending date in descending order and employee name in ascending 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. If necessary, use any of the following search features to display information you need:

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

Option	Description
To display expense reports for a specific employee	<p>Do the following:</p> <ol style="list-style-type: none"> In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. To find multiple Users – Type the first letter or letters of the users first or last name to display a list of users who match your search criteria. If necessary, you can also specify a week ending date in the Week Ending field. Click the Find button to display the information you specified.
To display expense reports for a specific week ending date	<p>Do the following:</p> <ol style="list-style-type: none"> In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. If necessary, you can also specify a User in the Name (Last,First) field. Click the Find button to display the information you specified.

4. View information that displays:

Option	Description
Tracking Number (expense reports only)	The number associated with the expense report.
Date	The week ending date for the week when the user incurred his or her time card or expense report.
Employee Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Job Req Number	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the time card or expense report. For a list of status types, refer to the <i>Use the Status Summary Page</i> .
Regular Hours (time cards only)	The number of hours worked at the regular earnings code.
Overtime Hours (time cards only)	The number of hours worked at the overtime earnings code.
Other Hours (time cards only)	The number of hours worked at an earnings code that is not listed
Total Billable Hours (time cards only)	The number of total billable hours that the User worked.
Total Amount (expense reports only)	The total amount of the expenses that the User incurred for which we are expensing the customer.
Approve	A checkbox displays. Select the checkbox if you need to approve the hours that the User worked or the expenses that the User incurred.

Details	The  displays. Click the  to display the time card or expense report. <i>Refer to View, Approve, or Reject a Time Card or View, Approve, Reject and Expense Report</i> for further details.
---------	--

5. If you need to select or approve all of the timecards or expense reports listed, do the following:

Option	Description
Select All	The ability to select all of the time card checkboxes simultaneously. You can deselect the time card checkboxes if necessary.
Approve	The ability to approve all of the time cards you selected.

Option	Description
Select All Expenses	The ability to select all of the expense report checkboxes simultaneously. You can deselect expense report checkboxes if necessary. If you use this feature, you must then click the Approve Expenses link to approve all of the expense reports you selected.
Approve Expenses	The ability to approve all of the expense reports that you have selected.

6. To view additional information to do one of the following:

Option	Description
To display another page of time cards	In the Pending Approval Timecards section, click the appropriate [page number] link to display another page of time cards.
To display another page of expense reports	In the Pending Approval Expense Reports section, click the appropriate [page number] link to display another page of expense reports

7. If you want to print or format a list of the time cards or expense reports. Click one of the following:

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

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 and expense reports for the previous week ending date will display.

1. From the Left Menu, click the Status Summary link to display the status Summary page.



TIME & EXPENSE		Status Summary			
Primary Manager		Time Cards		Expense Reports	
Home		Status	Week Ending	Status	Week Ending
Reports			04/11/2009		04/11/2009
User Guide					
Training Simulations		Working Draft	0	Working Draft	0
Final Manager		Submitted	1	Submitted	1
Home		Unsubmitted	0	Unsubmitted	0
Reports		Primary Manager Approved	0	Primary Manager Approved in Entirety	0
User Guide		Primary Manager Rejected	0	Primary Manager Rejected in Entirety	0
Status Summary		Final Manager Approved	0	Primary Manager Partial Approval	0
All Time Cards		Final Manager Rejected	0	Pending Primary Manager Approval	0
All Expense Reports		CSA / Workflow Rejected	0	Final Manager Approved in Entirety	0
Change Password				Final Manager Rejected in Entirety	0
View Terms				Final Manager Partial Approval	0
Setup Options				Pending Final Manager Approval	0
Logout				Receipts Verified	0
Help				Auditor Approved in Entirety	0
				Auditor Rejected in Entirety	0
				Auditor Partial Approval	0
				Auditor Adjusted and Partial Approval	0
				Submitted for Payment	0
				Pending Auditor Approval	0

2. View the Status information that displays.

Status	Description
Working Draft	The User has saved, but has not submitted his or her timecard or expense report.
Submitted	The User submitted a timecard or an expense report for approval.
Unsubmitted	The User unsubmitted a timecard or an expense report
Primary Manager Approved	The Users' Primary Manager approved the time card. This Approver level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. Once the Primary Manager approves the time card the Final Manager must approve the time card to compensate the User.
Primary Manager Rejected	The Users' Primary Manager rejected the time card. The User can resubmit his or her time card to receive compensation. This is for time cards only. This Approver level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. Once the Primary Manager approves the expense the Final Manager must approve the expense to compensate the User.

Status	Description
Final Manager Approved	The Users' Final Manager approved the time card. This Final Manager level must approve a Users' time card for the User to receive compensation. Time cards only.
Final Manager Rejected	The User's Final Manager rejected the time card. This Final Manager must approve a Users' timecard for the User to receive compensation. The User can resubmit his or her timecard. Time cards only.
CSA/Workflow Rejected	The Customer Support Associate (CSA or Field Support Representative) or Workflow application rejected the time card. The Workflow application validates that the time card passes all business rules. The User must resubmit the time card for compensation. Time cards only.
Primary Manager Approved in Entirety	This User's Primary Manager approved the entire expense report. This Approver level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. Once the Primary Manager approves the time card the Final Manager must approve the time card to compensate the User.
Primary Manager Rejected in Entirety	The Users' Primary Manager rejected the entire expense report. This approval level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. Once the Primary Manager approves the time card the Final Manager must approve the time card to compensate the User.
Primary Manager Partial Approval	The Primary Manager approved a portion of the User's expense report. This approval level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. 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 reject portion of an expense report. Expense reports only.
Pending Primary Manager Approval	The Primary Manager needs to validate the expense report. This approval level is optional. Depending on the customer for whom the User works, either one level or two levels of approval is required. 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 reject portion of an expense report. Expense reports only.
Final Manager Approved in Entirety	The Users' Final Manager approved the entire expense report. This Final Manager level must approve a Users expense report for the User to receive reimbursement. Expense reports only.
Final Manager Rejected in Entirety	The Users' Final Manager rejected the entire expense report. This Final Manager must approve a Users' expense report for the User to receive reimbursement. The User can resubmit the expense report. Expense reports only.

Status	Description
Final Manager Partial Approval	The Final Manager approved a portion of the expense report. This Final Manager level must approve a Users' expense report 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 expense items to receive reimbursement. Expense reports only.
Pending Final Manager Approval	The Final Manager needs to validate the expense report. This approval level must approve a Users' 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 User will not receive reimbursement. The User 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 User 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 User. A User can resubmit the rejected portion of an expense report. Expense reports only.
Submitted for Payment	PeopleSoft OASIS 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 User's expense report 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.

View All Time Cards

You can access the All Time Cards page to view all of your time cards.

1. From the Left Menu, click the All Time Cards link to display the page that lists all of the time cards that you have received from your users.

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

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

Option	Description
Status	Select the status for the list of time cards you want to view.
Name	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> • To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • To find multiple Users – Type the first letter or letters of the Users first or last name to display a list of users who match your search criteria. 2. If necessary, you can also specify a week ending date in the Week Ending field. 3. Click the Find button to display the information you specified.
Week Ending	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a user in the Name (Last,First) field. 3. Click the Find button to display the information you specified.

- Your search results sort by week ending date in descending order and User name in ascending 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.

- View information that displays:

Option	Description
Date	The week ending date for the week when the User incurred his or her time card or expense report.
Employee Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Job Req Number	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the time card or expense report. For a list of status types, refer to the <i>Use the Status Summary Page</i> .
Regular Hours (time cards only)	The number of hours worked at the regular earnings code.
Overtime Hours (time cards only)	The number of hours worked at the overtime earnings code.
Other Hours (time cards only)	The number of hours worked at an earnings code that is not listed
Total Billable Hours (time cards only)	The number of total billable hours that the User worked.
Total Amount (expense reports only)	The total amount of the expenses that the User incurred for which we are expensing the customer.
Approve	A checkbox displays. Select the checkbox if you need to approve the hours that the User worked or the expenses that the User incurred.
Details	The  displays. Click the  to display the time card or expense report. Refer to <i>View, Approve, or Reject a Time Card or View, Approve, Reject and Expense Report</i> for further details.

- To view additional information, click the appropriate [page number] link to display another page of timecards.
- To print or format the list of time cards that displays, click on one of the following:

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

- Click on the  to display an individual timecard.

TIME & EXPENSE

SA/CSS

Home

Status Summary

Represent User

All Time Cards

All Expense Reports

Reports

User Guide

Training Simulations

Logout

Help

Name: Froio, Jonathan Edward

Employee ID: 03657963

Week Ending Date: 5/23/2009

Customer: Environmental Health And Engineering **Managers:** Bruce Wallace - Howard Brightman

Job Req#: 0004339485 **Company:** ONS **Office:** 00498 Boston North, MA **Status:** Working Draft

Worksite Location: 117 Fourth Ave Needham, MA

Time	Sunday (5/17/2009)	Monday (5/18/2009)	Tuesday (5/19/2009)	Wednesday (5/20/2009)	Thursday (5/21/2009)	Friday (5/22/2009)	Saturday (5/23/2009)	Total
Regular 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
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
Holiday Billable 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	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

History

Action taken	Taken by	Date	Comment
Working Draft	Rzepakowski, Mandy C	05/26/2009 12:24 PM	Time card removed by mrzepakow at 5/26/2009 12:23:11 PM
Working Draft	Rzepakowski, Mandy C	05/26/2009 12:24 PM	Time card updated by Rzepakowski, Mandy C
Working Draft	Rzepakowski, Mandy C	05/26/2009 12:24 PM	Time card created by Rzepakowski, Mandy C

- View the time card and history information that displays.
- Click on any of the following:

Option	Description
The < Previous link	To display the previous time card in your list of time cards.
The Next > link	To display the next time card in your list of time cards.
The All Time Cards link from the left menu.	To return to the Search Time Cards page.

View, Approve, or Reject Time Cards

You can view Users' time cards to approve or reject the hours they submitted.

1. From the Left Menu, click the **Home** link to display the list of time cards and expense reports that need your approval.

The screenshot displays the 'TIME & EXPENSE' application interface. On the left is a navigation menu with options like 'Home', 'Reports', 'User Guide', 'Training Simulations', 'Final Manager', 'Status Summary', 'All Time Cards', 'All Expense Reports', 'Change Password', 'View Terms', 'Setup Options', 'Logout', and 'Help'. The main content area is divided into two sections: 'Pending Approval Time Cards' and 'Pending Approval Expense Reports'. Both sections include search filters for 'Name (Last,First)' and 'Week Ending', and a 'Find' button. The 'Pending Approval Time Cards' table lists three entries with columns for Date, Employee Name, Employee Id, Job Req Number, Status, Regular Hours, OverTime Hours, Other Hours, Total Hours, and Approve Details. The 'Pending Approval Expense Reports' table lists three entries with columns for Tracking Number, Date, Employee Name, Employee Id, Job Req Number, Status, Total Amount, and Approve Details. Both tables include pagination controls and a 'Select All Approve' button.

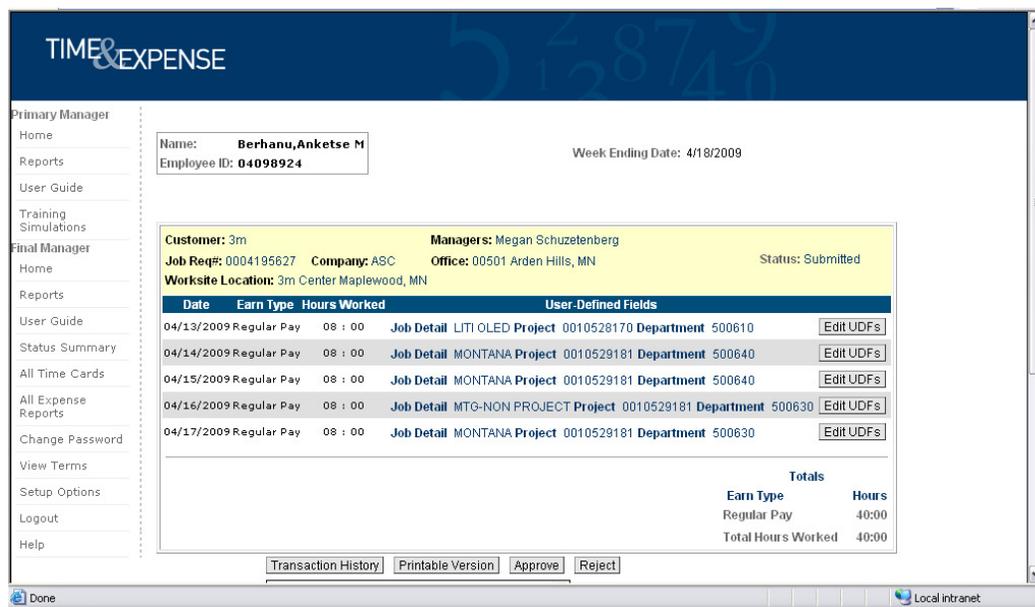
2. When you access the Home page, your information sorts by week ending date in descending order and employee name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.
3. If necessary, use any of the following search features to display information you need:

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

Option	Description
Status	Select the status for the list of time cards you wan to view.
Name	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> • To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • To find multiple Users – Type the first letter or letters of the users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the Week Ending field. 3. Click the Find button to display the information you specified.

Week Ending	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.
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4. Click on the  to display an individual timecard.



5. Verify the information that displays.
6. If you need to update a UDF value that displays, click the Edit UDFs button to display the UDF fields for the date you indicated.

Update the UDF field(s) as necessary. The UDF values displays as follows:

Option	Description
	<p>Verify the UDF that displays. This type of UDF is read only. You cannot update this type of UDF. Contact the field support representative (for example: CSA) in necessary to update the value that displays.</p>
	<p>Select the UDF value that should display.</p> <p>If the appropriate UDF value does not display, contact the field support representative (for example: CSA) in necessary to update the value(s).</p>

7. Click the Save Changes to save your updates. The time card display with your updates.

8. Do one of the following:

Option	Description
Approve	To approve a time card, expense report, or individual expense items. Users and Expense Auditors only.
Reject	To reject a time card, expense report or individual expense items. Approvers, Field Support and Expense Auditors only.
Transaction history	To view the History page that displays the time cards or expense reports activity history, including comments.
Printable Version	To display a printer friendly version of a time card or expense report. The print friendly version of a time card includes spaces for User or the Field Support Representative who represents the User and the Approver to validate the hours entered. Print a time card or expense report for your records.

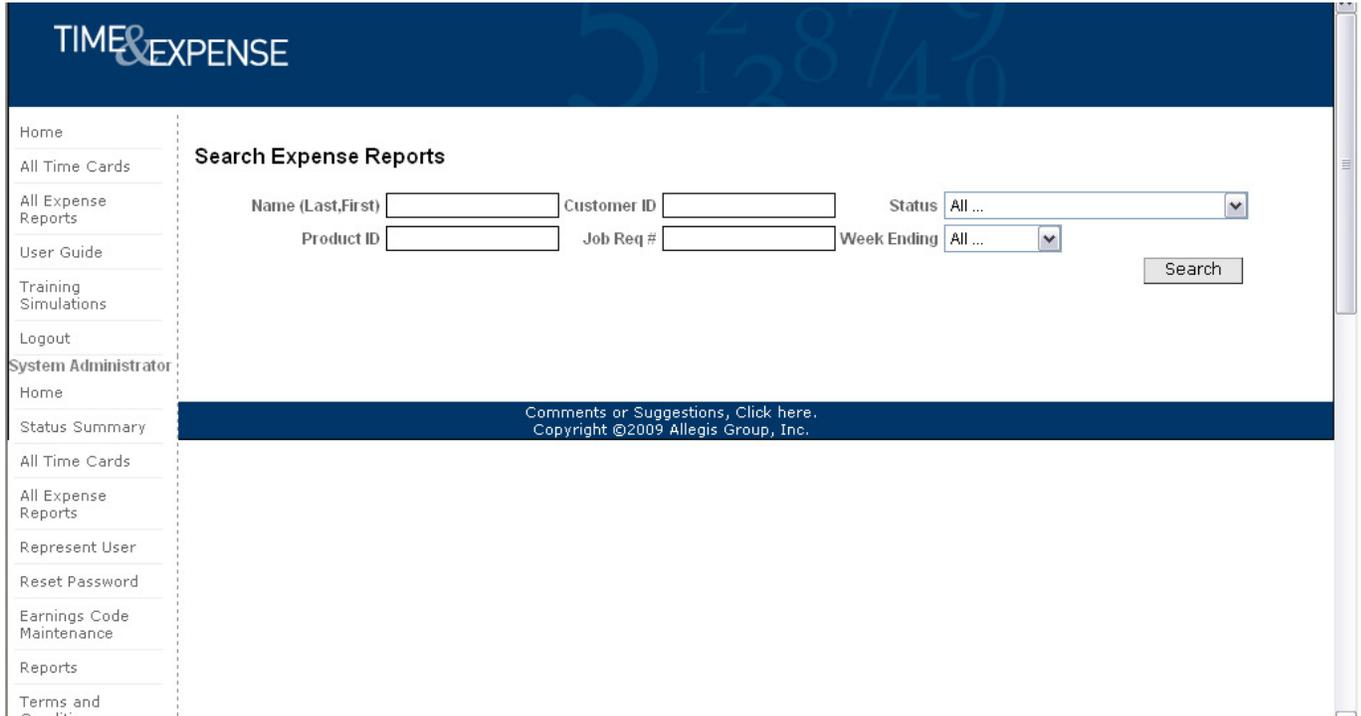
9. To view additional time cards, click one of the following:

Option	Description
The < Previous link	To display the previous time card in your list of time cards. The Previous link is not active if no additional timecards exist.
The Next > link	To display the next time card in your list of time cards. The Next link is not active if no additional timecards exist.

View All Expense Reports

You can access the Expense Reports page to view all of your expense reports.

1. From the Left Menu, click the **All Expense Reports** link to display the Expense Reports page.



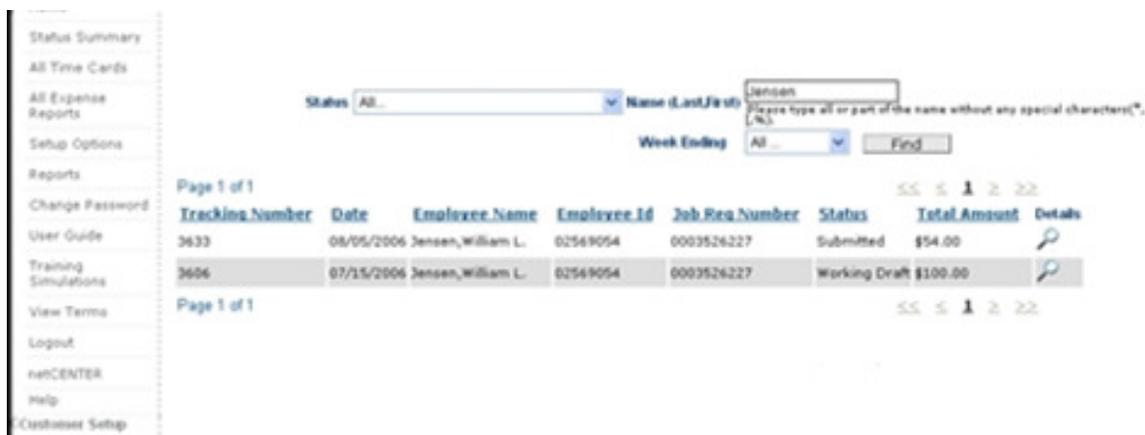
2. Use any of the following search fields to display the information you need:

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

Option	Description
Status	Select the status for the list of time cards you want to view.
Name	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> • To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • To find multiple Users – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the Week Ending field. 3. Click the Find button to display the information you specified.

Week Ending	<p>Do the following:</p> <ol style="list-style-type: none"> 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.
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3. Your search results sort by week ending date in descending order and User name in ascending 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 information that displays:

Option	Description
Tracking Number (expense reports only)	The number associated with the expense report.
Date	The week ending date for the expense that the User Submitted
Employee Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Job Req Number	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the time card or expense report. For a list of status types, refer to the <i>Use the Status Summary Page</i> .
Total Amount	The total amount of the expenses that the User incurred for which we are expensing the customer.
Details	The  displays. Click the  to display the time card or expense report. Refer to <i>View, Approve, or Reject a Time Card or View, Approve, Reject and Expense Report</i> for further details.

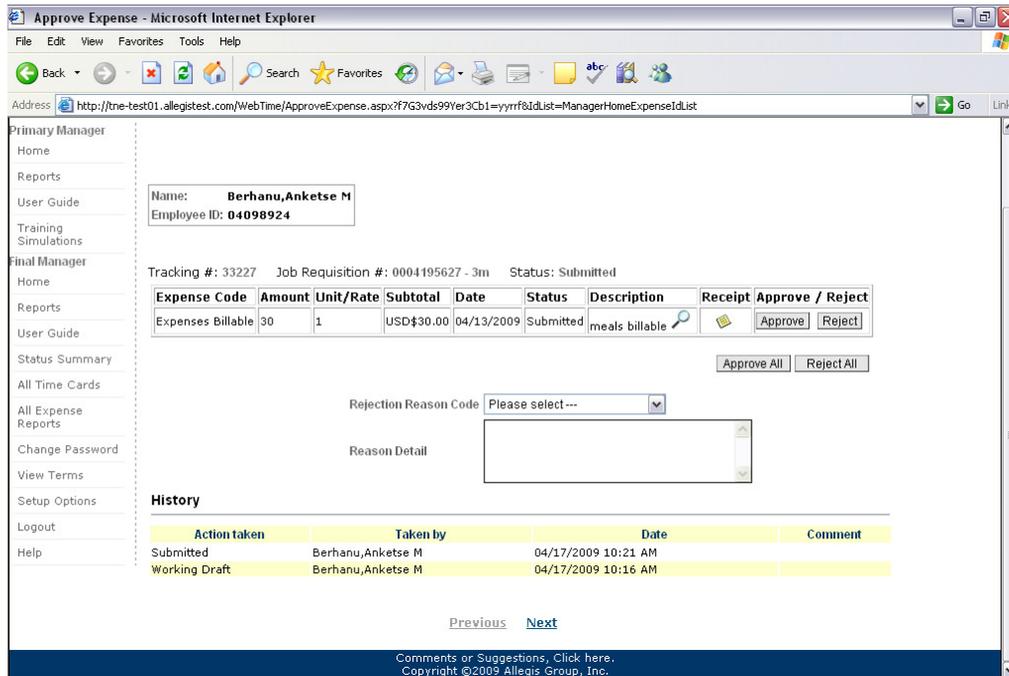
5. To view additional information, click the appropriate [page number] link to display another page of expense reports.
6. To print or format the list of expense reports that displays, click one of the following:

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

View Expense Details

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

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



Primary Manager
Home
Reports
User Guide
Training Simulations

Final Manager
Home
Reports
User Guide
Status Summary
All Time Cards
All Expense Reports
Change Password
View Terms
Setup Options
Logout
Help

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

Tracking #: 33227 Job Requisition #: 0004195627 - 3m Status: Submitted

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Approve / Reject
Expenses Billable	30	1	USD\$30.00	04/13/2009	Submitted	meals billable		<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Rejection Reason Code:

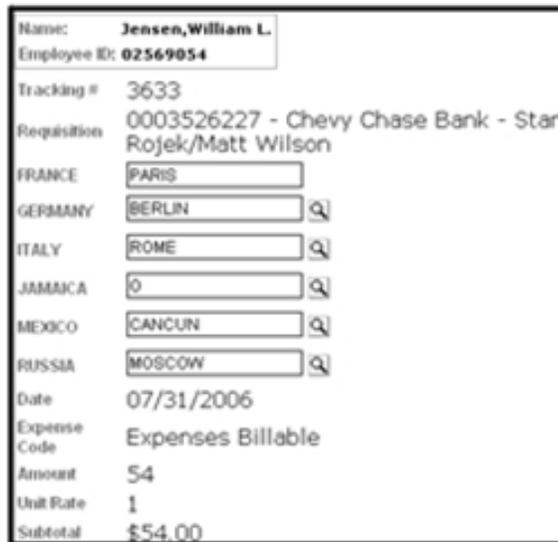
Reason Detail:

History

Action taken	Taken by	Date	Comment
Submitted	Berhanu, Ankete M	04/17/2009 10:21 AM	
Working Draft	Berhanu, Ankete M	04/17/2009 10:16 AM	

Comments or Suggestions, Click here.
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2. Click the  to view a detail relating to the expense. The View Expense Item window displays.



Name: **Jensen, William L.**
Employee ID: **02569054**

Tracking #: 3633
Requisition: 0003526227 - Chevy Chase Bank - Stan Rojek/Matt Wilson

FRANCE:
GERMANY: 
ITALY: 
JAMAICA: 
MEXICO: 
RUSSIA: 

Date: 07/31/2006
Expense Code: Expenses Billable
Amount: 54
Unit Rate: 1
Subtotal: \$54.00

3. View the information that displays.

4. If you need to update a UDF value associated with the expense item, click  to select the appropriate UDF value from the selection window. You cannot update UDF values that are read-only.

Note: If the appropriate value does not display, contact the field support representative (for example, the CSA).

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.

View an Expense Report

You can always view expense reports in Time & Expense to view information on an expense that has been submitted for reimbursement

1. From the Left Menu, click the **All Expense Reports** link to display the Expense Reports page that lists all of the expense reports that you received from your Users.

The screenshot shows the 'TIME & EXPENSE' web application interface. On the left is a vertical navigation menu with the following items: Home, All Time Cards, All Expense Reports, User Guide, Training Simulations, Logout, System Administrator, Home, Status Summary, All Time Cards, All Expense Reports, Represent User, Reset Password, Earnings Code Maintenance, Reports, and Terms and Conditions. The main content area is titled 'Search Expense Reports' and contains a search form with the following fields: Name (Last,First) [text input], Customer ID [text input], Status [dropdown menu with 'All ...' selected], Product ID [text input], Job Req # [text input], and Week Ending [dropdown menu with 'All ...' selected]. A 'Search' button is positioned to the right of the form. Below the search form, there is a dark blue banner with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

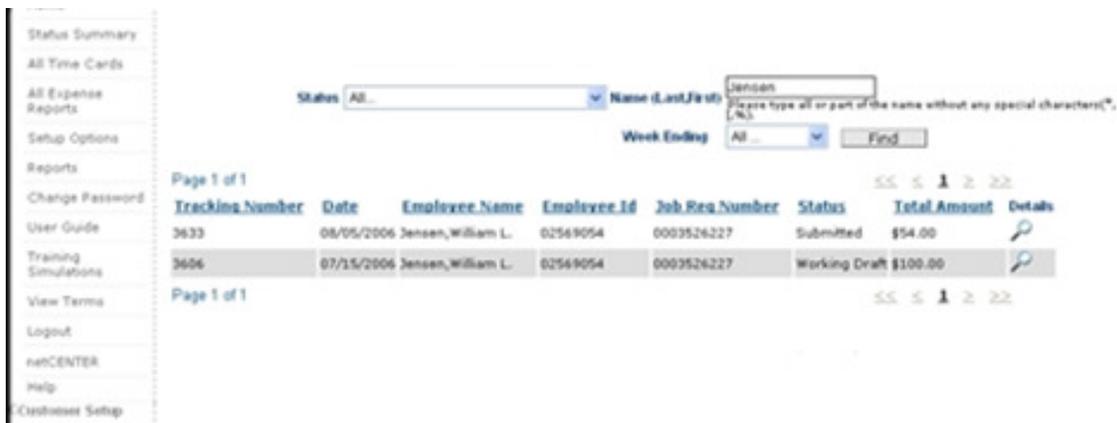
2. Use any of the following search fields to display the information you need:

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

Option	Description
Status	Select the status for the list of time cards you want to view.
Name	<p>Do the following:</p> <ol style="list-style-type: none"> 4. In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> • To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • To find multiple Users – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 5. If necessary, you can also specify a week ending date in the Week Ending field. 6. Click the Find button to display the information you

	specified.
Week Ending	<p>Do the following:</p> <ol style="list-style-type: none"> 4. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 5. If necessary, you can also specify a User in the Name (Last,First) field. 6. Click the Find button to display the information you specified.

7. Your search results sort by week ending date in descending order and user name in ascending 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.



8. If you need to display another page of expense reports, click the appropriate [page number] link to display another page of expense reports.
9. View information that displays:

Field	Description
Tracking Number (expense reports only)	The number associated with the expense report.
Date	The week ending date for the expense that the User Submitted
Employee Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Job Req Number	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the time card or expense report. For a list of status types, refer to the <i>Use the Status Summary Page</i> .
Total Amount	The total amount of the expenses that the User incurred for which we are expensing the customer.
Details	The  displays. Click the  to display the time card or expense report. Refer to <i>View, Approve, or Reject a Time Card or View, Approve, Reject and Expense Report</i> for further details.

CSA/CSS

Home

Status Summary

Represent User

All Time Cards

All Expense Reports

Reports

User Guide

Training Simulations

Logout

Help

Name: **Froio, Jonathan Edward**
Employee ID: **03657963**

Week Ending 01/10/2009

Customer: ENVIRONMENTAL HEALTH AND ENGINEERING	Managers: Bruce Wallace - Howard Brightman	Tracking #: 0034925					
Job Req#: 0004339485 Company: Aerotek	Office: 00498 - Boston North, MA	Status: Submitted					
Worksite Location: 117 FOURTH AVE NEEDHAM, MA							
Expense Code	Expense Date	Amount	Unit/Rate	Subtotal	Status	Description	Receipt
Expenses Billable	1/5/2009	24	1	USD\$24.00	Submitted	Parking	
Expenses Billable	1/8/2009	35	1	USD\$35.00	Submitted	Parking	
Expenses Billable	1/6/2009	13	1	USD\$13.00	Submitted	Parking	
Total Expenses				USD\$72.00			

History

Action taken	Taken by	Date	Comment
Submitted	Froio, Jonathan Edward	01/08/2009 07:56 PM	
Working Draft	Froio, Jonathan Edward	01/08/2009 07:54 PM	

[Previous](#) [Next](#)

10. Click on any one of the following:

Option	Description
The < Previous link	To display the previous time card in your list of expense reports.
The Next > link	To display the next time card in your list of expense reports.
The All Expense Reports link from the left menu.	To return to the Search Expense Reports page.

View, Approve, or Reject Expense Reports

You can view Users' expense reports to approve or reject the expenses that they submitted.

1. From the Left Menu, click the **Home** link to display the list of time cards and expense reports that need your approval.

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with options like 'Home', 'Reports', 'User Guide', 'Training Simulations', 'Final Manager', 'All Time Cards', 'All Expense Reports', 'Change Password', 'View Terms', 'Setup Options', 'Logout', and 'Help'. The main content area is divided into two sections:

Pending Approval Time Cards
 Page 1 of 1
 Search fields: Name (Last,First) [input], Week Ending [All...], Find [button].
 Table with columns: Date, Employee Name, Employee Id, Job Req Number, Status, Regular Hours, OverTime Hours, Other Hours, Total Hours, Approve Details.
 Rows:
 - 04/18/2009 Berhanu,Anketse M 04098924 0004195627 Submitted 40:00 0:00 0:00 40:00 [checkbox] [magnifying glass]
 - 04/11/2009 Berhanu,Anketse M 04098924 0004195627 Submitted 40:00 0:00 0:00 40:00 [checkbox] [magnifying glass]
 - 11/01/2008 Stein,Nicholas A 04043309 0004195627 Primary Manager Approved 40:00 0:00 0:00 40:00 [checkbox] [magnifying glass]
 Buttons: Select All, Approve

Pending Approval Expense Reports
 Page 1 of 1
 Table with columns: Tracking Number, Date, Employee Name, Employee Id, Job Req Number, Status, Total Amount, Approve Details.
 Rows:
 - 33227 04/18/2009 Berhanu,Anketse M 04098924 0004195627 Submitted USD\$30.00 [checkbox] [magnifying glass]
 - 33247 04/18/2009 Berhanu,Anketse M 04098924 0004195627 Submitted USD\$23.00 [checkbox] [magnifying glass]
 - 33229 04/11/2009 Berhanu,Anketse M 04098924 0004195627 Submitted USD\$30.00 [checkbox] [magnifying glass]

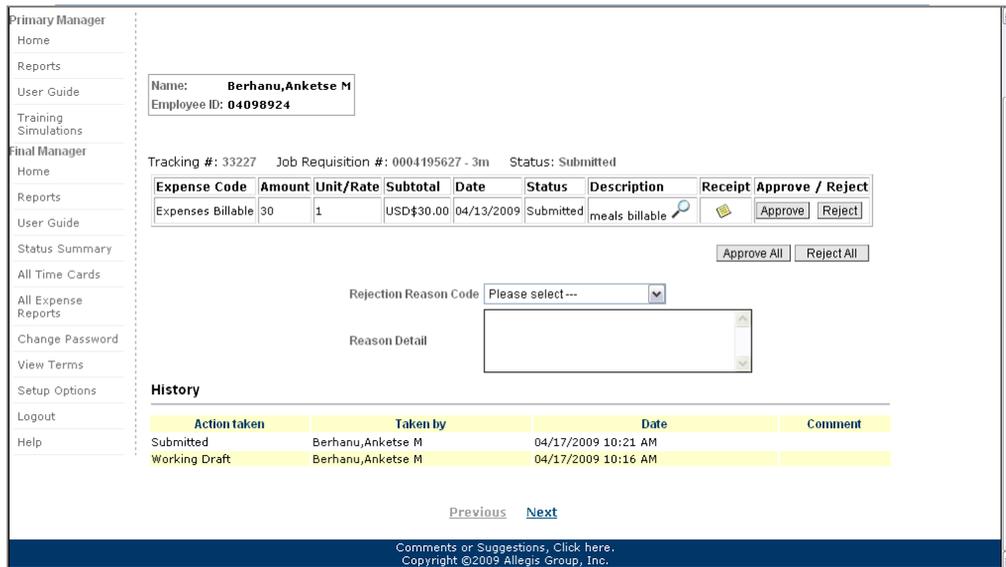
2. When you access the Home page, your information sorts by week ending date in descending order and employee name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.
3. If necessary, use any of the following search features to display information you need:

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

Option	Description
To display expense reports for a specific User	Do the following: <ol style="list-style-type: none"> 1. In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> • To find a specific User – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • To find multiple Users – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the Week Ending field. 3. Click the Find button to display the information you specified.
To display expense reports for a	Do the following:

specific week ending	<ol style="list-style-type: none"> 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.
To display another page of expense reports	Click the appropriate page number link to display another page of expense reports.

4. Click on the  to display an individual timecard.



The screenshot shows a web interface for managing expense reports. On the left is a navigation menu with options like Home, Reports, User Guide, Training Simulations, Final Manager, Status Summary, All Time Cards, All Expense Reports, Change Password, View Terms, Setup Options, Logout, and Help. The main content area displays user information: Name: Berhanu, Anketse M and Employee ID: 04098924. Below this, tracking information is shown: Tracking #: 33227, Job Requisition #: 0004195627 - 3m, Status: Submitted. A table lists expenses with columns: Expense Code, Amount, Unit/Rate, Subtotal, Date, Status, Description, Receipt, and Approve / Reject. One row is visible: Expenses Billable, 30, 1, USD\$30.00, 04/13/2009, Submitted, meals billable. Below the table are buttons for Approve, Reject, Approve All, and Reject All. There is also a Rejection Reason Code dropdown and a Reason Detail text area. At the bottom, a History table shows actions taken by the user on 04/17/2009. The footer contains copyright information for Allegis Group, Inc.

5. Verify the header information that displays:

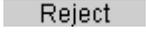
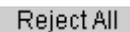
Field	Description
Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Tracking #	The tracking number used to track the expense report.
Job Requisition #	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the expense report.

6. Verify the expense information that displays:

Column	Description
Expense Code	The expense code and a description of the expense incurred by the User.
Amount	The dollar amount or quantity of the expense incurred.
Unit/Rate	The quantity or rate of the expense item
Subtotal	The amount for the expense item. USD only. (Amount x Unit/Rate)

	= Subtotal)
Date	The date when the User incurred the expense.
Receipt	The document attached by the User.
Description	An explanation of the expense. You must click  to view additional details about the expense including the User Defined Fields (UDF's) associated with the expense item. Refer to <i>View Expense Details</i> for further information.

7. Do one of the following:

Option	Description
	To approve the expense that the User submitted. Repeat steps 4-6 for each expense that you need to approve.
	To reject the expense that the User submitted. Once you reject an expense, you must do the following: <ol style="list-style-type: none"> 1. In the Rejection Reason Code field, you must select the reason code that identifies why you rejected the expense. 2. In the Reason Detail field, type the reason why you rejected the expense.
	To approve all of the items listed.
	To reject all of the items listed. Once you reject an expense, you must do the following: <ol style="list-style-type: none"> 1. In the Rejection Reason Code field, you must select the reason code that identifies why you rejected the expenses. 2. In the Reason Detail field, type the reason why you rejected the expenses.

8. To view additional expense reports, click one of the following:

Option	Description
The  link	To display the previous time card in your list of expense reports. The Previous link is not active if no additional expense reports exist.
The  link	To display the next time card in your list of expense reports. The Next link is not active if no additional expense reports exist.

Reject an Expense Item

You must reject an expense item when incorrect information displays.

1. From the Left Menu, click the **Home** link to display the list of pending time cards and expense reports.

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with sections for 'Primary Manager' (Home, Reports, User Guide, Training Simulations) and 'Final Manager' (Home, Reports, User Guide, Status Summary, All Time Cards, All Expense Reports, Change Password, View Terms, Setup Options, Logout, Help). The main content area is titled 'Pending Approval Time Cards' and includes a search bar for 'Name (Last,First)' and 'Week Ending'. Below the search bar is a table of pending time cards with columns: Date, Employee Name, Employee Id, Job Req Number, Status, Regular Hours, OverTime Hours, Other Hours, Total Hours, and Approve Details. The table contains three rows of data. Below the table are 'Select All' and 'Approve' buttons. A second section, 'Pending Approval Expense Reports', also includes a search bar and a table with columns: Tracking Number, Date, Employee Name, Employee Id, Job Req Number, Status, Total Amount, and Approve Details. This table contains three rows of data.

2. In the Pending Approval Expense Reports section, click the  to view the appropriate expense report.

The screenshot shows the 'Expense Report' details page. At the top, it displays 'Name: Berhanu,Anketse M' and 'Employee ID: 04098924'. Below this, it shows 'Tracking #: 33227', 'Job Requisition #: 0004195627 - 3m', and 'Status: Submitted'. A table lists the expense details with columns: Expense Code, Amount, Unit/Rate, Subtotal, Date, Status, Description, Receipt, and Approve / Reject. The table contains one row: 'Expenses Billable', 30, 1, USD\$30.00, 04/13/2009, Submitted, meals billable. Below the table are 'Approve' and 'Reject' buttons. Further down, there are 'Approve All' and 'Reject All' buttons. A 'Rejection Reason Code' dropdown menu is set to 'Please select...'. Below it is a 'Reason Detail' text area. At the bottom, a 'History' section contains a table with columns: Action taken, Taken by, Date, and Comment. The history table has two rows: 'Submitted' by 'Berhanu,Anketse M' on '04/17/2009 10:21 AM' and 'Working Draft' by 'Berhanu,Anketse M' on '04/17/2009 10:16 AM'. At the very bottom, there are 'Previous' and 'Next' buttons, and a footer with 'Comments or Suggestions, Click here.' and 'Copyright ©2009 Allegis Group, Inc.'

3. Verify the header information that displays.

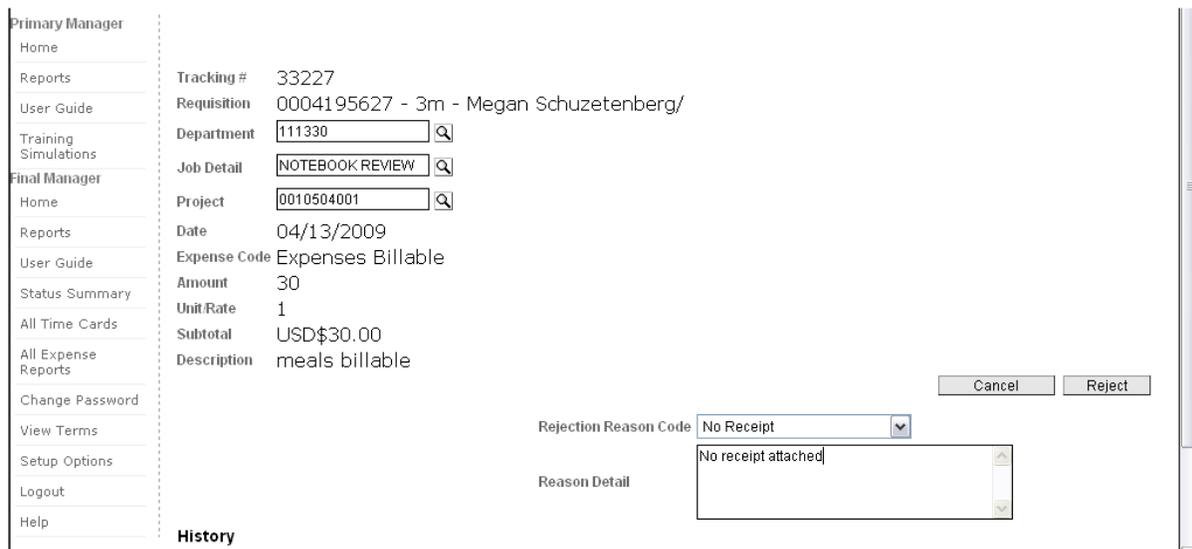
Field	Description
Tracking #	The tracking number used to track the expense report.
Job Requisition #	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the expense report.

4. View the expense information that displays.

Column	Description
Expense Code	The expense code and a description of the expense incurred by the User.
Amount	The dollar amount or quantity of the expense incurred.
Unit/Rate	The quantity or rate of the expense item
Subtotal	The amount for the expense item. USD only. (Amount x Unit/Rate = Subtotal)
Date	The date when the User incurred the expense.
Receipt	The document attached by the User.
Description	An explanation of the expense. You must click  to view additional details about the expense including the User Defined Fields (UDF's) associated with the expense item. Refer to <i>View Expense Details</i> for further information.

5. Click on one of the following:

Option	Description
Reject	To reject an item in the expense report. Continue with Step 6.
Reject All	To reject all of the expenses that display.



The screenshot shows a web application interface for managing expense reports. On the left is a navigation menu with options like 'Primary Manager', 'Final Manager', and 'History'. The main area displays details for an expense report with Tracking # 33227, Requisition 0004195627, Department 111330, Job Detail NOTEBOOK REVIEW, and Project 0010504001. The expense is dated 04/13/2009, with an amount of 30 and a subtotal of USD\$30.00. The description is 'meals billable'. A rejection dialog box is open, showing 'Rejection Reason Code' set to 'No Receipt' and 'Reason Detail' as 'No receipt attached'. There are 'Cancel' and 'Reject' buttons at the bottom right of the dialog.

6. Verify the information that displays.

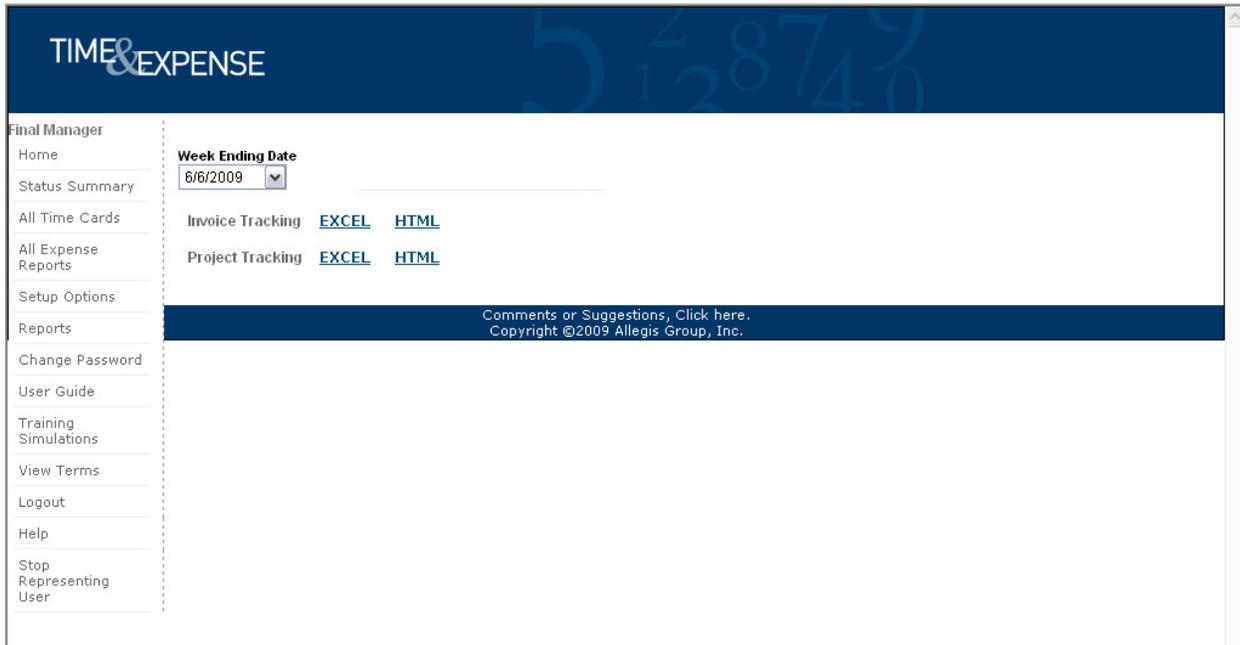
7. In the **Rejection Reason Code** field, select the reason code that indicates why you rejected the expense. This is a required field.
8. In the **Reason Detail** field, type the reason why you rejected the expense. This is a required field.
9. Do one of the following:

Option	Description
Cancel	To cancel the rejection.
Reject	To reject an item in the expense report.

View Your Reports

Use the Reports section to view the report information for the week ending date you specify.

1. From the Left Menu, click the **Reports** link to display the Reports page.



TIME & EXPENSE

Final Manager

Home

Status Summary

All Time Cards

All Expense Reports

Setup Options

Reports

Change Password

User Guide

Training Simulations

View Terms

Logout

Help

Stop Representing User

Week Ending Date
6/6/2009

Invoice Tracking [EXCEL](#) [HTML](#)

Project Tracking [EXCEL](#) [HTML](#)

Comments or Suggestions, Click here.
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2. In the **Week Ending Date** field, select the date for the information you need to view.
3. Understand the list of reports that display:
 - **Invoice Tracking** - A list of the billable hours reported and approved by a Manager in Time & Expense. Access is provided to Approvers, Field Support Representatives, System Administrators, Corporate Associates and Expense Auditors.
 - **Project Tracking** – A list of billable hours reported and approved by a Manager in Time & Expense with UDF values listed.

View a Training Simulation

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

1. Log into Time & Expense. The **Home** page displays.

The screenshot shows the Time & Expense Home page. The left sidebar contains a navigation menu with the following items: Primary Manager (Home, Reports, User Guide, Training Simulations), Final Manager (Home, Reports, User Guide, Status Summary, All Time Cards, All Expense Reports, Change Password, View Terms, Setup Options, Logout, Help).

The main content area is titled "Pending Approval Time Cards" and shows a search bar for "Name (Last,First)" and "Week Ending". Below the search bar is a table with the following data:

Date	Employee Name	Employee Id	Job Req Number	Status	Regular Hours	OverTime Hours	Other Hours	Total Hours	Approve	Details
04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>	
04/11/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>	
11/01/2008	Stein,Nicholas A	04043309	0004195627	Primary Manager Approved	40: 00	0: 00	0: 00	40: 00	<input type="checkbox"/>	

Below the table are links for "Select All" and "Approve".

The second section is titled "Pending Approval Expense Reports" and shows a table with the following data:

Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Status	Total Amount	Approve	Details
33227	04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$30.00	<input type="checkbox"/>	
33247	04/18/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$23.00	<input type="checkbox"/>	
33229	04/11/2009	Berhanu,Anketse M	04098924	0004195627	Submitted	USD\$30.00	<input type="checkbox"/>	

2. From the Left Menu, click the **Training Simulations** link to display a list of the training simulations you can view.

The screenshot shows the Time & Expense Training Simulations page. The left sidebar contains the same navigation menu as the previous screenshot, but with "Training Simulations" highlighted.

The main content area is titled "Approver" and lists the following roles:

- Approver Account Setup/Approve Time and Expenses
- Approver Account Setup/Approve Time and Expenses-California

Below this is the "User" section, which lists the following roles:

- User Account Setup/Submit Time
- User Account Setup/Submit Time-Project Tracking
- User Account Setup/Submit Time-California
- User Enter and Submit Expenses (if applicable)

Below this is the "Support" section, which lists the following roles:

- Operations Support Group Role
- Customer Viewer Role

At the bottom of the page, there is a footer with the text: "Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc."

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

View, Approve, or Reject Time Cards by Project

You can view Users' time cards to approve or reject the hours they submitted.

1. From the Left Menu, click the **Home** link to display the list of time cards and expense reports that need your approval.

Pending Approval Time Cards

Page 1 of 2

Date	Employee Name	Employee Id	Job Reg Number	Status	Regular Hours/Units	Overtime Hours/Units	Other Hours/Units	Total Hours and Units	Approve	Details
			0004652106	Submitted	8:00	0:00	0:00	8:00	<input type="checkbox"/>	
			0004646800	Submitted	8:00	0:00	0:00	8:00	<input type="checkbox"/>	
			0004669375	Submitted	8:00	0:00	32:00	40:00	<input type="checkbox"/>	
			0004667329	Submitted	0:00	0:00	12:00	12:00	<input type="checkbox"/>	
			0004671314	Submitted	0:00	0:00	40:00	40:00	<input type="checkbox"/>	
			0004669375	Submitted	0:00	0:00	40:00	40:00	<input type="checkbox"/>	
			0004667329	Submitted	0:00	0:00	12:00	12:00	<input type="checkbox"/>	
			0004652885	Submitted	0:00	0:00	40:00	40:00	<input type="checkbox"/>	
			0004670969	Submitted	40:00	0:00	0:00	40:00	<input type="checkbox"/>	
			0004658115	Submitted	0:00	0:00	40:00	40:00	<input type="checkbox"/>	

2. The View by Project link appears on the right hand side of the manager home page.
3. Select View by Project to view hours submitted for projects that are assigned to you for approval.

Pending Approval Time by Project

Project	Regular Hours	Overtime Hours	Other Hours	Total Hours	Details
0000516167 Overhead	8	0	0	8	
0000520890 Recorded Books	8	0	0	8	

4. Pending Approval Time by Project displays by the current weekending. If you would like to see pending project information by a previous weekending date select the date option.
5. Click on the project name to view/approve the names and hours of consultants working on the selected project.
6. Choose select all to approve all timecards in your view.
7. Choose approve selected to approve all selected values
8. To update User Defined Fields or approve at a timecard level click the magnifying glass.
9. If a consultant has hours on multiple projects within the same weekending, the approve option is not available. ***The “Approve” checkbox is not available for consultants who also reported time on other projects. To approve the time for those consultants, please click the link to view “Details” where all of the hours they reported are shown, and an approve option is available.***

Consultant Home

Time Cards

Enter Expenses

Consultant Status Summary

Search Time Cards

Contact Information

All Expense Reports

User Guide

Manager

Manager Home

My Direct Reports

4/27/2013
Pending Approval Time by Project > 0000516167 Overhead
◀ Back to All Projects

Name	Employee ID	Job Req. Number	Regular Hours	Overtime Hours	Other Hours	Total Hours	Details	Approve
Lewis	0004646800		8	0	0	8		

[Select All](#)
[Approve Selected](#)

The 'Approve' checkbox is not available for consultants who also reported time on other projects. To approve the time for those consultants, please click the link to view 'Details', where all of the hours they reported are shown, and an approve option is available.

Update User Defined Fields

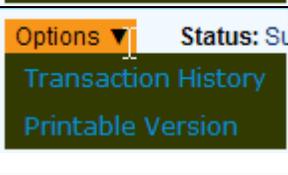
Update the UDF field(s) as necessary. The UDF values displays as follows:

Option	Description
	Verify the UDF that displays. This type of UDF is read only. You cannot update this type of UDF. Contact the field support representative (for example: CSA) in necessary to update the value that displays.
	<p>Select the UDF value that should display.</p> <p>If the appropriate UDF value does not display, contact the field support representative (for example: CSA) in necessary to update the value(s).</p>

10. Click the Save Changes to save your updates. The time card display with your updates.

11. Do one of the following:

Option	Description
	To approve a time card, expense report, or individual expense items. Users and Expense Auditors only.
	To reject a time card, expense report or individual expense items. Approvers, Field Support and Expense Auditors only.

	<p>To view the History page that displays the time cards or expense reports activity history, including comments.</p>
	<p>To display a printer friendly version of a time card or expense report. The print friendly version of a time card includes spaces for User or the Field Support Representative who represents the User and the Approver to validate the hours entered. Print a time card or expense report for your records.</p>

12. To view additional time cards, click one of the following:

Option	Description
The  Previous link	<p>To display the previous time card in your list of time cards.</p> <p>The Previous link is not active if no additional timecards exist.</p>
The  Next link	<p>To display the next time card in your list of time cards.</p> <p>The Next link is not active if no additional timecards exist.</p>