Time & Expense
Support User's Guide

ALLEGIS GROUP
People. Service. Performance.

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. Approvers and Expense Auditors (expenses only) must approve the hours and expense 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. Users, Approvers, Support (Customer Support Associates (CSA), 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.

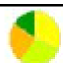
The following table identifies the information that displays when you log into Time & Expense depending on your job role:

Job Role	Description
User	The Time Card page displays depending when you access the system one of the following weekending dates displays: • 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. Refer to *Access and Update a Time Card* for further details.
Final Approver	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 Users appropriately. Depending on the customer for whom the User works either one level or two levels of Approver approval is required. Once the Primary Approver approves the time card or expense report Time & Expense routes the time card or expense report to the Final Approver. The Final Approver must approve the time card or expense report to compensate or reimburse the User.

Job Role	Description
Primary Approver (optional)	The Pending Approval Time Cards and Pending Approval Expense Reports page displays. You must approve the time cards and expense reports listed to route the time card and expense reports to the Final Approver for his or her approval. The Final Approver must approve the time cards and expense reports to pay and reimburse Users appropriately. The Primary Approver level is optional depending on the customer for whom the User works either one level or two levels of Approver approval is required. Once the Primary Approver approves the time card or expense report, Time & Expense routes the time card or expense report to the Final Approver. The Final Approver must approve the time card or expense report to compensate or reimburse the User.
Field Support (CSA)	The Time Cards and Expense Reports page displays for your primary office. You can update the office and company information that displays. This page displays an overview of the time cards and expenses that have been submitted for the office and company you selected.
Operations Support Group (OSG)	The Time Cards and Expense Reports lists the time cards and expense reports that were approved and submitted into OASIS within the last seven days for your primary office. You can update the office and company information that displays. You can view the details for any of the time cards or expense reports that display.
Expense Auditor	The Pending Expense Reports page displays. This page displays a list of the expense reports that need your verification. You can reject, partially reject, update the expense amount submitted, or approve the expense reports that display.

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: • A timecard or expense report • Additional details for an expense item
	To select a date
	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
Login	To log into Time & Expense
Save My EmailPreferences	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 timecard. 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 timecard.
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

Button	Description
Copy	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
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.
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 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 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 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 timecard and expense report. Users and Field Support only

Button	Description
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 time card or expense report that item cannot be un-submitted. Users and Field Support only
Approve	To approve a timecard, expense report, or individual expense items. Users and Expense Auditors only
Reject	To reject a timecard, expense report or individual expense items. Approvers, Field Support and Expense Auditors only
Approve All	To approve all of the items listed. Approvers and Expense Auditors only
Reject All	To reject all of the items listed. Approvers and Expense Auditors only
Close Window	To close the View Expense Item window.
Cancel	To cancel the rejection. Users and Field Support only

Button	Description
Receipts Checked	To send the expense report to the expense auditor for verification. Field Support only
I forgot my password and I want another one sent to me	To receive a new password sent to the accounts email address.
Yes	Click the **Yes** button to accept the Terms and Conditions. Only after you accept the Terms and Conditions can you use Time and Expense.
No	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.
< Previous	To display the previous time card or expense report listed. The **Previous** or **Prev** link is not active if no additional timecards or expense reports exist.
Next >	To display the next time card or expense report. The **Next** link is not active if no additional timecards or expense reports exist.
Select All	To select all of the timecards that display on the Home page you are viewing. Approvers only
Select All Expenses	To select all of the expense reports that display on the Home page you are viewing. Approvers only
Approve All Expenses	To approve all of the expense reports that you selected on the Home page you are viewing. Approvers only
Browse...	To browse for the location of the document you wish to attach.
Receipt 	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.

Message page

System Options

As you use Time & Expense, you must understand how to access the system to enter your time and expenses (Users only) 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. If you are a User, Approver, or Authorized Viewer, you must also agree to the terms and conditions, setup your account, and e-mail preferences (Users and Approvers only) before you can use Time & Expense. You can redefine your e-mail preferences (Users and Approvers only) and password at anytime while using the system.

Use this chapter to understand how to:

- Log into Time & Expense
- Log out of Time & Expense
- View Terms and Conditions (Users and Approvers only)
- Setup your account (Users and Approvers only)
- Change your password (Users and Approvers only)

Log into Time & Expense

You must log into Time & Expense to enter, view, and approve hours and expenses in the system. When Users, Approvers, and authorized viewers are setup in Time & Expense, Time & Expense 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:

• **Authorized Viewers**—can no longer access the system after 180 consecutive days of non-use.

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

• **Expense Auditor**—can always log into Time & Expense.

• **Support**—can always log into Time & Expense.

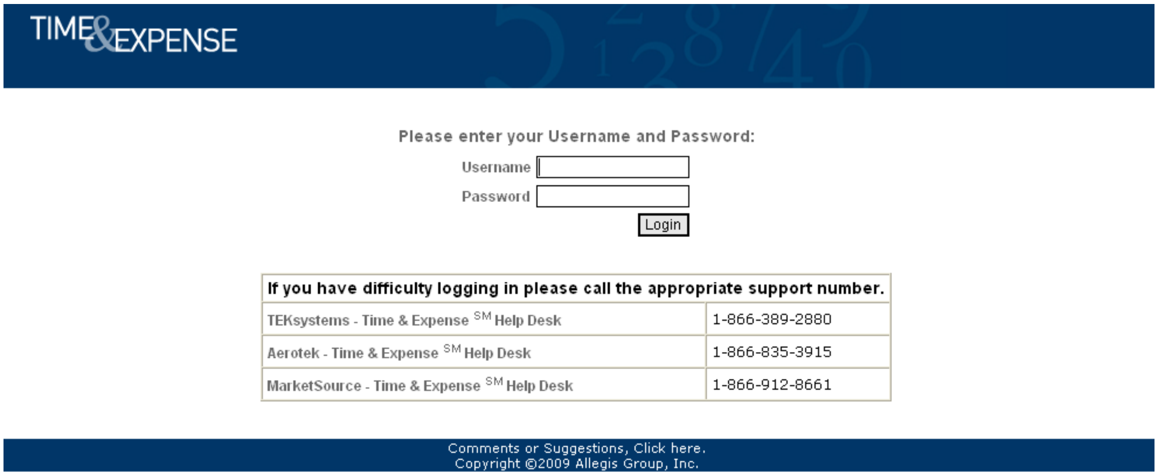
• **Approvers**—can continue to access the system as long as they are active in PeopleSoft.

• **Operations Support Group (OSG)**—can always log into Time & Expense.

If you are a User, Approver, or authorized viewer, your username and password are 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. Do not type, www before the web site address.

2. Press **Enter** to display the Login page.



Login page

3 Do one of the following:

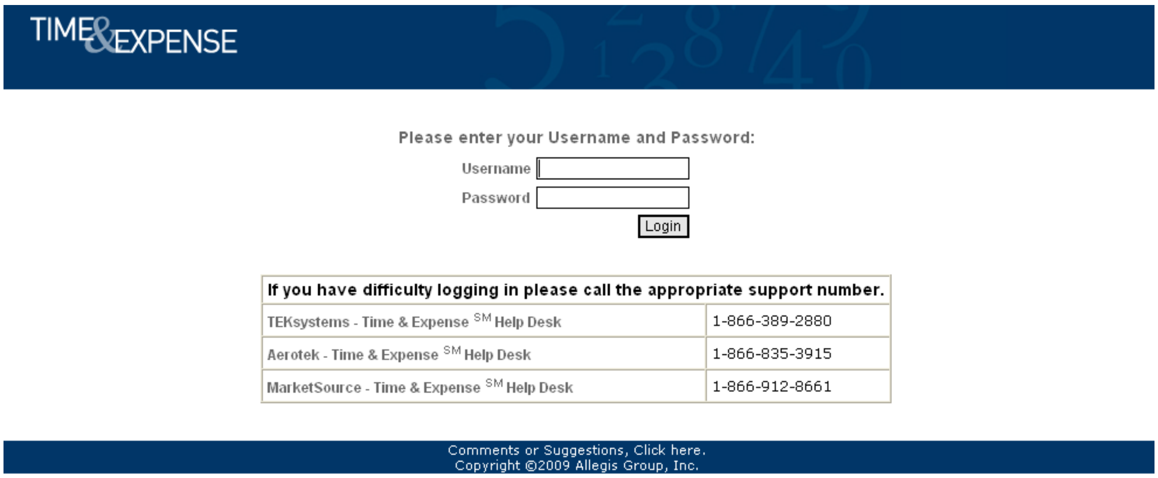
If	Then
You are a User, Approver, or Authorized Viewer logging into the system initially	1. In the **Username** field, type the username that was supplied to you in the Time & Expense notification email For example, C99999999 or M99999999 2. 2 In the **Password** field, type the password that was supplied to you in the Time & Expense notification email
You are a User, Approver, or Authorized Viewer who logged into the system previously	1. In the **Username** field, type the email address you specified previously Your email address is your username 2. 2 In the **Password** field, type the password you specified previously 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*
You are Support (for example, CSA or OSG) or Expense Auditor	1. In the **Username** field, type your Windows username 2. In the **Password** field, type your Windows password This is the password you use to log into your computer

4 Click the **Login** button to log into Time & Expense If you are a User, Approver, or Authorized Viewer and this is your initial login you must setup.

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.



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:

• **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 your the current time card to ensure that you log your hours so you can receive compensation.

• **Operations Support Group (OSG)**—Displays a list of the most current time cards and expense reports that have been approved and therefore submitted into OASIS for the previous seven days.

• **Approvers, Support, and Expense Auditors**—Displays a list of the time cards and expense reports you must approve to pay or reimburse your Users appropriately.

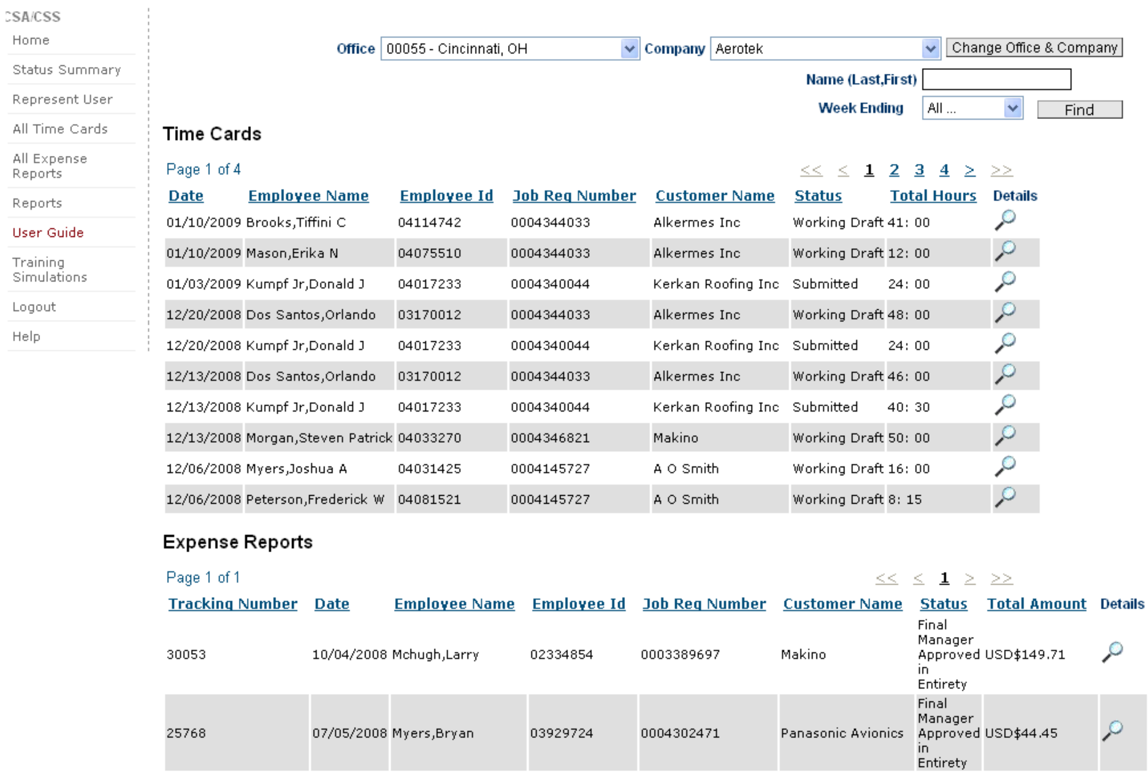
Once you log into the system, you can click any of the links in the left menu to access additional information. As you use the system, Time & Expense stores a history of your actions and offers resources to help you use the system. Use the information in this chapter to understand how to use Time & Expense.

Field Support Section

Use the Home Link (Field Support Only)

Use the Home link to see a summary of your time cards and expense reports.

1 From the left menu, click the **Home** link to display a list of the time cards that you need to approve and the expenses you need to verify. The Home page displays a list of the most recent time cards and expense reports that your Users submitted and the status of those time cards and expense reports.



Date	Employee Name	Employee Id	Job Req Number	Customer Name	Status	Total Hours	Details
01/10/2009	Brooks,Tiffini C	04114742	0004344033	Alkermes Inc	Working Draft	41: 00	
01/10/2009	Mason,Erika N	04075510	0004344033	Alkermes Inc	Working Draft	12: 00	
01/03/2009	Kumpf Jr,Donald J	04017233	0004340044	Kerkan Roofing Inc	Submitted	24: 00	
12/20/2008	Dos Santos,Orlando	03170012	0004344033	Alkermes Inc	Working Draft	48: 00	
12/20/2008	Kumpf Jr,Donald J	04017233	0004340044	Kerkan Roofing Inc	Submitted	24: 00	
12/13/2008	Dos Santos,Orlando	03170012	0004344033	Alkermes Inc	Working Draft	46: 00	
12/13/2008	Kumpf Jr,Donald J	04017233	0004340044	Kerkan Roofing Inc	Submitted	40: 30	
12/13/2008	Morgan,Steven Patrick	04033270	0004346821	Makino	Working Draft	50: 00	
12/06/2008	Myers,Joshua A	04031425	0004145727	A O Smith	Working Draft	16: 00	
12/06/2008	Peterson,Frederick W	04081521	0004145727	A O Smith	Working Draft	8: 15	

Expense Reports

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Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer Name	Status	Total Amount	Details
30053	10/04/2008	Mchugh,Larry	02334854	0003389697	Makino	Final Manager Approved in Entirety	USD$149.71	
25768	07/05/2008	Myers,Bryan	03929724	0004302471	Panasonic Avionics	Final Manager Approved in Entirety	USD$44.45	

Home page

2 When you log into the Home page, your information sorts by week-ending date in descending order and customer name 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 to view:

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

Option	Description
To change the office information that displays	Do the following: 1. In the **Office** field, select the office for the Users whose time cards or expense reports you need to view. Your login determines the office that displays. 2. If necessary, you can also specify the company for the information you need to display in the **Company** field. 3. Click the Change Office & Company button to display a Message page verifying the information you selected In the left menu, click any of the links to display the information for the office you specified.
To change the company information that displays	Do the following: 1. In the **Company** field, select the company for the Users whose time cards or expense reports you need to view. Your login determines the company that displays. 2. If necessary, you can also specify the office for the information you need to display in the **Office** field. 3. Click the Change Office & Company button to display a Message page verifying the information you selected. In the left menu, click any of the links to display the information for the company you specified.

Option	Description
To display information for specific employee	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User—**Type the last name and the fist name of a User with a comma in between and 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 weekending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.
To display information for a specific weekending date	Do the following: 1. In the **Week Ending** field, select a specific weekending date for the information you need to view This field defaults to All. 2. If necessary, you can also specify an employee in the **Name (Last,First)** field. 3. Click the Find button to display the information you specified.

4 View the information that displays:

Option	Description
Tracking Number (expense reports only)	The number associated with the expense report
Date	The weekending date for the week when the User worked his or her hours or incurred the expense
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
Customer Name	The name of the customer for whom the User worked or incurred the expense

Option	Description
Status	The status of the time card or expense report For a list of status types, refer to *Use the Status Summary Page*
Total Billable (Time Cards only)	The number of 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
Details	The displays Click the to display the time card or expense report

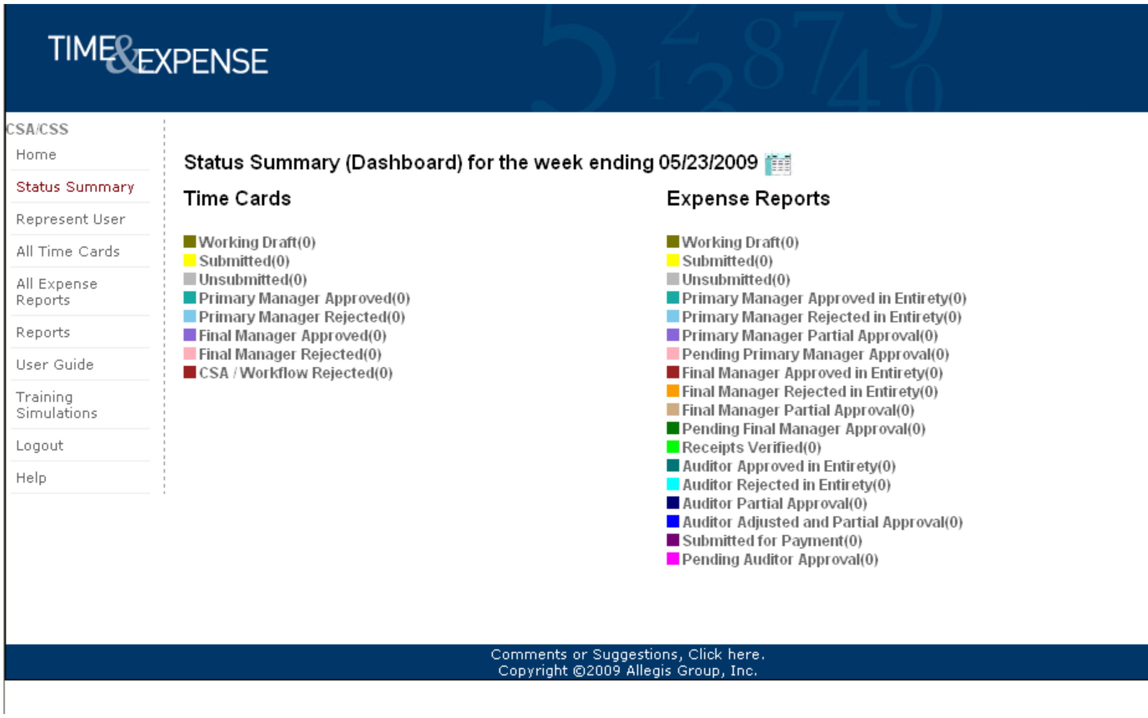
5 To view additional information do one of the following:

Option	Description
To see additional time cards	In the Time Cards section, click the appropriate (page number) link to display another page of time cards
To see additional expense reports	In the Expense Reports section, click the appropriate (page number) link to display another page of expense reports

Use the Status Summary Dashboard

Use Time & Expense to help you keep track of your time cards and expense reports. When you access the Status Summary (Dashboard) page, the summary of your time cards and expense reports for the previous week-ending date display. You can view a summary of your information at any time.

1 From the left menu, click the **Status Summary** link to display the Status Summary (Dashboard) page



Status Summary (Dashboard) page

2 View the information that displays

Click the numeral links to display the corresponding Search Time Cards or Search Expense Reports page.

Status	Description
Working Draft	The User saved, but has not submitted his or her time card or expense report
Submitted	The User submitted a time card or an expense report for approval. Click the **Submitted** link to view the Search Time Cards or Search Expense Reports page
Unsubmitted	The User unsubmitted his or her time card or expense report

	Description
Primary Manager Approved	The User's Primary Manager approved the time card. 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. Once the Primary Manager approves the time card the Final Manager must approve the time card to compensate the user. Time cards only
Primary Manager Rejected	The User's Primary Manager rejected the time card. The User can resubmit his or her time card to receive compensation. Time cards only 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. Once the Primary Manager approves the time card the Final Manager must approve the time card to compensate the User
Final Manager Approved	The User's Final Manager approved the time card. This Final Manager level must approve a User's time card for the User to receive compensation. Time cards only Click the **Final Manager Approved** link to view the Search Expense Reports page
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 Workflow application rejected the time card. The Workflow application validates that your time card passes all the business rules. The User must resubmit the time card for compensation. Time Cards only

Status	Description
Primary Manager Approved in Entirety	The User’s Primary Approver 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 approver approval is required. Once the Primary Approver approves the expense report the Final Approver must approve the expense report to reimburse the User. Expense reports only
Primary Approver Rejected in Entirety	The User’s Primary Approver rejected 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 Approver approval is required. Once the Primary Approver approves the expense report the Final Approver must approve the expense report to reimburse the User. A User can resubmit a rejected expense report. Expense reports only
Primary Approver Partial Approval	The Primary Approver approved a portion of the expense report. This Approver level is optional. Depending on the customer for whom the User works either one level or two levels of approver approval is required. Once the Primary Approver reviews the expense report the Final Approver must review the expense report to reimburse the User. Both Approver 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
Pending Primary Approver Approval	The Primary Approver needs to validate the expense report. This Approver level is optional. Depending on the customer for whom the User works either one level or two levels of approver approval is required. Once the Primary Approver reviews the expense report the Final Approver must review the expense report to reimburse the User. Both approver 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

Status	Description
Final Approver Approved in Entirety	The User's Final Approver approved the entire expense report. This Final Approver level must approve a User's expense reports for the User to receive reimbursement. Expense reports only Click the **Final Approver Approved in Entirety** link to view the Search Time Cards page.
Final Approver Rejected in Entirety	The User's Final Approver rejected the entire expense report. This Final Approver 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 Approver Partial Approval	The Final Approver approved a portion of the expense report. This Final Approver level must approve a User's expense reports for the User to receive reimbursement. If a Final Approver 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 Approver Approval	The Approver needs to validate the expense report. This Approver 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. Click the **Receipts Verified** link to view the Search Expense Reports page.
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

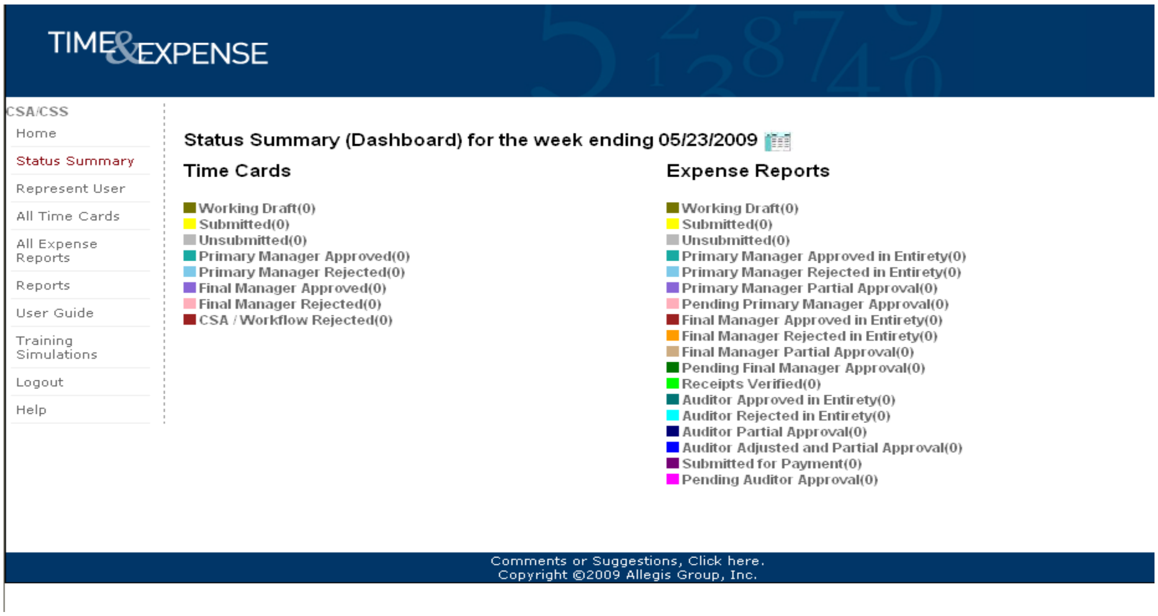
Status	Description
Auditor Adjusted and Partial Approval	The expense auditor approved a portion of the expense report and reduced the amount of an expense submitted by the User. A User can resubmit the rejected portion of an expense report. Expense reports only
Submitted for Payment	OASIS processed the 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 reports for the User to receive reimbursement. Expense Reports only

3 Click  to display a the Status Summary page Refer to *Use the Status Summary Page* for further details.

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 display. You can view a summary of your information at any time.

1. Click the **Status Summary** link to display the Status Summary (Dashboard) page.



Status Summary (Dashboard) page

2. Click  to display the Status Summary page.

Status Summary page

3. View the Status information that displays

Status	Description
Working Draft	The User saved, but has not submitted his or her time card or expense report
Submitted	The User submitted a time card or an expense report for approval
Unsubmitted	The User unsubmitted his or her time card or expense report
Primary Approver Approved	The User’s Primary Approver approved the time card. This approver level is optional. Depending on the customer for which the User works either one level or two levels of approver approval is required. Once the Primary Approver approves the time card the Final Approver must approve the time card to compensate the User. Time cards only
Primary Approver Rejected	The User’s Primary Approver rejected the time card. The User can resubmit his or her time card to receive compensation. Time cards only This Approver level is optional. Depending on the customer for whom the User works either one level or two levels of approver approval is required. Once the Primary Approver approves the time card the Final Approver must approve the time card to compensate the User
Final Approver Approved	The User’s Final Approver approved the time card .This Final Approver level must approve a User’s time card for the User to receive compensation. Time cards only
Final Approver Rejected	The User’s Final Approver rejected the time card. This Final Approver 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 Workflow application rejected the time card. The Workflow application validates that your time card passes all of the business rules. The User must resubmit the time card for compensation. Time cards only

Status	Description
Primary Approver Approved in Entirety	The User's Primary Approver 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 Approver approves the expense report the Final Approver must approve the expense report to reimburse the User. Expense reports only
Primary Approver Rejected in Entirety	The User's Primary Approver rejected 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 Approver approves the expense report the Final Approver must approve the expense report to reimburse the User. A User can resubmit a rejected expense report. Expense reports only
Primary Approver Partial Approval	The Primary Approver approved a portion of the 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 Approver reviews the expense report the Final Approver must review the expense report to reimburse the User. Both Approver 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
Pending Primary Approver Approval	The Primary Approver needs to validate the 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 Approver reviews the expense report the Final Approver must review the expense report to reimburse the User. Both approver 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

Status	Description
Final Approver Approved in Entirety	The User's Final Approver approved the entire expense report. This Final Approver level must approve a User's expense reports for the User to receive reimbursement. Expense reports only
Final Approver Rejected in Entirety	The User's Final Approver rejected the entire expense report. This Final Approver 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 Approver Partial Approval	The Final Approver approved a portion of the expense report. This Final Approver level must approve a User's expense reports for the User to receive reimbursement. If a Final Approver 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 Approver Approval	The Approver needs to validate the expense report. This Approver 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 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

Status	Description
Submitted for Payment	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 reports for the User to receive reimbursement. Expense Reports only

4 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 Search Time Cards or Search Expense Reports page.

5 Click the **Missing Time Card(s)** link to display the Missing Time Card page Refer to *View the CSA Missing Time Cards Page* for further details

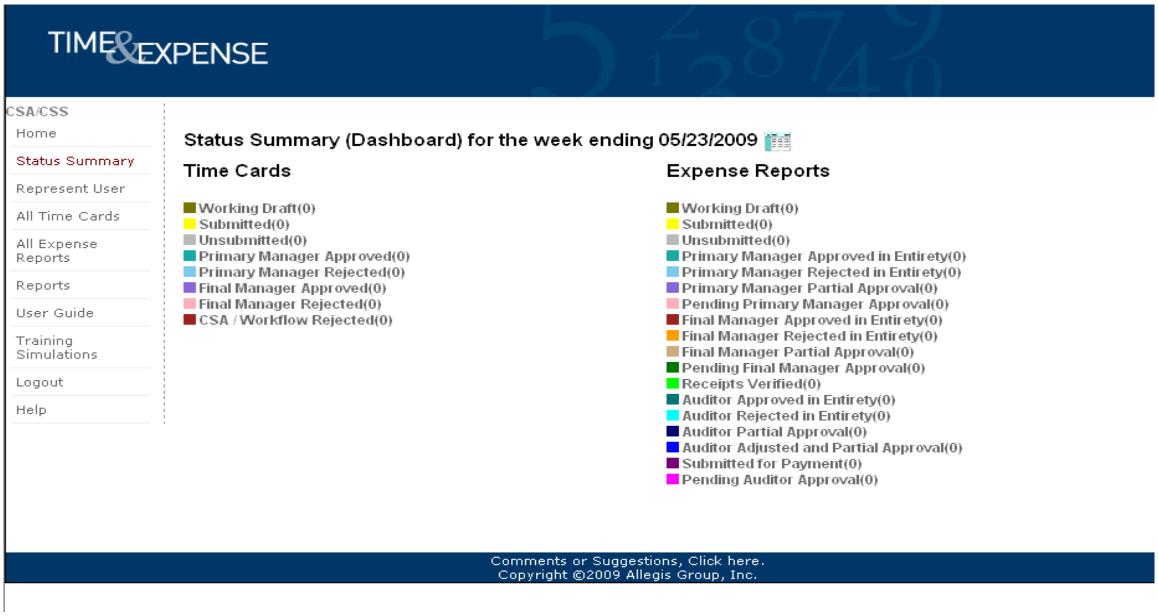
6 Click the **Status Summary** link to display the dashboard information Refer to *Use the Summary Status Dashboard* for further details

You can click and to view the Status Summary and Status Summary (Dashboard) information

View the Missing Time Cards Page

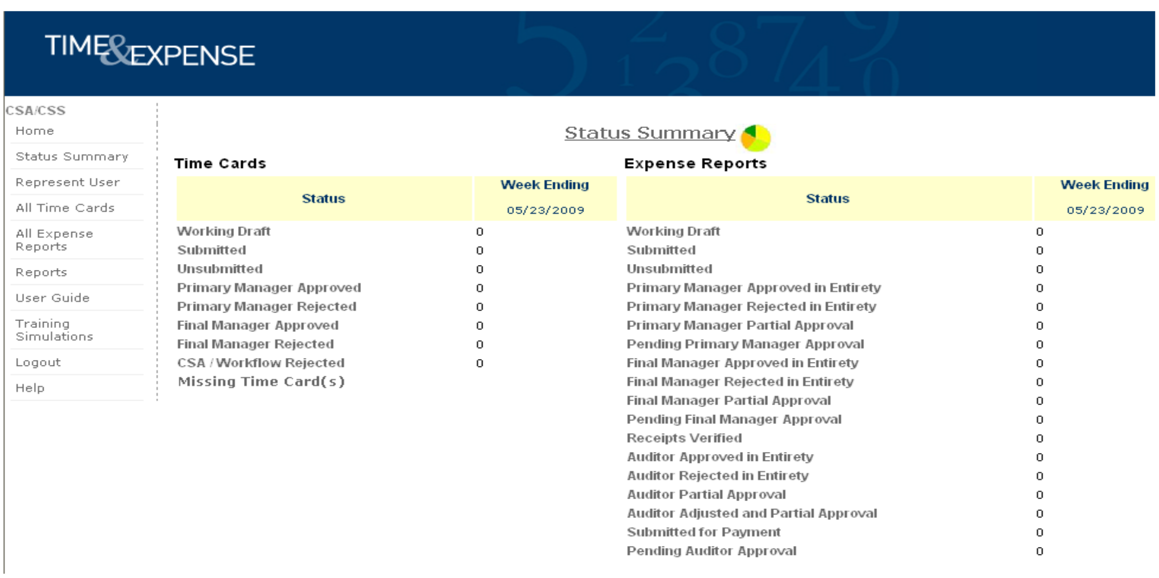
Use the Missing Time Cards page to see a list of time cards that have not been submitted by the Approvers for any timecard between the Users' start date and the current weekending date.

1 From the left menu, click the **Status Summary** link to display the Status Summary (Dashboard) page



Status Summary (Dashboard) page

3. Click to display the Status Summary page



Status Summary page

3 Click the **Missing Time Card(s)** link to display the Missing Time Cards page

Consultant	Customer	Job Requisition	Week Ending Date
Batishcheva,Mariya O	Alkermes Inc	0004091463	05/23/2009
Bjornson,Nancy A	Alkermes Inc	0004309798	05/23/2009
Blais,Wayne R	Acceleron Pharma Inc	0004134420	05/23/2009
Bornstein,Robert L	Instrumentation Laboratory	0004060646	05/23/2009
Buell,Ryan M	Einhorn Yaffee Prescott	0004281821	05/23/2009
Canales Jr.,Juan R	Greatpoint Energy	0004356044	05/23/2009
Capparell,Neva Jacqueline	Momenta Pharmaceuticals	0004204193	05/23/2009
Chung,Won	Emd Serono	0004351600	05/23/2009
Connors,William H	Momenta Pharmaceuticals	0004204193	05/23/2009
Crepin,Keisha	Instrumentation Laboratory	0004316049	05/23/2009
Desai,Avani	Alkermes Inc	0004309798	05/23/2009
Dorion,Kenneth R	Stop And Shop	0004162562	05/23/2009

Missing Time Cards page

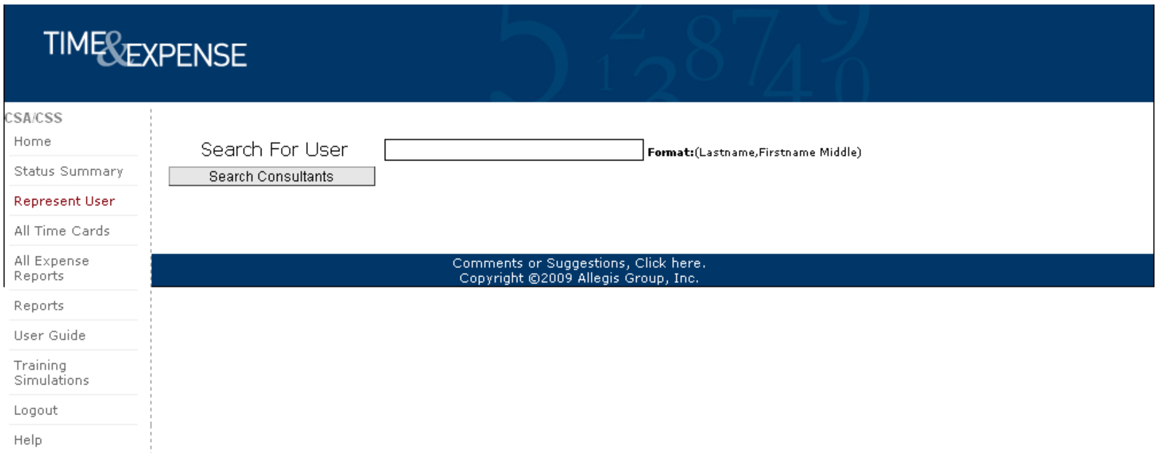
4 View the information that displays

Field	Description
User	The name of the User whose time card is missing. The name displays as last name,first name with a comma in-between and no space. For example, Smith,John
Customer	The name of the customer for the missing time card.
Job Requisition	The job requisition number for the User's missing time card.
Week Ending Date	The week-ending date for the missing time card.

Represent a User

If a user cannot access Time & Expense, use the Represent a User page to represent the user. When these situations occur, you can represent any user from any location to view and possibly update the necessary information.

1 From the left menu, click the **Represent User** link to display the Represent User page.

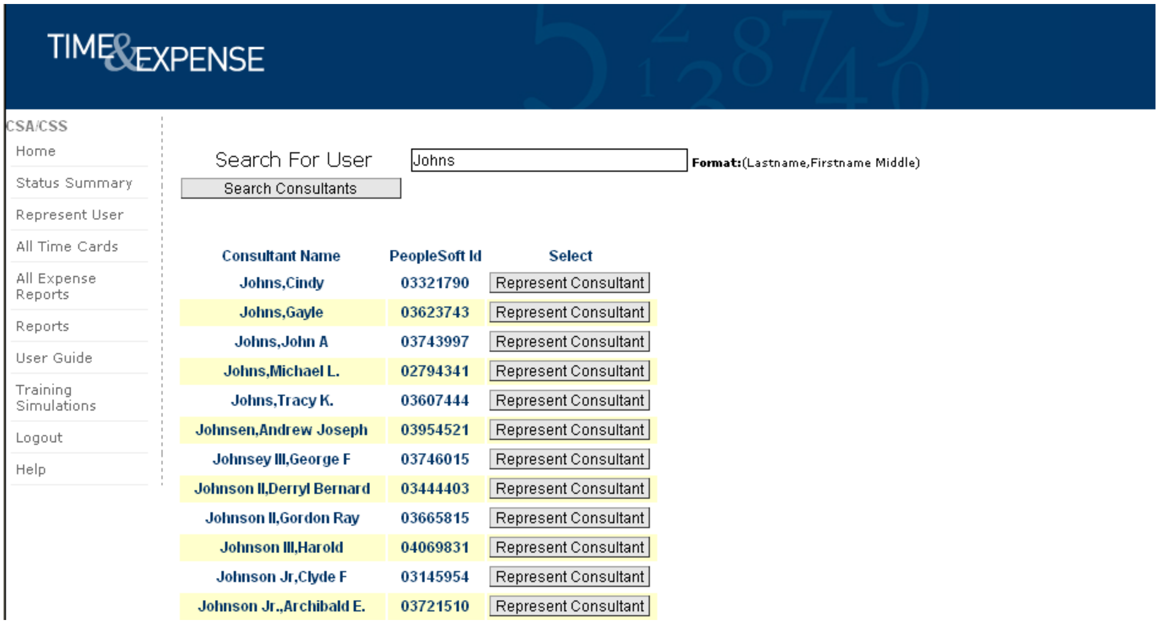


Represent User page

2 In the **Search for User** field, type the last name and first name of the user .You must type the user's name as you would in PeopleSoft with the last name followed by the first name with a comma in-between and no space .For example, Smith,John

3 Click one of the following buttons:

Option	Description
Search Users	To proxy as a User to enter his or her hours worked or expenses incurred
Search Primary Mgrs (Admin only)	To proxy as a Primary Approver to view, reject or approve the appropriate time cards and expense reports. When you proxy as a Primary Approvers you cannot approve or reject timecards or expense reports
Search CustViewers (Admin only)	To proxy as a Customer Viewer to display the information you need to verify
Search Final Mgrs (Admin only)	To proxy as a Final Manger to view the appropriate time cards and expense reports. When you proxy as a Final Approvers you cannot approve or reject timecards or expense reports
Search Auditors (Admin only)	To proxy as an auditor to verify the appropriate information for submitted Expenses



Represent User page

4 View the search results that display

5 From the list of matches that displays, click the appropriate button to represent the user. Additional menu options display depending on the user you need to represent.

Represent User page

6 In the additional menu options section that displays, click the appropriate link to display the page you need to view.

If you access the system as a User on a Sunday, Monday, or Tuesday then the User's time card displays for the previous week-ending date. If you access the system as a User on a Wednesday, Thursday, Friday, or Saturday then the User's time card displays for the current week-ending date.

7 Once you access the appropriate page, click the **Help** button that displays to view the help information for the page. Use the help information to understand the page and update the information as necessary.

8 Once you view or update the information, click the **Stop Representing User** button to stop representing the employee and no longer display the additional menu options.

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	From the left menu, click the **Time Cards** link to display one of the following depending when you access the system • 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 Use the search field to display a time card for another week-ending date
You are a Support representative (for example, a CSA)	1 From the left menu, click the **Represent User** link. You must first represent the User before you can enter his or her hours Refer to *Represent a User* for detailed instructions 2 Once you successfully represent the User, in the User Pages section of the left menu, click the **Enter Time Cards** link to display the User's time card. Depending when you access the system, one of the following displays: • If you log into the system Sunday, Monday, or Tuesday then the User's time card for the previous week-ending date display • If you log into the system Wednesday, Thursday, Friday, or Saturday then the User's time card for the current weekending date display Use the search field to display a time card for another week-ending date

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.

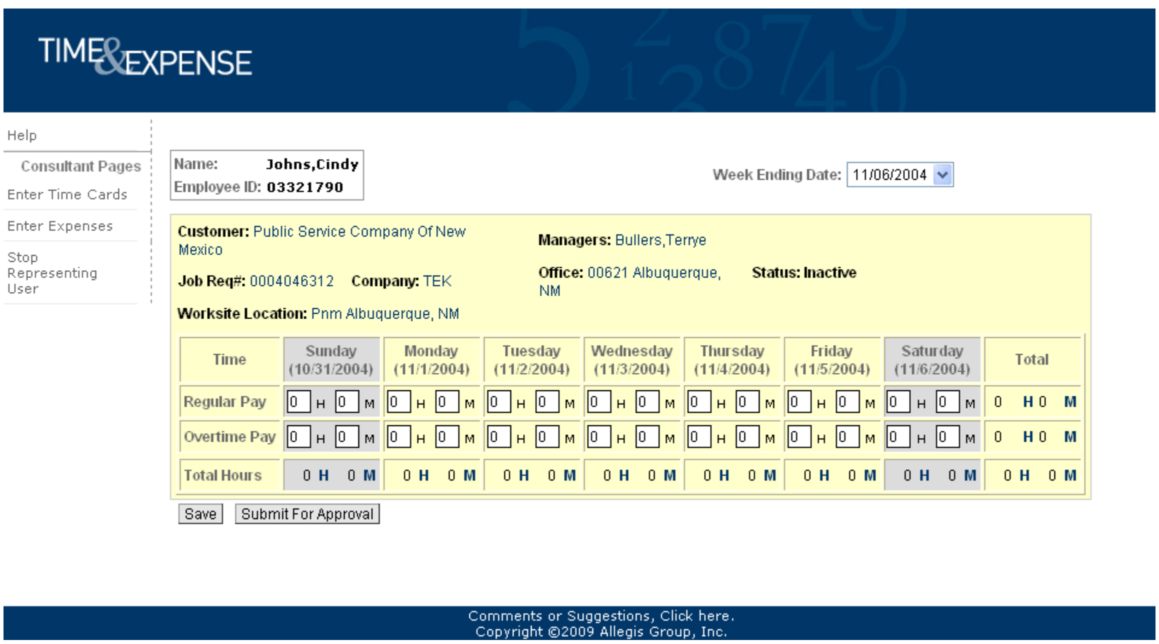
2 Do one of the following:

If	Then
You need to un-submit a submitted time card	1 Click the **UnSubmit** button. You can only un-submit time cards that have not been approved or rejected 2 Continue with steps 3
You need to enter hours and submit a time card	Continue with step 3

3 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 Approver will reject the time card.

Users 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.



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 Editable User-Defined Fields display as follows: ITALY1 ROME Repeat this step for each editable User-Defined Field that displays. You can have a maximum of 9 User-Defined Fields.

Some User-Defined Fields may display as read-only. These User-Defined Fields display as follows: ITALY3 VENICE You cannot update these fields For example:

Option	Description
User-Defined Fields: SPORT SOCCER	Verify the correct UDF that displays. This type of UDF is read-only. You cannot update this type of UDF
User-Defined Fields: WATER EVIAN	Select the appropriate UDF value that should display

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 one of the following buttons:

You cannot update time card information if you submitted the time card for 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.

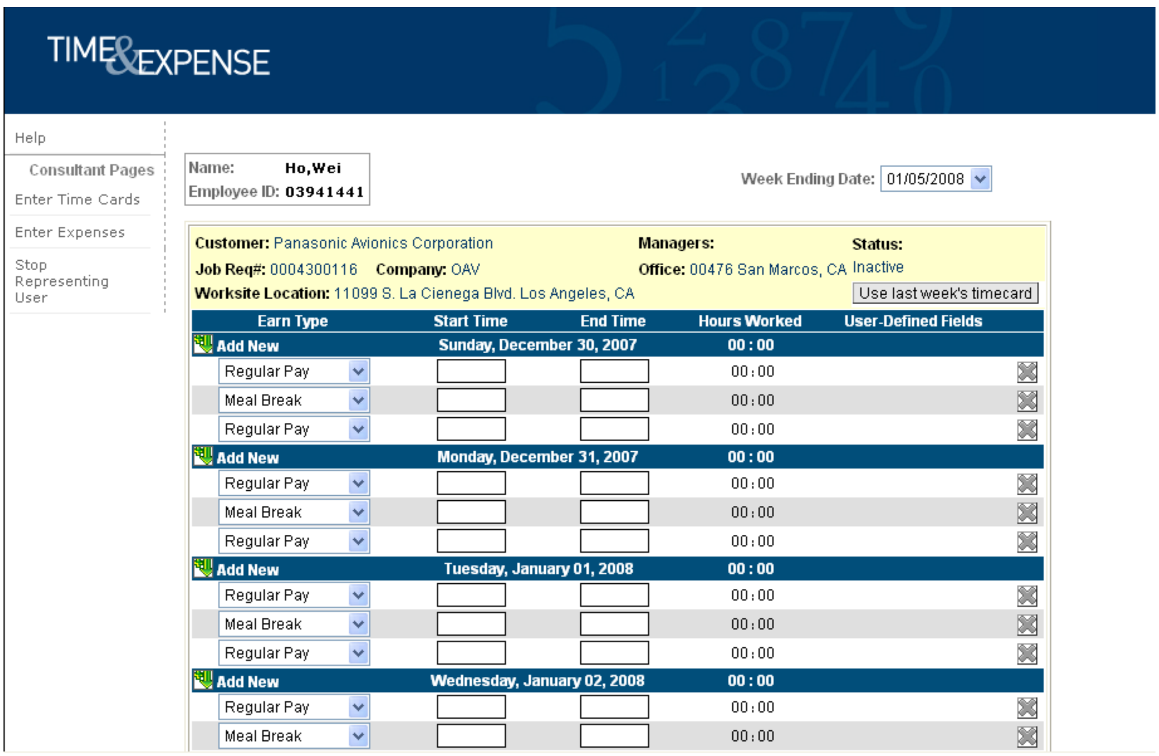
If you do not select a UDF value in a UDF label field when you try to save or submit your time card then a warning displays. You can select the **Continue** button to continue the submittal or the **Cancel** button to cancel the submittal and update your time card appropriately.

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.

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 In the **Date** field, select the date for the day worked.

3 In the **Earnings Code 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, 9:30 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, 1:00 PM

6 When entering meal breaks the following rules apply:

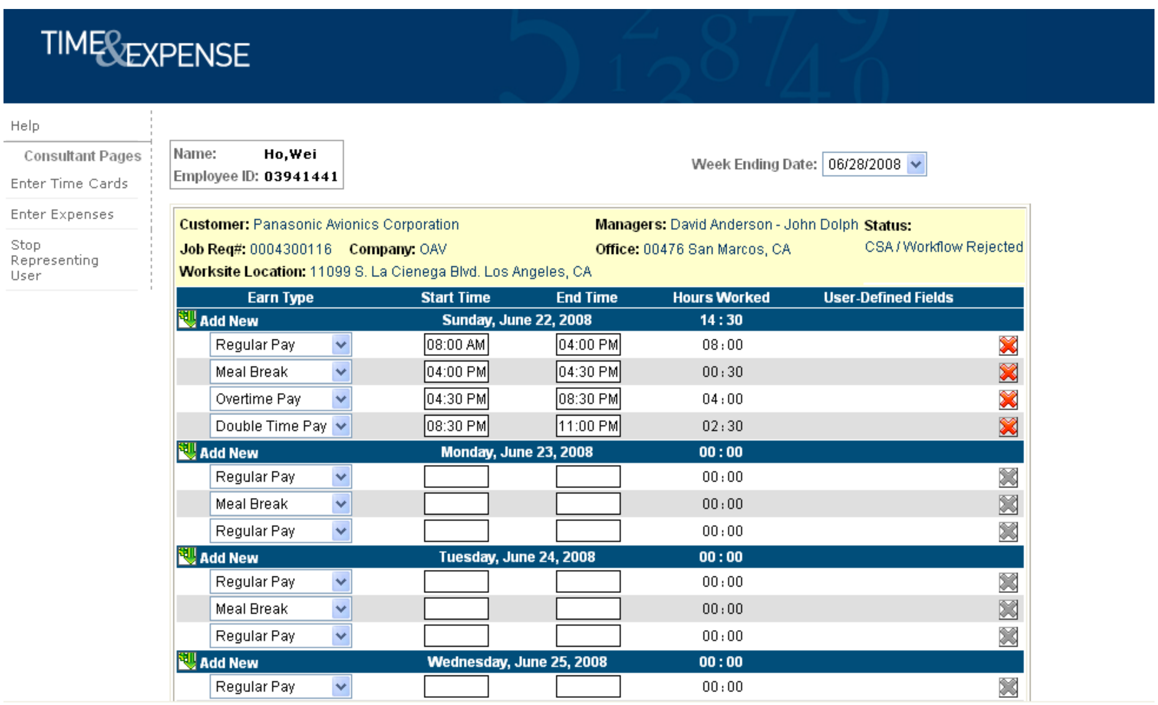
- Greater than 6 hours a 30 minute meal break is required
- 10 – 12 hours 2nd meal break required unless 2nd meal break waiver is signed
- 12-15 hours a 30 minute meal break is required – waiver is not optional.
- 15 + hours 3rd meal break is required.

7 If editable **User-Defined Fields** display, update the fields as necessary to display the appropriate information for the hours worked.

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.

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 were worked.



Time Cards page

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.

Meal Break	06:00 AM	06:30 AM	00 : 30
Regular Pay	06:30 AM	10:30 AM	04 : 00
Overtime Pay	10:30 AM	12:30 PM	02 : 00
Meal Break	12:30 PM	01:00 PM	00 : 30
Overtime Pay	01:00 PM	03:00 PM	02 : 00
Double Time Pay	03:00 PM	11:00 PM	08 : 00
Meal Break	11:00 PM	11:30 PM	00 : 30
	Saturday, June 21, 2008		**13 : 00**
Regular Pay	09:00 AM	01:00 PM	04 : 00
Meal Break	01:00 PM	01:30 PM	00 : 30
Regular Pay	01:30 PM	05:30 PM	04 : 00
Overtime Pay	05:30 PM	07:30 PM	02 : 00
Meal Break	07:30 PM	08:00 PM	00 : 30
Overtime Pay	08:00 PM	10:00 PM	02 : 00
Double Time Pay	10:00 PM	11:00 PM	01 : 00

Totals

Earn Type	Hours
Regular Pay	40 :00
Double Time Pay	15 :00
Meal Break	05 :00
Overtime Pay	16 :00
Total Hours Worked	71 :00

Transaction History | Printable Version

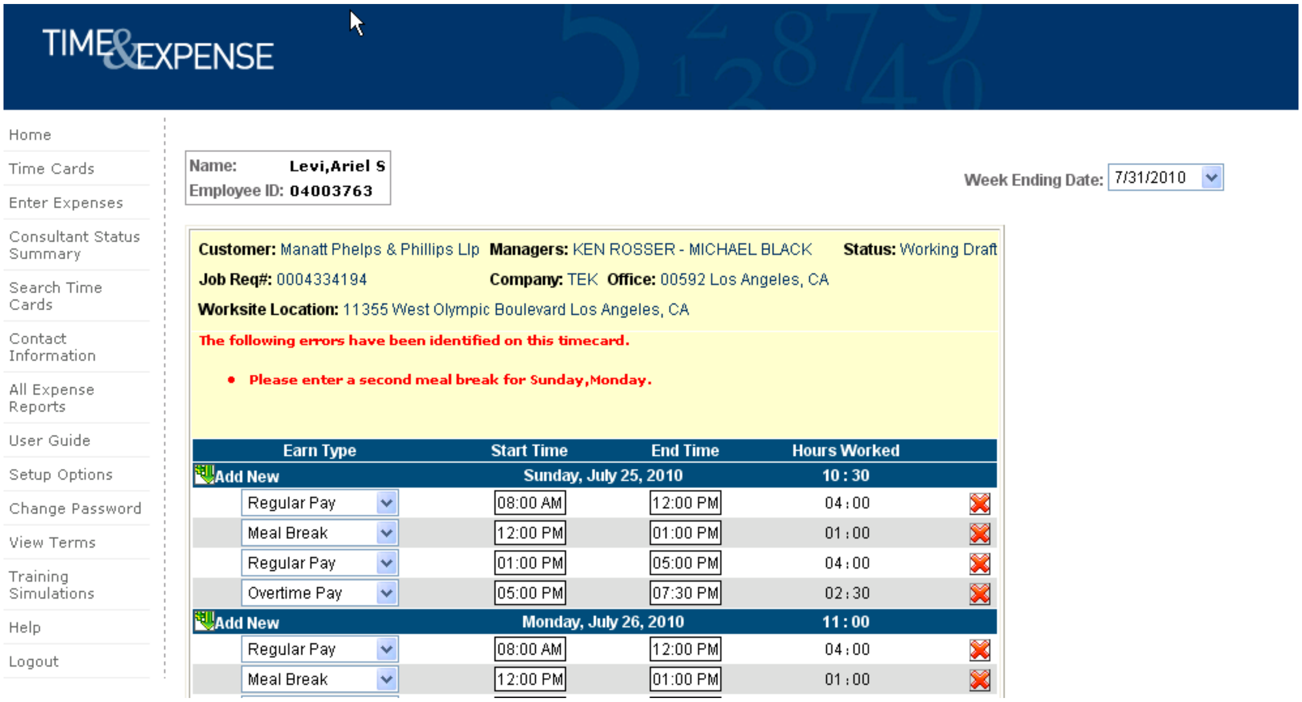
If you do not select a UDF value in a UDF label field when you try to save or submit your time card then a warning displays. You can select the **Continue** button to continue the submittal or the **Cancel** button to cancel the submittal and update your time card appropriately.

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"

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.

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.



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 *Add and View Comments* 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	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 *Submit Time Cards* for further details. The Approver must approve the hours worked for the User to receive compensation. 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 **Un-Submit** button to un-submit the time card and correct the information. You cannot un-sumbit a time card that has already been approved or rejected by a approver

Access and Update an Expense Report

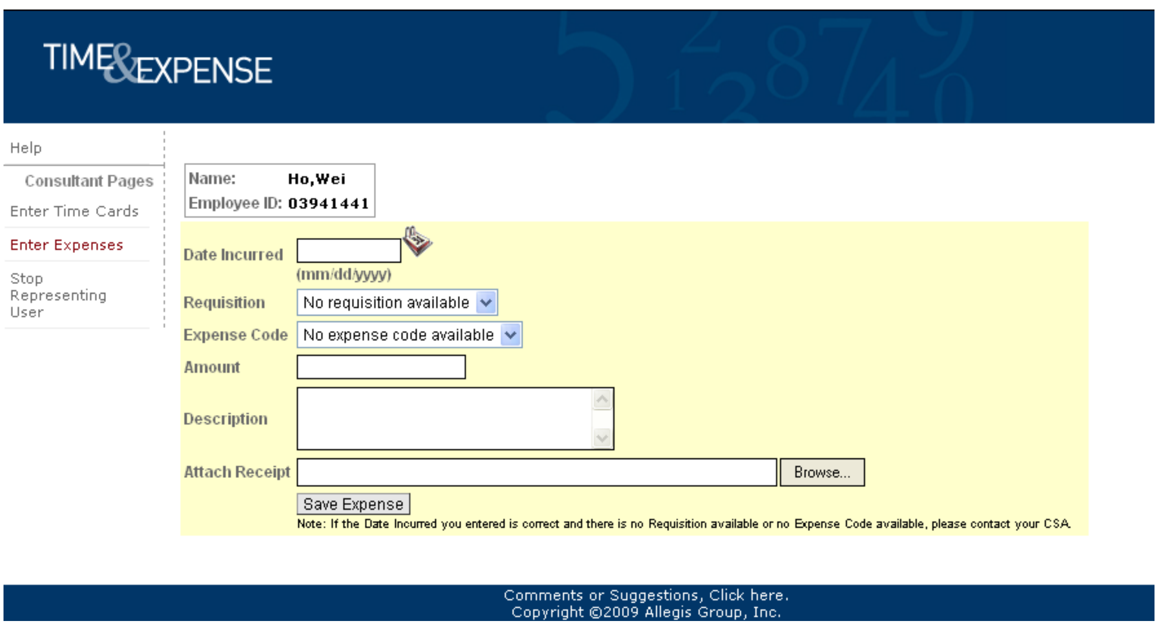
Each week that a User incurs an expense for work purposes, he or she must access the Enter Expenses page to enter his or her expenses incurred. A User must enter his or her expenses in the correct week. If a User submits the incorrect expense information, expense information under the wrong job requisition 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 must 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.
You are a Support representative (for example, a CSA)	1 From the left menu, click the **Represent User** link. You must first represent the User before you can enter his or her expenses Refer to *Represent a User* for detailed instructions. 2 Once you successfully represent the User, in the User Pages section of the left menu, click the **Enter Expenses** link to display the User's 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	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 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.

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 Editable User-Defined Fields display as follows:

Repeat this step for each editable UDF that displays. You can have a maximum of 9 User-Define Fields (UDFs).

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

For example:

Option	Description
	Verify the correct UDF that displays This type of UDF is read-only. You cannot update this type of UDF.
	Click to select the appropriate UDF value that should display. If you are a CSA, you can type the appropriate value in the field if necessary.

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

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 *Add and View Comments* for complete instructions.
Transaction History	To view the history of an expense report Refer to *View Transaction History* for further details.
Printable Version	To view and print a print friendly version of the expense report Refer to *Print Your Expense Report* 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	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 *Submit Expense* Reports for further details. The Approver, 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. 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.

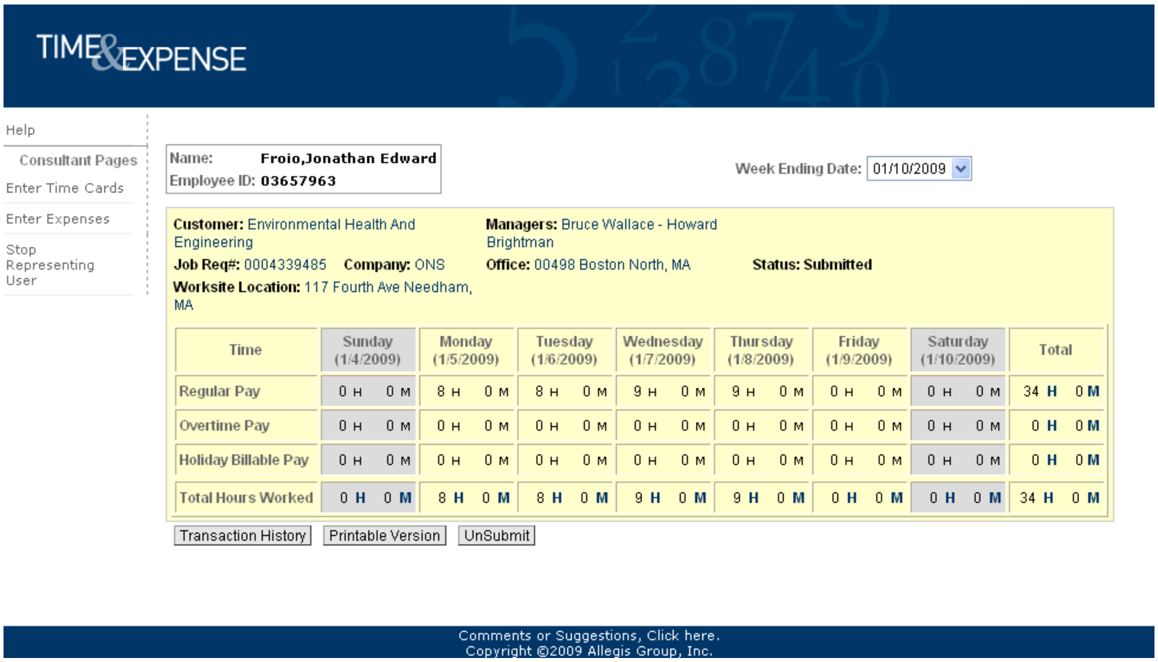
14 If you submit an expense report and realize that the information is not correct, you can click the **UnSubmit** button to un-submit the expense report and correct the information .You cannot un-sumbit an expense report that a approver approved or rejected.

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

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



Time Cards page

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.

Transaction History page

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

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:

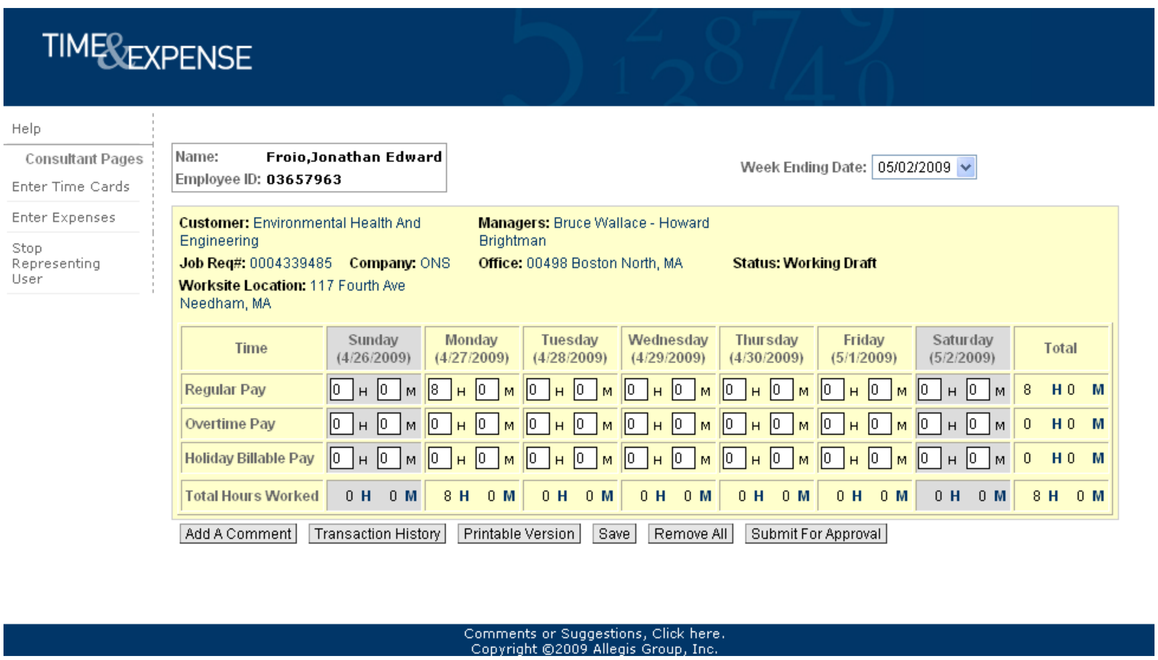
• An Approver approved the time card or expense report.

• A manger rejected an expense report.

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

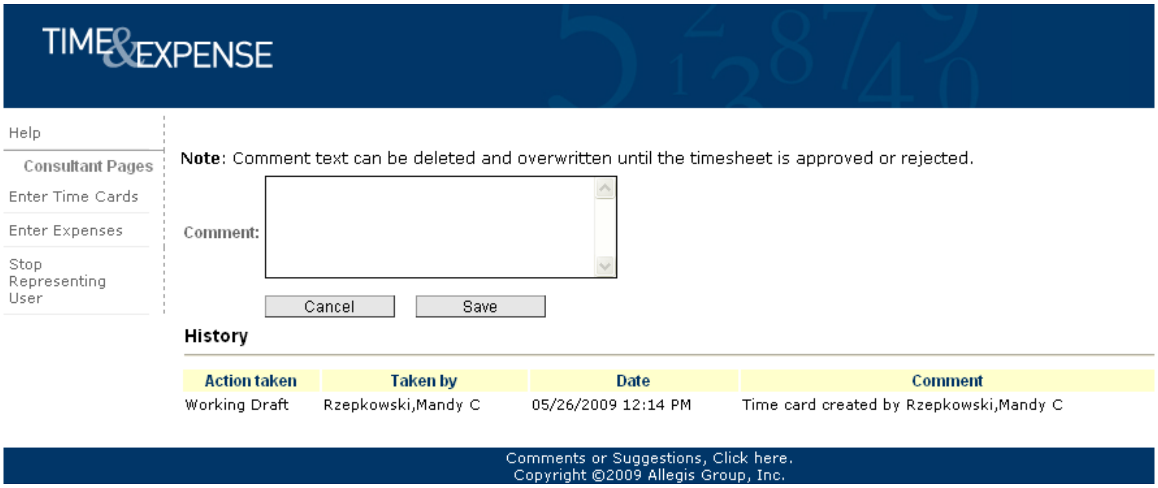
Time cards that have been rejected must be resubmitted. You can add comments when resubmitting a time card

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



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 approver approves your time card or expense report. If your approver rejects your time card or expense report you can add an additional comment, but you cannot change your previous comment.

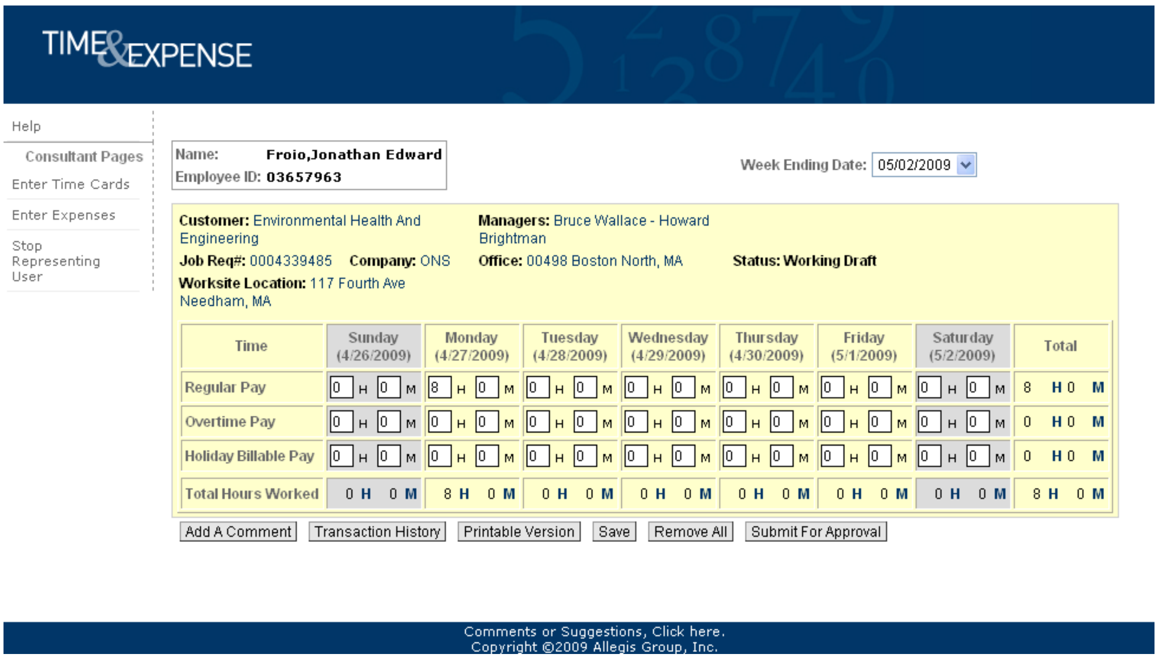
5 Click the **Back** button in your browser to return to the Time Card page or Enter Expense page

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 approver 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.

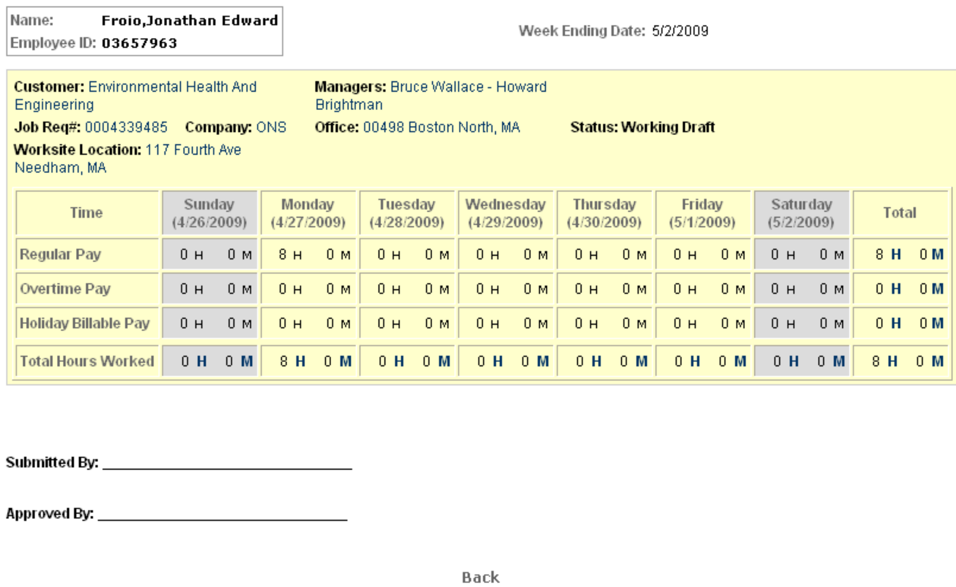
If a Field Support Representative (for example, a CSA) submits a User's time card then the Field Support representative's name displays on the time card Support representatives must print a copy of their Users' time cards and keep them on file for three years.

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



Time Cards page

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



Name: Froio,Jonathan Edward
Employee ID: 03657963

Week Ending Date: 5/2/2009

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 (4/26/2009)	Monday (4/27/2009)	Tuesday (4/28/2009)	Wednesday (4/29/2009)	Thursday (4/30/2009)	Friday (5/1/2009)	Saturday (5/2/2009)	Total
Regular Pay	0 H 0 M	8 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	8 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 Worked	0 H 0 M	8 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	8 H 0 M

Submitted By: ____________________________

Approved By: ____________________________

Back

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 Do one of the following:

Option	Description
Print	To print the time card
Cancel	To close the Print window and cancel your option to print

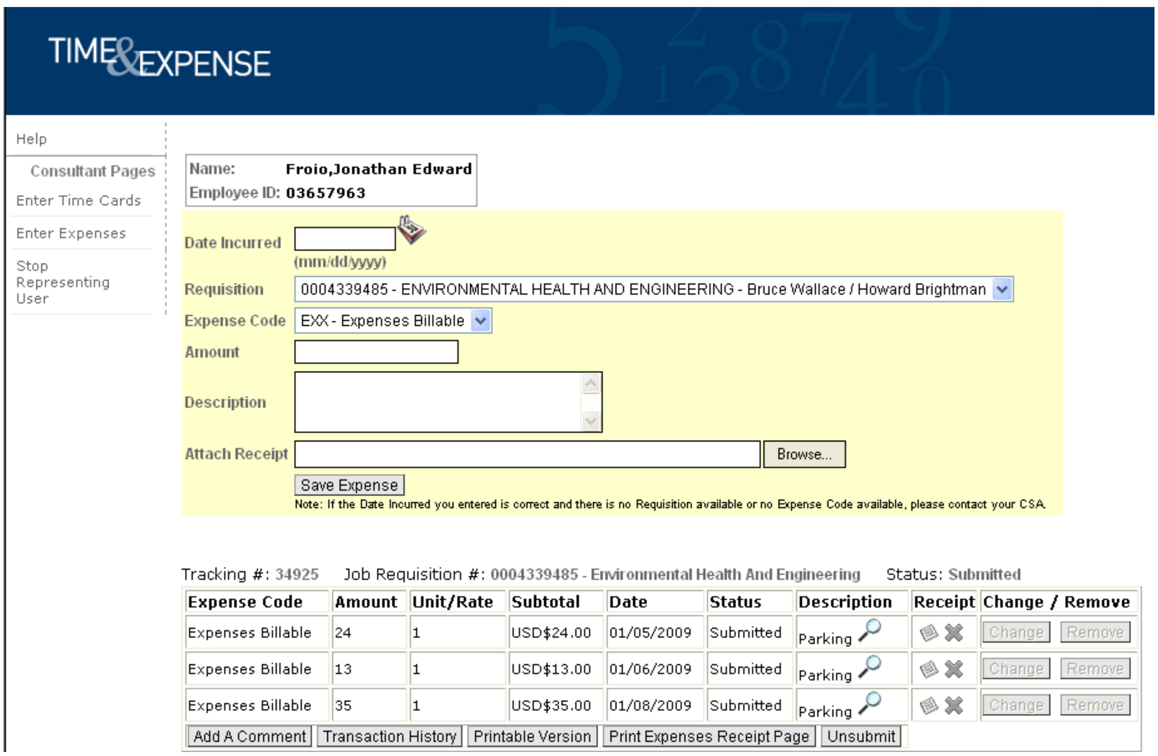
7 Click the **Back** button in your browser to return to the Time Card page

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 Approver, 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.

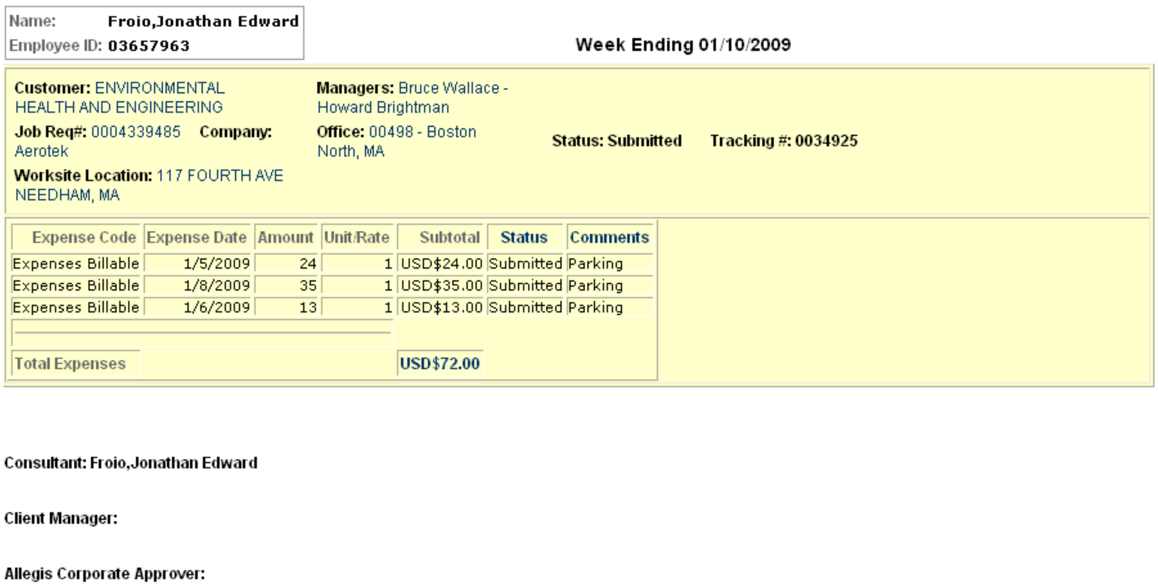
If a Support representative (for example, the CSA) submits a User's expense report then the Support representative's name displays on the expense report. Field Support Representatives must print a copy of their Users' expense reports and keep them on file for three years.

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



Enter Expenses page

2 Click the **Printable Version** button to display the Printable Expense Report page



Name: Froio,Jonathan Edward
Employee ID: 03657963

Week Ending 01/10/2009

Customer: ENVIRONMENTAL HEALTH AND ENGINEERING
Job Req#: 0004339485 **Company:** Aerotek
Worksite Location: 117 FOURTH AVE NEEDHAM, MA
Managers: Bruce Wallace - Howard Brightman
Office: 00498 - Boston North, MA
Status: Submitted **Tracking #:** 0034925

Expense Code	Expense Date	Amount	Unit/Rate	Subtotal	Status	Comments
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		

Consultant: Froio,Jonathan Edward

Client Manager:

Allegis Corporate Approver:

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:

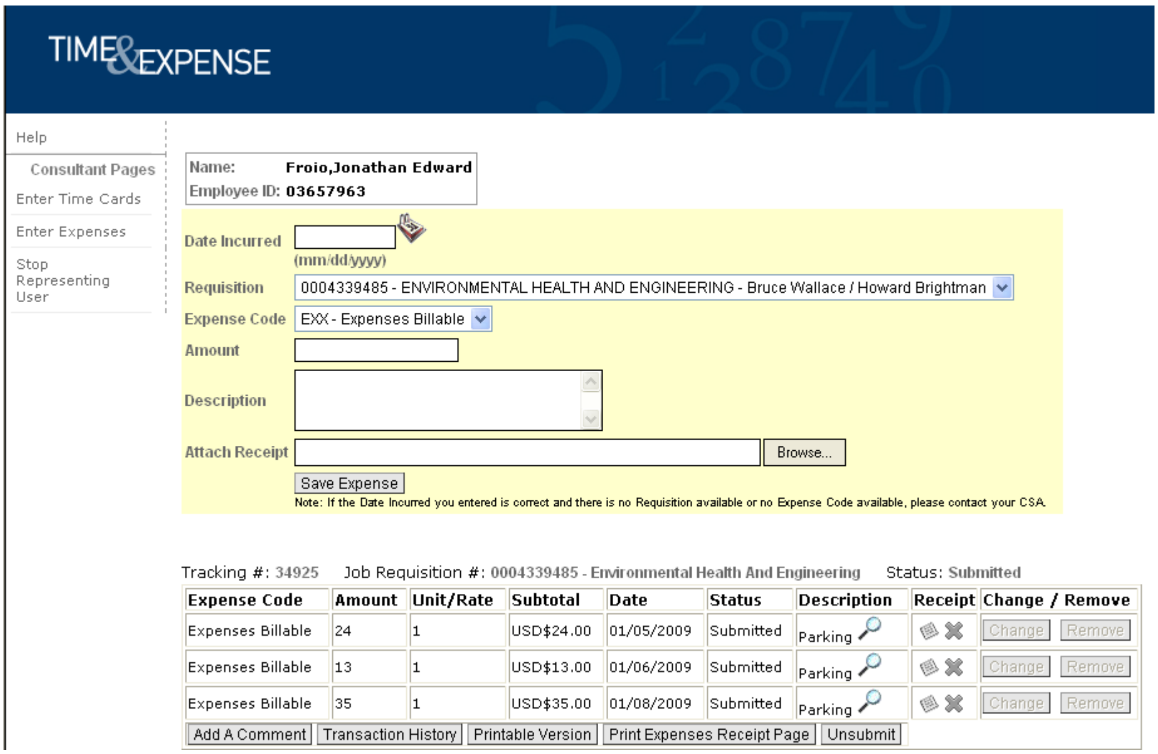
Option	Description
Print	To print the expense report
Cancel	To close the Print window and cancel your option to print

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. 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



Enter Expenses page

2 Click the **Print Expenses Receipt Page** button to display the Expenses Receipt Page

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:

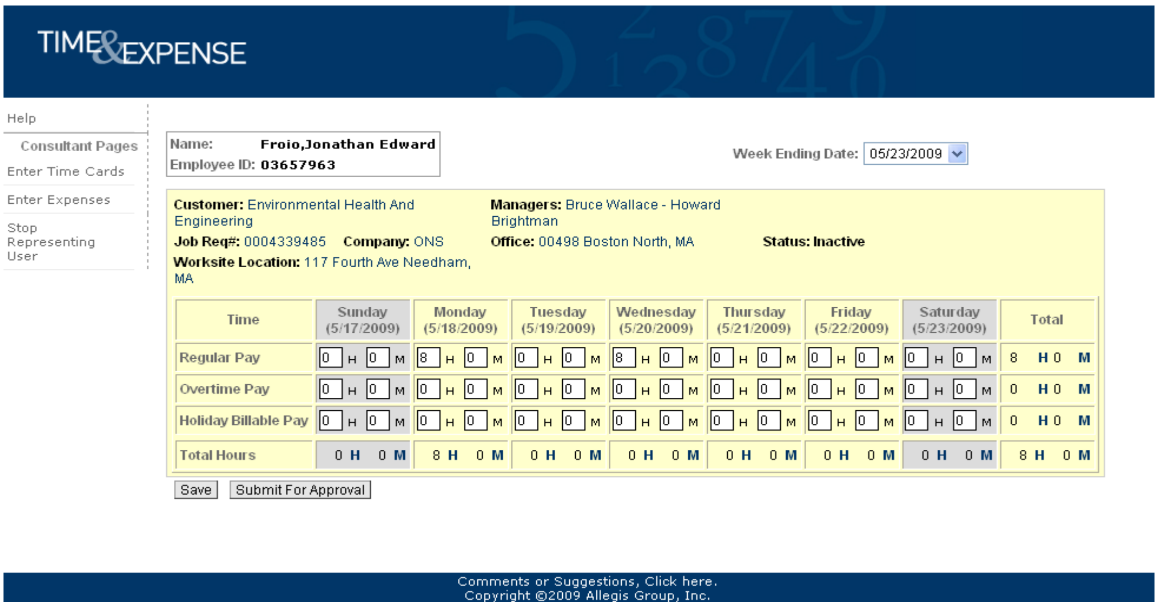
Option	Description
Print	To print the Expenses Receipt Page
Cancel	To close the Print window and cancel your option to print

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

Submit Time Cards

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

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

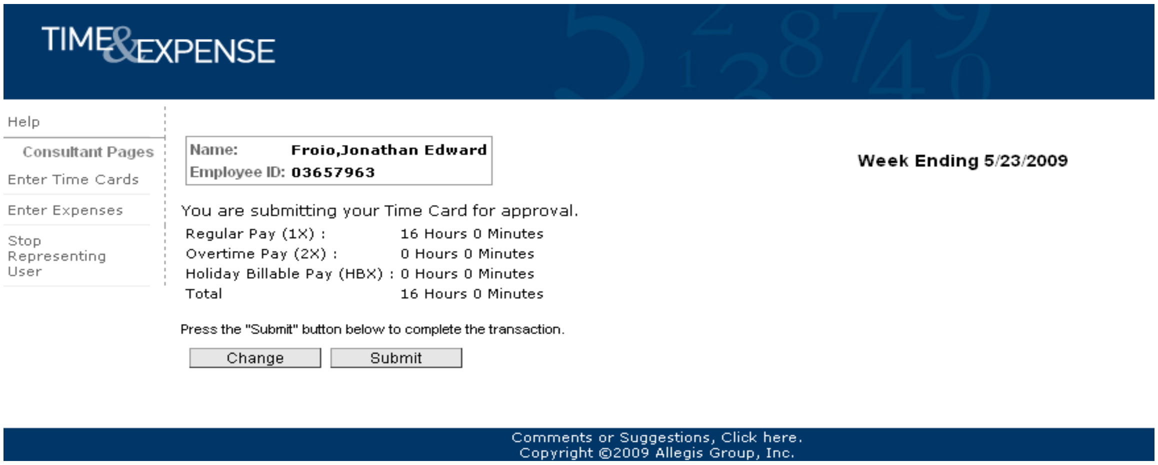


Time Card page

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



Confirm Time Card Submission page

5 Verify your time card information

6 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, for example UDF value is not selected, then T&E 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.

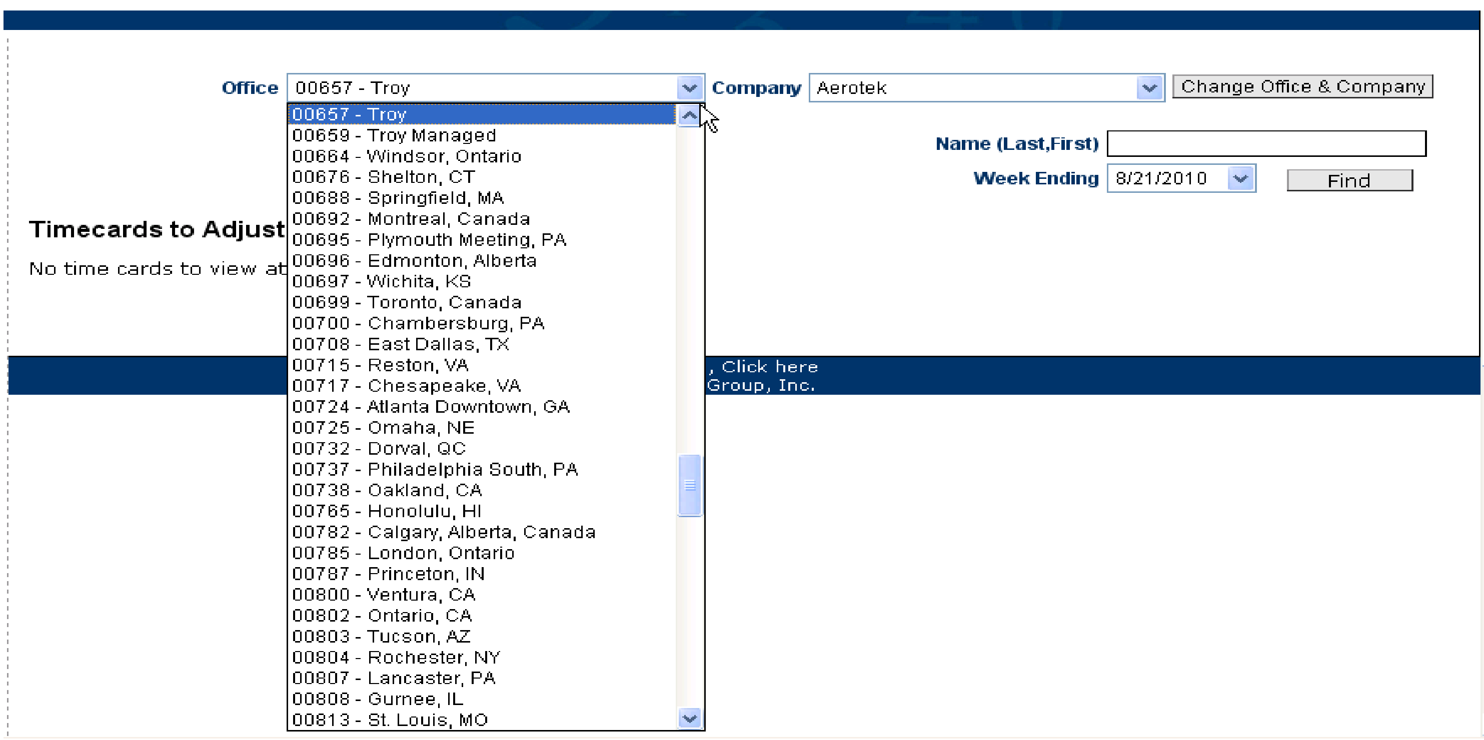
7 In the left menu, click one of the following:

If	Then
You are a User	Click the **Time Cards** link to return to the Time Card page.
You are a Support representative (for example, a CSA) acting as a User	Click the **Enter Time Cards** link to return to the Time Card page.

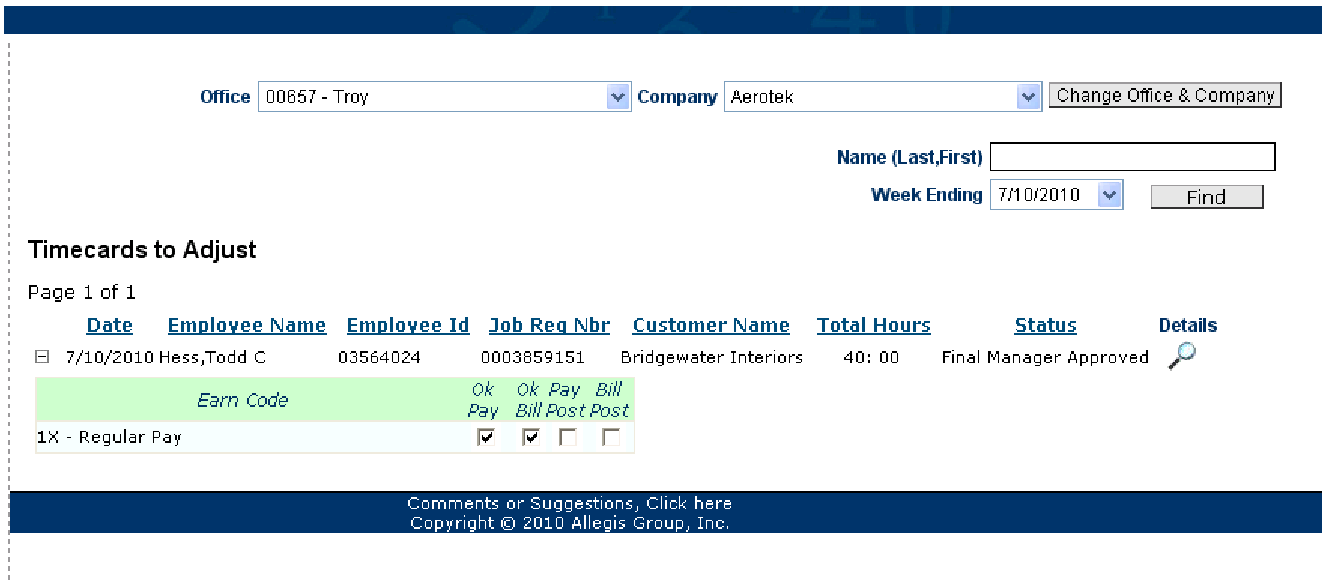
Adjust Timecard in Time & Expense

In order to adjust timecard click Adjust Timecard link

CSA selects office and company if adjusting outside of their assigned office

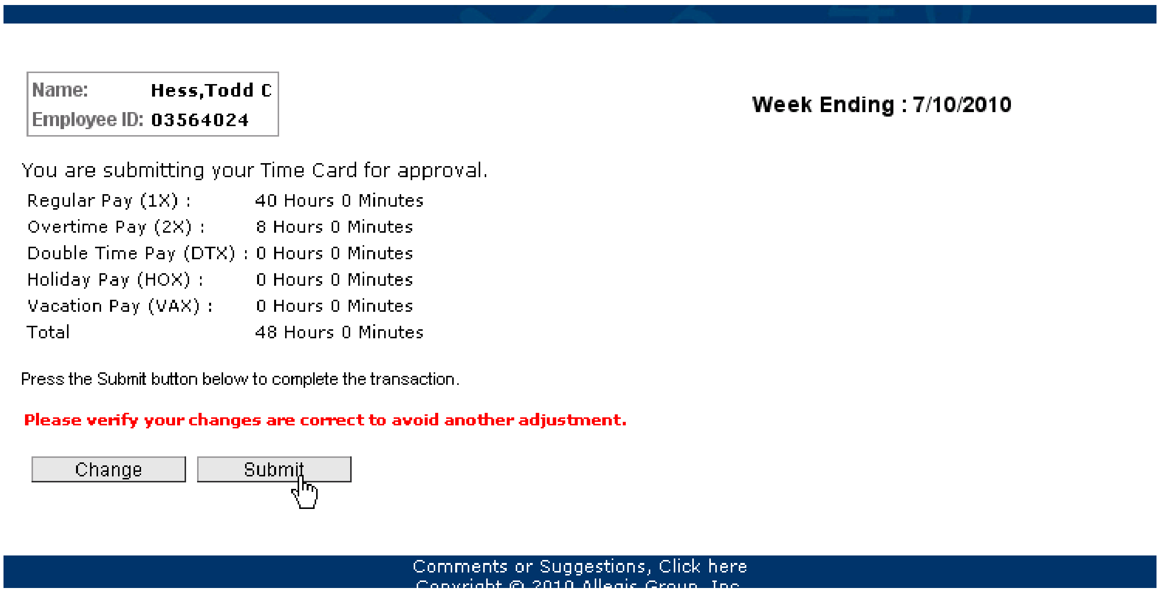


Timecards that have made their way through Time Central and are in PeopleSoft Oasis are eligible for adjustment. Expanding the + in T&E will show the PeopleSoft Time Entry statuses Ok pay, Ok bill, Pay Post, or Bill Post.

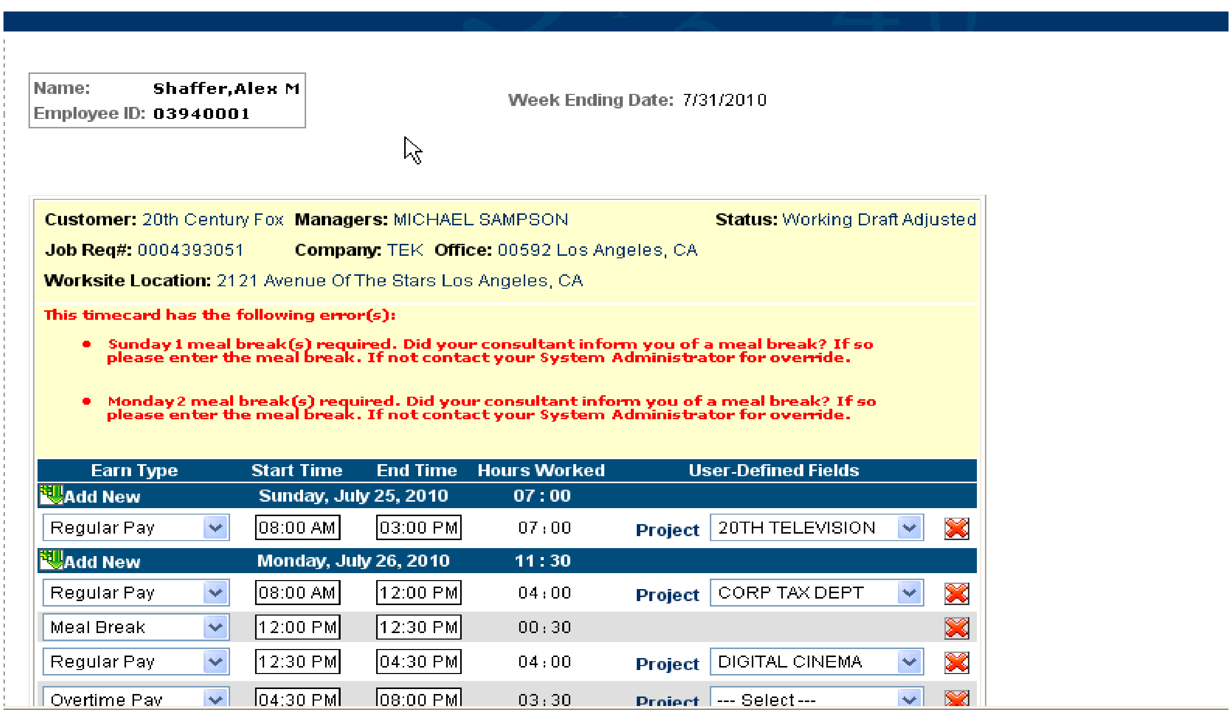


Selecting the details on the adjust timecard screen will allow the CSA to adjust the timecard. CSA can adjust timecard and submit to the approver(s) for processing. *Note the Remove All button will return the timecard to the original status. Use the remove all button only when time is entered on an incorrect timecard (i.e. wrong req), or if No Hours were worked.

An email will be sent to the manager and the consultant when a timecard has been submitted for re-approval.



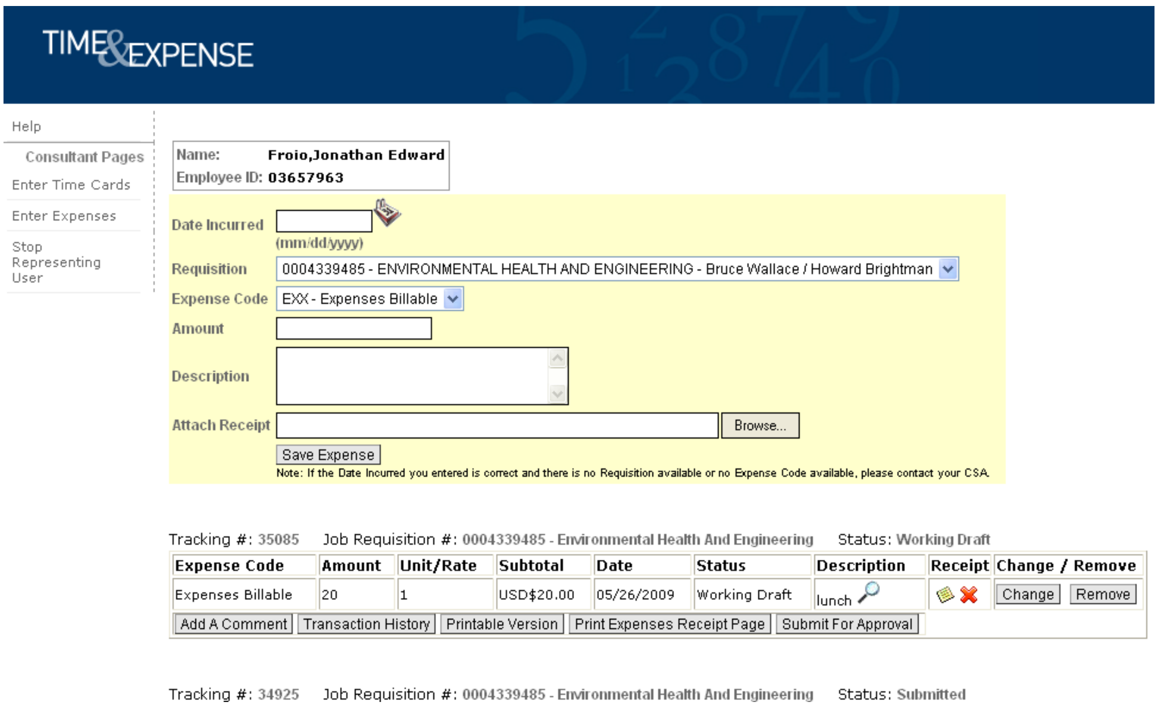
CSA adjusting a California timecard, which increases the hours, therefore requiring a second meal break, will see a message stating “Did your consultant inform you of a meal break? If so please enter the meal break. If not contact your System Administrator for override.”



Submit Expense Reports

When you submit an expense report, Time & Expense sends the expense report to the Approver, Support Representative (for example, the CSA), and expense Auditor. The Approver, Support Representative, and Expense Auditor must approve the expenses submitted before the User can receive reimbursement.

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

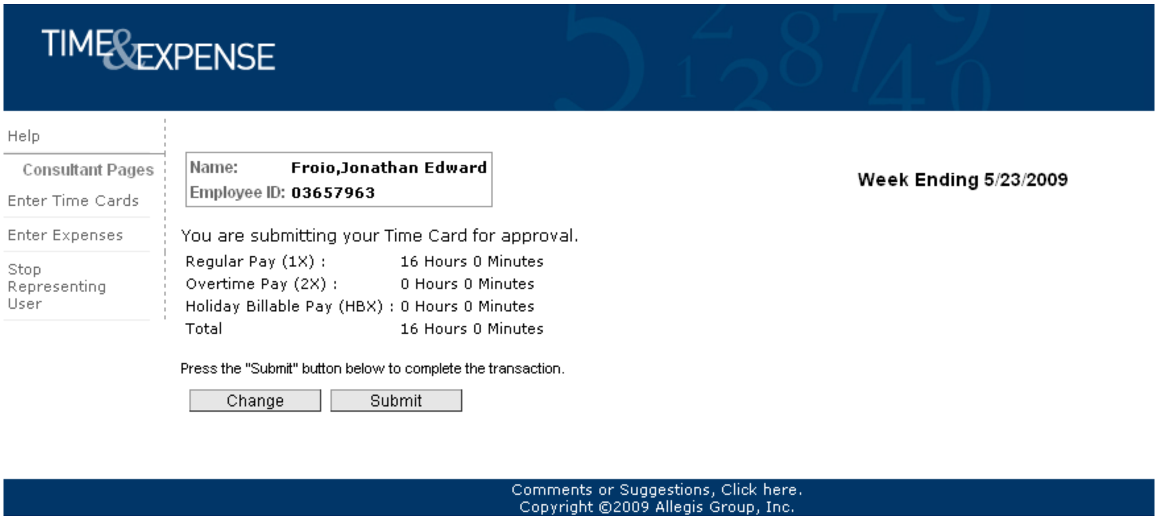


Enter Expenses page

2 Verify the information that displays Update the necessary information Refer to *Access and Update an Expense Report* for further details.

3 If you updated any information, click **Save** to save your updates.

4 Click the **Submit For Approval** button to save your expense report and display the Confirm Expense Report Submission page.



Confirm Expense Report Submission page

5 Verify your expense report information.

6 Click one of the following:

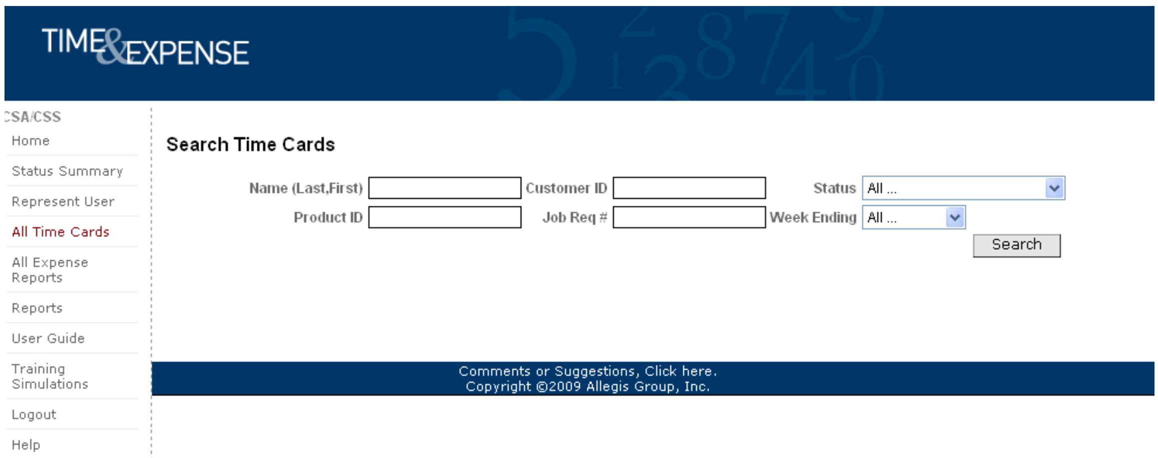
Option	Description
Submit	To submit the expense report Time & Expense informs you that it submitted the expense report for approval.
Change	To return to the expense report page Update the expense report as necessary Repeat steps 2–6 to submit the expense.

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

View All Time Cards

Use the Time Cards page to list all of the time cards you received

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



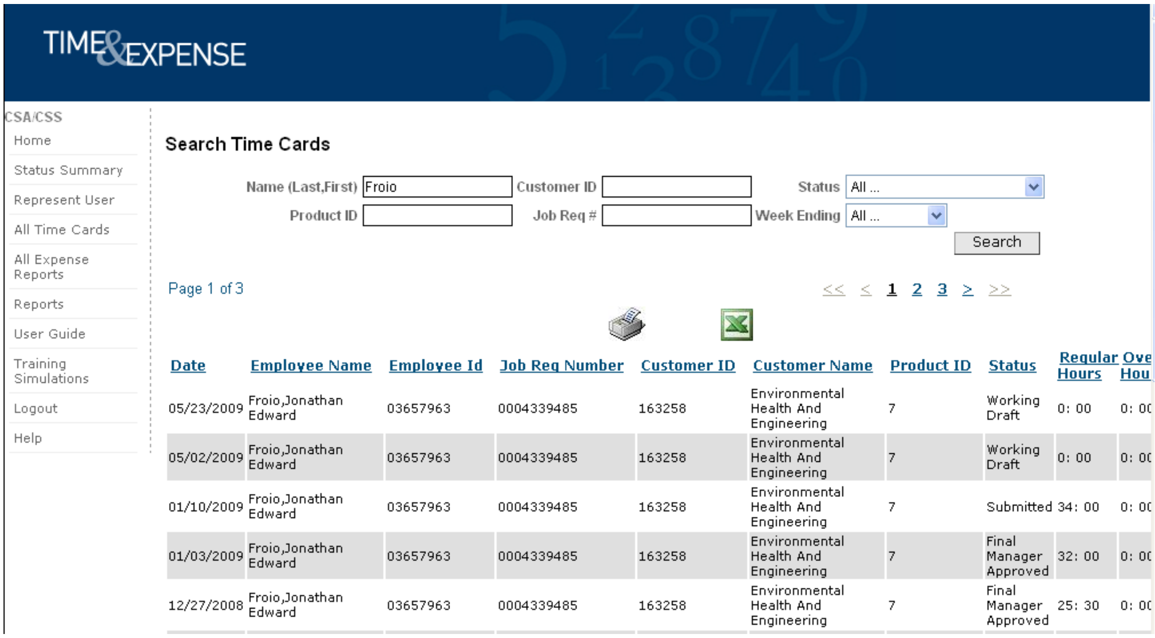
Search Time Cards page

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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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.
Customer ID	Type the customer identification for the customer where the User works.
Status	Select the status for the time card.
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial.
Job Req #	Type the job requisition number for which the User worked.
Week Ending	Select the week-ending date of the week when the User submitted his or her hours worked.

3 Click the **Search** button to display your search results. Your search results sort by week- ending date in descending order and customer name 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.



Search Time Cards page

4 View the information that displays:

Option	Description
Date	The week-ending date for the week when the User submitted his or her time card for the hours worked
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
Customer ID	The identification of the customer for whom the User worked
Customer Name	The name of the customer for whom the User worked
Product ID	The identification for the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial
Status	The status of the time card For a list of status types, refer to *Use the Status Summary Page*
Regular Hours	The number of hours worked at the regular earnings code
OverTime Hours	The number of hours worked at the overtime earnings code
Other Hours	The number of hours worked at an earnings code that is not listed
Total Billable Hours	The total number of billable hours that the User worked
Details	The displays Click the to display the time card

5 To view additional information, click the appropriate [page number] link to display another page of time cards

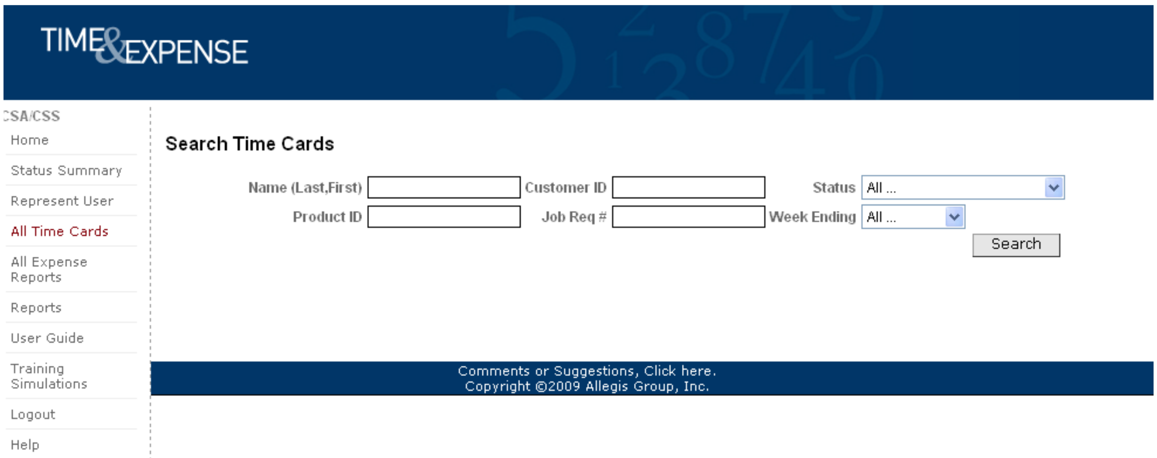
6 To print or format the list of time cards that displays, click one of the following:

Option	Description
	To display a print friendly version of the Time Card Report print the 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 Time Card

You can view a time card to review the information that the User submitted.

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



Time Cards page

2 If you are a Field Support Representative (for example, a CSA), 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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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
Customer ID	Type the customer identification for the customer where the User works.
Status	Select the status for the time card.
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial.
Job Req #	Type the job requisition number for which the User worked.
Week Ending	Select the week-ending date of the week when the User submitted his or her hours worked.

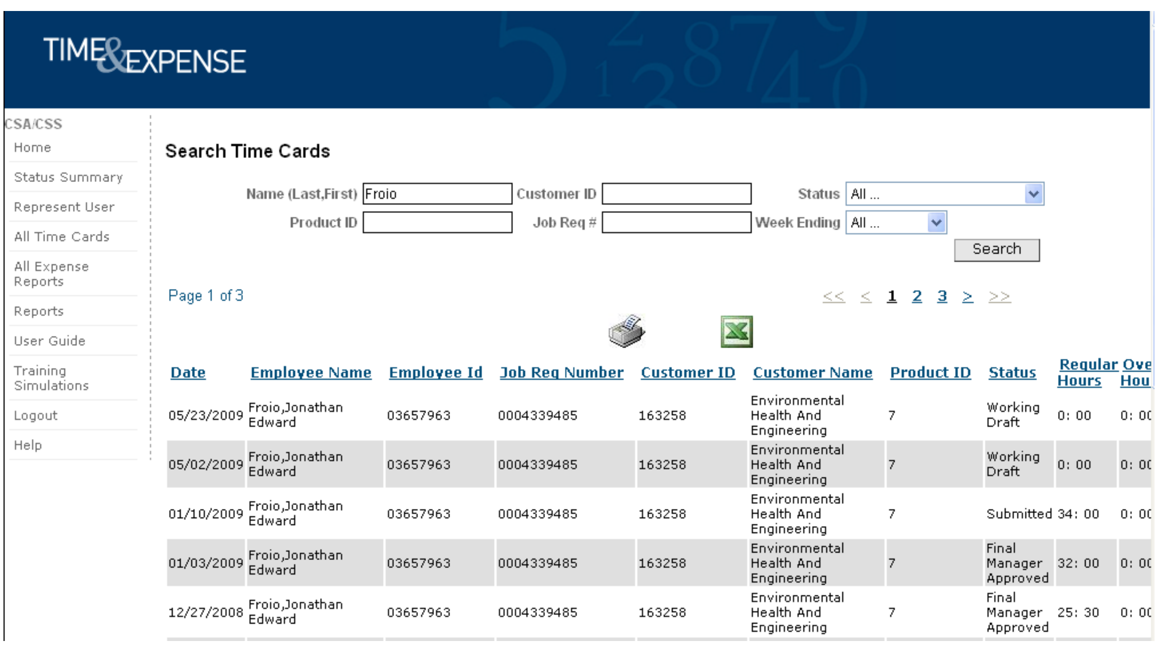
3 If you are an Authorized Viewer or Approver, use any of the following search features to display the information you need:

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	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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.
Week Ending	Select the week-ending date for the list of time cards you want to view.

4 Do one of the following:

If	Then
You are a Support representative (for example, a CSA)	Click the **Search** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order.
You are an Approver	Click the **Find** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order.

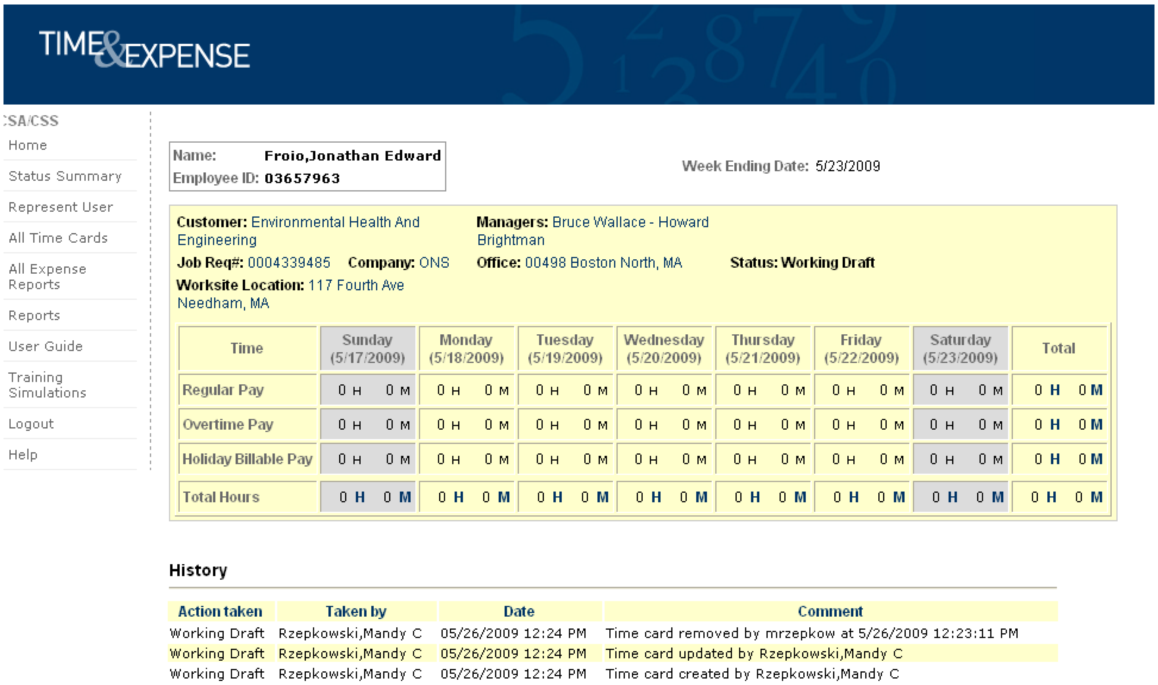


Time Cards page

5 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.

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

7 Click the  to display the time card



Time Card page

8 View the time card and history information that displays.

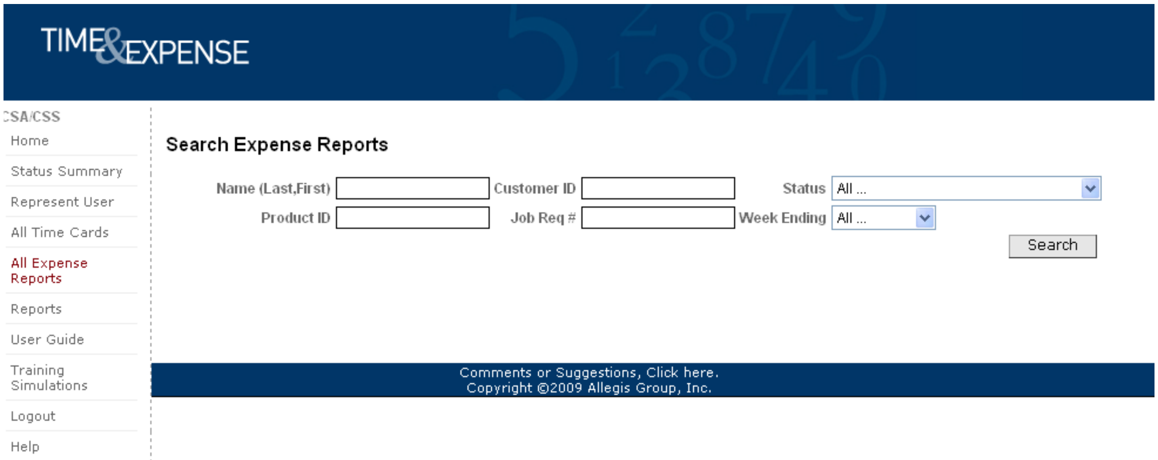
9 Click any of the following:

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 time cards 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 time cards exist.
The **All Time Cards** link from the left menu	To return to the Search Time Cards page.

View All Expense Reports

Use the Expense Reports page to list all of the expense reports you received

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



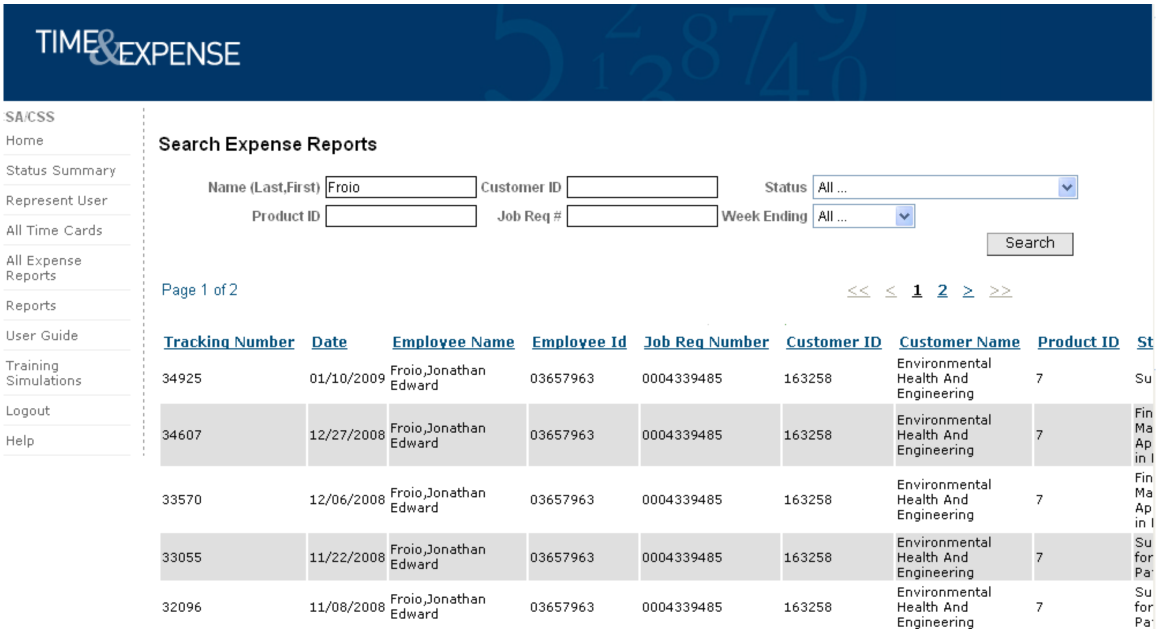
Search Expense Reports page

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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report

3 Click the **Search** button to display your search results. Your search results sort by week-ending date in descending order and customer name 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.



Search Expense Reports page

4 View the information that displays:

Option	Description
Date	The week-ending date for the week when the User incurred the expense.
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 incurred the expense
Customer ID	The identification of the customer for whom the User incurred the expense
Customer Name	The name of the customer for whom the User incurred the expense
Product ID	The identification for the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Status	The status of the expense report For a list of status types, refer to *Use the Status Summary Page*
Total Expenses	The total amount that we are expensing the customer
Details	The displays Click the to display the expense report

5 To view additional information, click the appropriate [page number] link to display another page of expense reports.

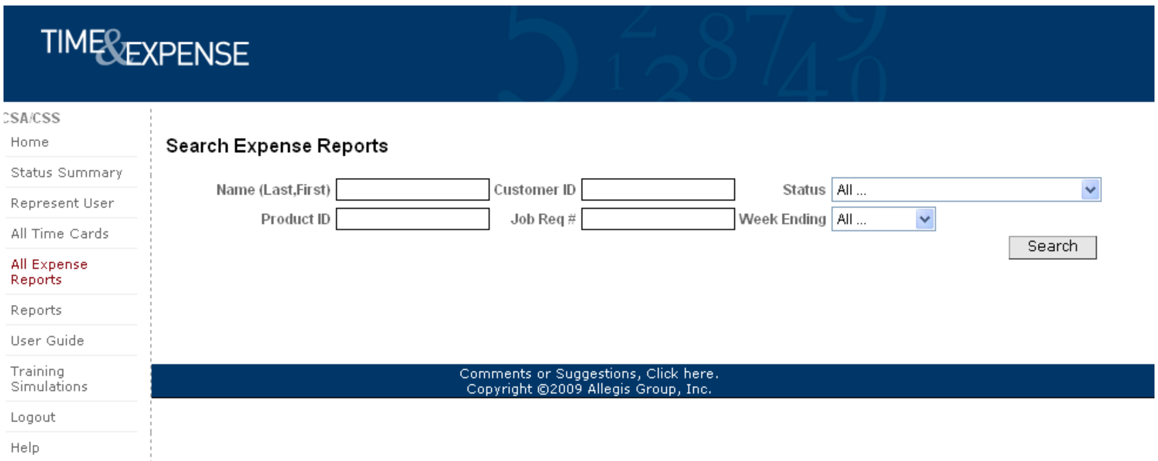
6 To print or format the list of expense reports that displays, click one of the following:

Option	Description
	To display a print friendly version of the Expense Report print the list of expense reports to the printer you specify
	To display the list of expense reports in an Excel spreadsheet Use this feature to format and save the information as necessary

View an Expense Report

You can always view expense reports in Time & Expense to view the expense information 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.



Expense Reports page

2 If you are a Support Representative (for example, a CSA) or an Expense Auditor, 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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report

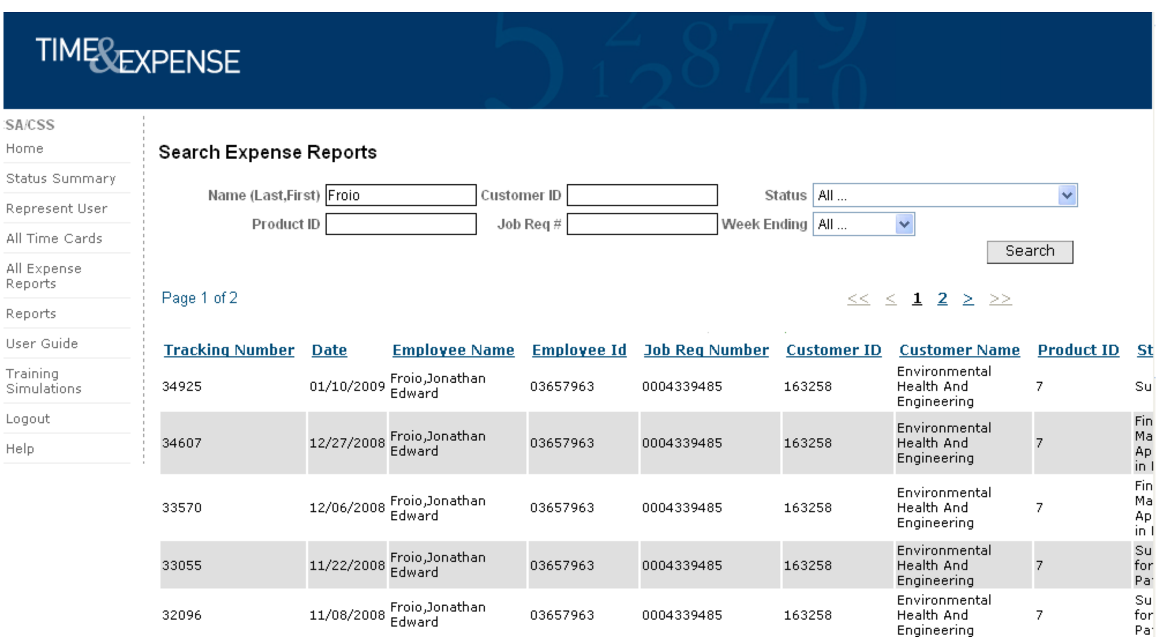
3 If you are an Authorized Viewer or Approver, use any of the following search features to display information you need:

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

Option	Description
Status	Select the status for the list of expense reports you want to view
Name	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Week Ending	Select the week-ending date for the list of expense reports you want to view

4 Do one of the following:

If	Then
You are a Support representative (for example, a CSA)	Click the **Search** button to display the information you need. When you access the Expense Reports page, your information sorts by week-ending date in descending order and employee name in ascending order
You are an Approver	Click the **Find** button to display the information you need. When you access the Expense Reports page, your information sorts by week-ending date in descending order and employee name in ascending order

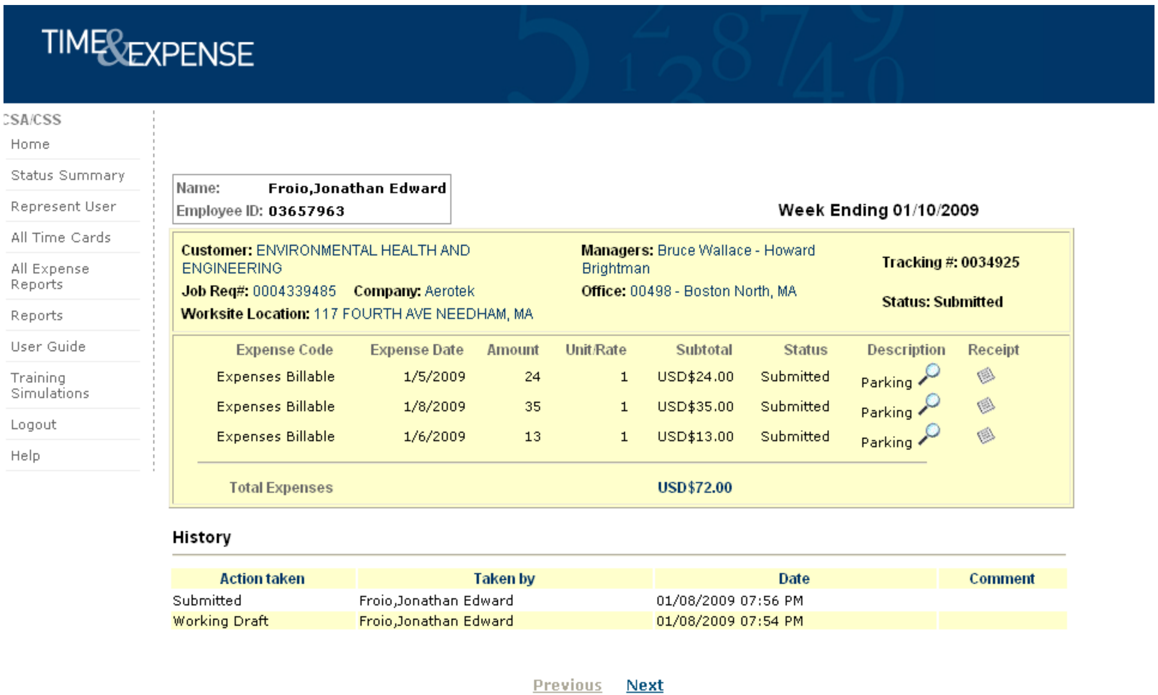


Expense Reports page

5 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.

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

7 Click  to view the expense report



View Expense Report page

8 View the information that displays

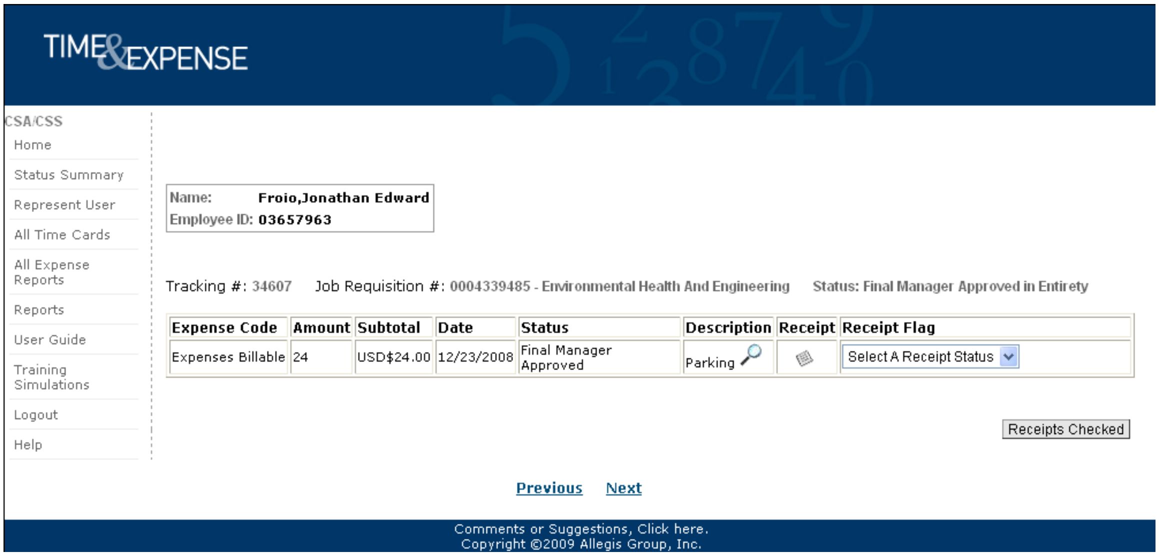
9 Click any of the following:

Option	Description
	To view the expense item details you must click to view User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further details
The **Previous** link	To display the previous expense report in your list of expenses. The **Previous** link is not active if no additional expense reports exist
The **Next** link	To display the next expense report in your list of expenses. The **Next** link is not active if no additional expense reports exist
The **All Expense Reports** link in the left menu	To return to the Search Expense Reports page

View Expense Receipts

You can access the expense receipts page to indicate if receipts are needed to reimburse a User and if the office has the receipts necessary to reimburse the User for the expenses he or she incurred for work purposes.

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



Check Expense Receipts page

2 Verify the information that displays

Column	Description
Expense Code	The description of the expense code submitted
Amount	The amount of the expense
Date	The date the User incurred the expense
Status	The status of the expense
Description	A description of the expense
Have Receipt?	A drop-down selection indicating if the Field Support Representative (for example, the CSA) has the receipt, does not have a receipt, or if the Field Support Representative does not need a receipt. A value must be selected for each expense listed

3 Click the **Receipts Checked** button if all of the necessary receipts are present. The Auditor reviews the expense report and reimburses the User 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.

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

Week Ending 01/10/2009

Customer: ENVIRONMENTAL HEALTH AND ENGINEERING
Managers: Bruce Wallace - Howard Brightman
Job Req#: 0004339485 **Company:** Aerotek
Office: 00498 - Boston North, MA
Status: Submitted **Tracking #: 0034925**
Worksite Location: 117 FOURTH AVE NEEDHAM, MA

Expense Code	Expense Date	Amount	Unit/Rate	Subtotal	Status	Comments
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		

Consultant: Froio,Jonathan Edward

Client Manager:

Allegis Corporate Approver:

Expense Report page

2 Click the to view a detail relating to the expense. The View Expense Item window displays.

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

Tracking #	34607
Requisition	0004339485 - Environmental Health And Engineering - Bruce Wallace/Howard Brightman
Date	12/23/2008
Expense Code	Expenses Billable
Amount	24
Unit/Rate	1
Subtotal	USD$24.00
Description	Parking

Close Window

History

Action taken	Taken by	Date	Comment
Final Manager Approved	BRUCE WALLACE	12/29/2008 01:03 PM	
Submitted	Froio,Jonathan Edward	12/29/2008 01:01 PM	
Working Draft	Froio,Jonathan Edward	12/29/2008 01:01 PM	

View Expense Item window

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, primary Approver, or final Approver	Click to select the appropriate UDF value from the selection window. You cannot update UDF values that are read only. If the appropriate value does not display, contact the Support representative (for example, the CSA)
You are an auditor or Support representative (for example, a CSA)	Do one of the following: • **Editable UDF**—Click to select the UDF value from the selection window. If the appropriate UDF value does not display in the selection window, in the UDF field, type the UDF value you need to display • **Read-only UDF**—In the appropriate UDF field, type the UDF value you need to display

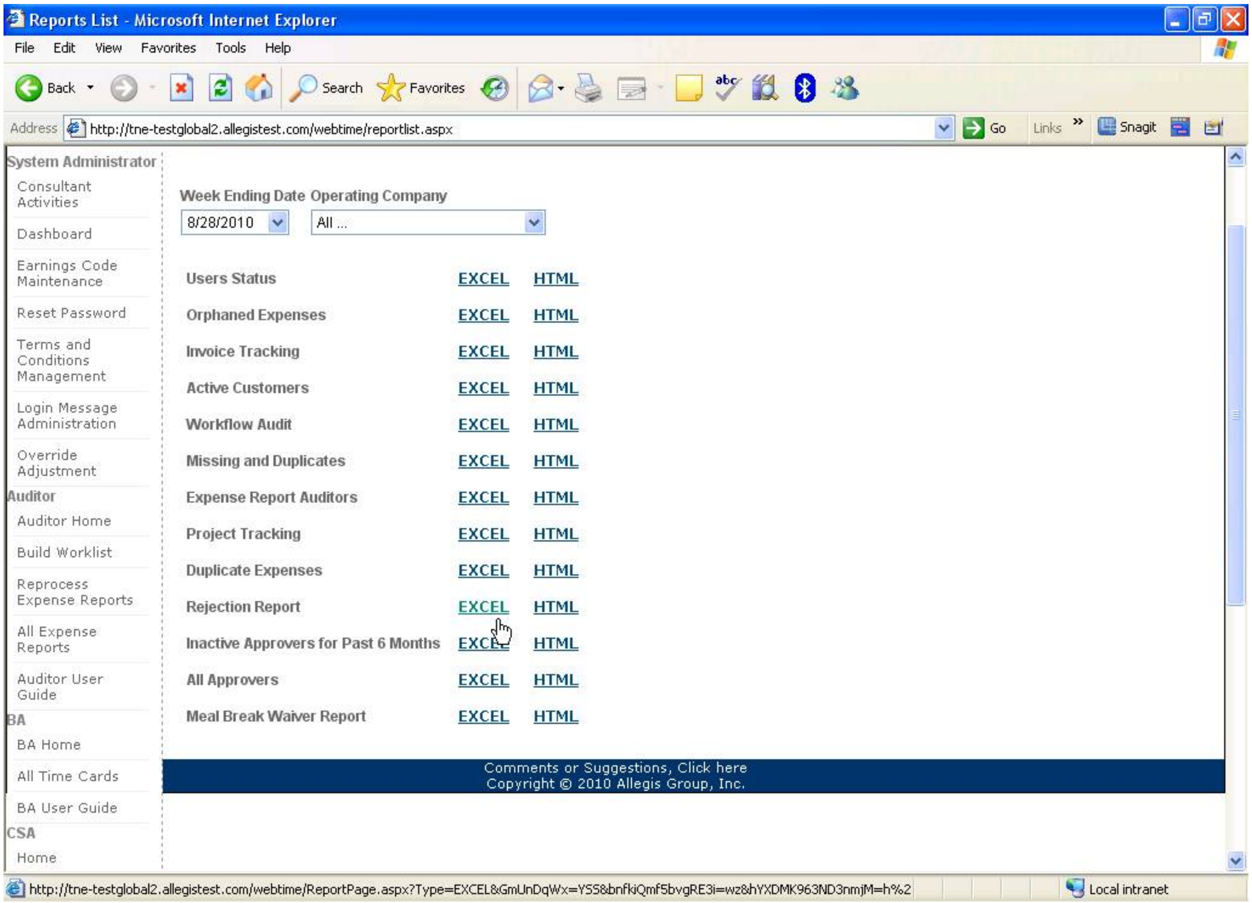
5 Click one of the following buttons:

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 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.



Reports page

2 In the **Week Ending Dates** field, select the date for the information you need to view.

3 Understand the list of reports that display:

- **Orphaned Expenses**—A list of the offices and customers that are not assigned to an Expense Auditor. Access provided to Support representatives, expense auditors, and system administrators only

- **Users Status**—A list of the Users, Approvers, and their respective account statutes in Time & Expense. Access provided to Support Representatives, Expense Auditors, and System Administrators only.

- **Active Customers**—A list of the customers for whom Time & Expense Users work. Access provided to Support Representatives, Expense Auditors, and System Administrators only.

• **Invoice Tracking**—A list of the billable hours reported and approved by a Approver in Time & Expense. Access provided to Approvers, Support Representatives, System Administrators, Corporate Associates, and Expense Auditors.

• **Workflow Audit**—A list of the Workflow information for the Users in Time & Expense. Access provided to Support Representatives, Expense Auditors, and System Administrators only.

• **Missing and Duplicates**—A list of the Users who are setup to use Time & Expense, but whose hours are missing in the Time Entry page in OASIS for the current week. This report also lists duplicate records for the Users whose hours exist in Workflow but cannot transfer to Time Entry because the hours were entered manually. Access provided to Support Representatives, Expense Auditors, and System Administrators.

• **Expense Report Auditors**—A list of the expense reports currently pending approval by the Expense Auditor. Access provided to Support Representatives, Expense Auditors, and System Administrators only.

•**Meal Break Waiver Report**—A list of the users that electronically signed a 2nd meal break waiver. HTML format will provide an actual print out of waiver. Access provided to Support Representatives and System Administrators only.

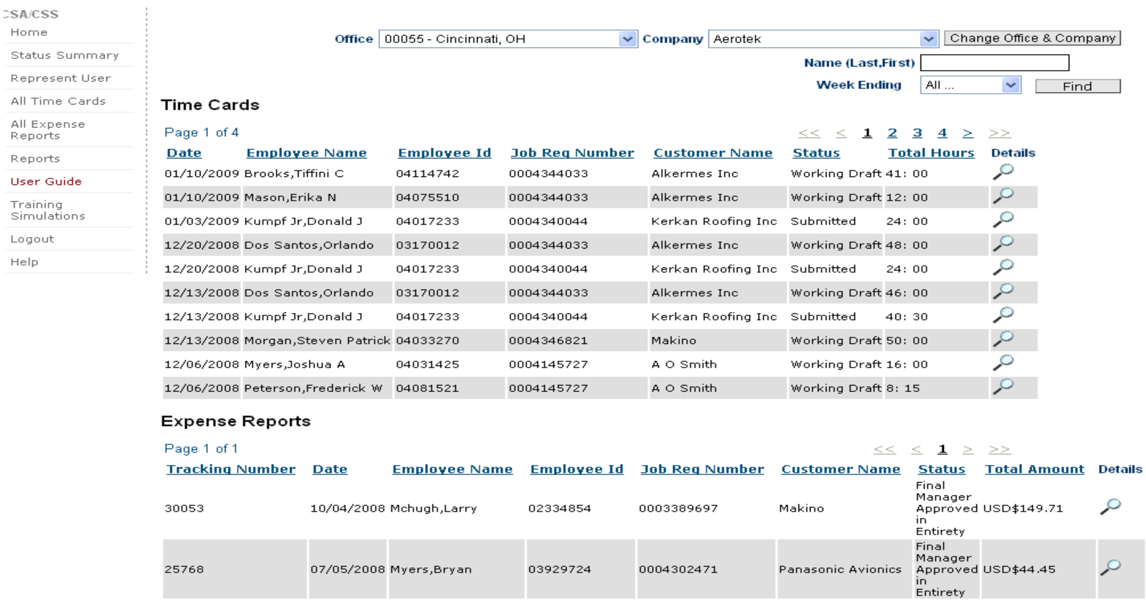
4 For the report you need to view, click one of the following:

Option	Description
EXCEL	To view the report in Microsoft Excel Use this option to: • Reformat the information that displays to better meet your needs • Save the report
HTML	To view the report online

View a Training Simulation

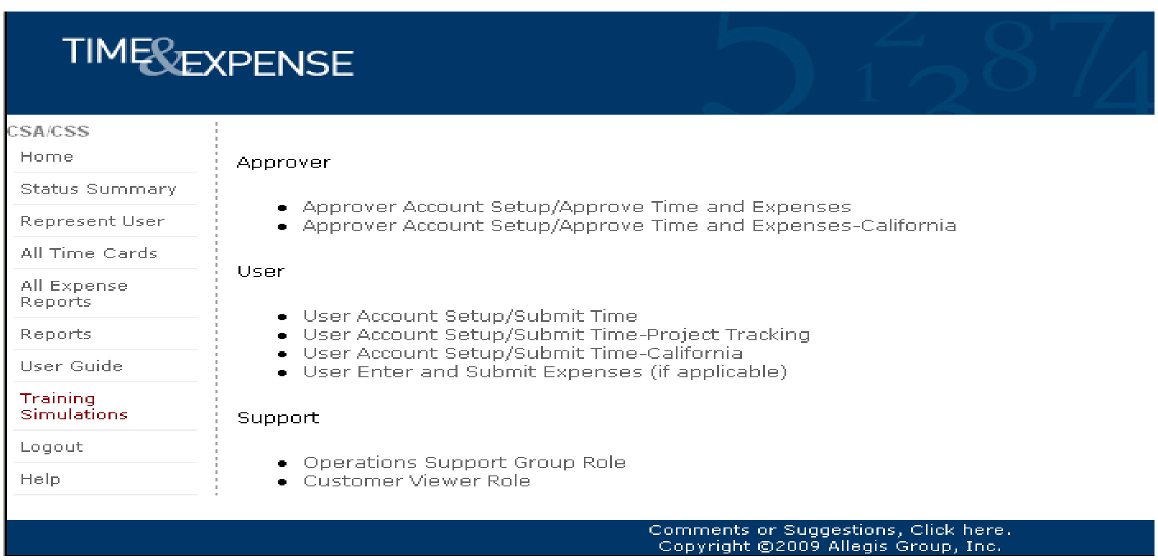
Access the Training Simulations page to view a training simulation that helps you understand Time & Expense.

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



Home page

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



Simulations page

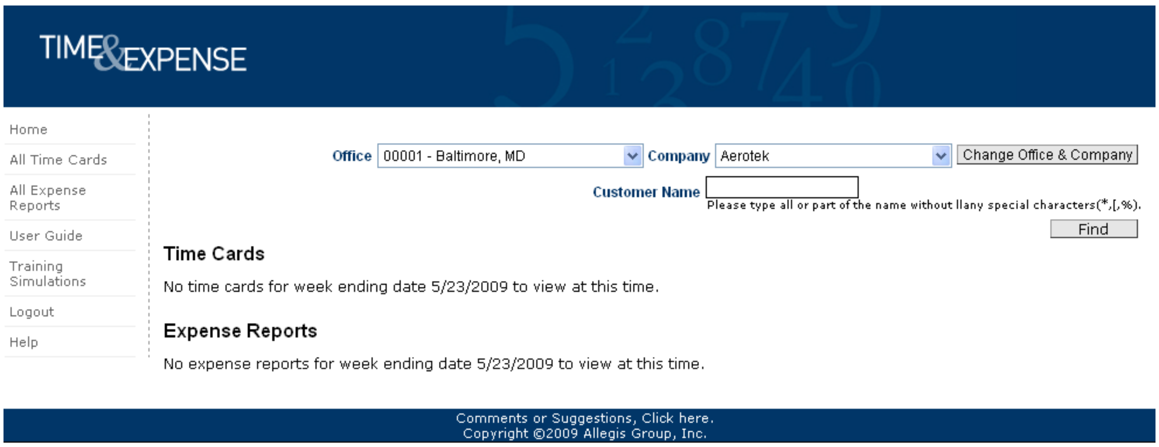
3 Click the link of the training simulation you want to view. A separate window displays with the training simulation.

OSG Section

Use the Home Link

Use the Home link to view a summary of your time cards and expense reports that were approved and submitted into OASIS within the last seven days. You can view the details for any of the time cards or expense reports that display. You cannot update any information.

1 From the left menu, click the **Home** link to display a list of the time cards and expense reports that you need to view. The Home page displays a list of the time cards and expense reports from your primary office and company that were approved and submitted into OASIS within the last seven days.



Home page

2 When you log into the Home page, your information sorts by week-ending date in descending order and customer name 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 to view:

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

Option	Description
To change the office information that displays	Do the following: 1 In the **Office** field, select the office for the Users whose time cards or expense reports you need to view. Your login determines the office that displays. 2 If necessary, you can also specify the company for the information you need to display in the **Company** field. 3 Click the Change Office & Company button to display a Message page verifying the information you selected. In the left menu, click any of the links to display the information for the office you specified.
To change the company information that displays	Do the following: 1 In the **Company** field, select the company for the Users whose time cards or expense reports you need to view. Your login determines the company that displays. 2 If necessary, you can also specify the office for the information you need to display in the **Office** field. 3 Click the Change Office & Company button to display a Message page verifying the information you selected. In the left menu, click any of the links to display the information for the company you specified.
To select the customer for the information you want to view	Do the following: 1 In the **Customer Name** field, type the name of the customer for the information you need to view 2 Click the Find button to display the list of time cards and expense reports

4 View the 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 worked his or her hours or incurred the expense.

Option	Description
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
Customer Name	The name of the customer for whom the User worked or incurred the expense
Status	The status of the time card or expense report
Regular Hours	The number of hours worked at the regular earnings code
OverTime Hours	The number of hours worked at the overtime earnings code
Other Hours	The number of hours worked at an earnings code that is not listed
Total Billable Hours (Time Cards only)	The total number of billable hours that the User worked
Total Expenses (Expense Reports only)	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

5 To view additional information do one of the following:

Option	Description
To see additional time cards	In the Time Cards section, click the appropriate [page number] link to display another page of time cards
To see additional expense reports	In the Expense Reports section, click the appropriate [page number] link to display another page of expense reports

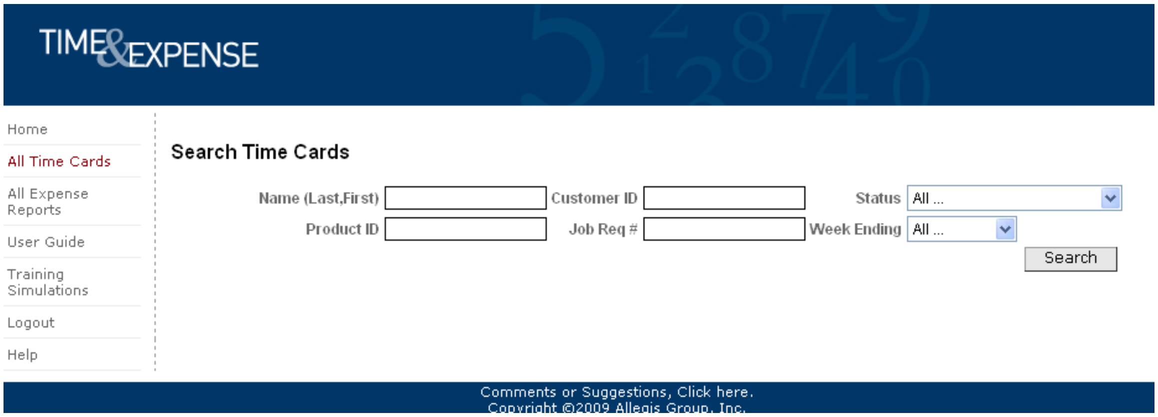
6 To print or format the list of time cards or expense reports that displays, click one of the following:

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

View All Time Cards

Use the Time Cards page to list all of the time cards you received.

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



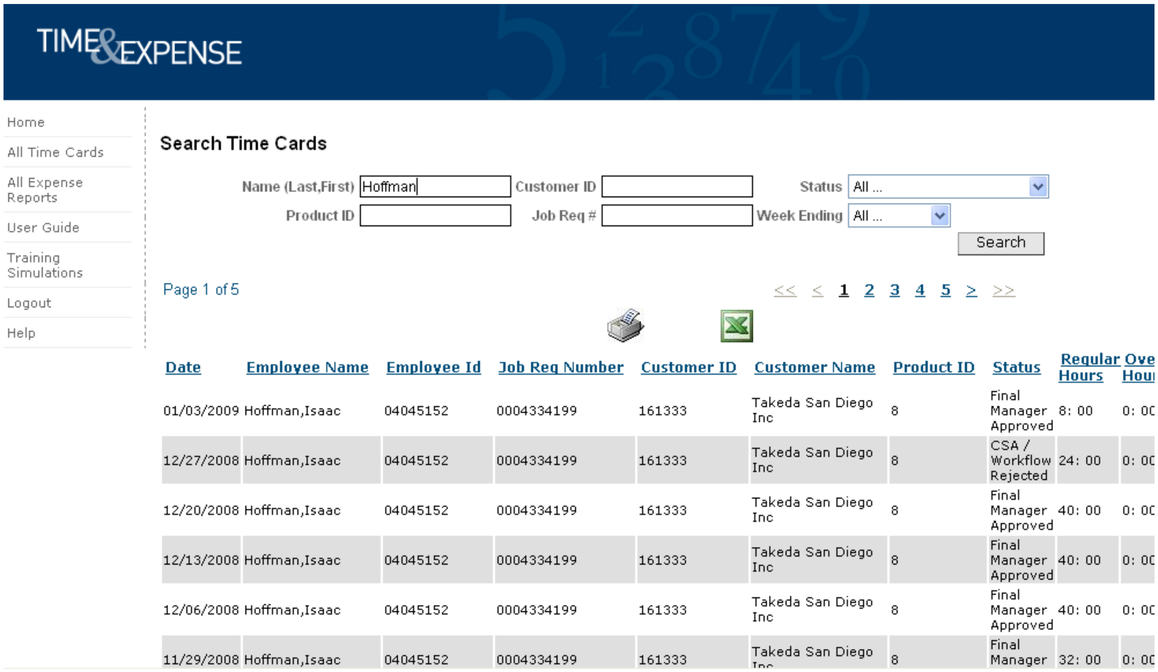
Search Time Cards page

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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the time card
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User worked
Week Ending	Select the week-ending date of the week when the User submitted his or her hours worked

3 Click the **Search** button to display your search results. Your search results sort by week-ending date in descending order and customer name 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.



Search Time Cards page

4 View the information that displays:

Option	Description
Date	The week-ending date for the week when the User submitted his or her time card for the hours worked
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
Customer ID	The identification of the customer for whom the User worked
Customer Name	The name of the customer for whom the User worked
Product ID	The identification for the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Status	The status of the time card For a list of status types, refer to *Use the Status Summary Page*
Regular Hours	The number of hours worked at the regular earnings code
Overtime Hours	The number of hours worked at the overtime earnings code
Other Hours	The number of hours worked at an earnings code that is not listed
Total Billable Hours	The total number of billable hours that the User worked
Details	The displays Click the  to display the time card

5 To view additional information, click the appropriate [page number] link to display another page of time cards.

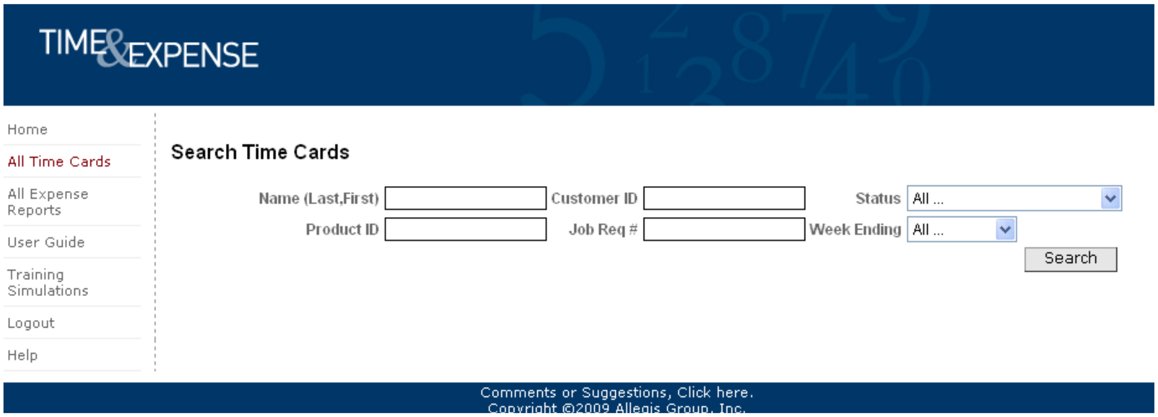
6 To print or format the list of time cards that displays, click one of the following:

Option	Description
	To display a print friendly version of the Time Card Report. Print the 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 Time Card

You can view a time card to review the information that the User submitted.

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



Time Cards page

2 If you are a field support representative (for example, a CSA), 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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the time card
Product ID	Type the identification of the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User worked
Week Ending	Select the week-ending date of the week when the User submitted his or her hours worked

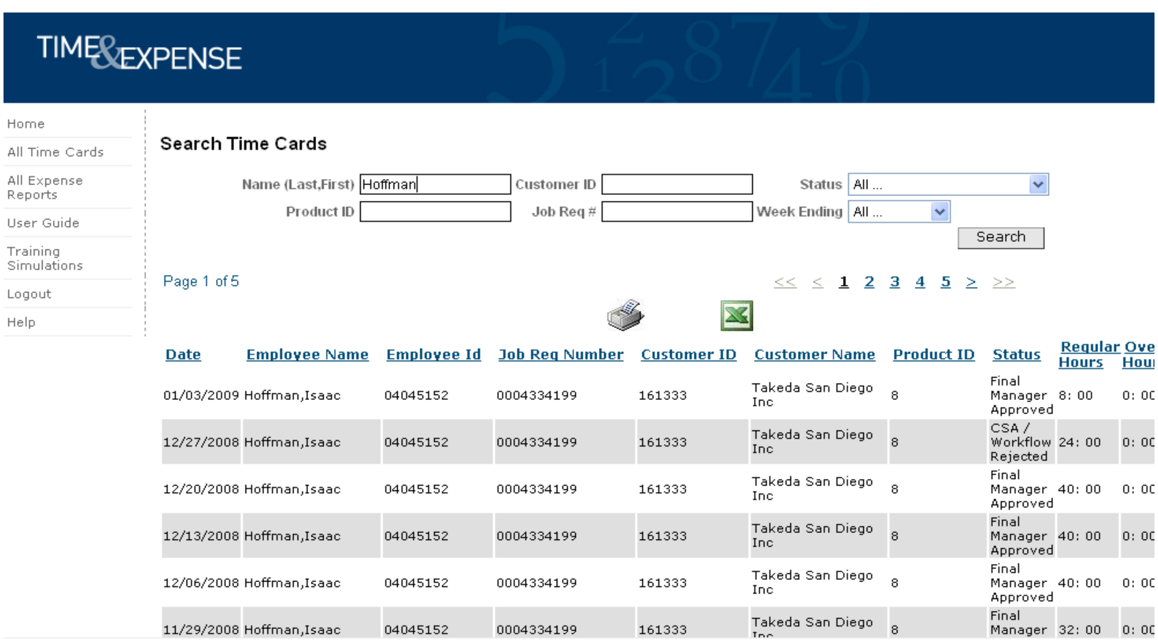
3 If you are an authorized viewer or approver, use any of the following search features to display the information you need:

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	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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
Week Ending	Select the week-ending date for the list of time cards you want to view

4 Do one of the following:

If	Then
You are a field support representative (for example, a CSA)	Click the **Search** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order
You are an Approver	Click the **Find** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order

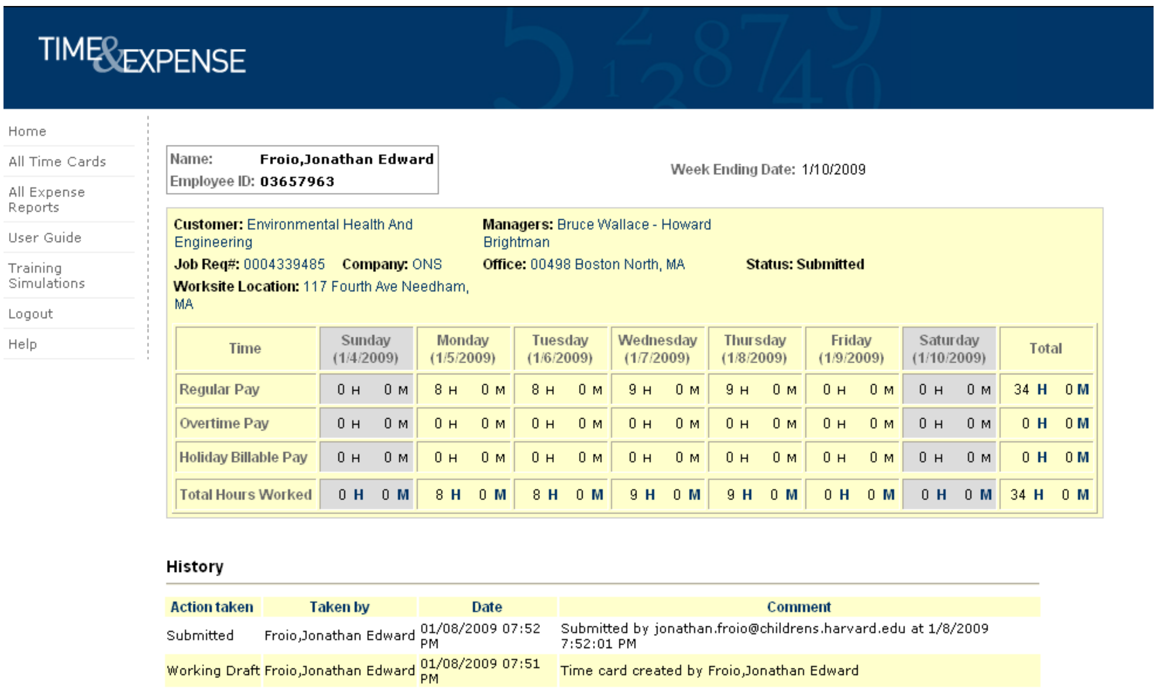


Time Cards page

5 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.

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

7 Click the  to display the time card.



Time Card page

8 View the time card and history information that displays.

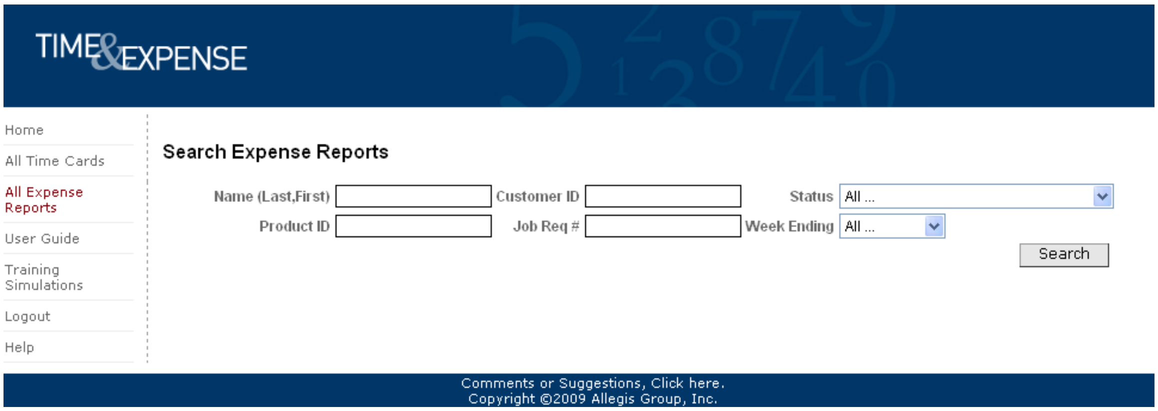
9 Click any of the following:

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 time cards 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 time cards exist
The **All Time Cards** link from the left menu	To return to the Search Time Cards page

View All Expense Reports

Use the Expense Reports page to list all of the expense reports you received.

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



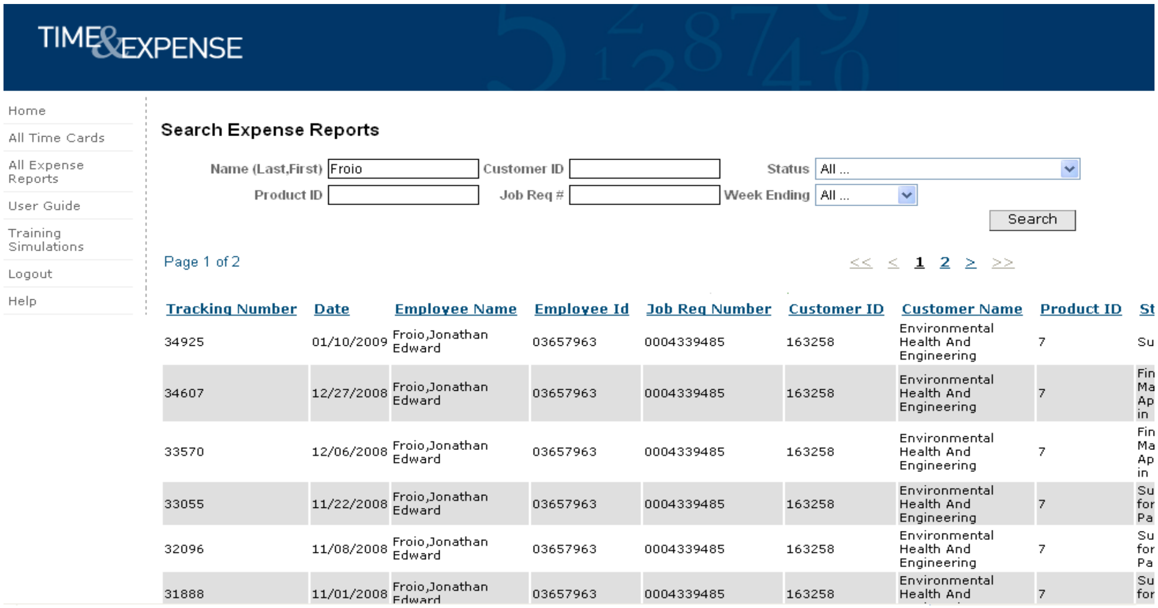
Search Expense Reports page

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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report

3 Click the **Search** button to display your search results. Your search results sort by week-ending date in descending order and customer name 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.



Search Expense Reports page

4 View the information that displays:

Option	Description
Date	The week-ending date for the week when the User incurred the expense
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 incurred the expense
Customer ID	The identification of the customer for whom the User incurred the expense
Customer Name	The name of the customer for whom the User incurred the expense
Product ID	The identification for the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Status	The status of the expense report For a list of status types, refer to *Use the Status Summary Page*
Total Expenses	The total amount that we are expensing the customer
Details	The displays Click the to display the expense report

5 To view additional information, click the appropriate [page number] link to display another page of expense reports.

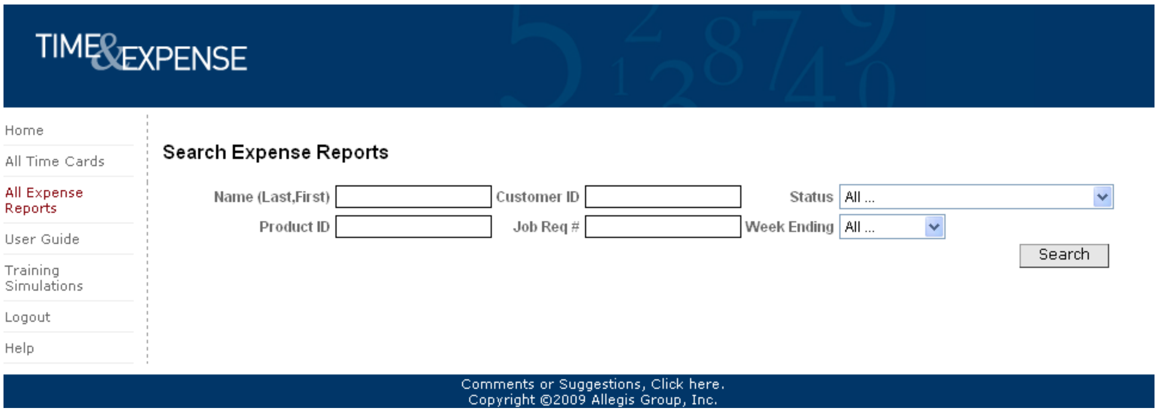
6 To print or format the list of expense reports that displays, click one of the following:

Option	Description
	To display a print friendly version of the Time Card Report. Print the 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 an Expense Report

You can always view expense reports in Time & Expense to view the expense information 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.



Expense Reports page

2 If you are a field support representative (for example, a CSA) or an expense auditor, 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
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the User. For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report

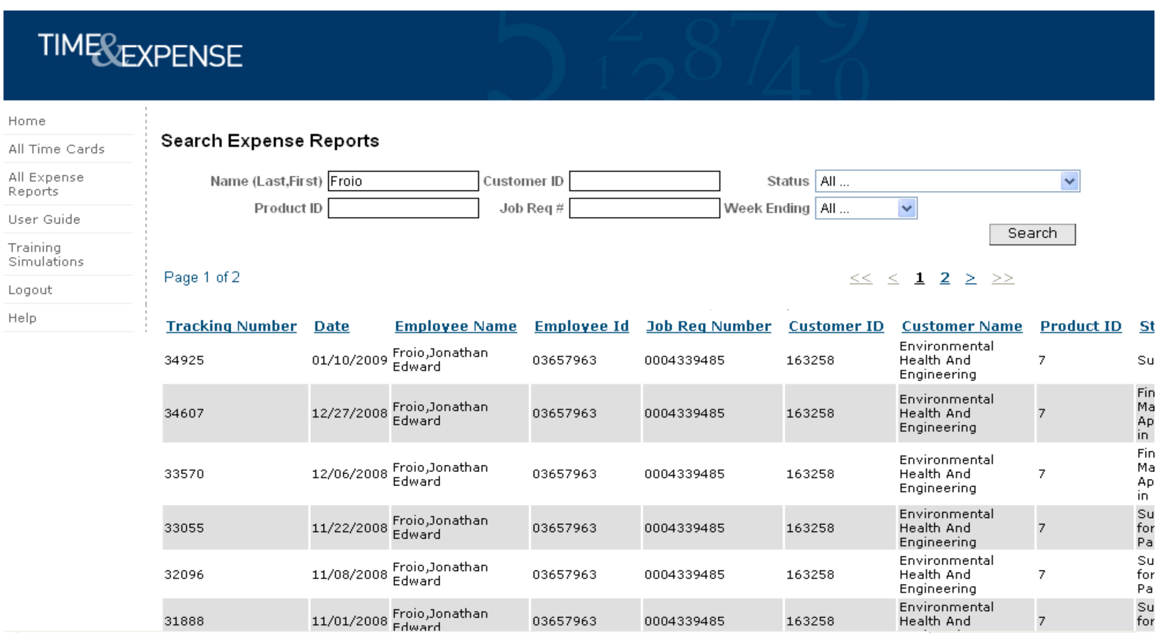
3 If you are an authorized viewer or manager, use any of the following search features to display information you need:

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

Option	Description
Status	Select the status for the list of expense reports you want to view
Name	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and no space. For example, Smith,John • **To find several 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
Week Ending	Select the week-ending date for the list of expense reports you want to view

4 Do one of the following:

If	Then
You are a field support representative (for example, a CSA)	Click the **Search** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order.
You are an Approver	Click the **Find** button to display the information you need. When you access the Time Cards page, your information sorts by week-ending date in descending order and employee name in ascending order.

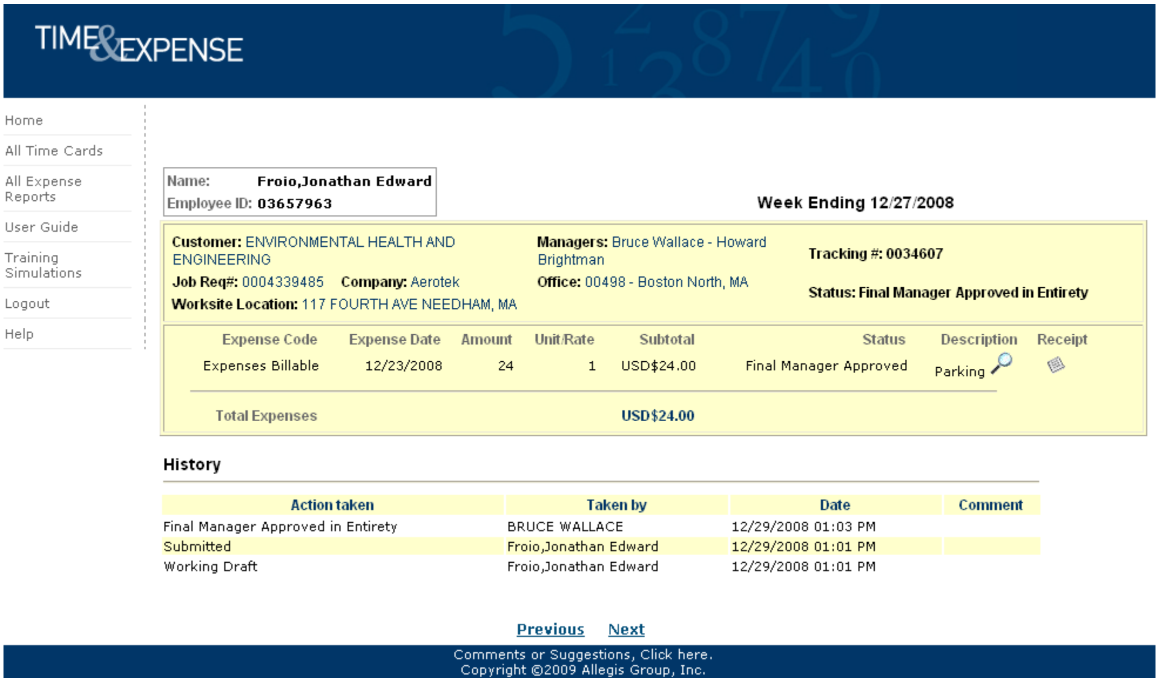


Expense Reports page

5 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.

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

7 Click  to view the expense report.



View Expense Report page

8 View the information that displays.

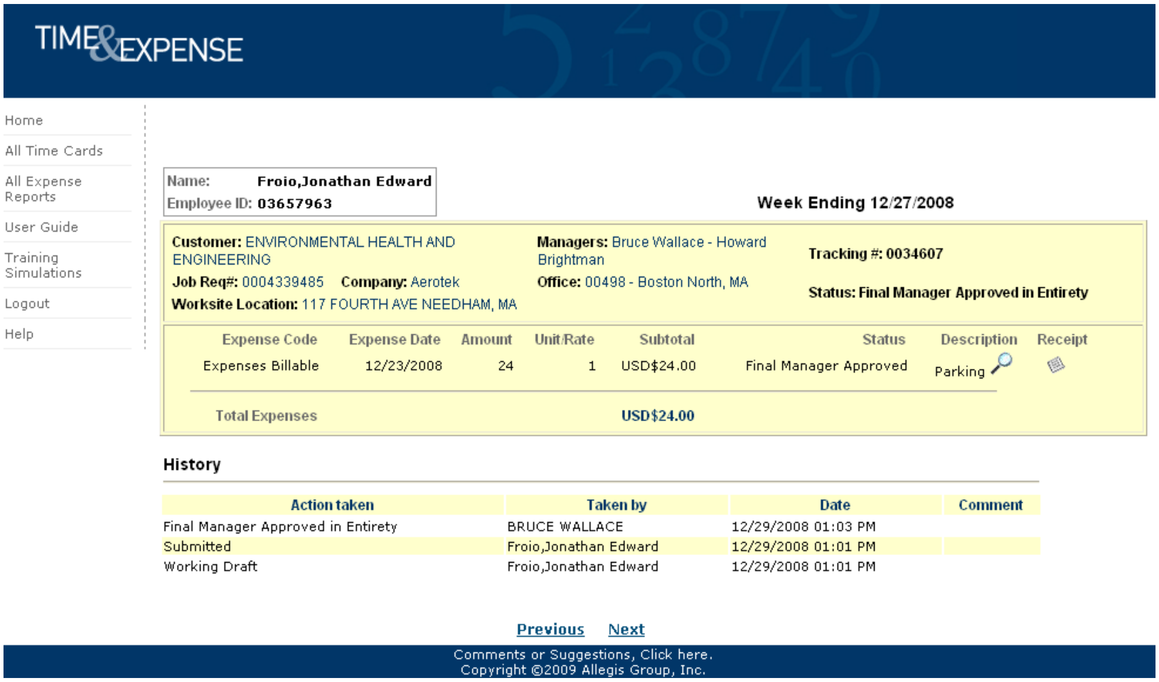
9 Click any of the following:

Option	Description
	To view the expense item details. You must click to view User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further details
The **Previous** link	To display the previous expense report in your list of expenses. The **Previous** link is not active if no additional expense reports exist
The **Next** link	To display the next expense report in your list of expenses. The **Next** link is not active if no additional expense reports exist
The **All Expense Reports** link in the left menu	To return to the Search Expense Reports page

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.



TIME&EXPENSE

Home
All Time Cards
All Expense Reports
User Guide
Training Simulations
Logout
Help

Name: Froio,Jonathan Edward
Employee ID: 03657963

Week Ending 12/27/2008

Customer: ENVIRONMENTAL HEALTH AND ENGINEERING
Job Req#: 0004339485 Company: Aerotek
Worksite Location: 117 FOURTH AVE NEEDHAM, MA
Managers: Bruce Wallace - Howard Brightman
Office: 00498 - Boston North, MA
Tracking #: 0034607
Status: Final Manager Approved in Entirety

Expense Code	Expense Date	Amount	Unit/Rate	Subtotal	Status	Description	Receipt
Expenses Billable	12/23/2008	24	1	USD$24.00	Final Manager Approved	Parking	
Total Expenses				USD$24.00			

History

Action taken	Taken by	Date	Comment
Final Manager Approved in Entirety	BRUCE WALLACE	12/29/2008 01:03 PM	
Submitted	Froio,Jonathan Edward	12/29/2008 01:01 PM	
Working Draft	Froio,Jonathan Edward	12/29/2008 01:01 PM	

Previous Next

Comments or Suggestions, Click here.
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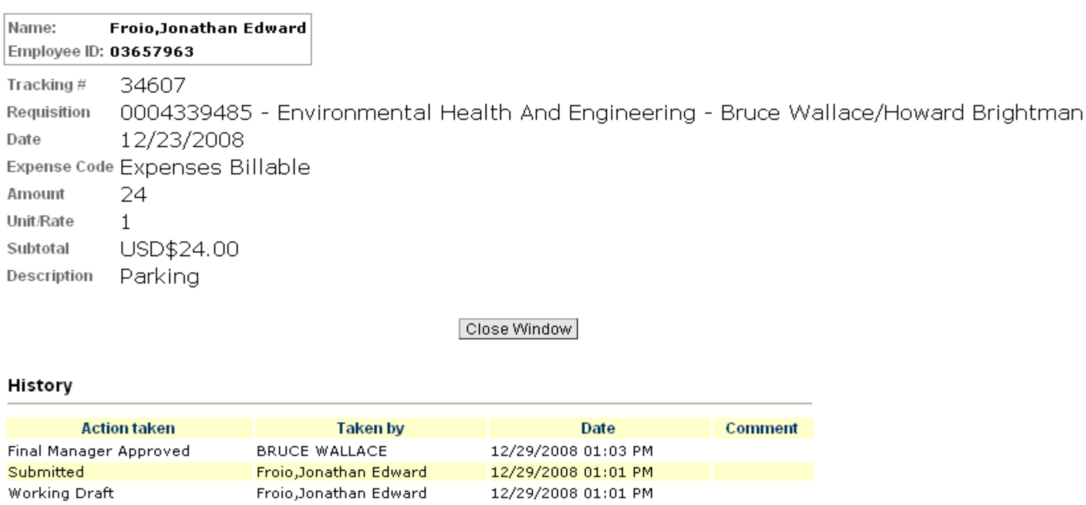
Expense Report page

2 Click the to view a detail relating to the expense. The View Expense Item window displays.



Name: Froio,Jonathan Edward
Employee ID: 03657963

Tracking #	34607
Requisition	0004339485 - Environmental Health And Engineering - Bruce Wallace/Howard Brightman
Date	12/23/2008
Expense Code	Expenses Billable
Amount	24
Unit/Rate	1
Subtotal	USD$24.00
Description	Parking

Close Window

History

Action taken	Taken by	Date	Comment
Final Manager Approved	BRUCE WALLACE	12/29/2008 01:03 PM	
Submitted	Froio,Jonathan Edward	12/29/2008 01:01 PM	
Working Draft	Froio,Jonathan Edward	12/29/2008 01:01 PM	

View Expense Item window

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, primary manager, or final manager	Click to select the appropriate UDF value from the selection window. You cannot update UDF values that are read only. If the appropriate value does not display, contact the field support representative (for example, the CSA)
You are an auditor or field support representative (for example, a CSA)	Do one of the following: • **Editable UDF**—Click to select the UDF value from the selection window. If the appropriate UDF value does not display in the selection window, in the UDF field, type the UDF value you need to display • **Read-only UDF**—In the appropriate UDF field, type the UDF value you need to display

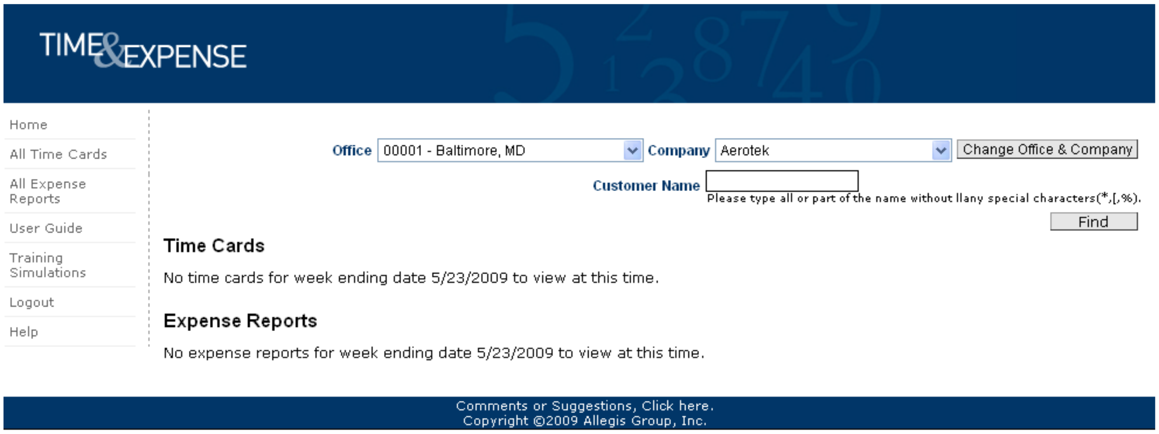
5 Click one of the following buttons:

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 a Training Simulation

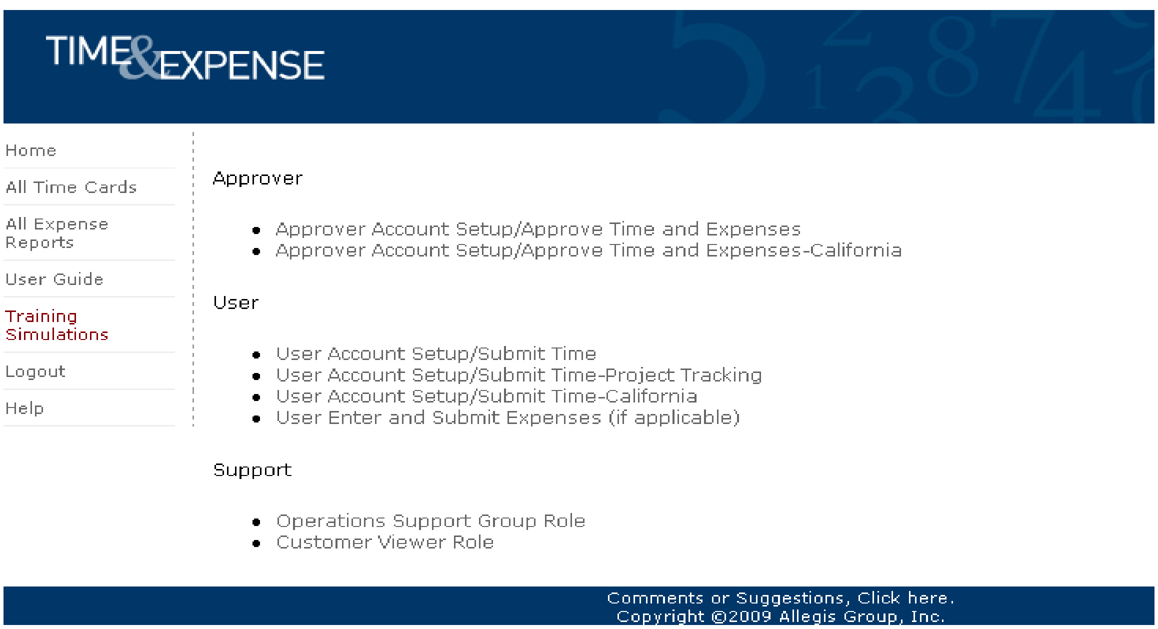
Access the Training Simulations page to view a training simulation that helps you understand Time & Expense.

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



Home page

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.

Auditor Section

Use the Home Link

Use the Home link to see a summary of the expense reports you need to approve.

1 From the left menu, click the **Home** link to display a list of the pending expense reports that you need to approve.

Home page

2 When you log into the Home page, your information sorts by week-ending date in descending order and customer name 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 to view.

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

Option	Description
To display expense reports for a specific employee	Do the following: 1 In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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 weekending date in the **Week Ending** field 3 Click the button to display the information you specified
To display expense reports for a specific week-ending date	Do the following: 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 an employee in the **Name (Last,First)** field 3 Click the button to display the information you specified
To display an expense report pertaining to a tracking number	Do the following: 1 In the **Tracking No** field, type the tracking number used to track an expense report 2 Click the button to display the information you specified
To display a list of additional expense reports	Click the appropriate page number link to display another page of pending expense reports

4 View the information that displays:

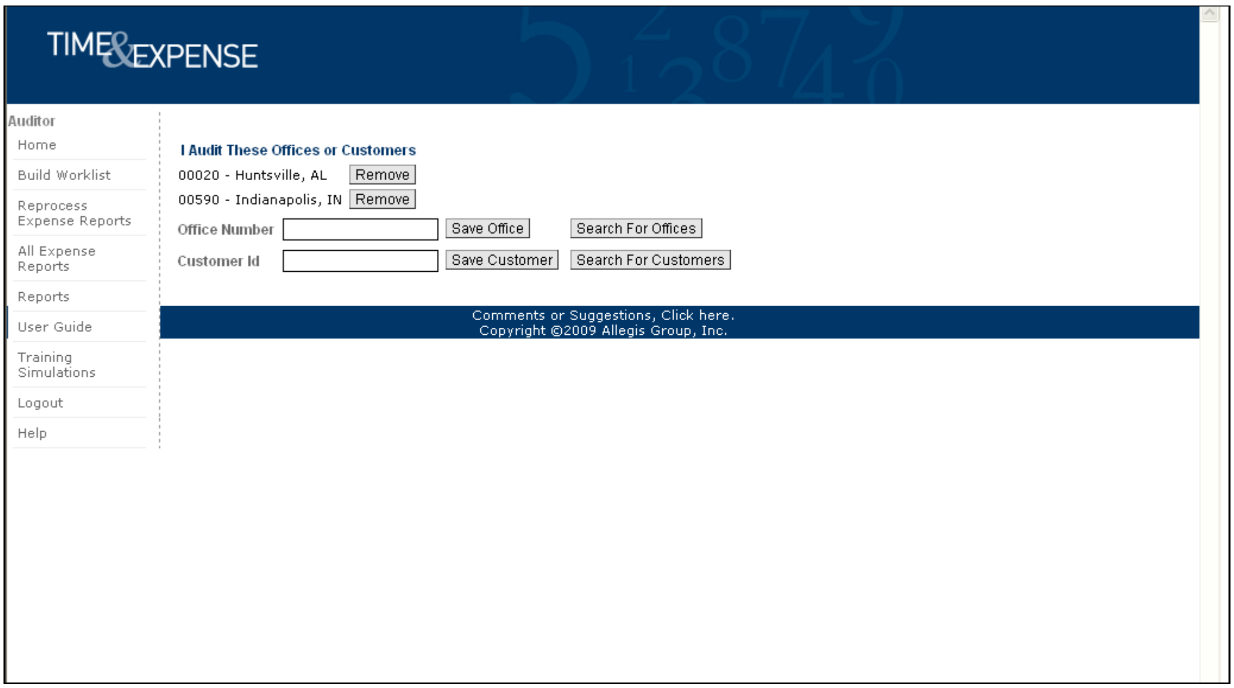
Option	Description
Tracking Number (expense reports only)	The number associated with the expense report
Date	The week-ending date for the week when the consultant incurred the expenses
Employee Name	The name of the consultant. The name displays as last name, first name. For example: Smith,John
Employee Id	The PeopleSoft employee identification assigned to the consultant
Job Req Number	The job requisition number for which the consultant incurred the expense
Customer Name	The name of the customer for whom the consultant incurred the expense
Status	The status of the expense report
Total Amount	The amount of the expense report that the consultant submitted USD only
Details	The displays Click the to display the expense report

5 To view additional information, click the appropriate [page number] link to display another page of expense reports.

Build Your Worklist

As an expense auditor, you are responsible for auditing Users' expense reports for specific offices and customers. To view the appropriate information, you must build your worklist to include the customers and offices.

1 From the left menu, click the **Build Worklist** link to display the build worklist search fields.



Build Worklist page

2 Verify the list of offices and customers that display at the top of the page.

3 If you no longer need to audit the office or customer that displays, click the **Remove** button to remove the office or customer information from your worklist.

4 To add new worklist information, do any of the following:

5 Use either of the following search fields to display the information you need:

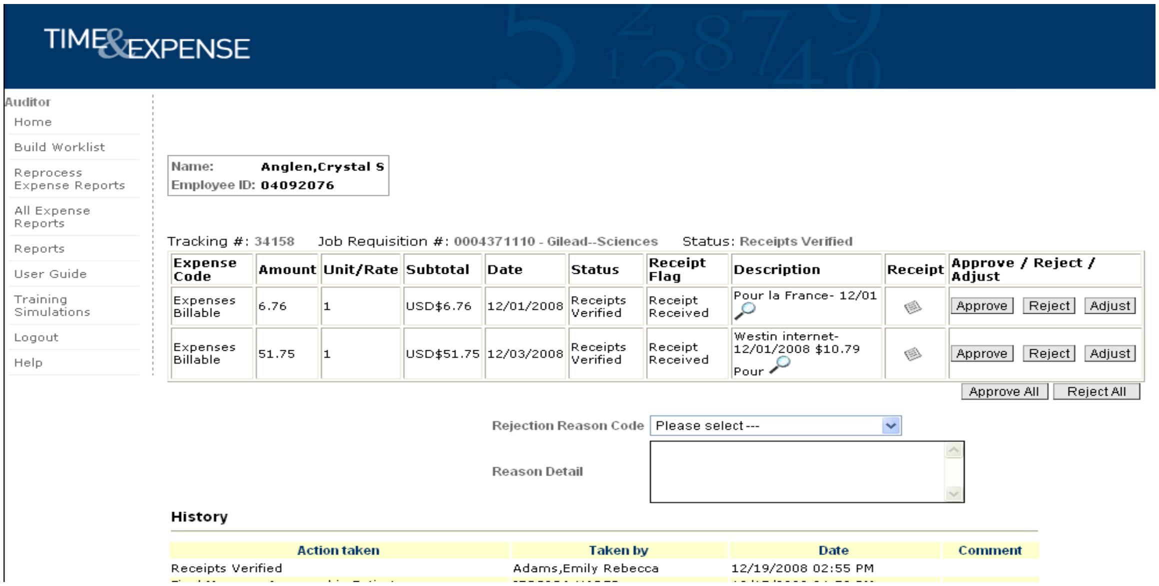
You do not need to complete both fields to perform a search.

Field	Description
Office Number	1 In the **Office Number** field, type the office number. 2 Click the **Save Office** button to save the office in your worklist. If you do not know the office number, do the following: 1 Clic.k the **Search for Offices** button to search for the office by office number or office name 2 In the **Find Office by Number or Name** field, type the name or the number for the office. 3 Click the **Search** button to display your search results The search results include the office number and name. 4 Click the appropriate link to add the office to the list of offices and customers that you audit.
Customer Id	1 In the **Customer Id** field, type the customer identification. 2 Click the **Save Customer** button to save the customer in your worklist. If you do not know the customer number, do the following: 1 Click the **Search for Customers** button to search for the customer by customer number or customer name. 2 In the **Find Customer by Number or Name** field, type the name or the number for the customer. 3 Click the **Search** button to display your search results. The search results include the customer number and customer name. 4 Click the appropriate link to add the customer to the list of offices and customers that you audit.

View Expense Details

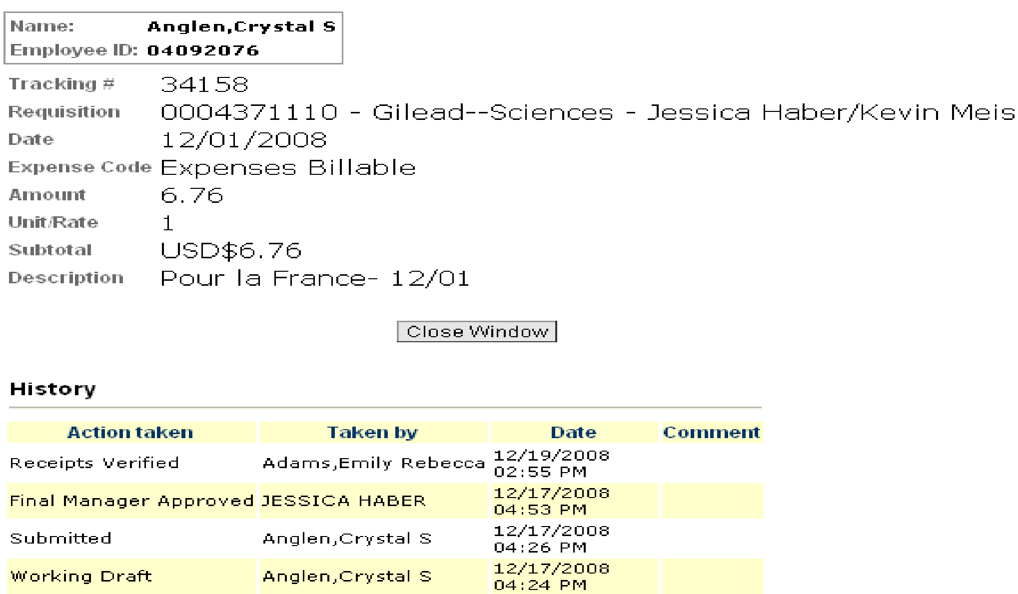
You can view expense items to see more details about the expense.

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



Expense Report page

2 Click the to view a detail relating to the expense. The View Expense Item window displays.



View Expense Item window

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 consultant, primary manager, or final manager	Click to select the appropriate UDF value from the selection window You cannot update UDF values that are read only If the appropriate value does not display, contact the field support representative (for example, the CSA)
You are an auditor or field support representative (for example, a CSA)	Do one of the following: • **Editable UDF**—Click to select the UDF value from the selection window If the appropriate UDF value does not display in the selection window, in the UDF field, type the UDF value you need to display • **Read-only UDF**—In the appropriate UDF field, type the UDF value you need to display

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

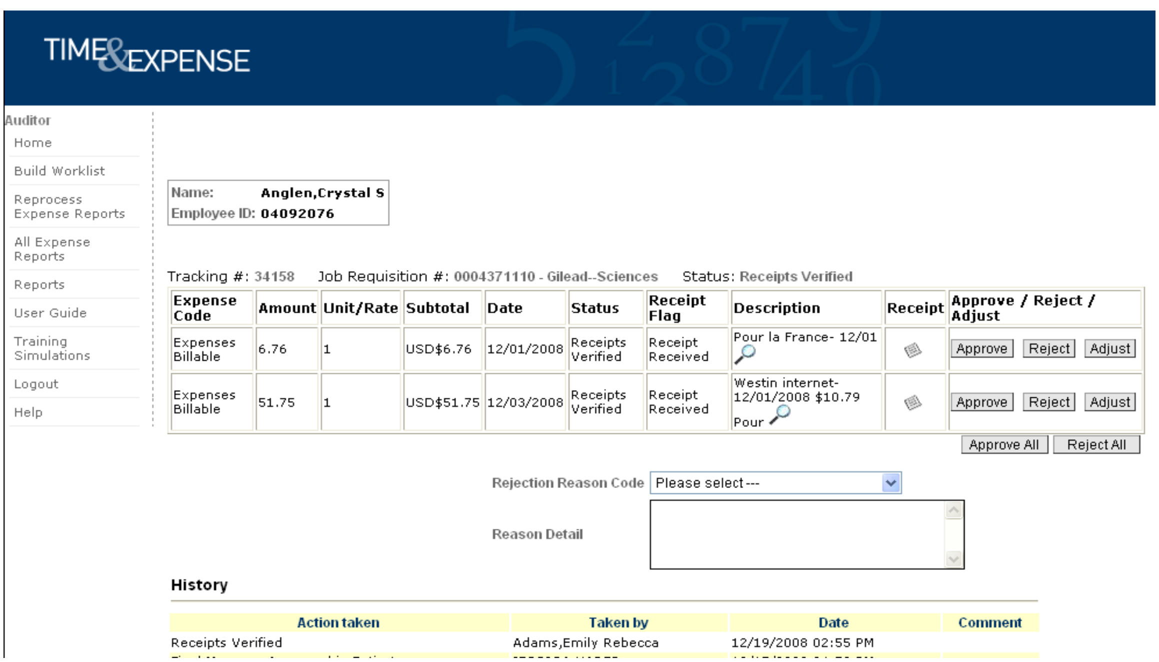
Approve an Expense

As an auditor, you must review and approve expenses to reimburse Users for the expenses they incurred for work purposes.

1 From the left menu, click the **Home** link to display the Expenses page. The Expenses page lists the expense reports that a field support representative verified.

Pending Approval Expense Reports page

2 Click to view the appropriate expense report



Expense Report page

3 Verify the header information that displays:

Field	Description
Tracking # (expense reports only)	The tracking number used to track the expense
Job Requisition #	The job requisition number and the name of the customer for whom the consultant incurred the expense
Status	The status of the expense report

4 View the information that displays

Column	Description
Expense Code	The description of the expense code submitted
Amount	The amount of the expense
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 the consultant incurred the expense
Status	The status of the expense
Receipt	The status of the receipt
Description	A description of the expense You must click to view the User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further information

5 Click one of the following buttons:

Option	Description
Approve	To approve the expense item Repeat steps 3–4 for each expense that you need to approve
Approve All	To approve all of the expenses that display in the expense report

Adjust an Expense

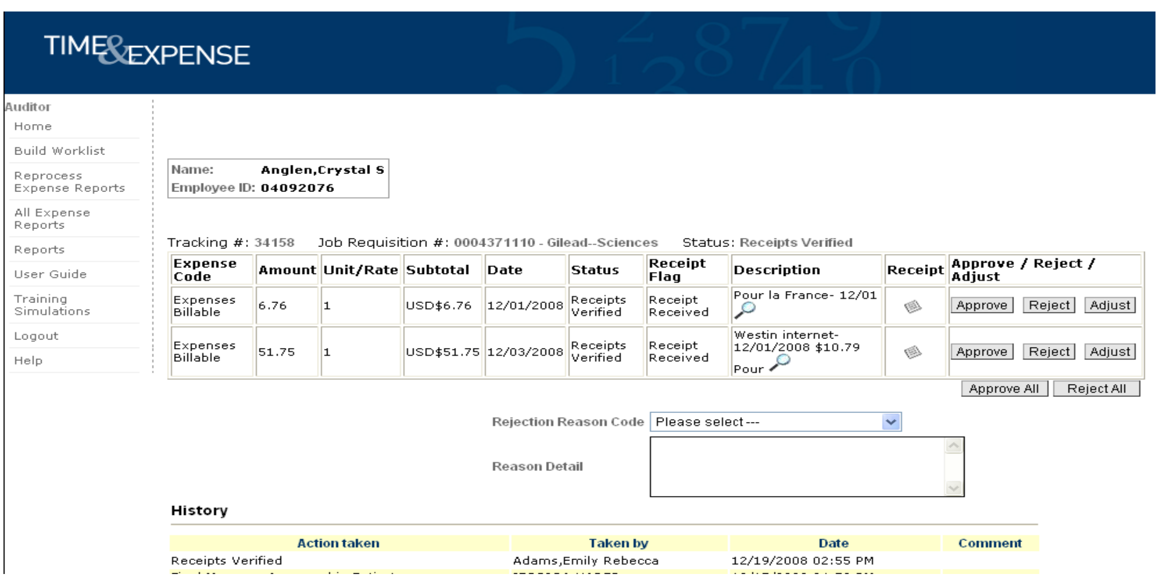
As an auditor, you can adjust expense amounts to reimburse Users appropriately for the expenses they incurred. If you need to change the reimbursement amount, you can only reduce the expense amount submitted. You cannot reimburse a consultant for a larger amount than he or she submitted.

If an error occurs, Users can submit a new expense report for the remainder amount.

1 From the left menu, click the **Home** link to display the Expenses page. The Expenses page lists the expense reports that a field support representative verified.

Pending Approval Expense Reports page

2 Click to view the appropriate expense report.



Expense Report page

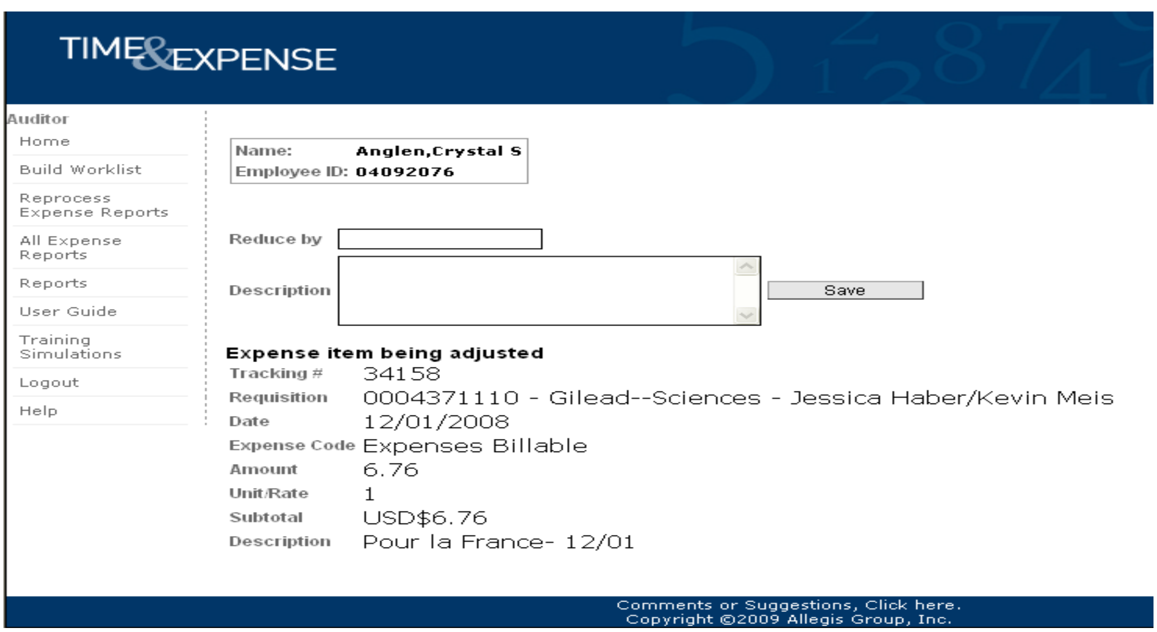
3 Verify the header information that displays:

Field	Description
Tracking # (expense reports only)	The tracking number used to track the expense
Job Requisition #	The job requisition number and the name of the customer for whom the consultant incurred the expense
Status	The status of the expense report

4 View the information that displays:

Column	Description
Expense Code	The description of the expense code submitted
Amount	The amount of the expense
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 the consultant incurred the expense
Status	The status of the expense
Receipt	The status of the receipt
Description	A description of the expense You must click to view the User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further information

5 Click the **Adjust** button for the expense item you need to adjust. The expense adjustment page displays.



Adjustment page

6 In the **Reduced by** field, type the amount that you need to reduce the expense reimbursement. You cannot reimburse a consultant for a larger amount than he or she submitted.

7 In the **Description** field, type the reason for the reduction.

8 In the Expense Item being adjusted section, verify the expense information that displays. Verify the adjusted expense information.

Field	Description
Tracking # (expense reports only)	The tracking number associated with the expense report to track the expense report
Requisition	The requisition number and the customer name for which the consultant incurred the expense
Date	The date when the consultant incurred the expense
Expense Code	A description of the expense
Amount	The amount of the expense
Unit/Rate	The quantity or rate of the expense item
Subtotal	The amount for the expense item USD only (Amount x Unit/Rate = Subtotal)
Description	The consultant's additional description or comments for the expense

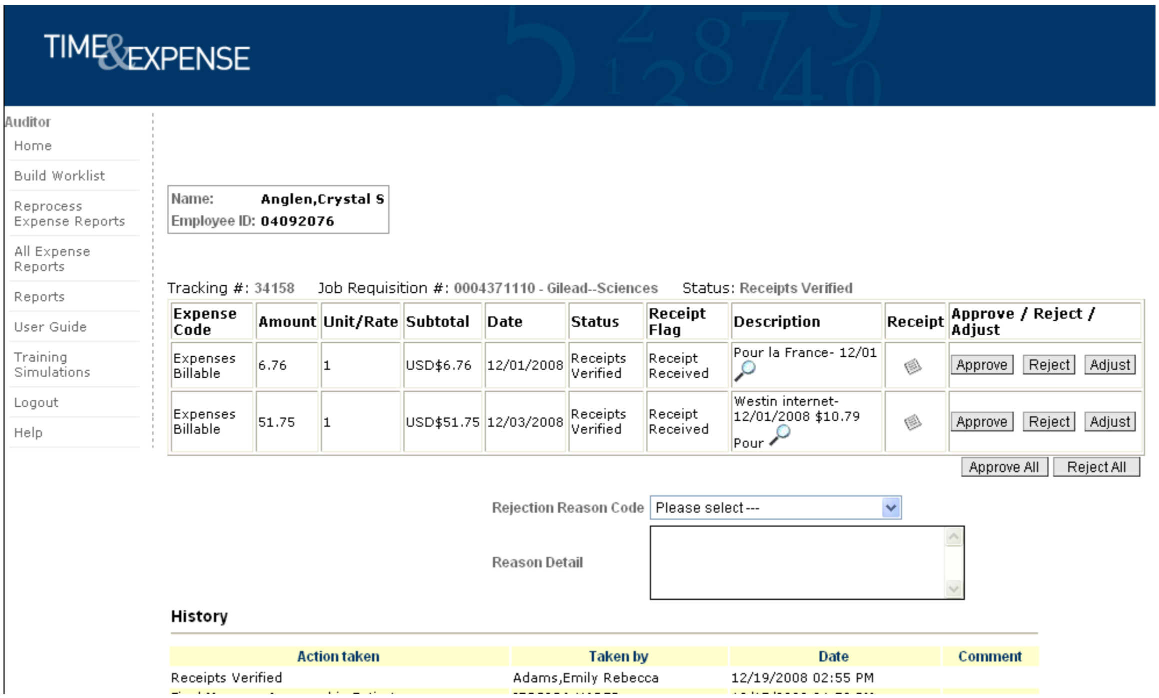
9 Click the **Save** button to save the adjustment.

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 Expenses page. The Expenses page lists the expense reports that a field support representative verified.

2 Click  to view the appropriate expense report.



Expense Report page

3 Verify the header information that displays:

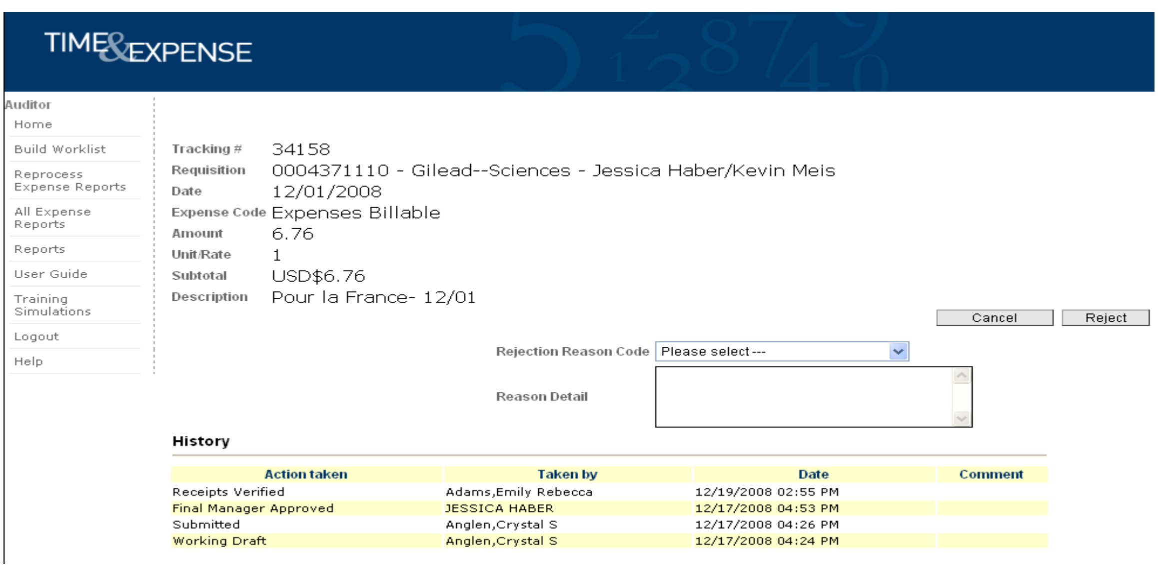
Field	Description
Tracking # (expense reports only)	The tracking number used to track the expense
Job Requisition #	The job requisition number and the name of the customer for whom the consultant incurred the expense
Status	The status of the expense report

4 View the expense information that displays

Column	Description
Expense Code	The description of the expense code submitted
Amount	The amount of the expense
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 the consultant incurred the expense
Status	The status of the expense
Receipt	The status of the receipt
Description	A description of the expense You must click  to view the User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further information

5 Click 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 1 In the **Rejection Reason Code** field, select the reason code that indicates why you rejected the expense. This is a required field 2 In the **Reason Detail** field, type the reason why you rejected the expense. This is a required field 3 Click the **Reject All** button to reject all of the expense items that display



Reject Expense Item page

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 your rejection and return to the expense page
Reject	To reject the expense item

Re-Process Expense Reports

Use the Pending Reprocess Expense Reports page to re-process expense reports that PeopleSoft rejected. Before you can re-process expense reports, you must correct the information in PeopleSoft.

1 From the left menu, click the **Reprocess Expense Reports** link to display the Pending Reprocess Expense Reports page.

Pending Reprocess Expense Reports page

2 When you log into the Pending Reprocess Expense Reports page, your information sorts by week-ending date in descending order and customer name 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 to view:

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

Option	Description
To display expense reports for a specific employee	Do the following: 1 In the **Name (Last,First)** field, enter the last name and the first name of a consultant with a comma in-between and no space. For example, Smith,John Use this field to display expense reports for a specific consultant 2 If necessary, you can also specify a weekending date in the **Week Ending** field 3 Click the button to display the information you specified
To display expense reports for a specific week-ending date	Do the following: 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 an employee in the **Name (Last,First)** field 3 Click the button to display the information you specified
To display an expense report pertaining to a tracking number	Do the following: 1 In the **Tracking No** field, type the tracking number used to track an expense report 2 Click the button to display the information you specified
To display a list of additional expense reports	Click the appropriate page number link to display another page of pending expense reports

4 Click  to view an expense report

Expense Report page

You must return to the Pending Reprocess Expense Report page to re-process pending expense reports.

5 When viewing an expense report, click any of the following:

Option	Description
The **Previous** link	To display the previous pending expense report in your list of pending expense reports. The **Previous** link is not active if no additional expense reports exist
The **Next** link	To display the next pending expense report in your list of pending expense reports. The **Next** link is not active if no additional expense reports exist
The **Reprocess Expense Reports** link from the left menu	To return to the Pending Reprocess Expense Report page

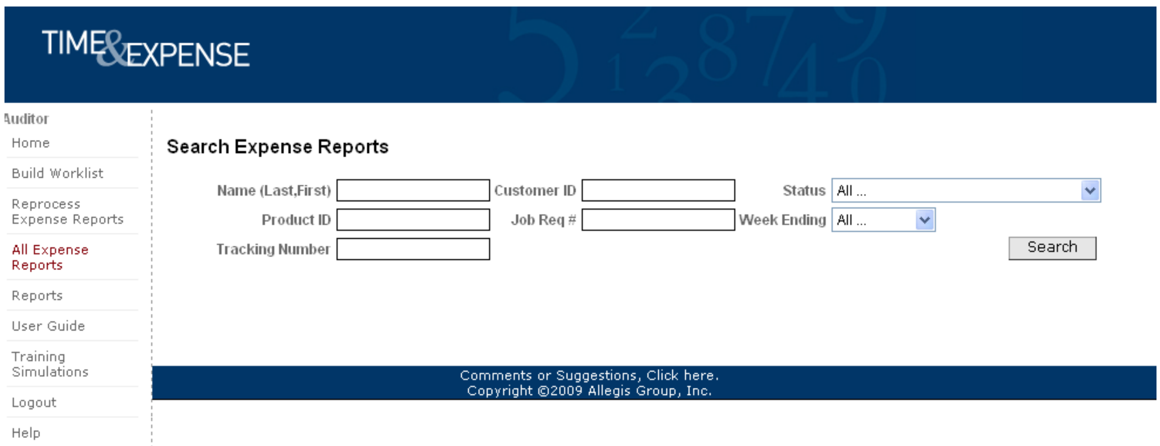
6 To re-process expense reports, do one of the following:

Option	Description
Reprocess one expense report	1 From the Pending Reprocess Expense Report page, click the **Reprocess** checkbox for the expense report that you need to reprocess 2 Click the **Reprocess** link to re-process the expense Time & Expense sends the expense report back to PeopleSoft for processing
Reprocess all expense reports	1 From the Pending Reprocess Expense Report page, click the **Select All** link to select all of the Reprocess checkboxes simultaneously. You can deselect checkboxes if necessary 2 Click the **Reprocess** link to reprocess all of the expense reports you selected Time & Expense sends the expense report back to PeopleSoft for processing

View All Expense Reports

The Expense Reports page lists all of your Users' expense reports. Use the search fields to list the expense reports you need to view.

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



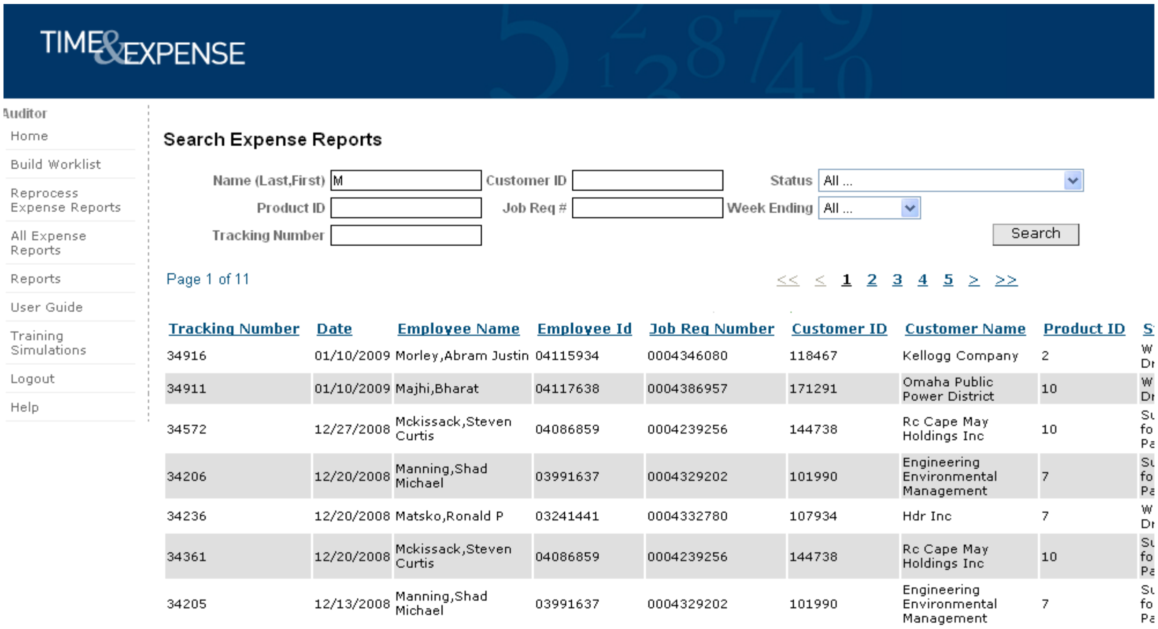
Search Expense Reports page

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

Option	Description
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the consultant. For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report
Tracking Number	Type the tracking number Time & Expense associated with the 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:

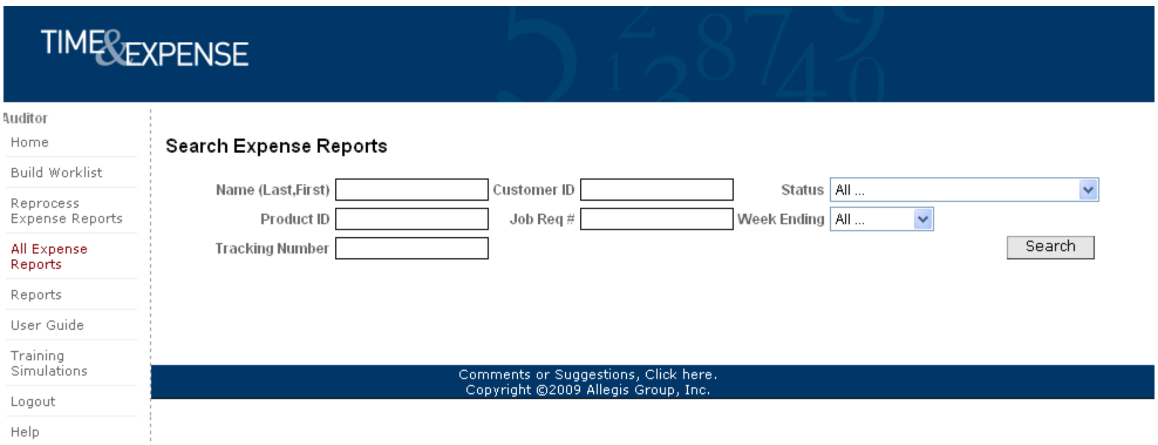
Option	Description
Tracking Number	The number associated with the expense report
Date	The week-ending date for the week when the User incurred his or her expenses
Employee Name	The name of the User The name displays as last name, first name. For example: Smith,John
Employee Id	The PeopleSoft employee identification assigned to the User
Job Req Number	The job requisition number for which the User incurred the expense
Customer ID	The customer identification for the customer where the User works
Customer Name	The name of the customer for whom the User works
Product ID	The product identification for the product whom placed the User For example, 3 for Communications or 11 for Accounting and Financial
Status	The status of the expense report
Total Expenses	The total expense amount
Details	The displays Click the to display the expense report

5 Click a [page number] link to view additional expense reports.

View an Expense Report

You can always view expense reports in Time & Expense to view the expense information 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.



Expense Reports page

2 If you are a Field Support Representative (for example, a CSA) or an Expense Auditor, use any of the following search features to display information you need:

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

Option	Description
Name (Last,First)	In the **Name (Last,First)** field, do one of the following: • **To find a specific User**—Type the last name and the first name of a User with a comma in-between and 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
Customer ID	Type the customer identification for the customer where the User works
Status	Select the status for the expense report
Product ID	Type the identification of the product who hired the User For example, 3 for Communications or 11 for Accounting and Financial
Job Req #	Type the job requisition number for which the User incurred the expense
Week Ending	Select the week-ending date of the week when the User submitted his or her expense report

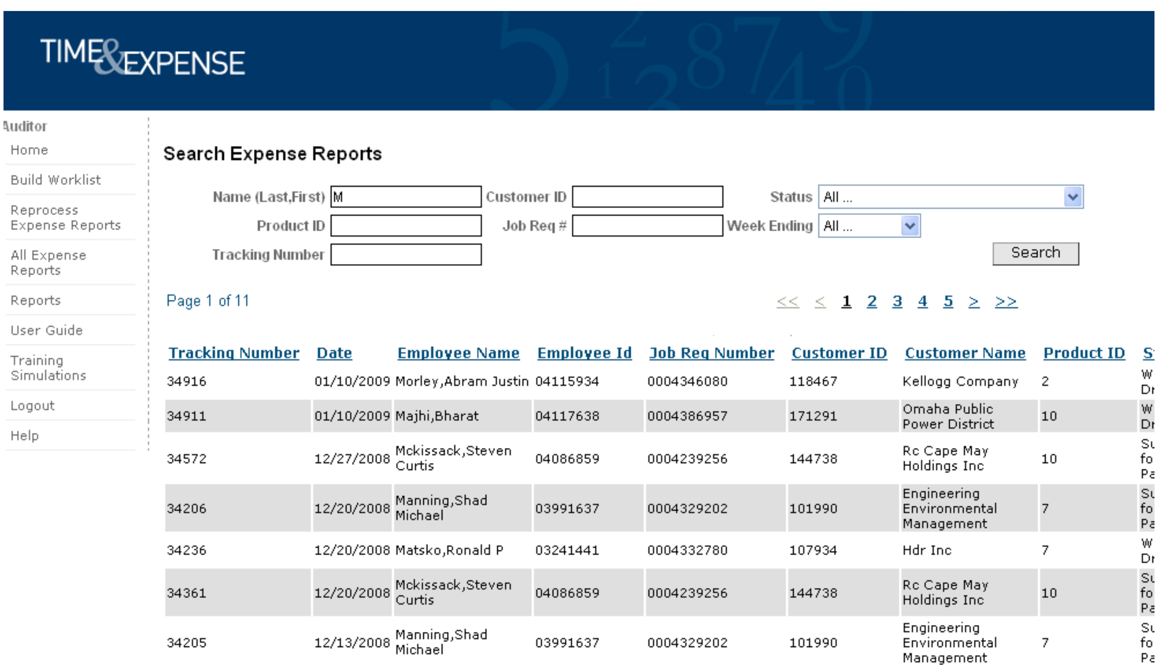
3 If you are an Authorized Viewer or Manager, use any of the following search features to display information you need:

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

Option	Description
Status	Select the status for the list of expense reports you want to view
Name	In the **Name (Last,First)** field, do one of the following: • **To find a specific consultant**—Type the last name and the first name of a User with a comma in-between and 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
Week Ending	Select the week-ending date for the list of expense reports you want to view

4 Do one of the following:

If	Then
You are a field support representative (for example, a CSA)	Click the **Search** button to display the information you need. When you access the Expense Reports page, your information sorts by week-ending date in descending order and employee name in ascending order
You are a manager	Click the **Find** button to display the information you need.When you access the Expense Reports page, your information sorts by week-ending date in descending order and employee name in ascending order

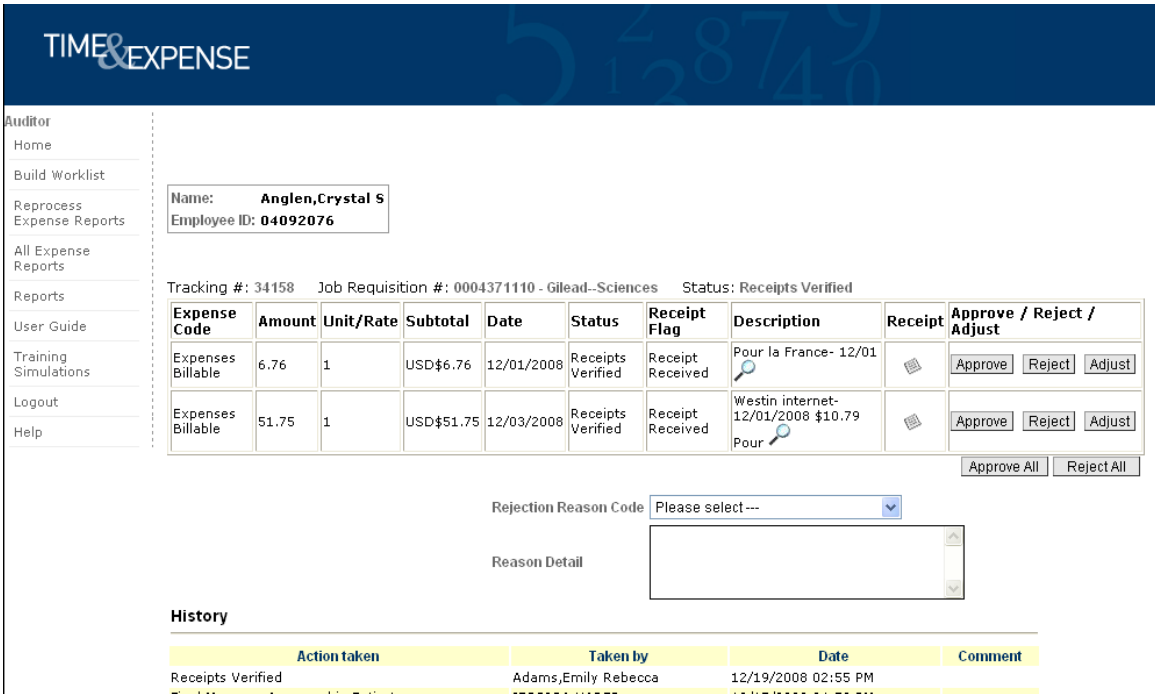


Expense Reports page

5 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.

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

7 Click  to view the expense report



View Expense Report page

8 View the information that displays.

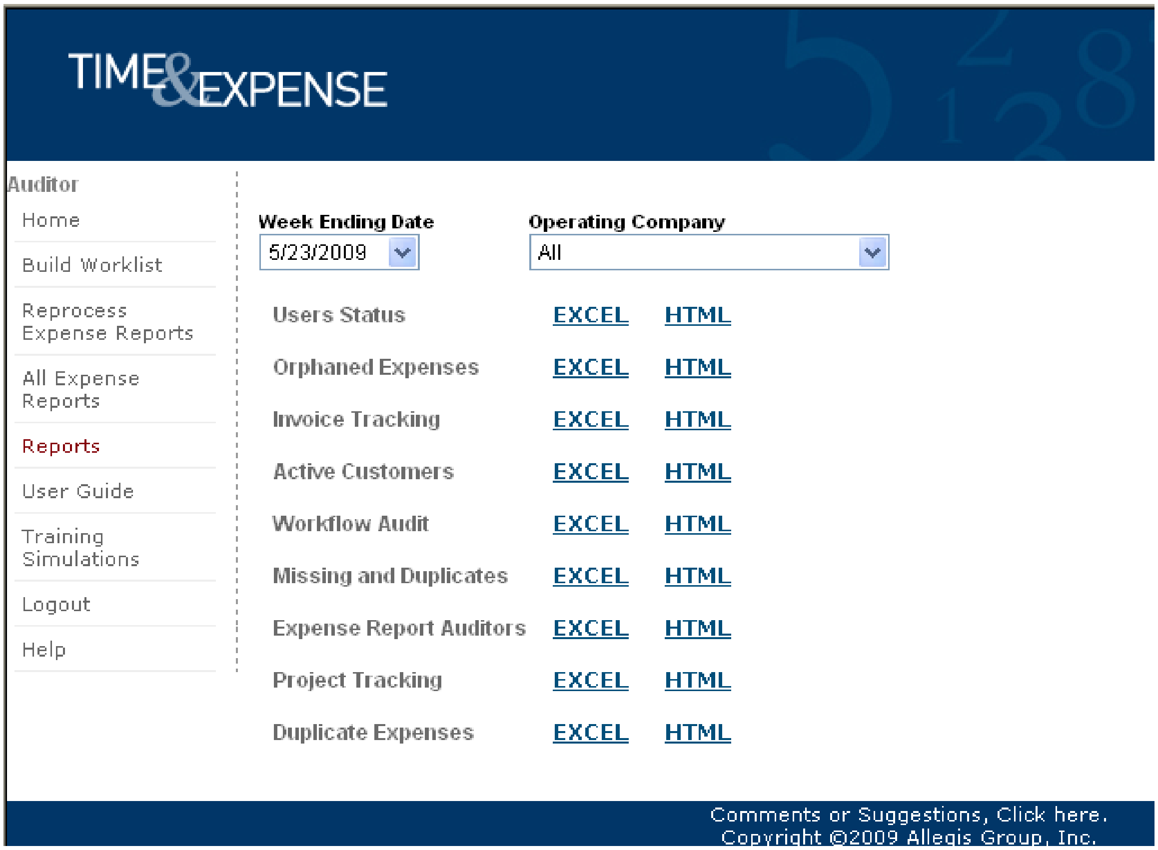
9 Click any of the following:

Option	Description
	To view the expense item details. You must click to view User-Defined Fields (UDFs) associated with the expense item Refer to *View Expense Details* for further details
The **Previous** link	To display the previous expense report in your list of expenses. The **Previous** link is not active if no additional expense reports exist
The **Next** link	To display the next expense report in your list of expenses. The **Next** link is not active if no additional expense reports exist
The **All Expense Reports** link in the left menu	To return to the Search Expense Reports page

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.



Reports page

2 In the **Week Ending Dates** field, select the date for the information you need to view.

3 Understand the list of reports that display:

- **Orphaned Expenses**—A list of the offices and customers that are not assigned to an expense auditor Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.

- **Users Status**—A list of the Users, Approvers, and their respective account statutes in Time & Expense Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.

- **Active Customers**—A list of the customers for whom Time & Expense Users work Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.
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• **Invoice Tracking**—A list of the billable hours reported and approved by a manager in Time & Expense Access provided to Approvers, Field Support Representatives, Expense Auditors, and System Administrators only.

• **Workflow Audit**—A list of the Workflow information for the Users in Time & Expense Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.

• **Missing and Duplicates**—A list of the Users who are setup to use Time & Expense, but whose hours are missing in the Time Entry page in OASIS for the current week. This report also lists duplicate records for the Users whose hours exist in Workflow but cannot transfer to Time Entry because the hours were entered manually. Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.

• **Expense Report Auditors**—A list of the expense reports currently pending approval by the expense auditor Access provided to Field Support Representatives, Expense Auditors, and System Administrators only.

4 For the report you need to view, click one of the following:

Option	Description
EXCEL	To view the report in Microsoft Excel. Use this option to: • Reformat the information that displays to better meet your needs • Save the report
HTML	To view the report online

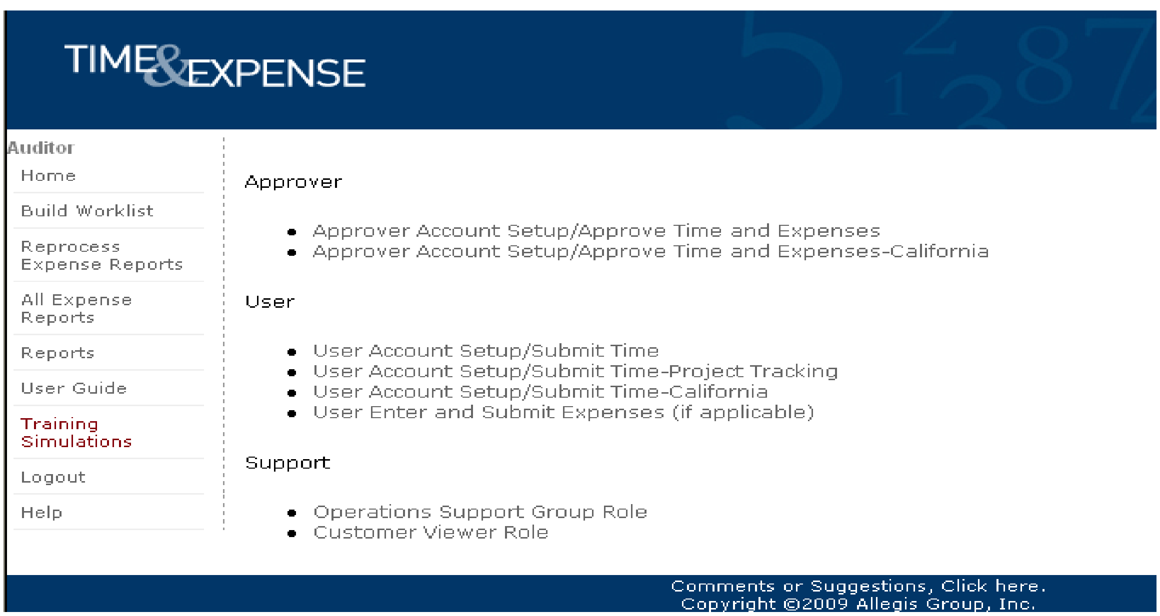
View a Training Simulation

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.

Home page

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.