

Time & Expense
Support User's Guide



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General Information

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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.










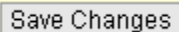


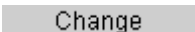

The following table identifies the information that displays when you log into Time & Expense depending on your job role:

Job Role	Description
User	<p>The Time Card page displays depending when you access the system one of the following weekending dates displays:</p> <ul style="list-style-type: none">• If you log into the system Sunday, Monday, or Tuesday then the time card for the previous week-ending date displays.• If you log into the system Wednesday, Thursday, Friday, or Saturday then the time card for the current weekending date displays. <p>Refer to <i>Access and Update a Time Card</i> for further details.</p>
Final Approver	<p>The Pending Approval Time Cards and Pending Approval Expense Reports page displays. You must approve or reject the time cards and expense reports listed to pay and reimburse Users appropriately.</p> <p>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.</p>

Job Role	Description
Primary Approver (optional)	<p>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.</p> <p>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.</p>
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.

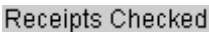





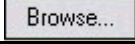


Understand Buttons, Icons, and Links

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: <ul style="list-style-type: none"> • 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
	To log into Time & Expense
	To save the e-mail settings that you prefer. Approvers and Users Only
	To save the information you inserted. Users and Field Support only
	To save the updates you inserted to a timecard. Users Only
	To save the expense information you inserted. Users and Field Support only
	To insert the hours worked and the user-defined fields, if applicable, on your timecard.
	To change the information you inserted. Users, Approvers, and Field Support only
	To update the User-Defined Field (UDF) values that display. Approvers only

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

View Messages

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



The screenshot shows the Time & Expense system interface. At the top is a dark blue header with the text "TIME&EXPENSE" in white. Below the header is a navigation menu on the left with the following items: "Help", "Consultant Pages", "Enter Time Cards", "Enter Expenses", "Stop Representing User". The main content area is white and displays the message "You are now representing Johns,Cindy". At the bottom of the page is a dark blue footer with the text "Comments or Suggestions, Click here." and "Copyright ©2009 Allegis Group, Inc."

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.

Please enter your Username and Password:

Username

Password

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

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

3 Do one of the following:

If	Then
You are a User, Approver, or Authorized Viewer logging into the system initially	<ol style="list-style-type: none"> 1. In the Username field, type the username that was supplied to you in the Time & Expense notification email For example, C99999999 or M99999999 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	<ol style="list-style-type: none"> 1. In the Username field, type the email address you specified previously Your email address is your username 2. In the Password field, type the password you specified previously <p>If you do not remember your password, you can request a new password Refer to <i>Request a New Password for Time & Expense for further details</i></p>
You are Support (for example, CSA or OSG) or Expense Auditor	<ol style="list-style-type: none"> 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.

TIME & EXPENSE

Please enter your Username and Password:

Username

Password

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

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

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.

CSA/CSS

Home

Status Summary

Represent User

All Time Cards

All Expense Reports

Reports

User Guide

Training Simulations

Logout

Help

Office 00055 - Cincinnati, OH
Company Aerotek
Change Office & Company

Week Ending All ...

Time Cards

Page 1 of 4

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

Page 1 of 1

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: <ol style="list-style-type: none"><li data-bbox="526 533 1422 632">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.<li data-bbox="526 667 1406 732">2. If necessary, you can also specify the company for the information you need to display in the Company field.<li data-bbox="526 768 1422 867">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: <ol style="list-style-type: none"><li data-bbox="526 936 1395 1035">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.<li data-bbox="526 1071 1430 1136">2. If necessary, you can also specify the office for the information you need to display in the Office field.<li data-bbox="526 1171 1422 1270">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	<p>Do the following:</p> <ol style="list-style-type: none"> In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> To find a specific User—Type the last name and the first name of a User 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. If necessary, you can also specify a weekending date in the Week Ending field. Click the <input type="button" value="Find"/> button to display the information you specified.
To display information for a specific weekending date	<p>Do the following:</p> <ol style="list-style-type: none"> In the Week Ending field, select a specific weekending date for the information you need to view This field defaults to All. If necessary, you can also specify an employee in the Name (Last,First) field. Click the <input type="button" value="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 <i>Use the Status Summary Page</i>
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

The screenshot shows the 'TIME & EXPENSE' dashboard for the week ending 05/23/2009. The left sidebar contains a navigation menu with 'Status Summary' highlighted. The main content area is divided into two columns: 'Time Cards' and 'Expense Reports'. Each column lists various status categories with corresponding counts, all of which are currently zero. The footer includes a link for comments and the copyright notice for Allegis Group, Inc.

Time Cards	Expense Reports
Working Draft(0)	Working Draft(0)
Submitted(0)	Submitted(0)
Unsubmitted(0)	Unsubmitted(0)
Primary Manager Approved(0)	Primary Manager Approved in Entirety(0)
Primary Manager Rejected(0)	Primary Manager Rejected in Entirety(0)
Final Manager Approved(0)	Primary Manager Partial Approval(0)
Final Manager Rejected(0)	Pending Primary Manager Approval(0)
CSA / Workflow Rejected(0)	Final Manager Approved in Entirety(0)
	Final Manager Rejected in Entirety(0)
	Final Manager Partial Approval(0)
	Pending Final Manager Approval(0)
	Receipts Verified(0)
	Auditor Approved in Entirety(0)
	Auditor Rejected in Entirety(0)
	Auditor Partial Approval(0)
	Auditor Adjusted and Partial Approval(0)
	Submitted for Payment(0)
	Pending Auditor Approval(0)

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.

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Status Summary (Dashboard) for the week ending 05/23/2009

Time Cards


- Working Draft(0)
- Submitted(0)
- Unsubmitted(0)
- Primary Manager Approved(0)
- Primary Manager Rejected(0)
- Final Manager Approved(0)
- Final Manager Rejected(0)
- CSA / Workflow Rejected(0)

Expense Reports

- Working Draft(0)
- Submitted(0)
- Unsubmitted(0)
- Primary Manager Approved in Entirety(0)
- Primary Manager Rejected in Entirety(0)
- Primary Manager Partial Approval(0)
- Pending Primary Manager Approval(0)
- Final Manager Approved in Entirety(0)
- Final Manager Rejected in Entirety(0)
- Final Manager Partial Approval(0)
- Pending Final Manager Approval(0)
- Receipts Verified(0)
- Auditor Approved in Entirety(0)
- Auditor Rejected in Entirety(0)
- Auditor Partial Approval(0)
- Auditor Adjusted and Partial Approval(0)
- Submitted for Payment(0)
- Pending Auditor Approval(0)

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Status Summary (Dashboard) page

2. Click  to display the Status Summary page.

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Status Summary

Time Cards		Expense Reports	
Status	Week Ending	Status	Week Ending
	05/23/2009		05/23/2009
Working Draft	0	Working Draft	0
Submitted	0	Submitted	0
Unsubmitted	0	Unsubmitted	0
Primary Manager Approved	0	Primary Manager Approved in Entirety	0
Primary Manager Rejected	0	Primary Manager Rejected in Entirety	0
Final Manager Approved	0	Primary Manager Partial Approval	0
Final Manager Rejected	0	Pending Primary Manager Approval	0
CSA / Workflow Rejected	0	Final Manager Approved in Entirety	0
Missing Time Card(s)		Final Manager Rejected in Entirety	0
		Final Manager Partial Approval	0
		Pending Final Manager Approval	0
		Receipts Verified	0
		Auditor Approved in Entirety	0
		Auditor Rejected in Entirety	0
		Auditor Partial Approval	0
		Auditor Adjusted and Partial Approval	0
		Submitted for Payment	0
		Pending Auditor Approval	0

Summary page

Status

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

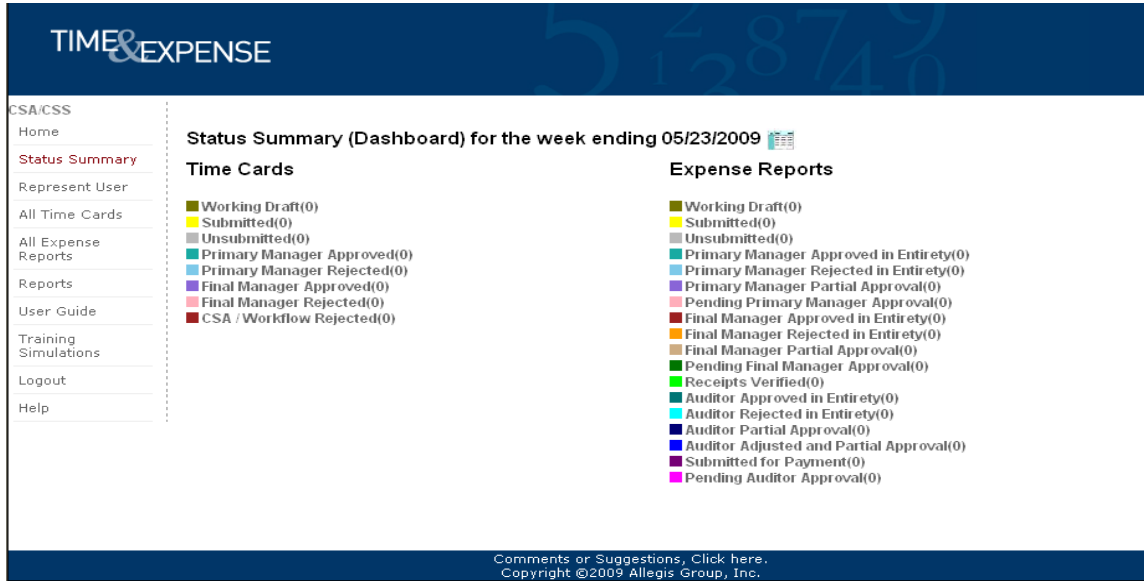
6 Click the **Status Summary**  link to display the dashboard information Refer to *Use the Summary Status Dashboard* for further details

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



Time Cards		Expense Reports	
Status	Week Ending	Status	Week Ending
Working Draft	0	Working Draft	0
Submitted	0	Submitted	0
Unsubmitted	0	Unsubmitted	0
Primary Manager Approved	0	Primary Manager Approved in Entirety	0
Primary Manager Rejected	0	Primary Manager Rejected in Entirety	0
Final Manager Approved	0	Primary Manager Partial Approval	0
Final Manager Rejected	0	Pending Primary Manager Approval	0
CSA / Workflow Rejected	0	Final Manager Approved in Entirety	0
Missing Time Card(s)		Final Manager Rejected in Entirety	0
		Final Manager Partial Approval	0
		Pending Final Manager Approval	0
		Receipts Verified	0
		Auditor Approved in Entirety	0
		Auditor Rejected in Entirety	0
		Auditor Partial Approval	0
		Auditor Adjusted and Partial Approval	0
		Submitted for Payment	0
		Pending Auditor Approval	0

Status Summary page

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

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CSA Missing Time Cards

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

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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 Approver 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 Manager to view the appropriate time cards and expense reports. When you proxy as a Final Approver 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

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Search For User: **Format:**(Lastname,Firstname Middle)

Consultant Name	PeopleSoft Id	Select
Johns,Cindy	03321790	<input type="button" value="Represent Consultant"/>
Johns,Gayle	03623743	<input type="button" value="Represent Consultant"/>
Johns,John A	03743997	<input type="button" value="Represent Consultant"/>
Johns,Michael L.	02794341	<input type="button" value="Represent Consultant"/>
Johns,Tracy K.	03607444	<input type="button" value="Represent Consultant"/>
Johnsen,Andrew Joseph	03954521	<input type="button" value="Represent Consultant"/>
Johnsey III,George F	03746015	<input type="button" value="Represent Consultant"/>
Johnson II,Derryl Bernard	03444403	<input type="button" value="Represent Consultant"/>
Johnson II,Gordon Ray	03665815	<input type="button" value="Represent Consultant"/>
Johnson III,Harold	04069831	<input type="button" value="Represent Consultant"/>
Johnson Jr.,Clyde F	03145954	<input type="button" value="Represent Consultant"/>
Johnson Jr.,Archibald E.	03721510	<input type="button" value="Represent Consultant"/>

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.

TIME & EXPENSE

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Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

You are now representing Johns,Cindy

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

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

2 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 & EXPENSE

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Name: Johns, Cindy
Employee ID: 03321790

Week Ending Date: 11/06/2004

Customer: Public Service Company Of New Mexico **Managers:** Bullers, Terrye

Job Req#: 0004046312 **Company:** TEK **Office:** 00621 Albuquerque, NM **Status:** Inactive

Worksite Location: Pnm Albuquerque, NM

Time	Sunday (10/31/2004)	Monday (11/1/2004)	Tuesday (11/2/2004)	Wednesday (11/3/2004)	Thursday (11/4/2004)	Friday (11/5/2004)	Saturday (11/6/2004)	Total
Regular Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Overtime Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M

Save
Submit For Approval

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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: 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: You cannot update these fields For example:

Option	Description
User-Defined Fields: <input type="text" value="SPORT"/> <input type="text" value="SOCCER"/>	Verify the correct UDF that displays. This type of UDF is read-only. You cannot update this type of UDF
User-Defined Fields: <input type="text" value="WATER"/> <input type="text" value="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 & EXPENSE

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Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

Name: **Ho,Wei**












Employee ID: **03941441**

Week Ending Date: 06/28/2008

Customer: Panasonic Avionics Corporation **Managers:** David Anderson - John Dolph **Status:**

Job Req#: 0004300116 **Company:** OAV **Office:** 00476 San Marcos, CA CSA / Workflow Rejected

Worksite Location: 11099 S. La Cienega Blvd. Los Angeles, CA

Earn Type	Start Time	End Time	Hours Worked	User-Defined Fields
Add New Sunday, June 22, 2008 14 : 30				
Regular Pay	08:00 AM	04:00 PM	08 : 00	
Meal Break	04:00 PM	04:30 PM	00 : 30	
Overtime Pay	04:30 PM	08:30 PM	04 : 00	
Double Time Pay	08:30 PM	11:00 PM	02 : 30	
Add New Monday, June 23, 2008 00 : 00				
Regular Pay			00 : 00	
Meal Break			00 : 00	
Regular Pay			00 : 00	
Add New Tuesday, June 24, 2008 00 : 00				
Regular Pay			00 : 00	
Meal Break			00 : 00	
Regular Pay			00 : 00	
Add New Wednesday, June 25, 2008 00 : 00				
Regular Pay			00 : 00	

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
			<hr/>
			Total Hours Worked 71:00
<input type="button" value="Transaction History"/> <input type="button" value="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”

TIME & EXPENSE

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Time Cards
Enter Expenses
Consultant Status Summary
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Training Simulations
Help
Logout

Name: **Levi, Ariel S**
Employee ID: **04003763**
Week Ending Date: 7/31/2010

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

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

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

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

TIME & EXPENSE

Name: **Levi, Ariel S**
Employee ID: **04003763**
Week Ending Date: 7/31/2010

CALIFORNIA 2ND MEAL BREAK WAIVER

TIME & EXPENSE

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

Sunday
 Monday

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

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

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

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

TIME & EXPENSE

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Help
Logout

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

Week Ending Date: 7/31/2010

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

The following errors have been identified on this timecard.

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

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

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

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

Perform Additional Time Card Functions

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

Option	Description
Add a Comment	To add a comment to the time card Refer to <i>Add and View Comments</i> for complete instructions.
Transaction History	To view the history of a time card
Printable Version	To view and print a print friendly version of the time card
Save	To save the time card. You must save the time card again if you update any information
Submit For Approval	To submit the time card for approval. When you submit the time card you also save the information. Time & Expense displays the hours you are submitting for approval Refer to <i>Submit Time Cards</i> for further details. The 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-submit 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)	<p>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 <i>Represent a User</i> for detailed instructions.</p> <p>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.</p>

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

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with options: Help, Consultant Pages, Enter Time Cards, Enter Expenses (highlighted), Stop Representing User. The main content area is a form for entering an expense report. At the top, it displays the user's name 'Ho, Wei' and Employee ID '03941441'. The form fields are: Date Incurred (with a calendar icon), Requisition (dropdown menu showing 'No requisition available'), Expense Code (dropdown menu showing 'No expense code available'), Amount, Description (text area), and Attach Receipt (with a 'Browse...' button). A 'Save Expense' button is located at the bottom of the form. A note at the bottom of the form reads: 'Note: If the Date Incurred you entered is correct and there is no Requisition available or no Expense Code available, please contact your CSA.' At the bottom of the page, there is a footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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 <i>Add and View Comments</i> for complete instructions.
Transaction History	To view the history of an expense report Refer to <i>View Transaction History</i> for further details.
Printable Version	To view and print a print friendly version of the expense report Refer to <i>Print Your Expense Report</i> for complete instructions.
Print Expenses Receipt Page	To display the Print Expenses Receipt Page. Tape your receipts to the Print Expenses Receipt Page and send them to the Field Support Representative (for example, the CSA) for verification.
Submit For Approval	To submit the expense report for approval. When you submit the expense report you also save the information. Time & Expense displays the expenses you are submitting for approval Refer to <i>Submit Expense Reports</i> for further details. 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-submit 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&EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

Name: **Froio,Jonathan Edward** Week Ending Date:

Employee ID: **03657963**

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

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

Worksite Location: 117 Fourth Ave Needham, MA

Time	Sunday (1/4/2009)	Monday (1/5/2009)	Tuesday (1/6/2009)	Wednesday (1/7/2009)	Thursday (1/8/2009)	Friday (1/9/2009)	Saturday (1/10/2009)	Total
Regular Pay	0 H 0 M	8 H 0 M	8 H 0 M	9 H 0 M	9 H 0 M	0 H 0 M	0 H 0 M	34 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	8 H 0 M	9 H 0 M	9 H 0 M	0 H 0 M	0 H 0 M	34 H 0 M

Comments or Suggestions, Click here.
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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.

TIME&EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

History

Action taken	Taken by	Date	Comment
Submitted	Froio,Jonathan Edward	01/08/2009 07:52 PM	Submitted by jonathan.froio@childrens.harvard.edu at 1/8/2009 7:52:01 PM
Working Draft	Froio,Jonathan Edward	01/08/2009 07:51 PM	Time card created by Froio,Jonathan Edward

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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 & EXPENSE

Help

- Consultant Pages
- Enter Time Cards
- Enter Expenses
- Stop Representing User

Name: **Froio, Jonathan Edward**

Employee ID: **03657963**

Week Ending Date:

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	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="8"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	8 H 0 M
Overtime Pay	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	0 H 0 M
Holiday Billable Pay	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="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

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

Comments or Suggestions, Click here.
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Time Cards page

2 Click the **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 & EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

Name: **Froio, Jonathan Edward**

Employee ID: **03657963**

Week Ending Date:

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	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="8"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	8 H 0 M
Overtime Pay	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	0 H 0 M
Holiday Billable Pay	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="0"/> M	<input type="text" value="0"/> H <input type="text" value="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

Comments or Suggestions, Click here.
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Time Cards page

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

Name: Froio,Jonathan Edward		Week Ending Date: 5/2/2009						
Employee ID: 03657963								
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: _____

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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

TIME & EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

Name: Froio, Jonathan Edward
Employee ID: 03657963

Date Incurred
(mm/dd/yyyy)

Requisition 0004339485 - ENVIRONMENTAL HEALTH AND ENGINEERING - Bruce Wallace / Howard Brightman

Expense Code EXX - Expenses Billable

Amount

Description

Attach Receipt

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

Tracking #: 34925 Job Requisition #: 0004339485 - Environmental Health And Engineering Status: Submitted

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	24	1	USD\$24.00	01/05/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>
Expenses Billable	13	1	USD\$13.00	01/06/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>
Expenses Billable	35	1	USD\$35.00	01/08/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>

Enter Expenses page

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

Name: Froio,Jonathan Edward		Week Ending 01/10/2009				
Employee ID: 03657963						
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:

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

The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu with options: Help, Consultant Pages, Enter Time Cards, Enter Expenses, Stop Representing User. The main form area is titled 'Enter Expenses' and contains the following fields:

- Name: **Froio, Jonathan Edward**
- Employee ID: **03657963**
- Date Incurred: (format: mm/dd/yyyy)
- Requisition: **0004339485 - ENVIRONMENTAL HEALTH AND ENGINEERING - Bruce Wallace / Howard Brightman**
- Expense Code: **EXX - Expenses Billable**
- Amount:
- Description:
- Attach Receipt:
-

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

Tracking #: 34925 Job Requisition #: 0004339485 - Environmental Health And Engineering Status: Submitted

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	24	1	USD\$24.00	01/05/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>
Expenses Billable	13	1	USD\$13.00	01/06/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>
Expenses Billable	35	1	USD\$35.00	01/08/2009	Submitted	Parking		<input type="button" value="Change"/> <input type="button" value="Remove"/>

At the bottom of the table are buttons: Add A Comment, Transaction History, Printable Version, **Print Expenses Receipt Page**, Unsubmit.

Enter Expenses page

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

Name: Froio, Jonathan Edward Employee ID: 03657963	___ # of Receipts
	Tracking #: 34925
	Weekending Date: 01/10/2009
Customer: ENVIRONMENTAL HEALTH AND ENGINEERING	Managers: Bruce Wallace - Howard Brightman
Job Req#: 0004339485 Company: Aerotek	Office: 00498 - Boston North, MA
Worksite Location: 117 FOURTH AVE NEEDHAM, MA	

(Print landscape and tape receipts to this 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 & EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

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

Week Ending Date: 05/23/2009

Customer: Environmental Health And Engineering
Managers: Bruce Wallace - Howard Brightman
Job Req#: 0004339485 **Company:** ONS **Office:** 00498 Boston North, MA **Status:** Inactive
Worksite Location: 117 Fourth Ave Needham, MA

Time	Sunday (5/17/2009)	Monday (5/18/2009)	Tuesday (5/19/2009)	Wednesday (5/20/2009)	Thursday (5/21/2009)	Friday (5/22/2009)	Saturday (5/23/2009)	Total
Regular Pay	0 H 0 M	8 H 0 M	0 H 0 M	8 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	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

Comments or Suggestions, Click here.
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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

Help

- Consultant Pages
- Enter Time Cards
- Enter Expenses
- Stop Representing User

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

Week Ending 5/23/2009

You are submitting your Time Card for approval.

Regular Pay (1X) : 16 Hours 0 Minutes
 Overtime Pay (2X) : 0 Hours 0 Minutes
 Holiday Billable Pay (HBX) : 0 Hours 0 Minutes
 Total 16 Hours 0 Minutes

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

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

TIME & EXPENSE

CSA
Home
CSA Dashboard
Status Summary
Represent User
All Time Cards
All Expense Reports
Adjust Timecard
CSA User Guide

Office: 22222 - Corporate Location- 7312 Parkw Company: Allegis Group, Inc. Change Office & Company

Name (Last,First): []
Week Ending: 8/21/2010 Find

Timecards to Adjust
No time cards to view at this time.

Comments or Suggestions, Click here
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CSA selects office and company if adjusting outside of their assigned office

Office: 00657 - Troy Company: Aerotek Change Office & Company

Name (Last,First): []
Week Ending: 8/21/2010 Find

Timecards to Adjust
No time cards to view at this time.

, Click here
Group, Inc.

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.

Office: 00657 - Troy Company: Aerotek Change Office & Company

Name (Last,First):

Week Ending: 7/10/2010 Find

Timecards to Adjust

Page 1 of 1

Date	Employee Name	Employee Id	Job Req Nbr	Customer Name	Total Hours	Status	Details
7/10/2010	Hess,Todd C	03564024	0003859151	Bridgewater Interiors	40: 00	Final Manager Approved	
<i>Earn Code</i>		<i>Ok</i>	<i>Ok Pay</i>	<i>Bill</i>			
		<i>Pay</i>	<i>Bill Post</i>	<i>Post</i>			
1X - Regular Pay		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Comments or Suggestions, Click here
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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.

Name: Hess,Todd C Employee ID: 03564024 Week Ending Date: 7/10/2010

Customer: Bridgewater Interiors Managers: MICHAEL LITTLE
Job Req#: 0003859151 Company: ONS Office: 00657 Troy Status: Final Manager Approved
Worksite Location: 7500 Tank Ave Warren, MI

Time	Sun (7/4/2010)	Mon (7/5/2010)	Tue (7/6/2010)	Wed (7/7/2010)	Thu (7/8/2010)	Fri (7/9/2010)	Sat (7/10/2010)	Total
Regular Pay	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	40 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
Double Time 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 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
Vacation Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	40 H 0 M

Add A Comment Transaction History Printable Version Remove All Submit For Approval

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

Name: **Hess, Todd C**
Employee ID: **03564024**

Week Ending : 7/10/2010

You are submitting your Time Card for approval.

Regular Pay (1X) : 40 Hours 0 Minutes
Overtime Pay (2X) : 8 Hours 0 Minutes
Double Time Pay (DTX) : 0 Hours 0 Minutes
Holiday Pay (HOX) : 0 Hours 0 Minutes
Vacation Pay (VAX) : 0 Hours 0 Minutes
Total 48 Hours 0 Minutes

Press the Submit button below to complete the transaction.

Please verify your changes are correct to avoid another adjustment.

Comments or Suggestions, Click here
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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.”

Name: **Shaffer, Alex M**
Employee ID: **03940001**

Week Ending Date: 7/31/2010

Customer: 20th Century Fox Managers: MICHAEL SAMPSON Status: Working Draft Adjusted
Job Req#: 0004393051 Company: TEK Office: 00592 Los Angeles, CA
Worksite Location: 2121 Avenue OfThe Stars Los Angeles, CA

This timecard has the following error(s):

- **Sunday 1 meal break(s) required. Did your consultant inform you of a meal break? If so please enter the meal break. If not contact your System Administrator for override.**
- **Monday 2 meal break(s) required. Did your consultant inform you of a meal break? If so please enter the meal break. If not contact your System Administrator for override.**

Earn Type	Start Time	End Time	Hours Worked	User-Defined Fields
Add New Sunday, July 25, 2010 07 : 00				
Regular Pay	08:00 AM	03:00 PM	07 : 00	Project 20TH TELEVISION
Add New Monday, July 26, 2010 11 : 30				
Regular Pay	08:00 AM	12:00 PM	04 : 00	Project CORP TAX DEPT
Meal Break	12:00 PM	12:30 PM	00 : 30	
Regular Pay	12:30 PM	04:30 PM	04 : 00	Project DIGITAL CINEMA
Overtime Pay	04:30 PM	08:00 PM	03 : 30	Project --- Select ---

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

TIME & EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop Representing User

Name: **Froio, Jonathan Edward**

Employee ID: **03657963**

Date Incurred:
(mm/dd/yyyy)

Requisition: 0004339485 - ENVIRONMENTAL HEALTH AND ENGINEERING - Bruce Wallace / Howard Brightman

Expense Code: EXX - Expenses Billable




Amount:

Description:

Attach Receipt:

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

Tracking #: 35085 Job Requisition #: 0004339485 - Environmental Health And Engineering Status: Working Draft

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	20	1	USD\$20.00	05/26/2009	Working Draft	lunch 	 	<input type="button" value="Change"/> <input type="button" value="Remove"/>

Tracking #: 34925 Job Requisition #: 0004339485 - Environmental Health And Engineering Status: Submitted

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.

TIME & EXPENSE

Help

Consultant Pages

Enter Time Cards

Enter Expenses

Stop

Representing

User

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

Week Ending 5/23/2009

You are submitting your Time Card for approval.

Regular Pay (1X) : 16 Hours 0 Minutes
Overtime Pay (2X) : 0 Hours 0 Minutes
Holiday Billable Pay (HBX) : 0 Hours 0 Minutes
Total 16 Hours 0 Minutes

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

Comments or Suggestions, Click here.
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Confirm 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.

The screenshot shows the 'Search Time Cards' interface. On the left is a navigation menu with options like Home, Status Summary, Represent User, All Time Cards (highlighted), All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main area has search fields for Name (Last,First), Customer ID, Status, Product ID, Job Req #, and Week Ending, with a Search button. A footer contains the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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: <ul style="list-style-type: none"> • 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.

TIME & EXPENSE

CSA/CSS

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Search Time Cards

Name (Last,First) Customer ID Status

Product ID Job Req # Week Ending



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Date	Employee Name	Employee Id	Job Req Number	Customer ID	Customer Name	Product ID	Status	Regular Hours	Ove Hou
05/23/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Working Draft	0: 00	0: 00
05/02/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Working Draft	0: 00	0: 00
01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Submitted	34: 00	0: 00
01/03/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Final Manager Approved	32: 00	0: 00
12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Final Manager Approved	25: 30	0: 00



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 <i>Use the Status Summary Page</i>
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

The screenshot shows the 'Search Time Cards' interface. On the left is a navigation menu with options: Home, Status Summary, Represent User, All Time Cards (highlighted), All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main content area has a search form with the following fields: Name (Last,First) [text input], Customer ID [text input], Status [dropdown menu with 'All ...' selected], Product ID [text input], Job Req # [text input], and Week Ending [dropdown menu with 'All ...' selected]. A 'Search' button is positioned to the right of the Week Ending dropdown. At the bottom of the page, there is a footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 & EXPENSE

CSA/CSS

- Home
- Status Summary
- Represent User
- All Time Cards
- All Expense Reports
- Reports
- User Guide
- Training Simulations
- Logout
- Help

Search Time Cards


Name (Last,First) Customer ID Status

Product ID Job Req # Week Ending

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Date	Employee Name	Employee Id	Job Req Number	Customer ID	Customer Name	Product ID	Status	Regular Hours	Overtime Hours
05/23/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Working Draft	0: 00	0: 00
05/02/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Working Draft	0: 00	0: 00
01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Submitted	34: 00	0: 00
01/03/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Final Manager Approved	32: 00	0: 00
12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Final Manager Approved	25: 30	0: 00

Time Cards page

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

TIME & EXPENSE

- SA/CSS
- Home
- Status Summary
- Represent User
- All Time Cards
- All Expense Reports
- Reports
- User Guide
- Training Simulations
- Logout
- Help

Name: Froio, Jonathan Edward
Employee ID: 03657963

Week Ending Date: 5/23/2009

Customer: Environmental Health And Engineering
Managers: Bruce Wallace - Howard Brightman
Job Req#: 0004339485 **Company:** ONS **Office:** 00498 Boston North, MA **Status:** Working Draft
Worksite Location: 117 Fourth Ave Needham, MA

Time	Sunday (5/17/2009)	Monday (5/18/2009)	Tuesday (5/19/2009)	Wednesday (5/20/2009)	Thursday (5/21/2009)	Friday (5/22/2009)	Saturday (5/23/2009)	Total
Regular Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Overtime Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Holiday Billable Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M

History

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

Time Card page

- View the time card and history information that displays.
- 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

The screenshot shows the 'Search Expense Reports' interface. On the left is a navigation menu with options like Home, Status Summary, Represent User, All Time Cards, All Expense Reports (highlighted), Reports, User Guide, Training Simulations, Logout, and Help. The main area contains search fields: Name (Last,First), Customer ID, Status (dropdown), Product ID, Job Req #, and Week Ending (dropdown). A 'Search' button is positioned to the right. At the bottom, there is a footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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: <ul style="list-style-type: none"> • 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

- 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.

TIME & EXPENSE

SA/CSS
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Search Expense Reports

Name (Last,First) Customer ID Status
Product ID Job Req # Week Ending

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Tracking Number	Date	Employee Name	Employee ID	Job Req Number	Customer ID	Customer Name	Product ID	Status
34925	01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su
34607	12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in I
33570	12/06/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in I
33055	11/22/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
32096	11/08/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa



Search Expense Reports page

- 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 <i>Use the Status Summary Page</i>
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

TIME & EXPENSE

SA/CSS
Home
Status Summary
Represent User
All Time Cards
All Expense Reports
Reports
User Guide
Training Simulations
Logout
Help

Search Expense Reports

Name (Last,First) Customer ID Status
Product ID Job Req # Week Ending


Page 1 of 2 << < 1 2 > >>

Tracking Number	Date	Employee Name	Employee ID	Job Req Number	Customer ID	Customer Name	Product ID	St
34925	01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su
34607	12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in I
33570	12/06/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in I
33055	11/22/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
32096	11/08/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa

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

TIME & EXPENSE

CSA/CSS

Home

Status Summary

Represent User

All Time Cards

All Expense Reports

Reports

User Guide

Training Simulations

Logout

Help







Name: Froio,Jonathan Edward
Employee ID: 03657963

Week Ending 01/10/2009

Customer: ENVIRONMENTAL HEALTH AND ENGINEERING **Managers:** Bruce Wallace - Howard Brightman **Tracking #:** 0034925

Job Req#: 0004339485 **Company:** Aerotek **Office:** 00498 - Boston North, MA **Status:** Submitted

Worksite Location: 117 FOURTH AVE NEEDHAM, MA

Expense Code	Expense Date	Amount	Unit/Rate	Subtotal	Status	Description	Receipt
Expenses Billable	1/5/2009	24	1	USD\$24.00	Submitted	Parking 	
Expenses Billable	1/8/2009	35	1	USD\$35.00	Submitted	Parking 	
Expenses Billable	1/6/2009	13	1	USD\$13.00	Submitted	Parking 	
Total Expenses				USD\$72.00			

History


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

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

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 <i>View Expense Details</i> 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



The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu with options like 'Home', 'Status Summary', 'Represent User', 'All Time Cards', 'All Expense Reports', 'Reports', 'User Guide', 'Training Simulations', 'Logout', and 'Help'. The main content area displays user information for 'Froio, Jonathan Edward' with Employee ID '03657963'. Below this, it shows tracking and job requisition numbers, and a status of 'Final Manager Approved in Entirety'. A table lists an expense entry for 'Expenses Billable' with an amount of 24, a subtotal of USD\$24.00, a date of 12/23/2008, a status of 'Final Manager Approved', and a description of 'Parking'. A 'Receipt' column contains a magnifying glass icon, and a 'Receipt Flag' column has a dropdown menu set to 'Select A Receipt Status'. A 'Receipts Checked' button is located at the bottom right of the table area. Navigation links for 'Previous' and 'Next' are at the bottom center. A footer note says 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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		Week Ending 01/10/2009				
Employee ID: 03657963						
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

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: <ul style="list-style-type: none"> • 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

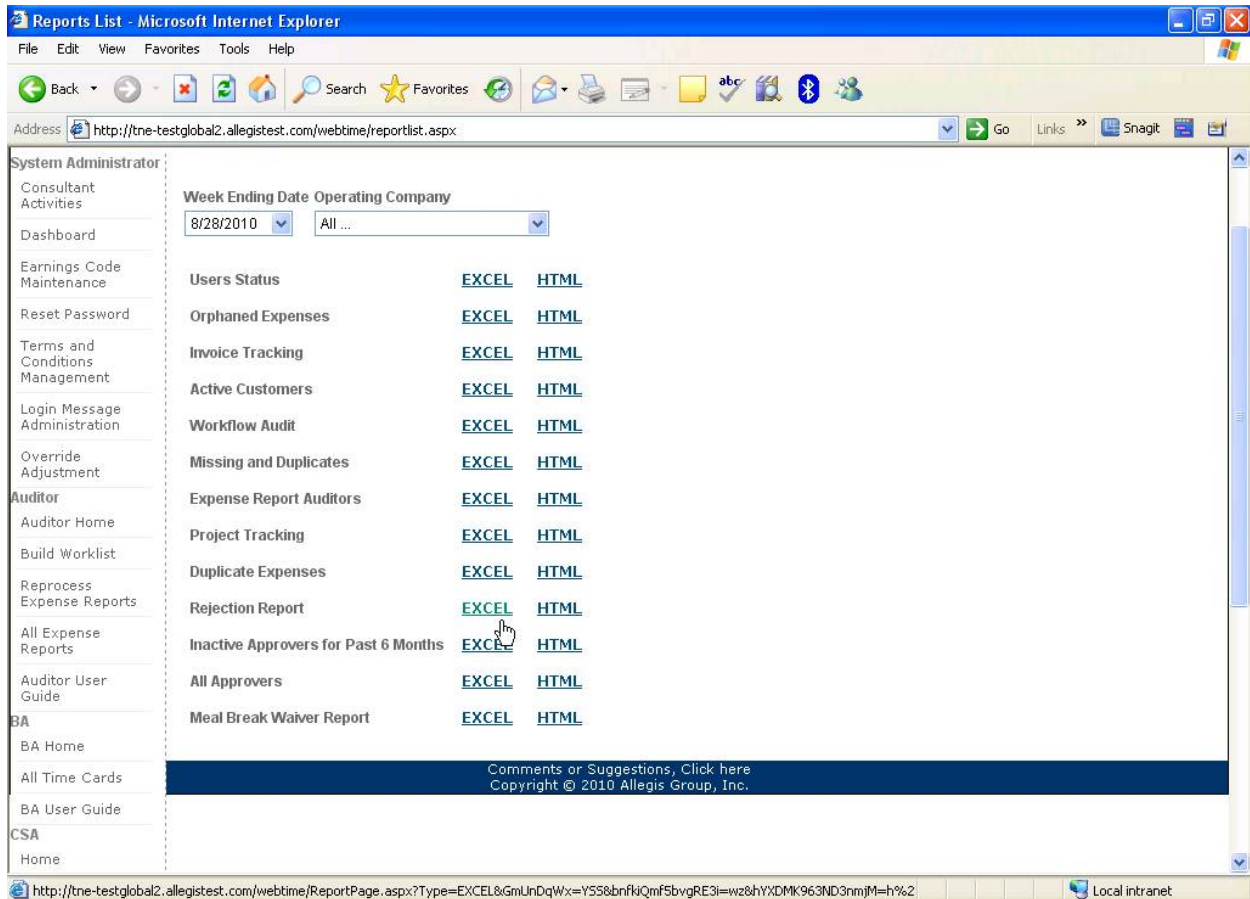
5 Click one of the following buttons:

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 statuses 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: <ul style="list-style-type: none"> • 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.

The screenshot shows the Time & Expense Home page. On the left is a navigation menu with options: Home, Status Summary, Represent User, All Time Cards, All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The 'Training Simulations' link is highlighted in red. The main content area includes filters for Office (00055 - Cincinnati, OH) and Company (Aerotek), and a search box for Name (Last,First) with a Week Ending dropdown and a Find button. Below the filters are two data tables.

Time Cards

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

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

The screenshot shows the Training Simulations page. At the top is a blue header with the 'TIME & EXPENSE' logo. Below the header is a navigation menu with options: Home, Status Summary, Represent User, All Time Cards, All Expense Reports, Reports, User Guide, Training Simulations (highlighted in red), Logout, and Help. The main content area is titled 'Approver' and lists roles for Approver, User, and Support.

Approver

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

User

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

Support

- Operations Support Group Role
- Customer Viewer Role

Comments or Suggestions, Click here.
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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	<p>Do the following:</p> <ol style="list-style-type: none"> 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	<p>Do the following:</p> <ol style="list-style-type: none"> 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	<p>Do the following:</p> <ol style="list-style-type: none"> 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.

The screenshot shows the 'Search Time Cards' interface. On the left, a navigation menu includes links for Home, All Time Cards (highlighted), All Expense Reports, User Guide, Training Simulations, Logout, and Help. The main search area has the following fields: Name (Last,First) with a text input, Customer ID with a text input, Status with a dropdown menu set to 'All ...', Product ID with a text input, Job Req # with a text input, and Week Ending with a dropdown menu set to 'All ...'. A 'Search' button is located to the right of these fields. At the bottom, a dark blue bar contains the text 'Comments or Suggestions, Click here.' and 'Copyright ©2008 Allegis Group, Inc.'

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: <ul style="list-style-type: none"> • 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.

TIME & EXPENSE

Home
All Time Cards
All Expense Reports
User Guide
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Logout
Help

Search Time Cards

Name (Last,First) Customer ID Status
Product ID Job Req # Week Ending

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Date	Employee Name	Employee ID	Job Req Number	Customer ID	Customer Name	Product ID	Status	Regular Hours	Ove Hou
01/03/2009	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	Final Manager Approved	8: 00	0: 00
12/27/2008	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	CSA / Workflow Rejected	24: 00	0: 00
12/20/2008	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	Final Manager Approved	40: 00	0: 00
12/13/2008	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	Final Manager Approved	40: 00	0: 00
12/06/2008	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	Final Manager Approved	40: 00	0: 00
11/29/2008	Hoffman, Isaac	04045152	0004334199	161333	Takeda San Diego Inc	8	Final Manager	32: 00	0: 00



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 <i>Use the Status Summary Page</i>
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with links: Home, All Time Cards, All Expense Reports, User Guide, Training Simulations, Logout, and Help. The main content area is titled 'Search Time Cards' and contains search filters: Name (Last,First) with 'Hoffman' entered, Customer ID, Status (dropdown), Product ID, Job Req #, and Week Ending (dropdown). A 'Search' button is located to the right of these filters. Below the filters, there is a page indicator 'Page 1 of 5' and a set of navigation arrows. A table of search results is displayed with columns: Date, Employee Name, Employee Id, Job Req Number, Customer ID, Customer Name, Product ID, Status, Regular Hours, and Ove Hou. The table contains six rows of data for employee Hoffman, Isaac, with dates ranging from 11/29/2008 to 01/03/2009. The status for most entries is 'Final Manager Approved', while one entry from 12/27/2008 is 'CSA / Workflow Rejected'.

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 & EXPENSE

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

Name: **Froio,Jonathan Edward** Week Ending Date: 1/10/2009
Employee ID: **03657963**

Customer: Environmental Health And Engineering Managers: Bruce Wallace - Howard Brightman
Job Req#: 0004339485 Company: ONS Office: 00498 Boston North, MA **Status:** Submitted
Worksite Location: 117 Fourth Ave Needham, MA

Time	Sunday (1/4/2009)	Monday (1/5/2009)	Tuesday (1/6/2009)	Wednesday (1/7/2009)	Thursday (1/8/2009)	Friday (1/9/2009)	Saturday (1/10/2009)	Total
Regular Pay	0 H 0 M	8 H 0 M	8 H 0 M	9 H 0 M	9 H 0 M	0 H 0 M	0 H 0 M	34 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	8 H 0 M	9 H 0 M	9 H 0 M	0 H 0 M	0 H 0 M	34 H 0 M

History

Action taken	Taken by	Date	Comment
Submitted	Froio,Jonathan Edward	01/08/2009 07:52 PM	Submitted by jonathan.froio@childrens.harvard.edu at 1/8/2009 7:52:01 PM
Working Draft	Froio,Jonathan Edward	01/08/2009 07:51 PM	Time card created by Froio,Jonathan Edward

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: <ul style="list-style-type: none"> • 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.

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

Search Expense Reports

Name (Last,First) Customer ID Status

 Product ID Job Req # Week Ending



Page 1 of 2

<< < 1 2 > >>

Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer ID	Customer Name	Product ID	St
34925	01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su
34607	12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in
33570	12/06/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in
33055	11/22/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
32096	11/08/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
31888	11/01/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And	7	Su for



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 <i>Use the Status Summary Page</i>
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

TIME&EXPENSE

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Search Expense Reports

Name (Last,First) Customer ID Status

Product ID Job Req # Week Ending


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Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer ID	Customer Name	Product ID	St
34925	01/10/2009	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su
34607	12/27/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in
33570	12/06/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Fin Ma Ap in
33055	11/22/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
32096	11/08/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And Engineering	7	Su for Pa
31888	11/01/2008	Froio,Jonathan Edward	03657963	0004339485	163258	Environmental Health And	7	Su for

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.



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	Managers: Bruce Wallace - Howard Brightman	Tracking #: 0034607
Job Req#: 0004339485	Company: Aerotek	Office: 00498 - Boston North, MA
Worksite Location: 117 FOURTH AVE NEEDHAM, MA		

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	


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Comments or Suggestions, Click here.
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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 <i>View Expense Details</i> 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

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All Time Cards

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Help

Name: Froio,Jonathan Edward
Employee ID: 03657963

Week Ending 12/27/2008

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

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	

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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


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)	<p>Do one of the following:</p> <ul style="list-style-type: none"> • 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.

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with options: Auditor, Home (selected), Build Worklist, Reprocess Expense Reports, All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main content area is titled 'Pending Approval Expense Reports' and includes a search bar with fields for 'Name (Last,First)', 'Tracking No.', and 'Week Ending', along with a 'Find' button. Below the search bar is a table of reports with the following data:

Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer Name	Status	Total Amount	Detail
34158	12/06/2008	Anglen, Crystal S	04092076	0004371110	Gilead--Sciences	Receipts Verified	USD\$58.51	
34865	12/13/2008	Singleton, Christopher Lance	04057923	0004354573	Brunswick--Mercury Marine	Receipts Verified	USD\$468.80	
35009	03/14/2009	Husain, Omar M	04053642	0004355633	Transco Products Inc	Receipts Verified	USD\$100.00	

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

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	<p>Do the following:</p> <ol style="list-style-type: none"> In the Name (Last,First) field, do one of the following: <ul style="list-style-type: none"> To find a specific User—Type the last name and the first name of a User 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 If necessary, you can also specify a weekending date in the Week Ending field Click the button to display the information you specified
To display expense reports for a specific week-ending date	<p>Do the following:</p> <ol style="list-style-type: none"> In the Week Ending field, select a specific week-ending date for the information you need to view. This field defaults to All If necessary, you can also specify an employee in the Name (Last,First) field Click the button to display the information you specified
To display an expense report pertaining to a tracking number	<p>Do the following:</p> <ol style="list-style-type: none"> In the Tracking No field, type the tracking number used to track an expense report 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.

The screenshot shows the 'TIME & EXPENSE' application interface. On the left is a navigation menu with the following items: Auditor, Home, Build Worklist, Reprocess Expense Reports, All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main content area is titled 'I Audit These Offices or Customers'. It displays a list of two items: '00020 - Huntsville, AL' and '00590 - Indianapolis, IN'. Each item has a 'Remove' button next to it. Below the list are two input fields: 'Office Number' and 'Customer Id'. Each input field has a 'Save' button and a 'Search For' button. At the bottom of the main content area, there is a dark blue bar with the text 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

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:

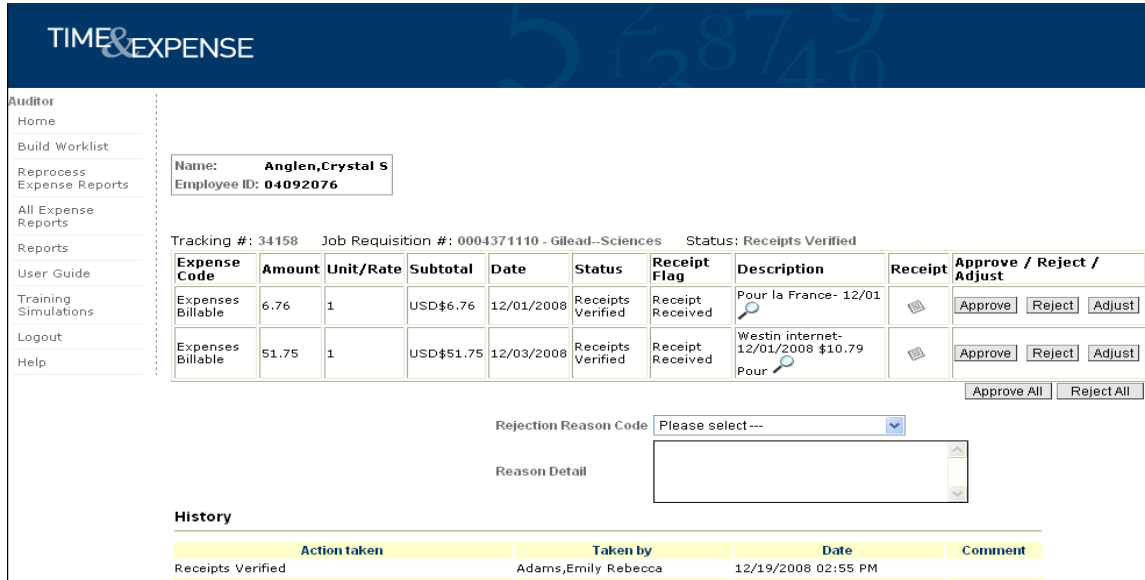
You do not need to complete both fields to perform a search.

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

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

Auditor: Home

Build Worklist

Reprocess Expense Reports

All Expense Reports

Reports

User Guide




Training Simulations

Logout

Help

Name: **Anglen, Crystal S**
Employee ID: **04092076**

Tracking #: 34158 Job Requisition #: 0004371110 - Gilead--Sciences Status: Receipts Verified

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Receipt Flag	Description	Receipt	Approve / Reject / Adjust
Expenses Billable	6.76	1	USD\$6.76	12/01/2008	Receipts Verified	Receipt Received	Pour la France- 12/01		Approve Reject Adjust
Expenses Billable	51.75	1	USD\$51.75	12/03/2008	Receipts Verified	Receipt Received	Westin internet- 12/01/2008 \$10.79 Pour 		Approve Reject Adjust

Approve All Reject All

Rejection Reason Code: Please select --

Reason Detail

History

Action taken	Taken by	Date	Comment
Receipts Verified	Adams, Emily Rebecca	12/19/2008 02:55 PM	

Expense Report page

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

Name: **Anglen, Crystal S**
Employee ID: **04092076**

Tracking # 34158
Requisition 0004371110 - Gilead--Sciences - Jessica Haber/Kevin Meis
Date 12/01/2008
Expense Code Expenses Billable
Amount 6.76
Unit/Rate 1
Subtotal USD\$6.76
Description Pour la France- 12/01

Close Window

History

Action taken	Taken by	Date	Comment
Receipts Verified	Adams, Emily Rebecca	12/19/2008 02:55 PM	
Final Manager Approved	JESSICA HABER	12/17/2008 04:53 PM	
Submitted	Anglen, Crystal S	12/17/2008 04:26 PM	
Working Draft	Anglen, Crystal S	12/17/2008 04:24 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 consultant, primary manager, or final manager	<p>Click to select the appropriate UDF value from the selection window</p> <p>You cannot update UDF values that are read only</p> <p>If the appropriate value does not display, contact the field support representative (for example, the CSA)</p>
You are an auditor or field support representative (for example, a CSA)	<p>Do one of the following:</p> <ul style="list-style-type: none"> • 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 <i>View Expense Details</i> 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.

TIME & EXPENSE

Auditor
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Reprocess Expense Reports
All Expense Reports
Reports
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Name (Last,First) Please type all or part of the name without llany special characters(*,[,%). Week Ending All ...
Tracking No. Find

Pending Approval Expense Reports

Page 1 of 1 << < 1 > >>

Tracking Number	Date	Employee Name	Employee ID	Job Req Number	Customer Name	Status	Total Amount	Detail
34158	12/06/2008	Anglen, Crystal S	04092076	0004371110	Gilead--Sciences	Receipts Verified	USD\$58.51	
34865	12/13/2008	Singleton, Christopher Lance	04057923	0004354573	Brunswick--Mercury Marine	Receipts Verified	USD\$468.80	
35009	03/14/2009	Husain, Omar M	04053642	0004355633	Transco Products Inc	Receipts Verified	USD\$100.00	

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Pending Approval Expense Reports page

2 Click to view the appropriate expense report.

TIME & EXPENSE

Auditor
Home
Build Worklist
Reprocess Expense Reports
All Expense Reports
Reports
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Training Simulations
Logout
Help

Name: **Anglen, Crystal S**
Employee ID: **04092076**

Tracking #: 34158 Job Requisition #: 0004371110 - Gilead--Sciences Status: Receipts Verified

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Receipt Flag	Description	Receipt	Approve / Reject / Adjust
Expenses Billable	6.76	1	USD\$6.76	12/01/2008	Receipts Verified	Receipt Received	Pour la France- 12/01		Approve Reject Adjust
Expenses Billable	51.75	1	USD\$51.75	12/03/2008	Receipts Verified	Receipt Received	Westin internet- 12/01/2008 \$10.79 Pour		Approve Reject Adjust

Approve All Reject All

Rejection Reason Code Please select--
Reason Detail

History


Action taken	Taken by	Date	Comment
Receipts Verified	Adams, Emily Rebecca	12/19/2008 02:55 PM	

Expense Report page

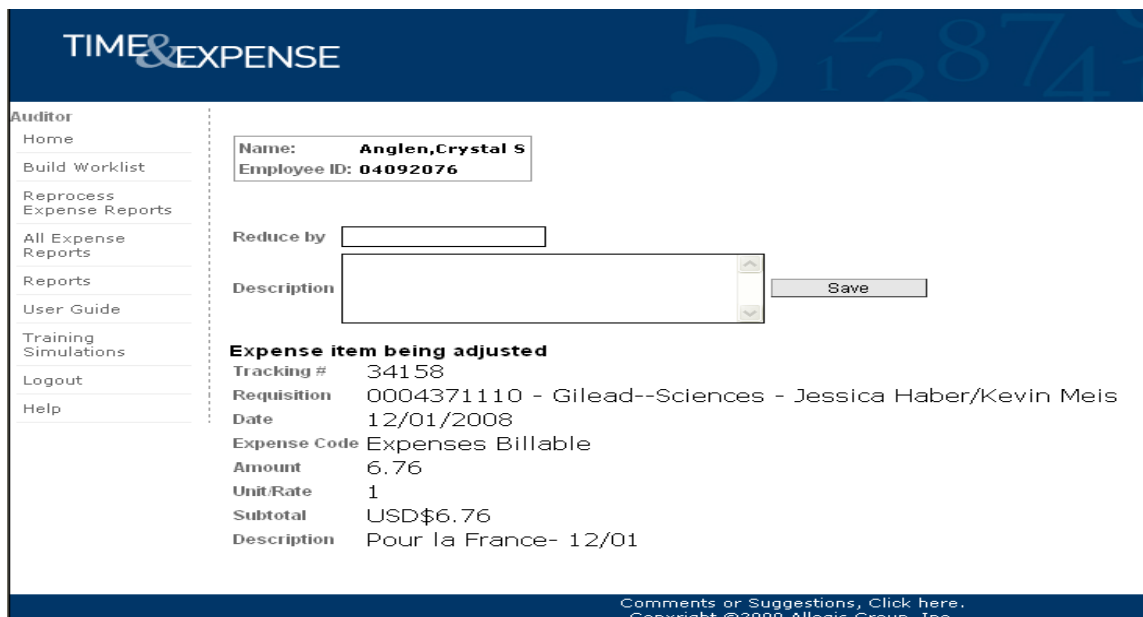
3 Verify the header information that displays:

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 <i>View Expense Details</i> for further information

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



TIME & EXPENSE

Auditor

- Home
- Build Worklist
- Reprocess Expense Reports
- All Expense Reports
- Reports
- User Guide
- Training Simulations
- Logout
- Help

Name: Anglen, Crystal S
Employee ID: 04092076

Reduce by

Description

Expense item being adjusted

Tracking # 34158
Requisition 0004371110 - Gilead--Sciences - Jessica Haber/Kevin Meis
Date 12/01/2008
Expense Code Expenses Billable
Amount 6.76
Unit/Rate 1
Subtotal USD\$6.76
Description Pour la France- 12/01

Comments or Suggestions, Click here.
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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

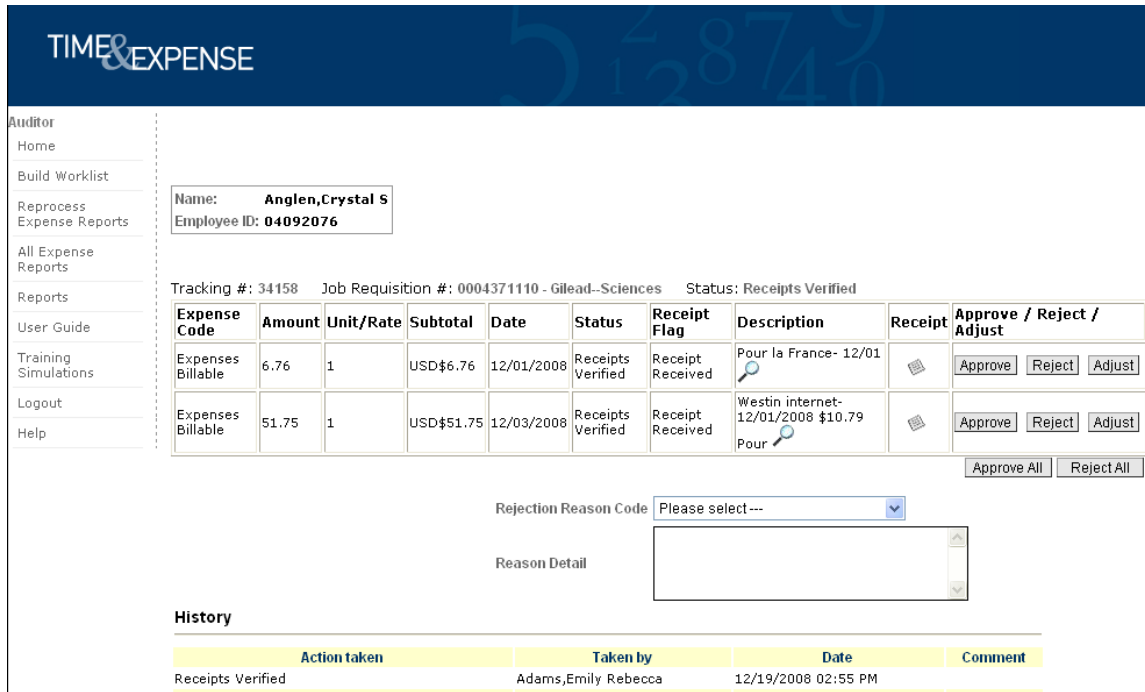
9 Click the **Save** button to save the adjustment.

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.






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Name: **Anglen, Crystal S**
Employee ID: **04092076**

Tracking #: 34158 Job Requisition #: 0004371110 - Gilead--Sciences Status: Receipts Verified

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Receipt Flag	Description	Receipt	Approve / Reject / Adjust
Expenses Billable	6.76	1	USD\$6.76	12/01/2008	Receipts Verified	Receipt Received	Pour la France- 12/01		Approve Reject Adjust
Expenses Billable	51.75	1	USD\$51.75	12/03/2008	Receipts Verified	Receipt Received	Westin internet- 12/01/2008 \$10.79 Pour 		Approve Reject Adjust

Approve All Reject All

Rejection Reason Code: Please select---

Reason Detail:

History


Action taken	Taken by	Date	Comment
Receipts Verified	Adams,Emily Rebecca	12/19/2008 02:55 PM	

Expense Report page

3 Verify the header information that displays:

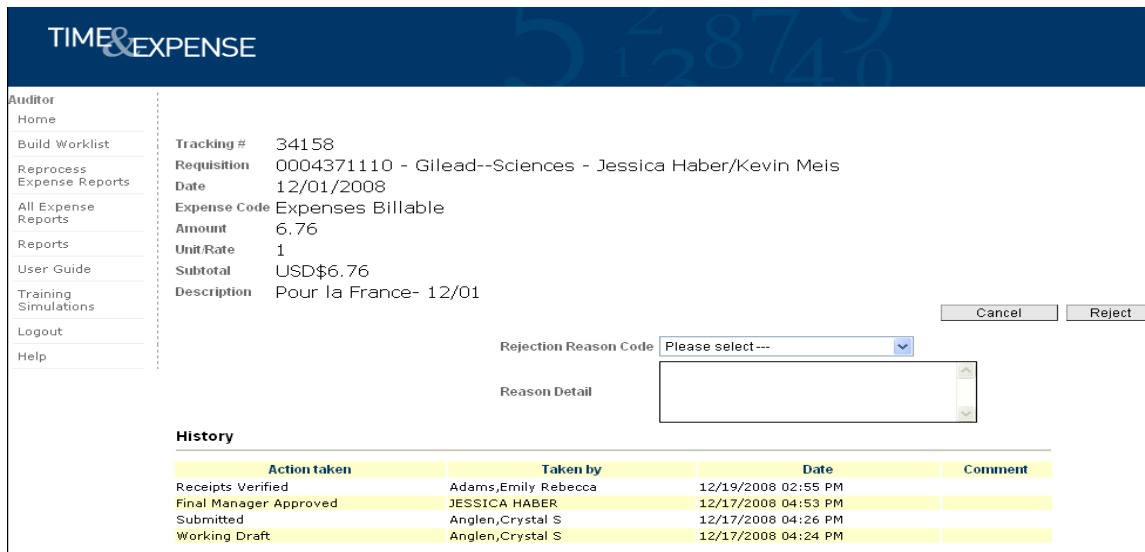
Field	Description
Tracking # (expense reports only)	The tracking number used to track the expense
Job Requisition #	The job requisition number and the name of the customer for whom the consultant incurred the expense
Status	The status of the expense report

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 <i>View Expense Details</i> 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



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Tracking # 34158

Requisition 0004371110 - Gilead--Sciences - Jessica Haber/Kevin Meis

Date 12/01/2008

Expense Code Expenses Billable

Amount 6.76

Unit/Rate 1

Subtotal USD\$6.76

Description Pour la France- 12/01

Cancel Reject

Rejection Reason Code Please select ---

Reason Detail

History

Action taken	Taken by	Date	Comment
Receipts Verified	Adams, Emily Rebecca	12/19/2008 02:55 PM	
Final Manager Approved	JESSICA HABER	12/17/2008 04:53 PM	
Submitted	Anglen, Crystal S	12/17/2008 04:26 PM	
Working Draft	Anglen, Crystal S	12/17/2008 04:24 PM	

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.

The screenshot shows the 'TIME & EXPENSE' interface. On the left is a navigation menu with options: Auditor, Home, Build Worklist, Reprocess Expense Reports (highlighted), All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main content area has search filters for 'Name (Last, First)' and 'Tracking No.' (both text boxes), and a 'Week Ending' dropdown menu. A 'Find' button is located to the right of the 'Tracking No.' field. Below the search filters, the page title is 'Pending Reprocess Expense Reports' and the message reads 'No Expense Reports to view at this time.' At the bottom of the page, there is a footer with the text: 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'


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	<p>Do the following:</p> <ol style="list-style-type: none"> 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	<p>Do the following:</p> <ol style="list-style-type: none"> 1 In the Week Ending field, select a specific week-ending date for the information you need to view. This field defaults to All 2 If necessary, you can also specify 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	<p>Do the following:</p> <ol style="list-style-type: none"> 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

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Name (Last,First)

Please type all or part of the name without llany special characters(*,[,.%).

Tracking No.

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Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer Name	Status	Total Amount	Detail
34158	12/06/2008	Anglen, Crystal S	04092076	0004371110	Gilead--Sciences	Receipts Verified	USD\$58.51	
34865	12/13/2008	Singleton, Christopher Lance	04057923	0004354573	Brunswick--Mercury Marine	Receipts Verified	USD\$468.80	
35009	03/14/2009	Husain, Omar M	04053642	0004355633	Transco Products Inc	Receipts Verified	USD\$100.00	

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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	<p>1 From the Pending Reprocess Expense Report page, click the Reprocess checkbox for the expense report that you need to reprocess</p> <p>2 Click the Reprocess link to re-process the expense Time & Expense sends the expense report back to PeopleSoft for processing</p>
Reprocess all expense reports	<p>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</p> <p>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</p>

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: <ul style="list-style-type: none"> • 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.

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Search Expense Reports

Name (Last,First) Customer ID Status
 Product ID Job Req # Week Ending
 Tracking Number

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Tracking Number	Date	Employee Name	Employee ID	Job Req Number	Customer ID	Customer Name	Product ID	S
34916	01/10/2009	Morley, Abram Justin	04115934	0004346080	118467	Kellogg Company	2	W Di
34911	01/10/2009	Majhi, Bharat	04117638	0004386957	171291	Omaha Public Power District	10	W Di
34572	12/27/2008	Mkissack, Steven Curtis	04086859	0004239256	144738	Re Cape May Holdings Inc	10	St fo Pe
34206	12/20/2008	Manning, Shad Michael	03991637	0004329202	101990	Engineering Environmental Management	7	St fo Pe
34236	12/20/2008	Matsko, Ronald P	03241441	0004332780	107934	Hdr Inc	7	W Di
34361	12/20/2008	Mkissack, Steven Curtis	04086859	0004239256	144738	Re Cape May Holdings Inc	10	St fo Pe
34205	12/13/2008	Manning, Shad Michael	03991637	0004329202	101990	Engineering Environmental Management	7	St fo Pe

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

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Product ID

Tracking Number

Customer ID

Job Req #

Status


Week Ending

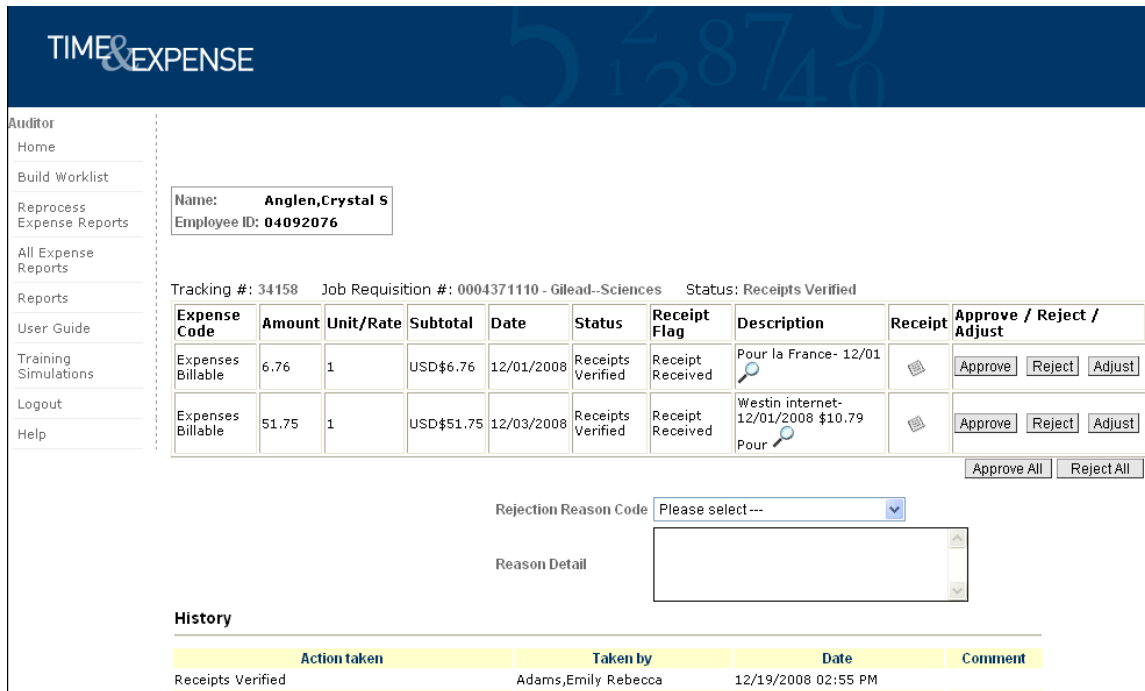
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Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer ID	Customer Name	Product ID	S
34916	01/10/2009	Morley, Abram Justin	04115934	0004346080	118467	Kellogg Company	2	W Dr
34911	01/10/2009	Majhi, Bharat	04117638	0004386957	171291	Omaha Public Power District	10	W Dr
34572	12/27/2008	Mckissack, Steven Curtis	04086859	0004239256	144738	Rc Cape May Holdings Inc	10	Su fo Pe
34206	12/20/2008	Manning, Shad Michael	03991637	0004329202	101990	Engineering Environmental Management	7	Su fo Pe
34236	12/20/2008	Matsko, Ronald P	03241441	0004332780	107934	Hdr Inc	7	W Dr
34361	12/20/2008	Mckissack, Steven Curtis	04086859	0004239256	144738	Rc Cape May Holdings Inc	10	Su fo Pe
34205	12/13/2008	Manning, Shad Michael	03991637	0004329202	101990	Engineering Environmental Management	7	Su fo Pe

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



The screenshot shows the 'TIME & EXPENSE' system interface. On the left is a navigation menu with options like 'Home', 'Build Worklist', 'Reprocess Expense Reports', 'All Expense Reports', 'Reports', 'User Guide', 'Training Simulations', 'Logout', and 'Help'. The main content area displays the user's name 'Anglen, Crystal S' and Employee ID '04092076'. Below this, tracking and job requisition information is shown: 'Tracking #: 34158', 'Job Requisition #: 0004371110 - Gilead--Sciences', and 'Status: Receipts Verified'. A table lists two expense items:

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Receipt Flag	Description	Receipt	Approve / Reject / Adjust
Expenses Billable	6.76	1	USD\$6.76	12/01/2008	Receipts Verified	Receipt Received	Pour la France- 12/01		Approve Reject Adjust
Expenses Billable	51.75	1	USD\$51.75	12/03/2008	Receipts Verified	Receipt Received	Westin internet- 12/01/2008 \$10.79 Pour		Approve Reject Adjust


Below the table are buttons for 'Approve All' and 'Reject All'. There is also a 'Rejection Reason Code' dropdown menu and a 'Reason Detail' text area. At the bottom, a 'History' table shows the last action:

Action taken	Taken by	Date	Comment
Receipts Verified	Adams,Emily Rebecca	12/19/2008 02:55 PM	

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 <i>View Expense Details</i> 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.

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- Reports**
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Week Ending Date: 5/23/2009

Operating Company: All

Users Status	EXCEL	HTML
Orphaned Expenses	EXCEL	HTML
Invoice Tracking	EXCEL	HTML
Active Customers	EXCEL	HTML
Workflow Audit	EXCEL	HTML
Missing and Duplicates	EXCEL	HTML
Expense Report Auditors	EXCEL	HTML
Project Tracking	EXCEL	HTML
Duplicate Expenses	EXCEL	HTML

Comments or Suggestions, Click here.
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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.

- **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: <ul style="list-style-type: none"> • 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.

The screenshot shows the Time & Expense Home page. On the left is a navigation menu with options: Home, Build Worklist, Reprocess Expense Reports, All Expense Reports, Reports, User Guide, Training Simulations, Logout, and Help. The main content area displays 'Pending Approval Expense Reports' with a search bar for Name (Last,First) and Tracking No., and a 'Week Ending' dropdown. Below the search bar is a table with the following data:

Tracking Number	Date	Employee Name	Employee Id	Job Req Number	Customer Name	Status	Total Amount	Detail
34158	12/06/2008	Anglen, Crystal S	04092076	0004371110	Gilead--Sciences	Receipts Verified	USD\$58.51	
34865	12/13/2008	Singleton, Christopher Lance	04057923	0004354573	Brunswick--Mercury Marine	Receipts Verified	USD\$468.80	
35009	03/14/2009	Husain, Omar M	04053642	0004355633	Transco Products Inc	Receipts Verified	USD\$100.00	

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

Home page

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

The screenshot shows the Time & Expense Training Simulations page. The left navigation menu is the same as in the previous screenshot, but 'Training Simulations' is highlighted. The main content area is titled 'Approver' and lists the following roles:

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

Below this, under the 'User' section, are the following roles:

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

Under the 'Support' section, the following roles are listed:

- Operations Support Group Role
- Customer Viewer Role

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

Simulations page

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