

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 consultant	From the left menu, click the Time Cards link to display one of the following depending when you access the system. • If you log into the system Sunday, Monday, or Tuesday then the time card for the previous week-ending date displays. • If you log into the system Wednesday, Thursday, Friday, or Saturday then the time card for the current weekending date displays. Use the search field to display a time card for another week-ending date.

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

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

Consultants Not Working In California

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

The screenshot shows the TIME & EXPENSE system interface. The header includes the logo and a navigation menu on the left with options like Home, Time Cards, Enter Expenses, Status Summary, All Time Cards, Contact Information, All Expense Reports, Setup Options, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help. The main content area displays the employee's name (Berhanu, Ankete M) and Employee ID (04098924). The Week Ending Date is set to 04/18/2009. Below this, there is a summary box with Customer (3m), Managers (Megan Schuzetenberg), Job Req# (0004195627), Company (ASC), Office (00501 Arden Hills, MN), and Status (Inactive). The Worksite Location is 3m Center Maplewood, MN. The form includes fields for Date, Earnings Code, Hours Worked, and User-Defined Fields (Job Detail, Project, Department). There is an 'Add This Entry' button and a 'Total Hours Worked' field showing 00:00. At the bottom, there are 'Save' and 'Submit For Approval' buttons. A footer note says 'Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.'

Time Cards page

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

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

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

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

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

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

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

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

Hours Calculator

Choose the Calculator image to determine the amount of hours worked. The visibility of the Calculator image is determined by your Operating Company.

1. Click on the Calculator image. 

2. Enter the Start Time (example 08 16 AM).

3. Enter the End Time (example 03 47 PM). Please note, AM and PM must be indicated in order to calculate the correct amount of hours.

4. Enter the amount of time for the duration of your meal break, if applicable (example 00 30 for a 30 minute lunch break).

5. Click the **Calculate** button to view the results of the calculation. The calculator will automatically remove your meal break duration, if applicable.
6. Click the **Reset** button to clear the information.

Consultants 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.

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Name: **Rowe, Richard Allen**

Employee ID: **03542377**

Week Ending Date: **04/18/2009**

Customer: Eds Commercial Managers: Tim Stefansky Status: Inactive

Job Req#: 0003803742 Company: TEK Office: 00592 Los Angeles, CA

Worksite Location: 2255 N. Ontario St. #400 Burbank, CA

Earn Type	Start Time	End Time	Hours Worked	User-Defined Fields
Add New Sunday, April 12, 2009 00:00				
Regular Pay			00:00	Location -Select- PO -Select-
Meal Break			00:00	
Regular Pay			00:00	Location -Select- PO -Select-
Add New Monday, April 13, 2009 00:00				
Regular Pay			00:00	Location -Select- PO -Select-
Meal Break			00:00	
Regular Pay			00:00	Location -Select- PO -Select-
Add New Tuesday, April 14, 2009 00:00				
Regular Pay			00:00	Location -Select- PO -Select-
Meal Break			00:00	
Regular Pay			00:00	Location -Select- PO -Select-

Time Cards page


2. Beginning entering time on the day/date hours were worked.
3. In the Earnings Type field, select the appropriate earnings code for the hours worked for example, Regular Pay.
4. In the Start Time field, type the time when you started to work. You must enter time as HH:MM (two digits for the hour and two digits for the minutes) and include AM or PM. For example, 09:30 AM.
5. In the End Time field, type the time when you stopped working. You must enter time as HH:MM (two digits for the hour and two digits for the minutes) and include AM or PM. For example, 01:00 PM.
6. When entering meal breaks the following rules apply:
 - Greater than 6 hours a 30 minute meal break is required
 - 10 – 12 hours 2nd meal break required unless 2nd meal break waiver is signed


- 12-15 hours a 30 minute meal break is required – waiver is not optional.
- 15 + hours 3rd meal break is required.

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

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

Time Cards page

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

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

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

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

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

California 2nd Meal Break Waiver

13. 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”

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

Week Ending Date: 7/31/2010

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

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

Earn Type	Start Time	End Time	Hours Worked
Sunday, July 25, 2010 10 : 30			
Add New 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
Monday, July 26, 2010 11 : 00			
Add New 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
Tuesday, July 27, 2010 00 : 00			
Add New Regular Pay			00 : 00

14. 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.

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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

1. 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.
2. I Do not waive my 2nd required 30-minute unpaid meal break if I waived my first meal period.
3. 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.
4. I understand this waiver form will be kept by my employer and made available to me upon my request.

Sunday
 Monday

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

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

15. 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.

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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

16. 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.

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

TGS Timecard Submission

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

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Customer: Tgs--Overhead		Managers: RICHARD NAHAL - VYACHESLAV KOSTIN		Status: Inactive	
Job Req#: 0004646800		Company: TGC		Office: 00721 Montreal, Quebec Canada	
Worksite Location: 650 Maisonneuve De Boulevard West Montreal, QC				Calculator	

Earnings Code	Contract Line	Contract Number	Activity ID	Project ID
--- Select ---	1	CON000000003932 Overhead	--- Select ---	0000516167 Overhead

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Add a New Row	Delete this Row
Time Worked	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0		

Customer: Recorded Books Llc		Managers: RICHARD NAHAL - VYACHESLAV KOSTIN		Status: Inactive	
Job Req#: 0004652106		Company: TGC		Office: 00721 Montreal, Quebec Canada	
Worksite Location: 270 Skipjack Rd Prince Frederick, MD				Calculator	

Earnings Code	Contract Line	Contract Number	Activity ID	Project ID
--- Select ---	1	CON000000005853 Recorded Books	--- Select ---	0000520890 Recorded Books

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Add a New Row	Delete this Row
Time Worked	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0		

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

Comments or Suggestions, Click here
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Time Cards page

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

For example, Regular Pay.

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

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

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

2. Click the **Save** button to save ALL time cards. You can save the hours worked without submitting the information. When you re-access the Time Card page the saved information displays.
3. If you need to submit the time card for approval, click the **Submit for Approval** button. When you click this button, the time cards save automatically. Refer to Submit Time Cards for further details.
4. Refer to Perform Additional Time Card Functions in this document to perform additional functions for the time cards.

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

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

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

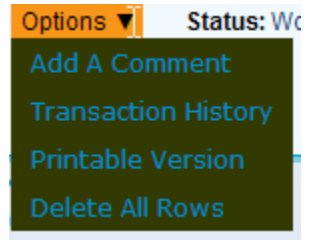
Transaction History | Printable Version | UnSubmit

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

Customer: Teksystems Global Services-Internal Only	Managers: SREEHARI KATAM - DAYANANADA KAMATH	Options ▼	Status: Final M	Description	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 1	Sat 2	Total
Job Req#: 0004653286	Company: EFI	Office: 00723 Bangalore-RMZ	Approve	Project Reg Billable	0	9:00	9:00	9:00	9:00	9:00	0	45:00
Worksite Location: Rmz Nxt Campus, Unit 401-402 Bangalore, KA				Non Bill-Reg Proj OT	0	4:00	4:00	4:00	4:00	4:00	4:00	24:00
				Grand Total	0	13:00	13:00	13:00	13:00	13:00	4:00	69:00

Comments or Suggestions, Click here
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Perform Additional Time Card Functions



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

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

	continue or cancel your submittal. If you submit a time card and realize that the information is not correct, you can click the UnSubmit button to un-submit the time card and correct the information. You cannot unsubmit a time card that has already been approved by a manager.
Delete All Rows	To delete all rows in the time card.

Submit Time Cards

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

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

Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
	hh:mm	hh:mm	hh:mm	08:30	hh:mm	hh:mm	hh:mm	8:30	Delete this Row

Earnings Code	Contract Line	Contract Number	Activity ID	Project ID
Non Bill-Reg Proj OT	1	CON000000003932 Overhead	BENCH	0000516167 Overhead

Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
	hh:mm	hh:mm	hh:mm	hh:mm	08:00	08:00	08:30	24:30	Add a New Row Delete this Row

Customer: Recorded Books Llc Managers: RICHARD NAHAL - VYACHESLAV KOSTIN [Actions](#) Status: Working Draft

Job Req#: 0004652106 Company: TGC Office: 00721 Montreal, Quebec Canada

Worksite Location: 270 Skipjack Rd Prince Frederick, MD [Calculator](#)

Earnings Code	Contract Line	Contract Number	Activity ID	Project ID
--- Select ---	1	CON000000005853 Recorded Books	--- Select ---	0000520890 Recorded Books

Time Worked	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0	Add a New Row Delete this Row

[Save](#) [Submit for Approval](#) [Close \[X\]](#)

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

Time Card page

2. Verify the information that displays. Update the necessary information.

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

4. Click the **Submit For Approval** button to save your time card and display the Confirm Time Card Submission page.

Confirm Time Card Submission page

5. Verify your time card information.

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

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