Time and Expense
Approver User's Guide

ALLEGIS GROUP
People. Service. Performance.

Important Notice

General Information

May 2009

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

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Overview

Time & Expense is a web based automated time and expense collection system. Allegis Group Users utilize Time & Expense to enter their hours and expenses into the system on a weekly basis. Approvers and Expense Auditors (expenses only) must approve the hours and expenses that the users submit before they can receive compensation and reimbursement. The hours and expenses approved in Time & Expense load into PeopleSoft OASIS. If any one of these roles rejects the hours or expenses then the user must update and resubmit his or her time card or expense report to receive compensation or reimbursement.

The information that displays when you log into Time & Expense depends on your job role. Users, Approvers, Authorized Viewers, Field Support (for example CSAs), Operations Support Group (OSG), and Expense Auditors access the system for different reasons. Time & Expense uses your user identification to log you into the system to access the functionality that you need to enter or validate hours and expenses to receive or pay the appropriate compensation or reimbursement.

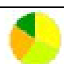
The following table identifies the information that displays when you log into Time & Expense depending on your job role:

Job Role	Description
User	The time card page displays. Depending when you access the system one of the following week ending dates displays: • If you log into the system Sunday, Monday, or Tuesday then the time card for the previous week ending date displays. • If you log into the system Wednesday, Thursday, Friday, or Saturday then the time card for the current week ending date displays. Refer to *Access and Update the Time card* for further details.
Final Manager	The Pending Approval Time cards and Pending Approval Expense Reports page displays. You must approve or reject the time cards and expense reports listed to pay and reimburse the users appropriately. Depending on the customer for whom the user works, either one level or two levels of approval is required. Once the Primary Manager approves the time card or expense report, Time & Expense routs the time card or expense report to the Final Manager. The Final Manager must approve the time card or expense report to compensate or reimburse the user.

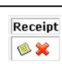
Job Role	Description
Primary Manager (optional)	The Pending Approval Time cards and Pending Approval Expense Reports page displays. You must approve or reject the time cards and expense reports listed to pay and reimburse the Users appropriately. The Primary Manager level is optional. Depending on the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

Understand Buttons, Icons and Links

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

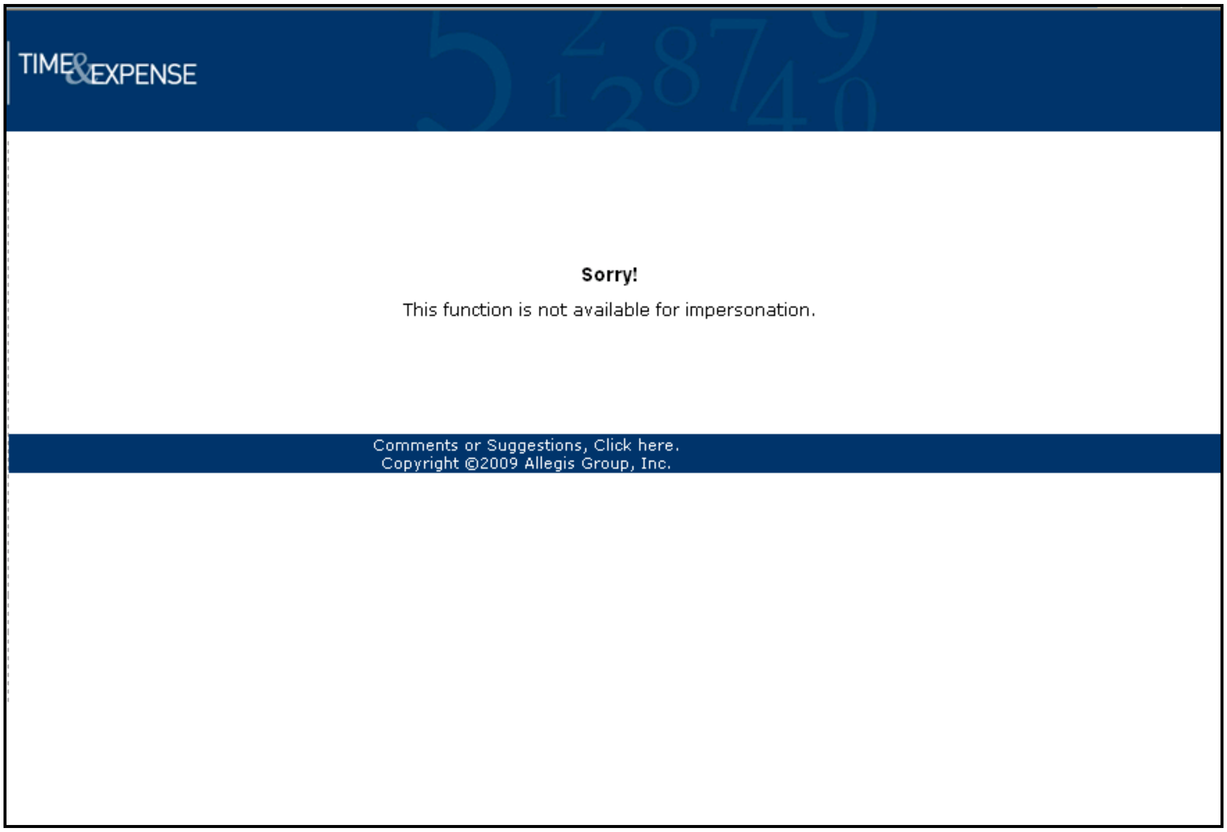
Button	Description
	To view one of the following: • A time card or expense report. • Additional details for an expense item
	To select a date. Users and Field Support only.
	To print the list of time cards or expense reports to the printer that you specify
	To display the list of time cards or expense reports in an Excel spreadsheet. Use this feature to update and save the information as necessary.
	To display the Status Summary (Dashboard) page. Field Support and System Administrators only.
	To display the Status Summary page. Field Support and System Administrators only.
Login	To long into Time & Expense
Save My EmailPreferences	To save the e-mail settings that you prefer. Approvers and Users Only.
Save	To save the information you inserted. Users and Field Support only.
Save Changes	To save the updates you inserted to a time card. Users Only.
Save Expense	To save the expense information you inserted. Users and Field Support only.
Add This Entry	To insert the hours worked and the user-defined fields, if applicable, on your time card.
Change	To change the information you inserted. Users, Approvers, and Field Support only.
Edit UDFs	To update the User-Defined Field (UDF) values that display. Approvers only.
Copy	To copy the information you inserted. You can use this button on your time card to copy information from one date and insert the same information for another date within the same week.
Remove	To remove the information that displays.
Edit	To edit the information you inserted. Users and Field Support only.
Continue	To continue performing the action.
Cancel	To cancel or stop performing the action.

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

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

View Messages

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



System Options

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

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

Use this chapter to understand how to:

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

Log into Time & Expense

You must log into Time & Expense to enter, view, and approve hours and expenses in the system. When Approvers and Authorized Viewers are set up in Time & Expense, the system sends you a temporary username and password. If you did not receive a username and password, contact the Consolidated Services Desk.

Time & Expense Login Rules:

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

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

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

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

3. Do one of the following:

If	Then
You are an Approver or Authorized Viewer logging into the system initially	1. In the **Username** field, type the username that was supplied to you in the Time & Expense notification e-mail. For example – M99999 2. In the **Password** field, enter the password that was supplied to you in the Time & Expense notification e-mail.

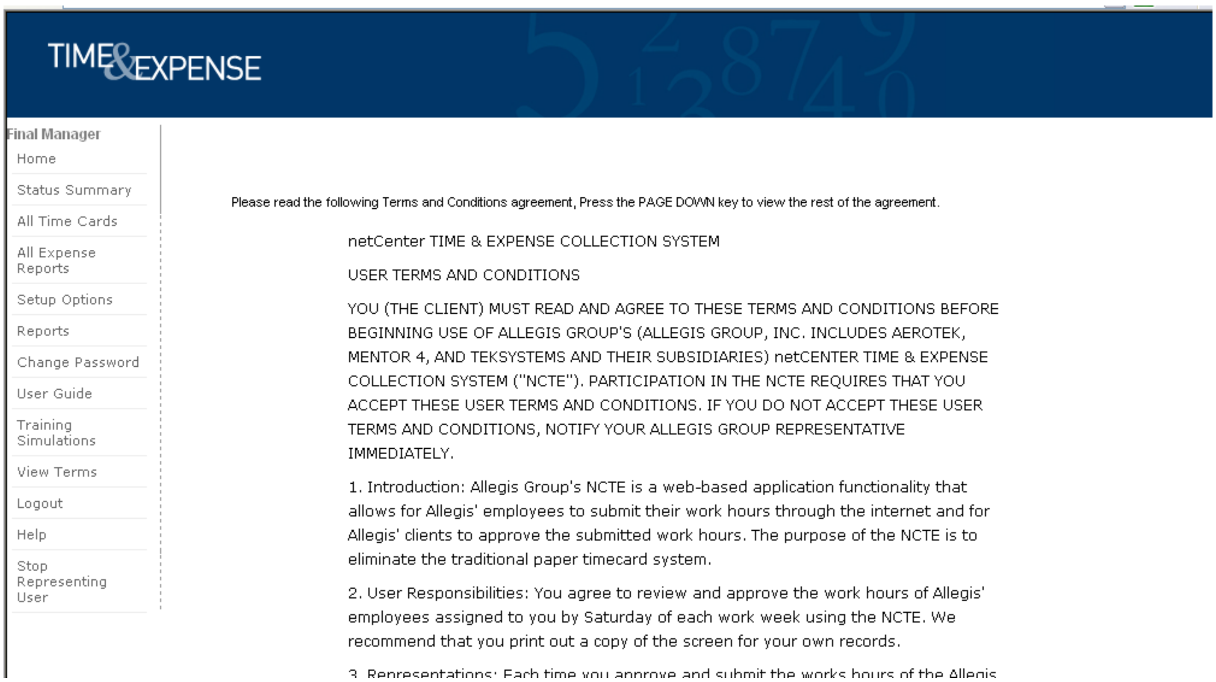
You are an Approver, or Authorized Viewer who has logged into the system previously	1. In the **Username** field, type the e-mail address you specified previously. Your e-mail address is your username. 2. In the **Password** field, type the password you specified previously If you do not remember your password, you can request a new one. Refer to *Request a New Password for Time & Expense* for further details.

4. Click the **Login** button to log into Time & Expense. If you are an Approver or Authorized Viewer and this is your initial login you must setup your Time & Expense account. Refer to *Setup Your Time & Expense Account* for further details.

View Time & Expense Terms and Conditions

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

1. To review the Terms and Conditions, Click the View Terms link to display the User Terms and Conditions Page.

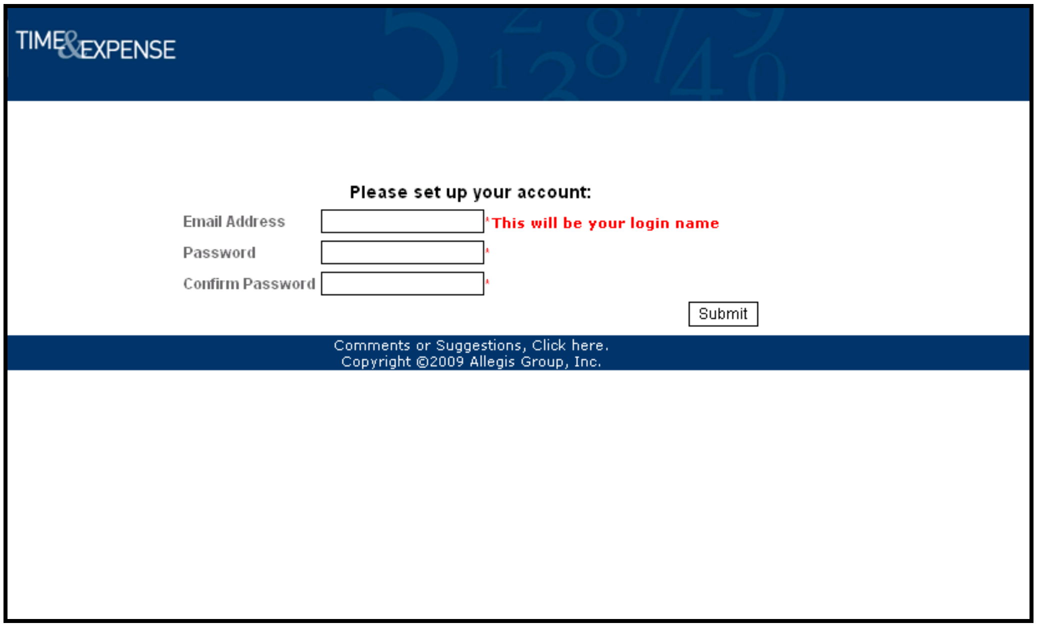


2. Read the User Terms and Conditions page to review the terms and conditions.

3. If this is the first time you have accessed Time & Expense, you must click the **Yes** button to accept the Terms and Conditions to access the system.

Setup Your Account

If you are an Approver or Authorized Viewer and you are accessing Time & Expense for the first time, you must change your username and password. Passwords are encrypted. When you were set up in Time & Expense, the system sent you a temporary username and password. If you did not receive your username and password, contact the CSD.



1. In the **E-mail Address** field, type your e-mail address. Your e-mail address becomes your username. This is a required field. The e-mail address you enter must be active and valid

2. In the **Password** field, type the password you would like to use to access Time & Expense. This is a required field.

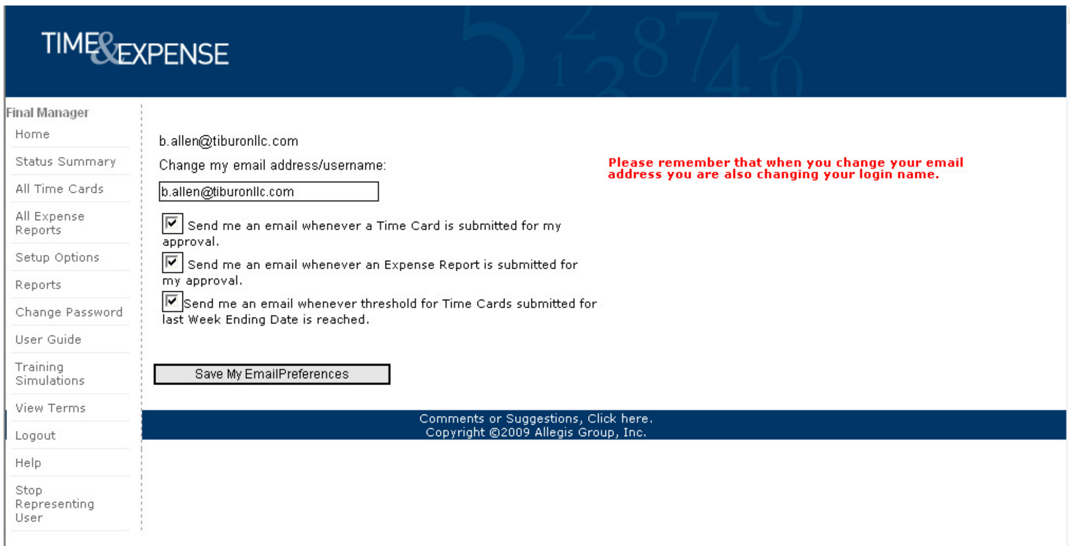
3. In the **Confirm Password** field, re-type the new password. This is a required field. Time & Expense informs you if your passwords do not match. You must re-type your passwords so they match to submit your login information.

4. Click the **Submit** button to access the *E-mail Preferences* page in Time & Expense.

Setup Your E-mail Preferences

Once you setup your account, Time & Expense displays the e-mail preferences page. Use this page to indicate if you want to receive messages from Time & Expense.

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



In the **Change my e-mail address/username** field, type the e-mail address of where you want Time & Expense to send your notifications. This is your username (if you change your e-mail address you are changing your username).

Approver Setup Options

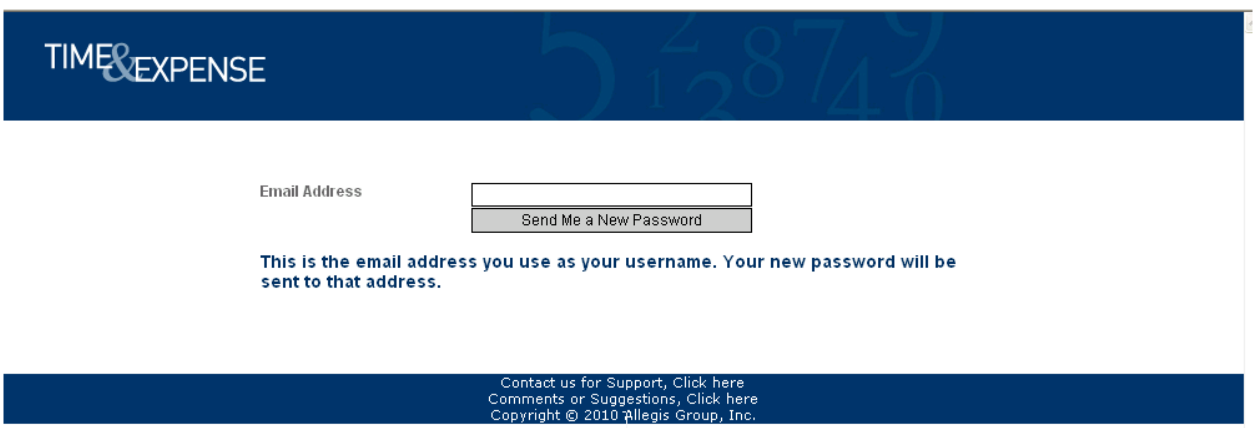
1. Select any of the following checkboxes. If the checkboxes display a check then you will receive e-mail notifications.
   - **Send me an e-mail whenever a Time card is submitted for my approval –** To receive time card notifications from Time & Expense when it receives a time card from one of your Users. Default is checked.
   - **Send me an e-mail whenever an Expense Report is submitted for my approval –** To receive expense report notifications from Time and Expense when it receives an expense report from one of our Users. Default is checked.
   - **Send me an e-mail whenever threshold for Time cards submitted for last Week Ending Date is reached –** To receive notifications from Time & Expense when it receives the percentage of time cards that you indicated for the previous week ending date in the **Send me an e-mail when percentage of Time cards submitted for approval equals:** dropdown box.

2. In the **Send me an e-mail when percentage of Time cards submitted for approval equals:** field, select the percentage of time cards that you want to receive before Time & Expense sends you an e-mail. If you use this feature, you must deselect the first two check boxes and select the **Send me an e-mail whenever threshold for Time cards submitted for last Week Ending Date is reached** checkbox.

Request a New Password for Time & Expense

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

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



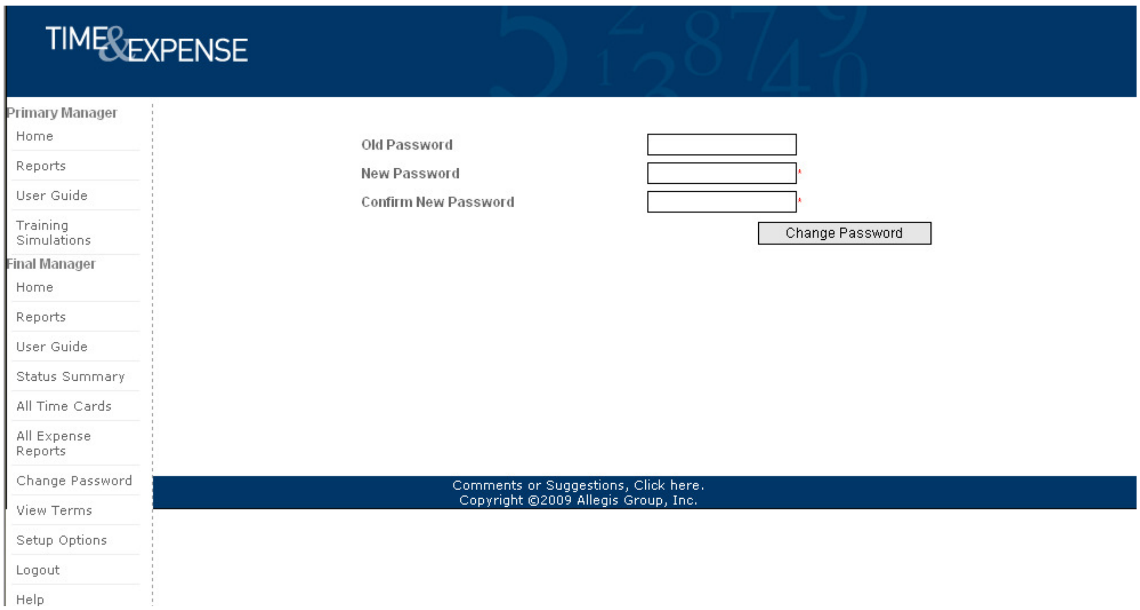
2. In the **E-mail Address** field, type your e-mail address. Your e-mail address is your username. You must type the e-mail address you entered when you set up your account.

3. Click the **Send Me a New Password** button for Time & Expense to send your password to the e-mail address you entered. You must be able to receive e-mails at the e-mail address you entered to receive your new password. Time & Expense sends your password immediately.

Change Your Password

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

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

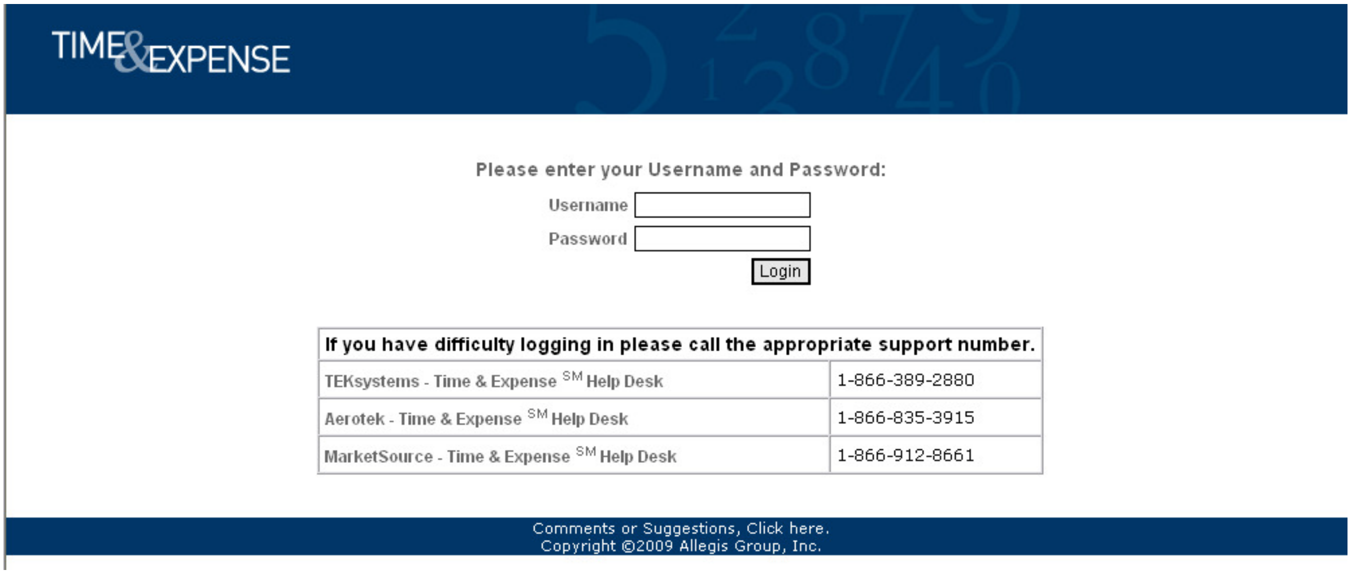


2. In the **Old Password** field, type your current password.
3. In the **New Password** field, type your new password.
4. In the **Confirm New Password** field, re-type your password.
5. Click the **Change Password** button to change your password.

Log Out of Time & Expense

Log out of Time & Expense when you finish working in the system.

From the left menu, click the **Logout** link to display the Login page. When the Login page displays, you are logged out of Time and Expense successfully.



System Features

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

- **Approvers –** Displays a list of the time cards and expense reports you must approve to pay or reimburse your Users appropriately.

- **Authorized Viewers –** Displays a list of the most current time cards and expense reports that have been approved for the previous seven days.

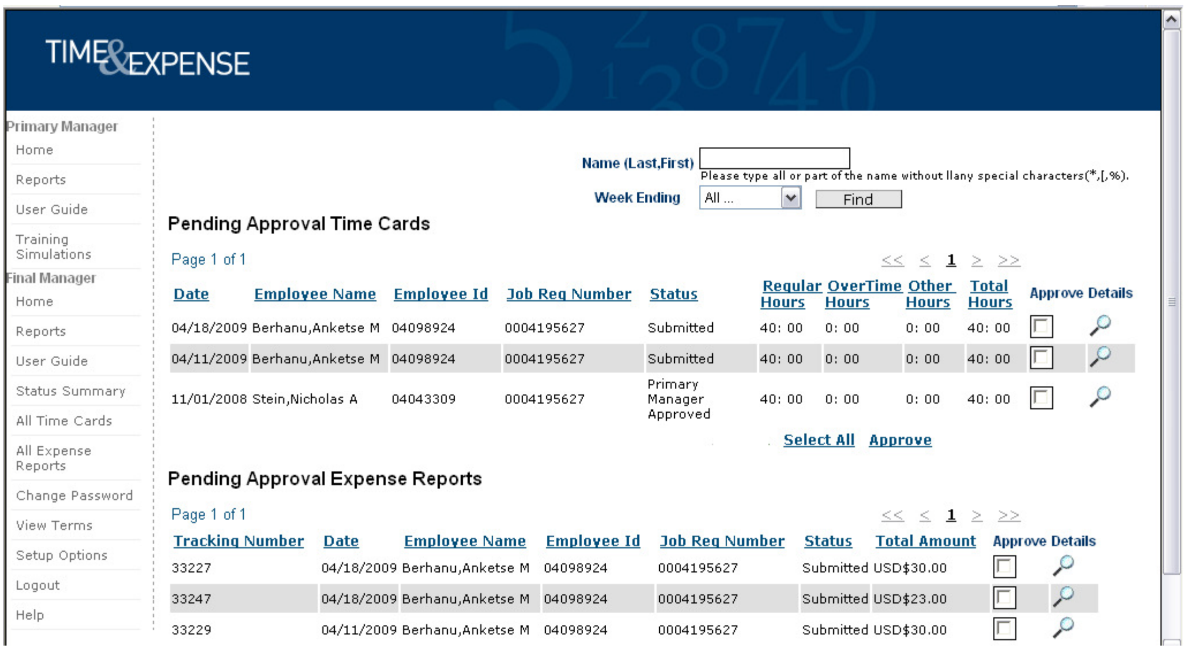
- **Users –** Displays the current time card to ensure that hours are logged so that compensation can be received.

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

Use the Home Link

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

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



2. When you long into the Home Page, your information sorts by week ending date in descending order and employee name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.

3. If necessary, use any of the following search features to display information you need:

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

Option	Description
To display expense reports for a specific employee	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the users first or last name to display a list of users who match your search criteria. 2. If necessary, you can also specify a week ending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.
To display expense reports for a specific week ending date	Do the following: 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.

4. View information that displays:

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

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

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

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

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

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

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

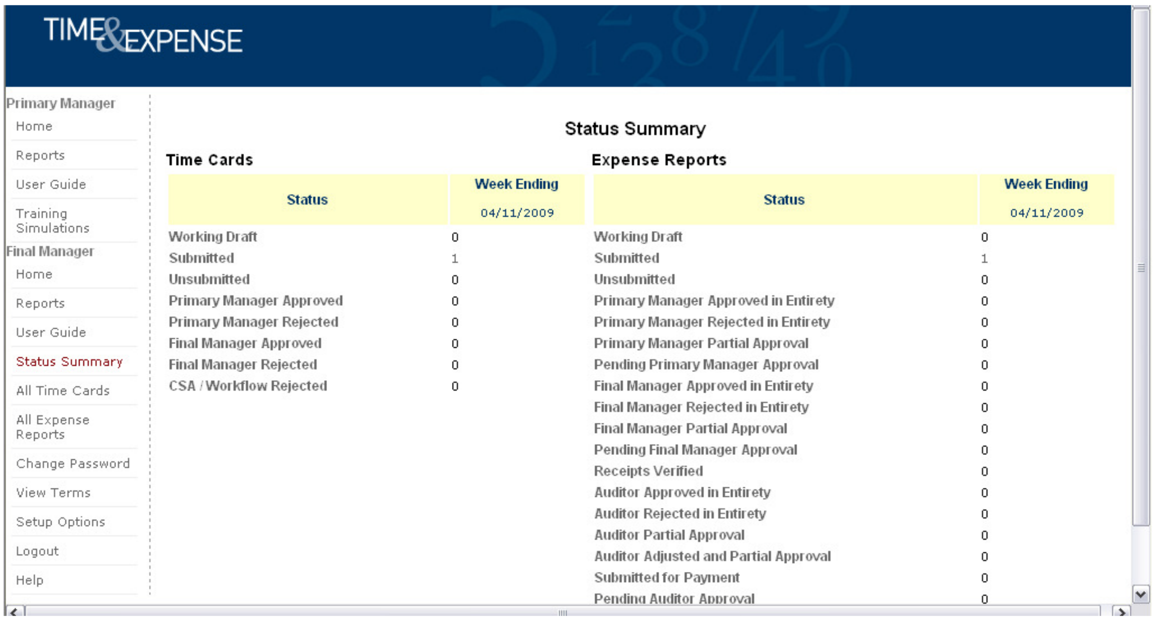
7. If you want to print or format a list of the time cards or expense reports. Click one of the following:

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

Use the Status Summary Page

Use Time & Expense to help you keep track of your time cards and expense reports. When you access the Status Summary page, the summary of your time cards and expense reports for the previous week ending date will display.

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



2. View the Status information that displays.

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

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

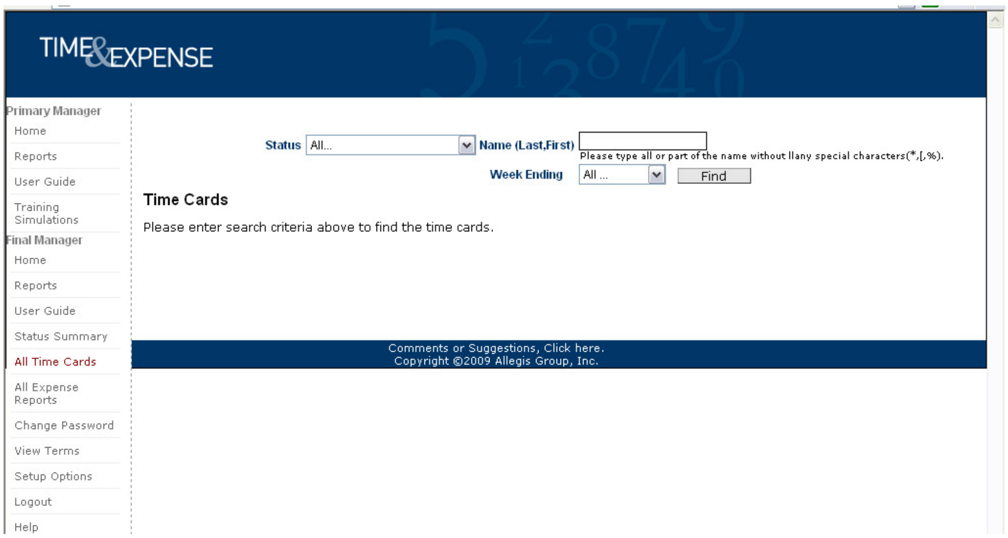
Status	Description
Final Manager Partial Approval	The Final Manager approved a portion of the expense report. This Final Manager level must approve a Users' expense report for the User to receive reimbursement. If a Final Manager gives partial approval, then the User only receives partial reimbursement.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

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

View All Time Cards

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

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

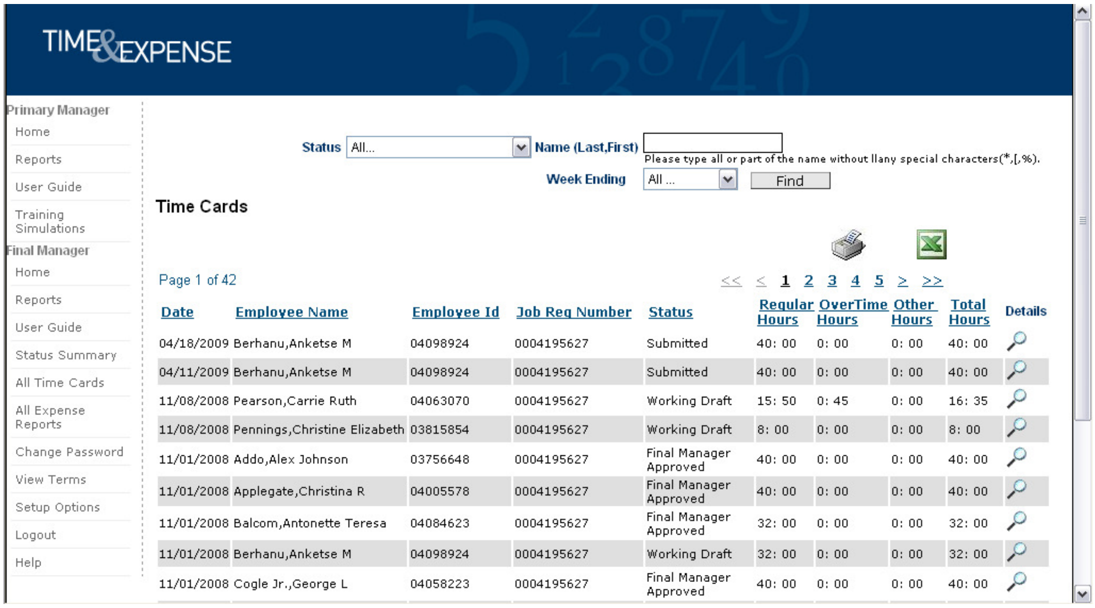


2. Use any of the following search fields to display the information you need:

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

Option	Description
Status	Select the status for the list of time cards you want to view.
Name	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the Users first or last name to display a list of users who match your search criteria. 2. If necessary, you can also specify a week ending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.
Week Ending	Do the following: 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a user in the Name (Last,First) field. 3. Click the Find button to display the information you specified.

3. Your search results sort by week ending date in descending order and User name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.



4. View information that displays:

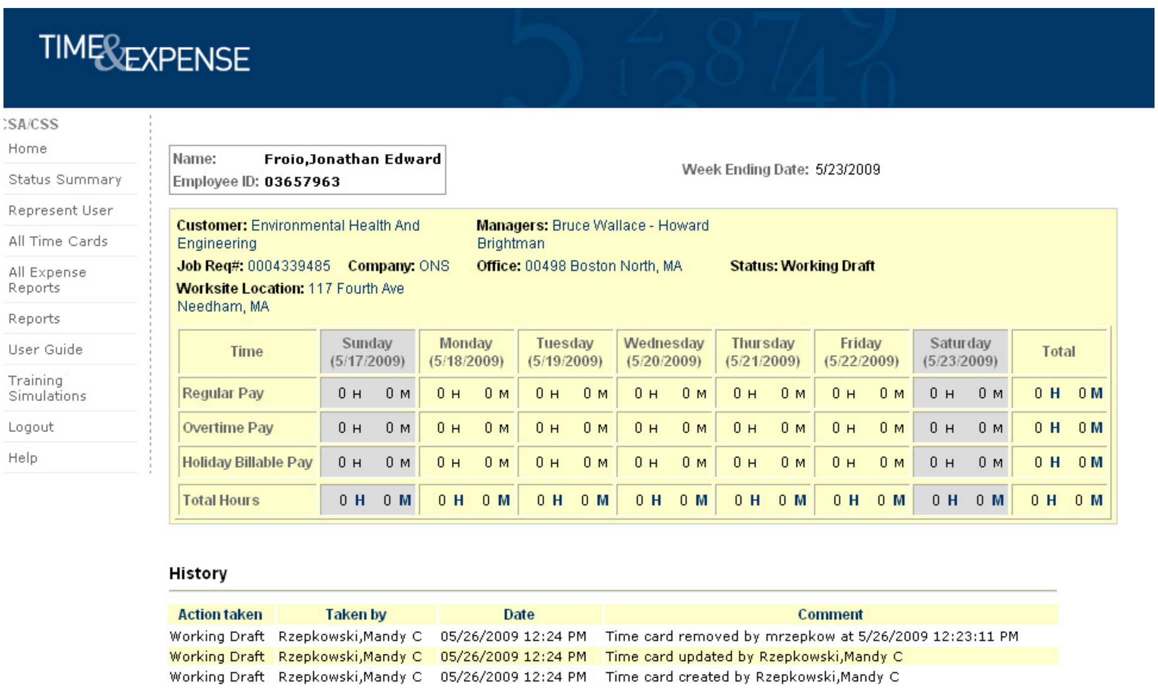
Option	Description
Date	The week ending date for the week when the User incurred his or her time card or expense report.
Employee Name	The name of the User. The name displays as Last name,First name. For example: Smith,John
Employee ID	The PeopleSoft employee identification assigned to the User.
Job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

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

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

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

7. Click on the  to display an individual timecard.



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

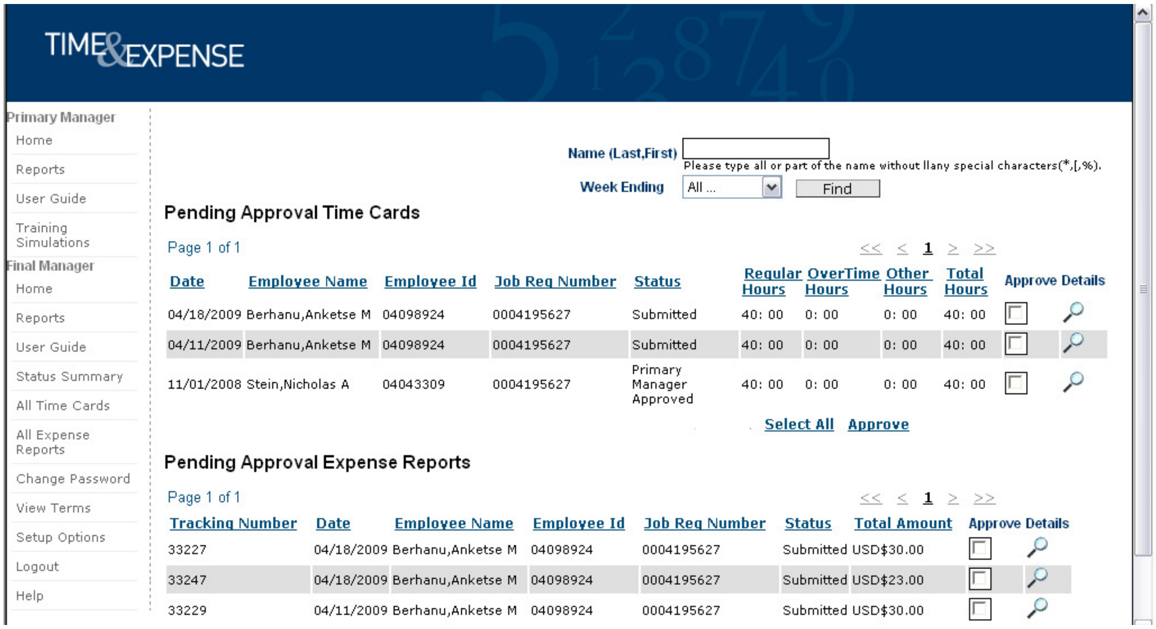
9. Click on any of the following:

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

View, Approve, or Reject Time Cards

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

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



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

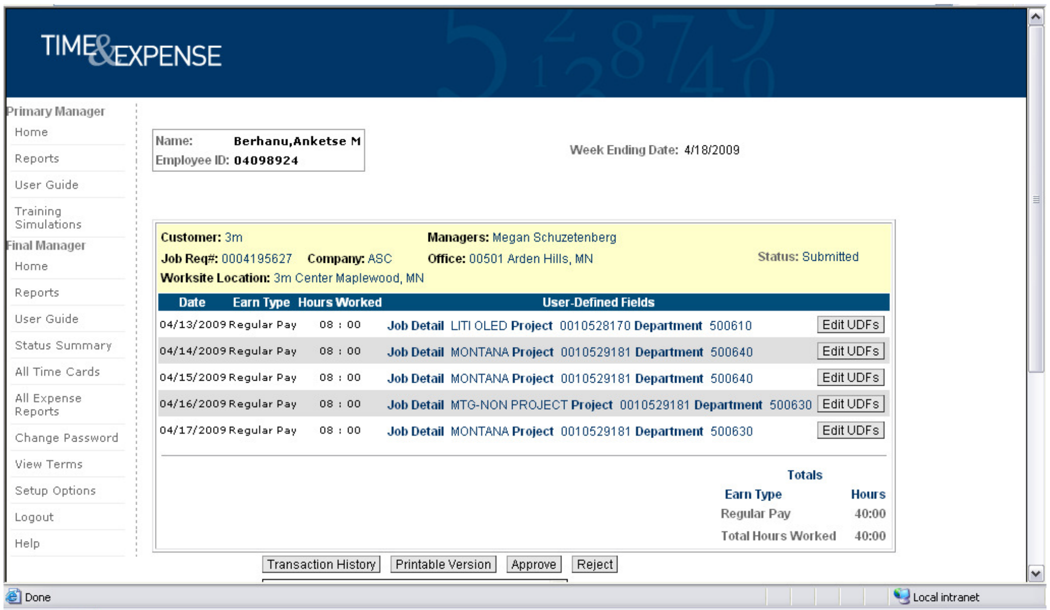
3. If necessary, use any of the following search features to display information you need:

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

Option	Description
Status	Select the status for the list of time cards you wan to view.
Name	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.

Week Ending	Do the following: 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.

4. Click on the 🔍 to display an individual timecard.



5. Verify the information that displays.

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

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

Option	Description
User-Defined Fields: SPORT SOCCER	Verify the UDF that displays. This type of UDF is read only. You cannot update this type of UDF. Contact the field support representative (for example: CSA) in necessary to update the value that displays.
User-Defined Fields: WATER EVIAN	Select the UDF value that should display. If the appropriate UDF value does not display, contact the field support representative (for example: CSA) in necessary to update the value(s).

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

8. Do one of the following:

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

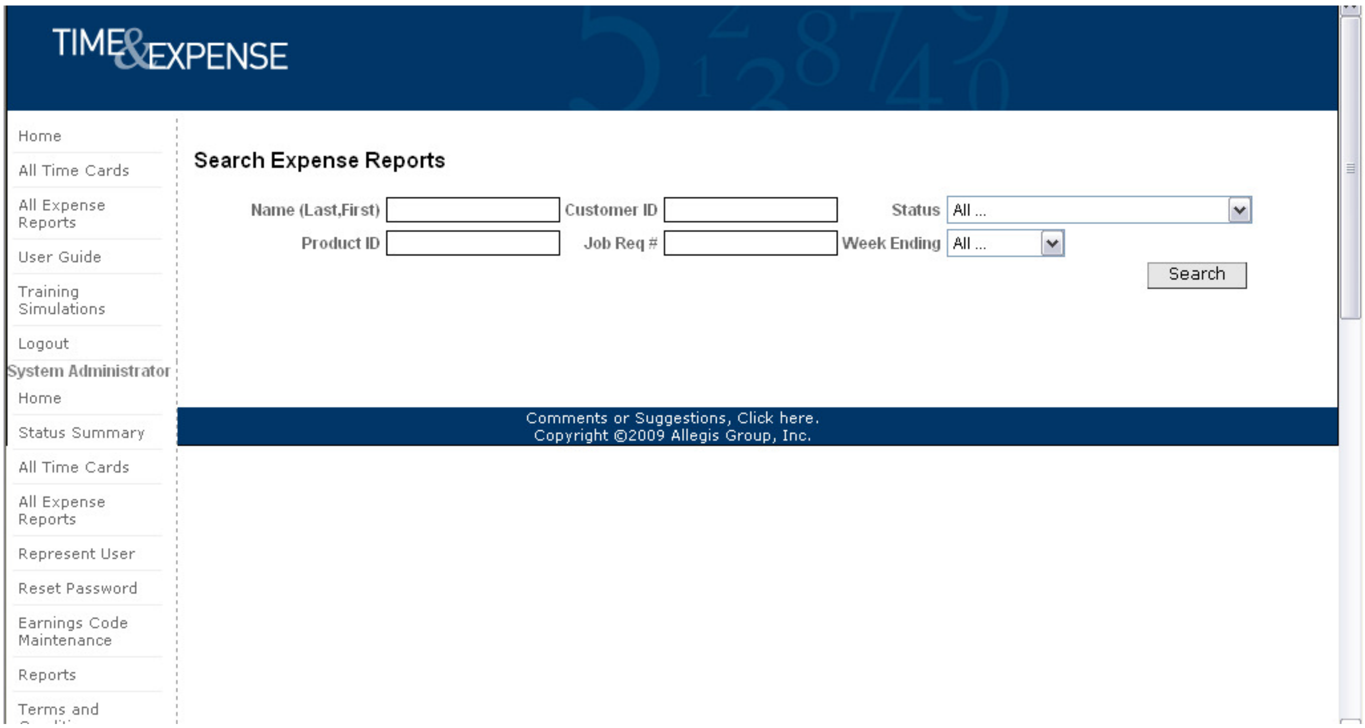
9. To view additional time cards, click one of the following:

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

View All Expense Reports

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

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



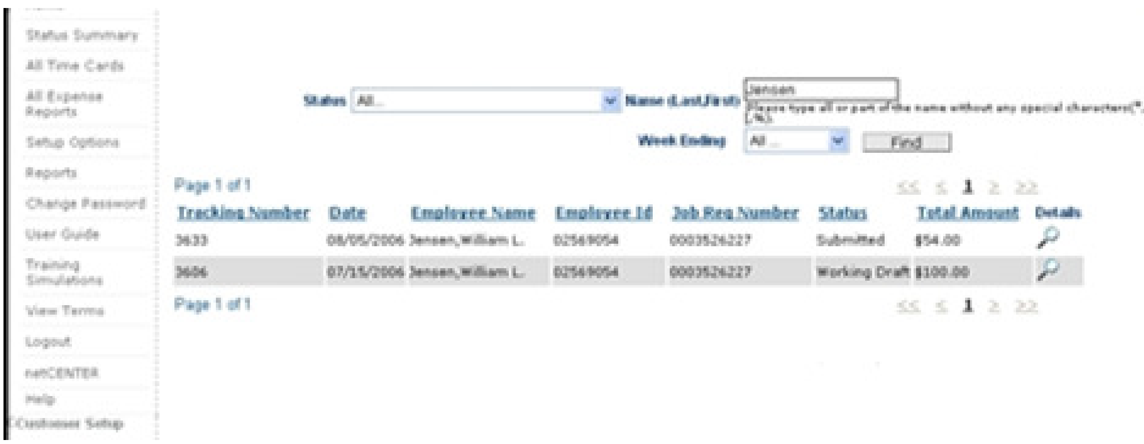
2. Use any of the following search fields to display the information you need:

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

Option	Description
Status	Select the status for the list of time cards you wan to view.
Name	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.

Week Ending	Do the following: 1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.

3. Your search results sort by week ending date in descending order and User name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.



4. View information that displays:

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

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

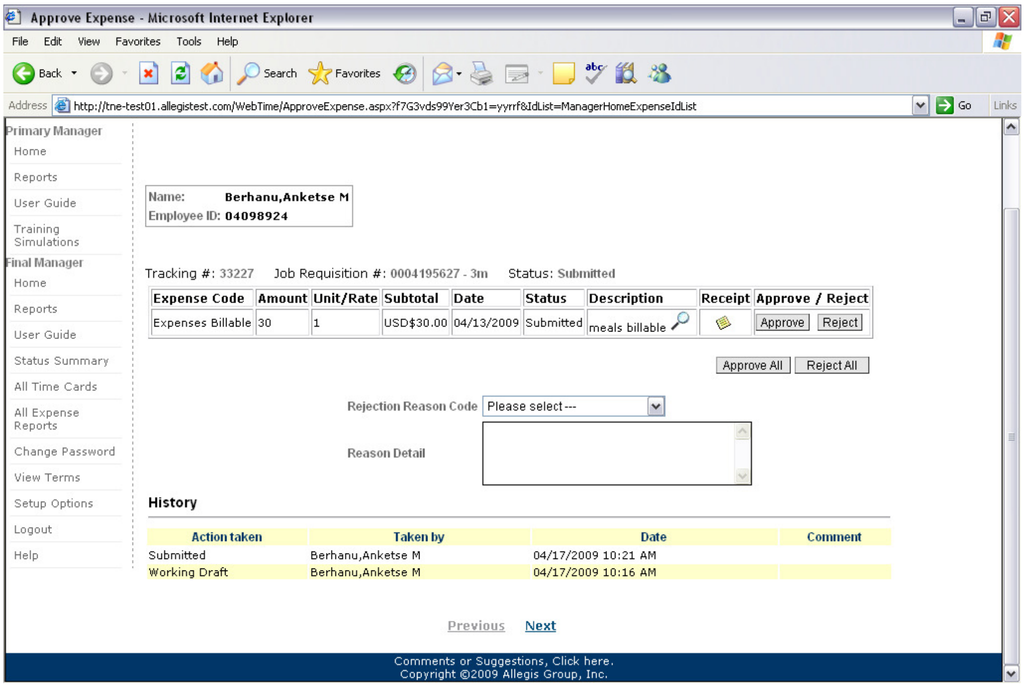
6. To print or format the list of expense reports that displays, click one of the following:

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

View Expense Details

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

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



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

3. View the information that displays.

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

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

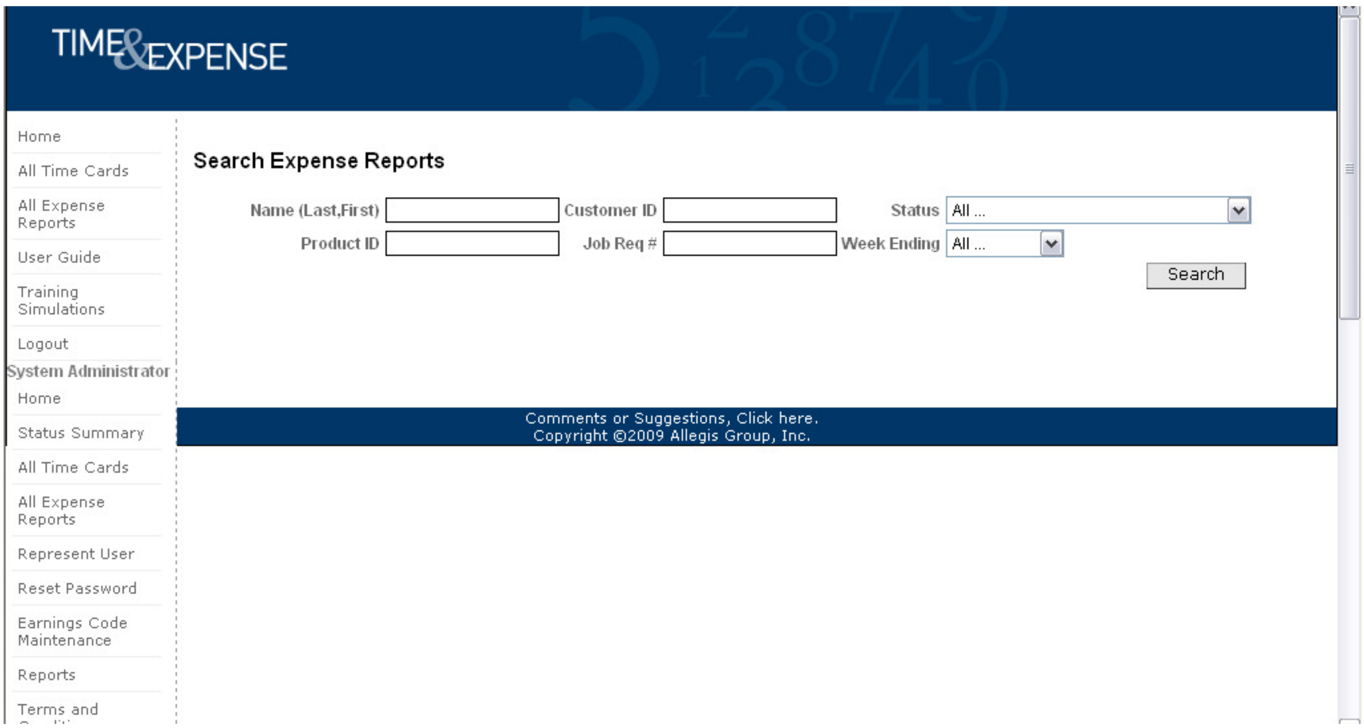
5. Click one of the following buttons:

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

View an Expense Report

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

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



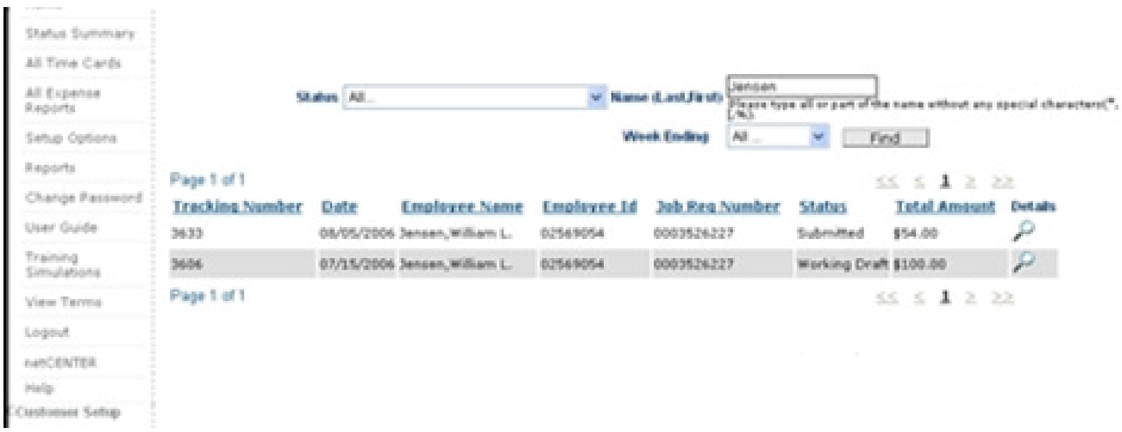
2. Use any of the following search fields to display the information you need:

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

Option	Description
Status	Select the status for the list of time cards you wan to view.
Name	Do the following: 4. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 5. If necessary, you can also specify a week ending date in the **Week Ending** field. 6. Click the Find button to display the information you

	specified.
Week Ending	Do the following: 4. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 5. If necessary, you can also specify a User in the Name (Last,First) field. 6. Click the Find button to display the information you specified.

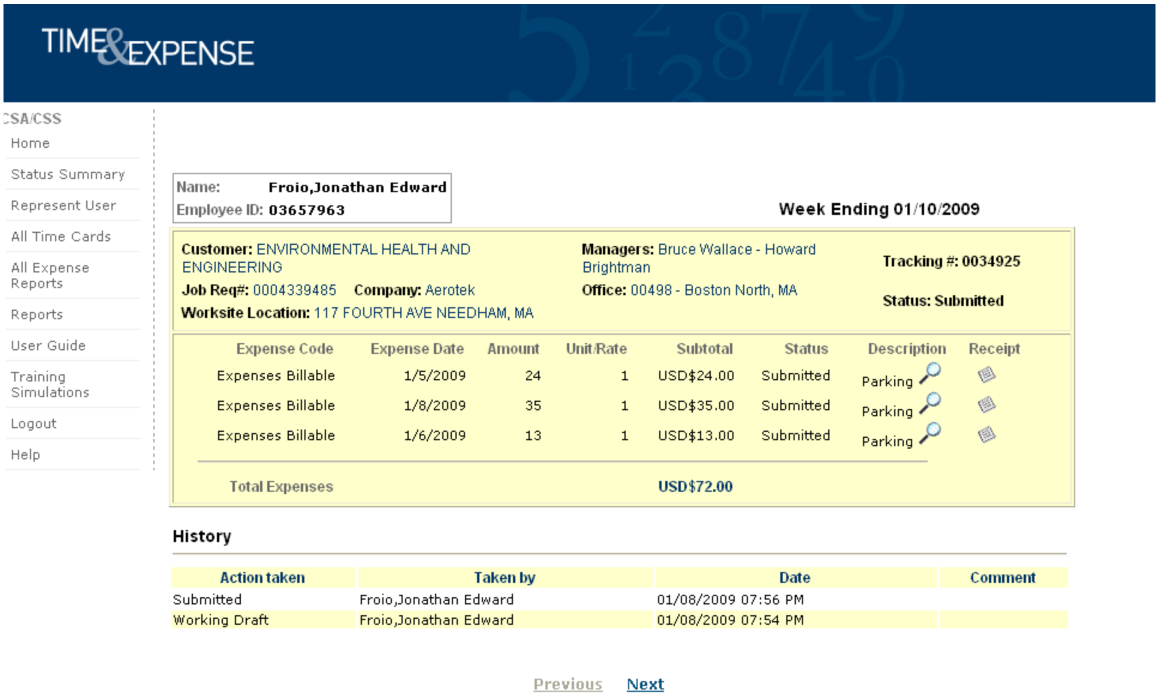
7. Your search results sort by week ending date in descending order and user name in ascending order. Click any of the column heading links to sort the information by the column you selected. An arrow displays to indicate that the column is sorted by ascending or descending order.



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

9. View information that displays:

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



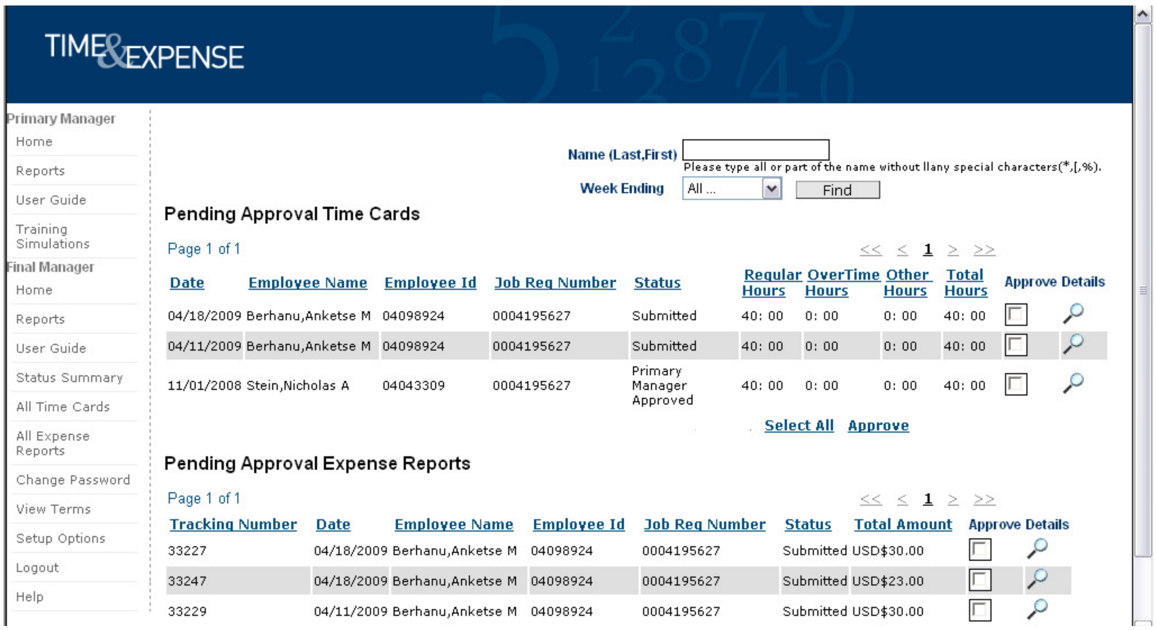
10. Click on any one of the following:

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

View, Approve, or Reject Expense Reports

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

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



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

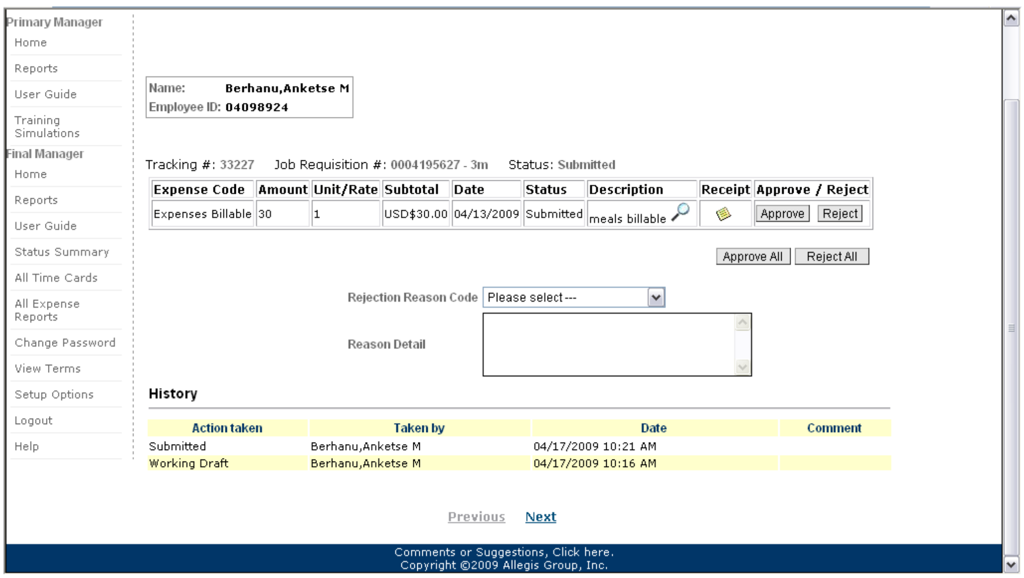
3. If necessary, use any of the following search features to display information you need:

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

Option	Description
To display expense reports for a specific User	Do the following: 1. In the **Name (Last,First)** field, do one of the following: • **To find a specific User** – Type the last name and the first name of a User separated by a comma with no space. For example – Smith,John. • **To find multiple Users** – Type the first letter or letters of the Users first or last name to display a list of Users who match your search criteria. 2. If necessary, you can also specify a week ending date in the **Week Ending** field. 3. Click the Find button to display the information you specified.
To display expense reports for a	Do the following:

specific week ending	1. In the Week Ending field, select a specific week ending date for the information you need to view. This field defaults to All. 2. If necessary, you can also specify a User in the Name (Last,First) field. 3. Click the Find button to display the information you specified.
To display another page of expense reports	Click the appropriate page number link to display another page of expense reports.

4. Click on the  to display an individual timecard.



5. Verify the header information that displays:

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

6. Verify the expense information that displays:

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

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

7. Do one of the following:

Option	Description
Approve	To approve the expense that the User submitted. Repeat steps 4-6 for each expense that you need to approve.
Reject	To reject the expense that the User submitted. Once you reject an expense, you must do the following: 1. In the **Rejection Reason Code** field, you must select the reason code that identifies why you rejected the expense. 2. In the **Reason Detail** field, type the reason why you rejected the expense.
Approve All	To approve all of the items listed.
Reject All	To reject all of the items listed. Once you reject an expense, you must do the following: 1. In the **Rejection Reason Code** field, you must select the reason code that identifies why you rejected the expenses. 2. In the **Reason Detail** field, type the reason why you rejected the expenses.

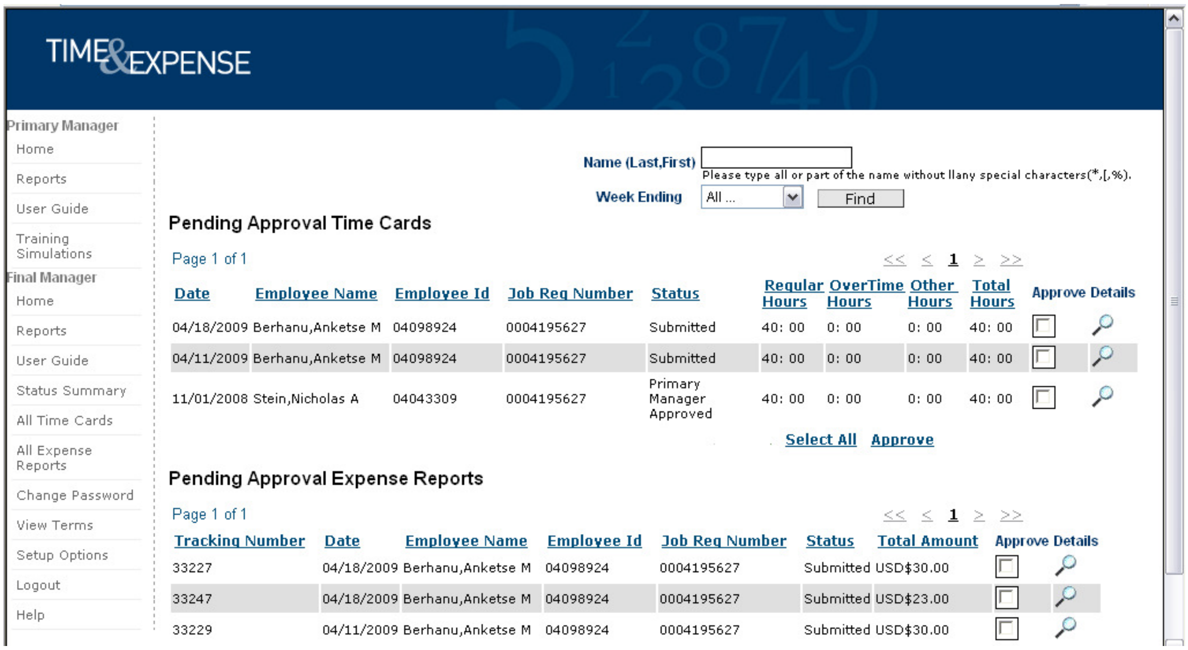
8. To view additional expense reports, click one of the following:

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

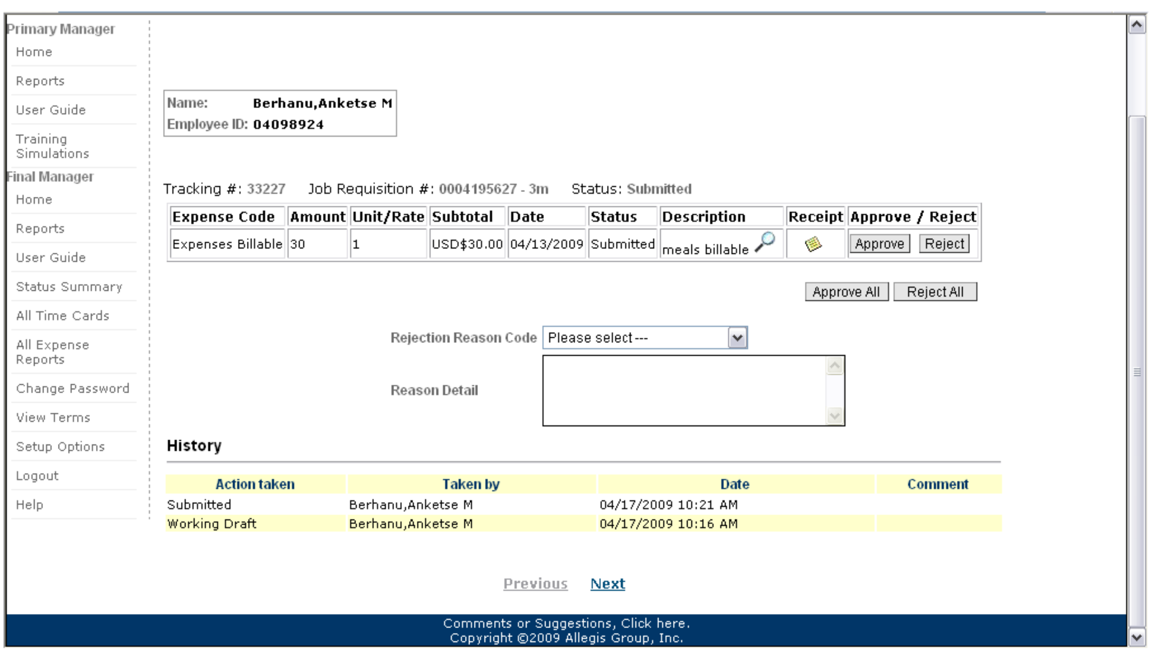
Reject an Expense Item

You must reject an expense item when incorrect information displays.

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



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



3. Verify the header information that displays.

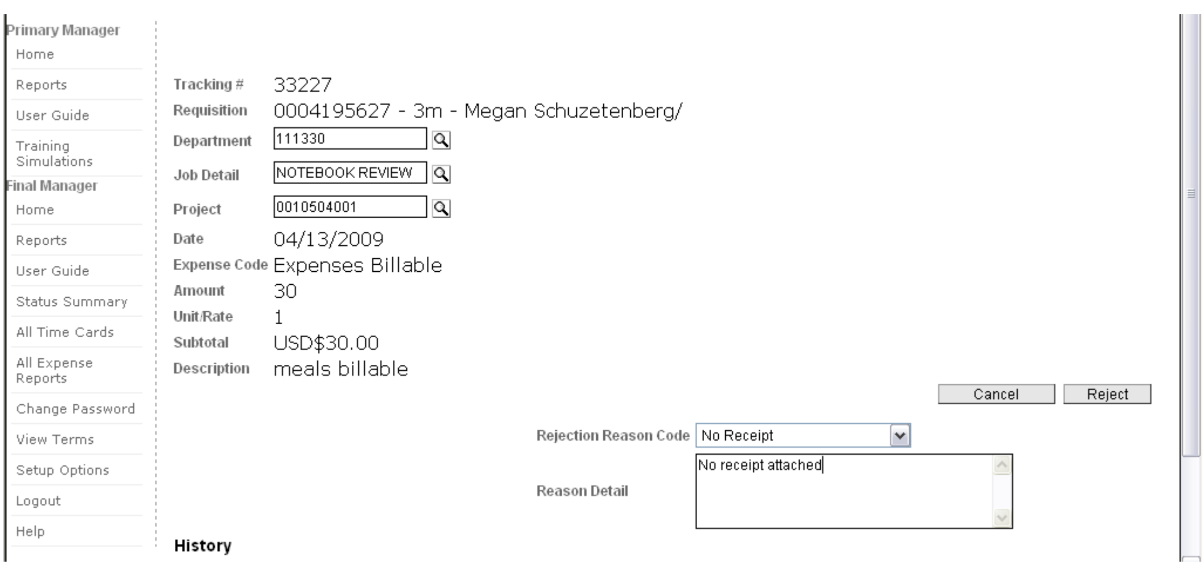
Field	Description
Tracking #	The tracking number used to track the expense report.
Job Requisition #	The job requisition number for the requisition that the User worked or incurred the expense.
Status	The status of the expense report.

4. View the expense information that displays.

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

5. Click on one of the following:

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



6. Verify the information that displays.

7. In the **Rejection Reason Code** field, select the reason code that indicates why you rejected the expense. This is a required field.

8. In the **Reason Detail** field, type the reason why you rejected the expense. This is a required field.

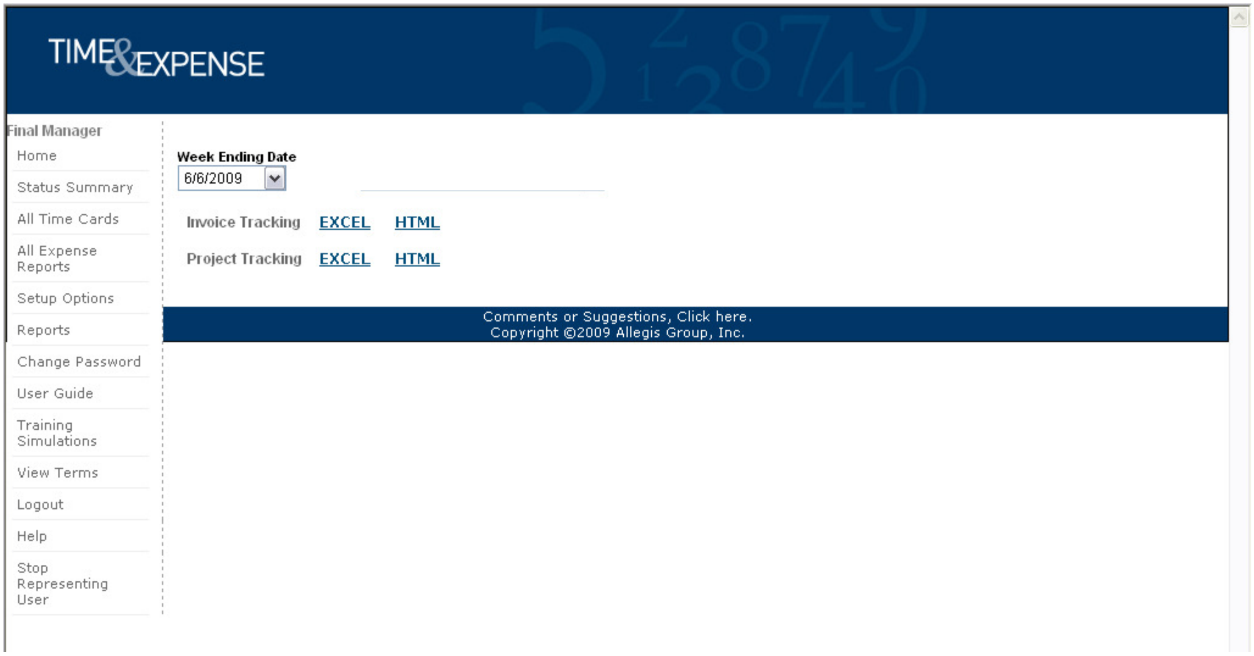
9. Do one of the following:

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

View Your Reports

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

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



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

3. Understand the list of reports that display:

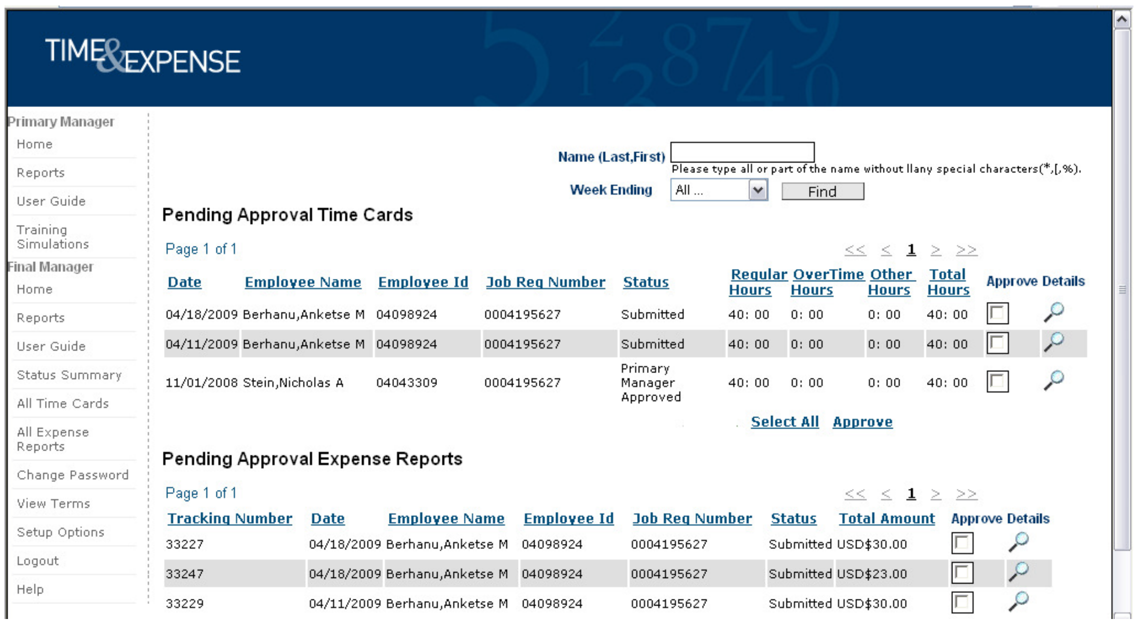
   - **Invoice Tracking -** A list of the billable hours reported and approved by a Manager in Time & Expense. Access is provided to Approvers, Field Support Representatives, System Administrators, Corporate Associates and Expense Auditors.

   - **Project Tracking –** A list of billable hours reported and approved by a Manager in Time & Expense with UDF values listed.

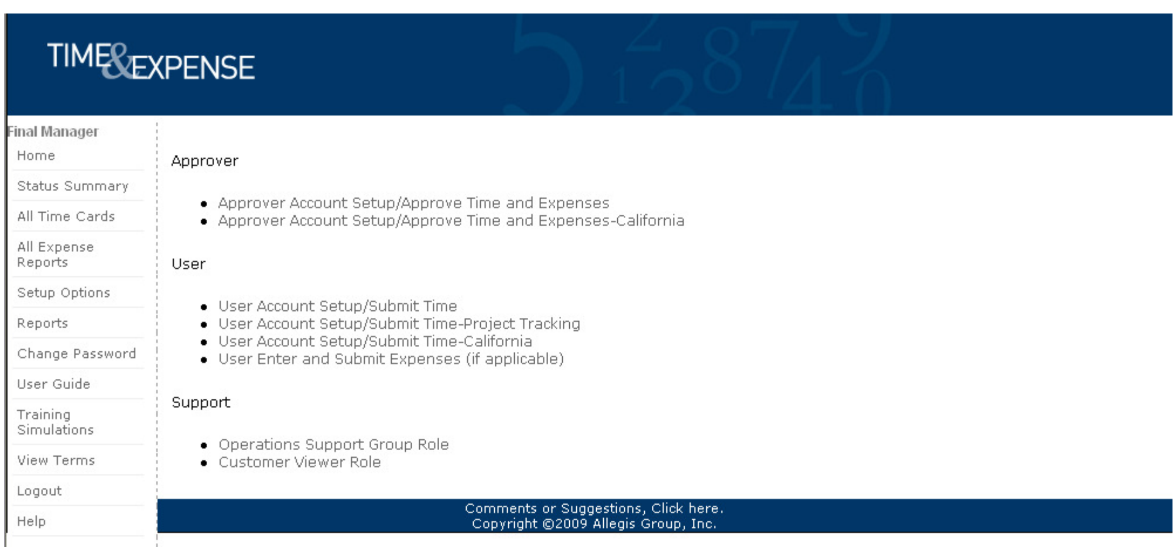
View a Training Simulation

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

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



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

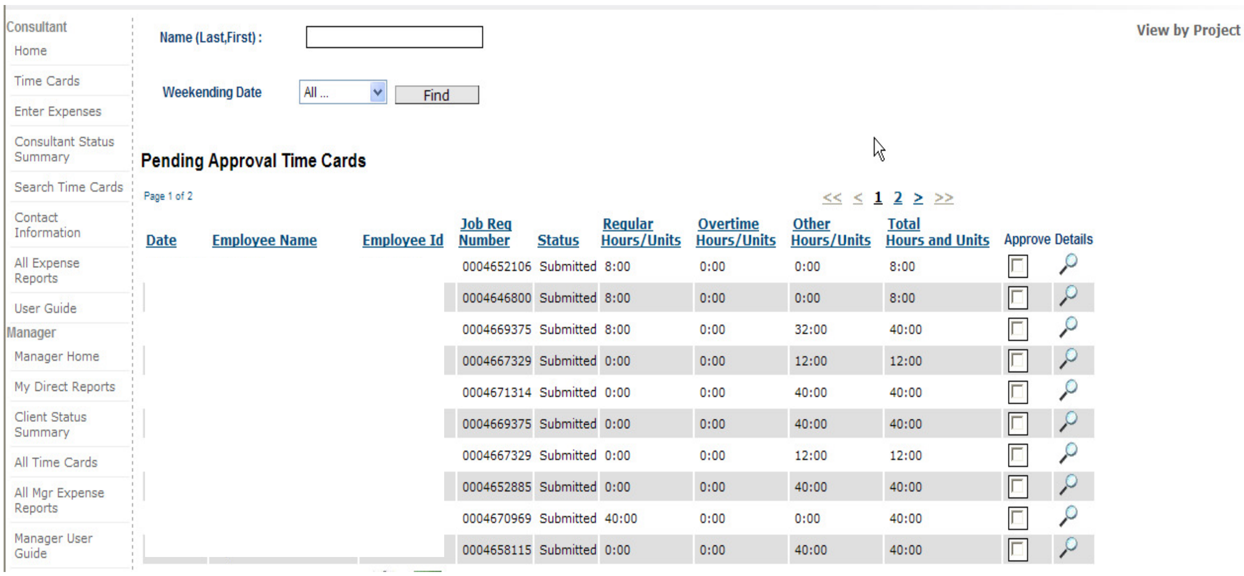


3. Click the link of the training simulation you want to view. A separate window displays with the training simulation.

View, Approve, or Reject Time Cards by Project

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

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



Consultant
Home
Time Cards
Enter Expenses
Consultant Status Summary
Search Time Cards
Contact Information
All Expense Reports
User Guide
Manager
Manager Home
My Direct Reports
Client Status Summary
All Time Cards
All Mgr Expense Reports
Manager User Guide

Name (Last,First) :

Weekending Date All ... Find

View by Project

Pending Approval Time Cards

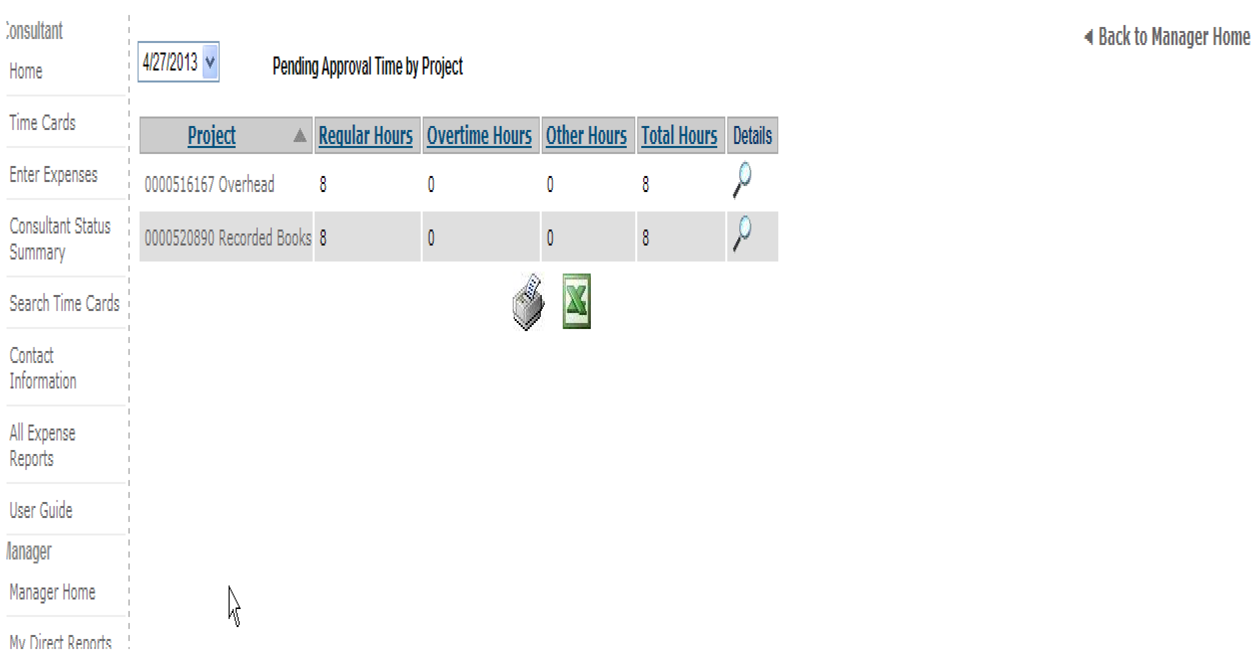
Page 1 of 2

<< < 1 2 > >>

Date	Employee Name	Employee Id	Job Req Number	Status	Regular Hours/Units	Overtime Hours/Units	Other Hours/Units	Total Hours and Units	Approve	Details
			0004652106	Submitted	8:00	0:00	0:00	8:00		
			0004646800	Submitted	8:00	0:00	0:00	8:00		
			0004669375	Submitted	8:00	0:00	32:00	40:00		
			0004667329	Submitted	0:00	0:00	12:00	12:00		
			0004671314	Submitted	0:00	0:00	40:00	40:00		
			0004669375	Submitted	0:00	0:00	40:00	40:00		
			0004667329	Submitted	0:00	0:00	12:00	12:00		
			0004652885	Submitted	0:00	0:00	40:00	40:00		
			0004670969	Submitted	40:00	0:00	0:00	40:00		
			0004658115	Submitted	0:00	0:00	40:00	40:00		

2. The View by Project link appears on the right hand side of the manager home page.

3. Select View by Project to view hours submitted for projects that are assigned to you for approval.



Consultant
Home
Time Cards
Enter Expenses
Consultant Status Summary
Search Time Cards
Contact Information
All Expense Reports
User Guide
Manager
Manager Home
My Direct Reports

4/27/2013

Pending Approval Time by Project

Back to Manager Home

Project	Regular Hours	Overtime Hours	Other Hours	Total Hours	Details
000516167 Overhead	8	0	0	8	
000520890 Recorded Books	8	0	0	8	

4. Pending Approval Time by Project displays by the current weekending. If you would like to see pending project information by a previous weekending date select the date option.

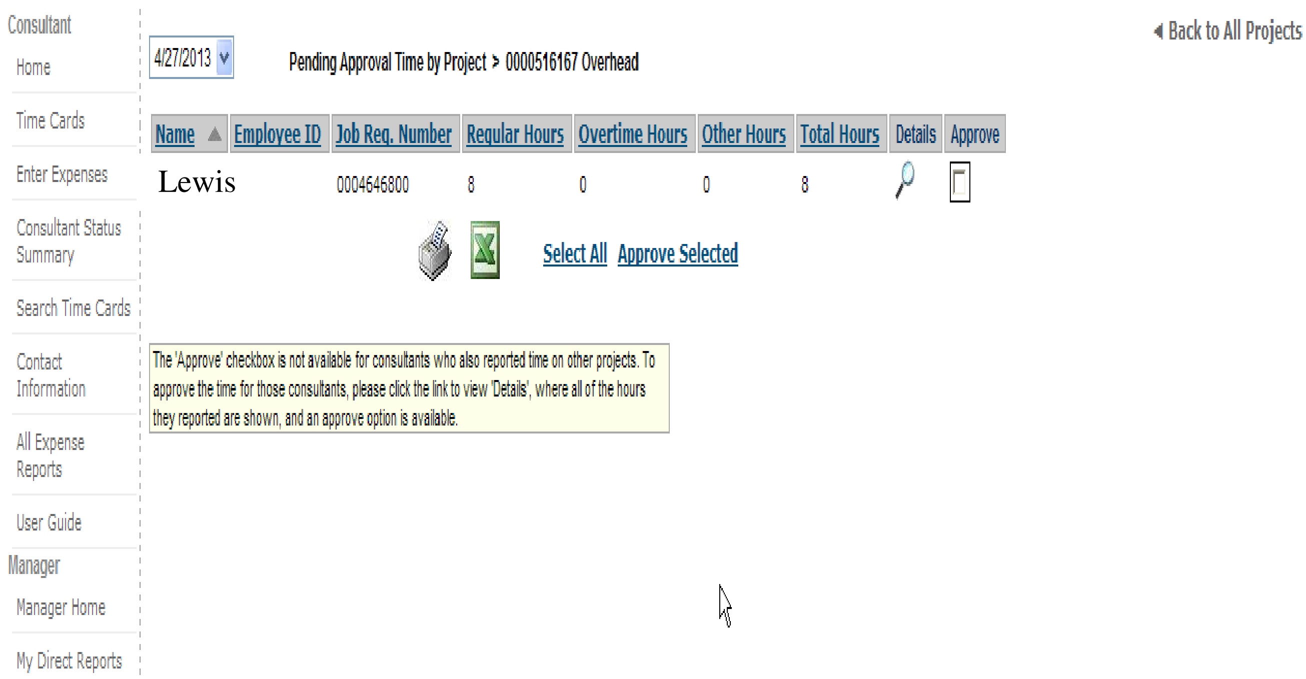
5. Click on the project name to view/approve the names and hours of consultants working on the selected project.

6. Choose select all to approve all timecards in your view.

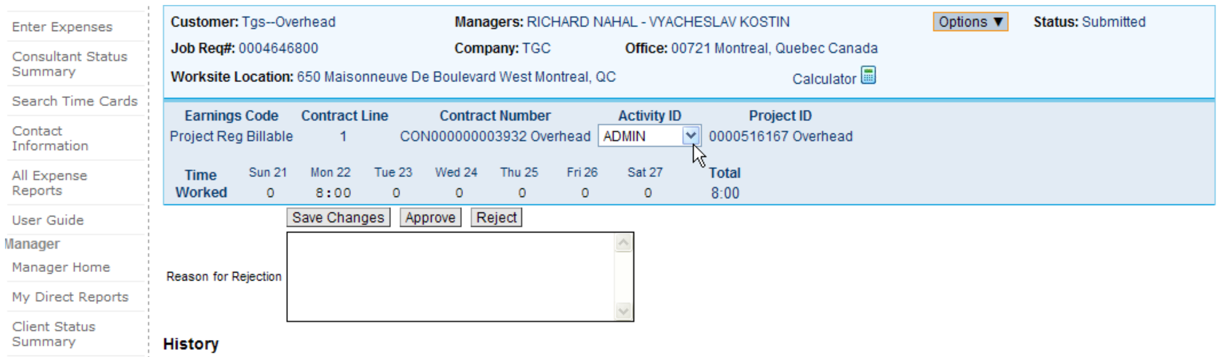
7. Choose approve selected to approve all selected values

8. To update User Defined Fields or approve at a timecard level click the magnifying glass.

9. If a consultant has hours on multiple projects within the same weekending, the approve option is not available. ***The "Approve" checkbox is not available for consultants who also reported time on other projects. To approve the time for those consultants, please click the link to view "Details" where all of the hours they reported are shown, and an approve option is available.***



Update User Defined Fields



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

Option	Description
Contract Number CON000000003932 Overhead	Verify the UDF that displays. This type of UDF is read only. You cannot update this type of UDF. Contact the field support representative (for example: CSA) in necessary to update the value that displays.
Activity ID ADMIN --- Select --- ADMIN APPS BENCH R&D TRAINING	Select the UDF value that should display. If the appropriate UDF value does not display, contact the field support representative (for example: CSA) in necessary to update the value(s).

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

11. Do one of the following:

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

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

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

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