

Approving Manager T&E Quick Guide



- [Approving a Time Card](#)
- [Approving an Expense Report](#)
- [How to Retrieve Past Timecards](#)
- [How to Retrieve Past Expense Reports](#)
- [Project Tracking](#)
- [Reporting](#)
- [Setup Options](#)

Approving a Time Card

All timecards awaiting approval can be accessed by clicking on the Home link.

The screenshot shows the TIME & EXPENSE web application interface. On the left, there is a navigation menu with the following items: Final Manager, Home, Status Summary, All Time Cards, All Expense Reports, Setup Options, Reports, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help. A red arrow points to the 'Home' link. The main content area is titled 'Pending Approval Time Cards' and shows 'Page 1 of 1'. Below this, there is a search section with 'Name (Last,First)' and 'Week Ending' fields. The main table has the following columns: Date, Employee Name, Employee Id, Job Req Number, Status, Regular Hours, OverTime Hours, Other Hours, Total Hours, and Approve Details. A single row is displayed for Jerry Seinfeld on 07/04/2009. The 'Approve Details' column contains a checkbox and a magnifying glass icon. Below the table, there are links for 'Select All' and 'Approve'. A green arrow points to the 'Approve' link. Below the table, there is a section for 'Pending Approval Expense Reports' which states 'No Expense Report(s) to approve 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.'

There are 2 ways you can approve. You can either approve here by clicking on the approve box (by green arrow) and then clicking on the approve link (by red arrow)

Approving Manager T&E Quick Guide

TIME&EXPENSE

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

Name (Last,First) Please type all or part of the name without ilany spe characters(*,.,%).
Week Ending

Pending Approval Time Cards
Page 1 of 1

Date	Employee Name	Employee Id	Job Req Number	Status	Regular Hours	OverTime Hours	Other Hours	Total Hours	Approve Details
07/04/2009	Seinfeld,Jerry	02757491	0003390425	Submitted	40: 00	0: 00	0: 00	40: 00	<input checked="" type="checkbox"/>

Pending Approval Expense Reports
No Expense Report(s) to approve at this time.

Comments or Suggestions, Click here.
Copyright ©2009 Allegis Group, Inc.

OR You can click on the magnifying glass to see the details of the timecard and approve in there (click on approve button by red arrow):

Name: **Seinfeld,Jerry**
Employee ID: **02757491**
Week Ending Date: 7/4/2009

Customer: Lockheed Martin Air Traffic Management
Managers: Puddy,David
Job Req#: 0003390425 **Company:** ONS **Office:** 00501 Minneapolis, MN **Status:** Submitted
Worksite Location: Ne&Ss St. Paul, MN

Time	Sunday (6/28/2009)	Monday (6/29/2009)	Tuesday (6/30/2009)	Wednesday (7/1/2009)	Thursday (7/2/2009)	Friday (7/3/2009)	Saturday (7/4/2009)	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
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

Transaction History | Printable Version | **Approve** | Reject

Reason For Rejection

***If you reject the timecard, you must provide a reason for rejection in the box above.

If you approve correctly, you will see "Timecard Approved" in red above the timecard. The history below the timecard will also show that the timecard is now in a Final Manager Approved status.

Approving Manager T&E Quick Guide

Final Manager

- Home
- Status Summary
- All Time Cards
- All Expense Reports
- Setup Options
- Reports
- Change Password
- User Guide
- Training Simulations
- View Terms
- Logout
- Help

Name: Seinfeld, Jerry
Employee ID: 02757491

Week Ending Date: 7/4/2009

Timecard Approved

Customer: Lockheed Martin Air Traffic Management **Managers:** Puddy, David

Job Req#: 0003390425 **Company:** ONS **Office:** 00501 **Status:** Final Manager Approved

Minneapolis, MN

Worksite Location: Ne&Ss St. Paul, MN

Time	Sunday (6/28/2009)	Monday (6/29/2009)	Tuesday (6/30/2009)	Wednesday (7/1/2009)	Thursday (7/2/2009)	Friday (7/3/2009)	Saturday (7/4/2009)	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
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

[Transaction History](#) [Printable Version](#)

Approving an Expense Report

Approving Manager T&E Quick Guide

All expense reports awaiting approval can be accessed by clicking on the Home link.

The screenshot shows the 'Manager Home' page in the TIME&EXPENSE system. On the left is a navigation menu with items like 'Client Status Summary', 'All Time Cards', and 'Reports'. The main content area is titled 'Pending Approval Expense Reports' and shows a table with one entry:

Tracking Number	Date	Employee Name	Employee Id	Job Reg Number	Status	Total Amount	Approve Details
207418	2/18/2012	Babinski,Judy	04656590	0004520305	Submitted	USD 249.75	

Below the table are icons for printing and approving. At the bottom of the page, there is a footer: 'Comments or Suggestions, Click here Copyright © 2012 Allegis Group, Inc.'

There are 2 ways you can approve. You can either approve here by clicking on the approve box (by green arrow) and then clicking on the approve link (by red arrow)

This screenshot is similar to the previous one but includes annotations. A green arrow points to a small square box in the 'Approve Details' column of the table. A red arrow points to the 'Approve Expense' link below the table. The browser window title is 'Approve Time or Expenses - Windows Internet Explorer provided by Allegis Group, Inc.' and the address bar shows the URL: 'http://telsystems.timeandexpensedemo.allegisgroup.com/webtime/ManagerHome.aspx'.

OR You can click on the magnifying glass to see the details of the expense report and approve in there (click on approve button by red arrow):

Approving Manager T&E Quick Guide

From here you want to check to make sure the correct receipts are attached, the amount is correct and the expense is entered under the correct code. Once all of these are correct click on the approve button. (If you need to reject the expense you will click on reject, a rejection reason is always required when an expense is rejected)

The screenshot shows the 'Approve Expense' page in a web browser. The page title is 'TIME & EXPENSE'. A red message states: 'The work on this expense report has been done.' The user's name is 'Seinfeld, Jerry' and the employee ID is '02757491'. The tracking number is 19, and the job requisition is 0003390425 - Lockheed Martin Air Traffic Management. The status is 'Final Manager Approved in Entirety'. A table lists the expense details:

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Approve / Reject
Expenses Billable	100	1	\$100.00	09/09/2009	Final Manager Approved			

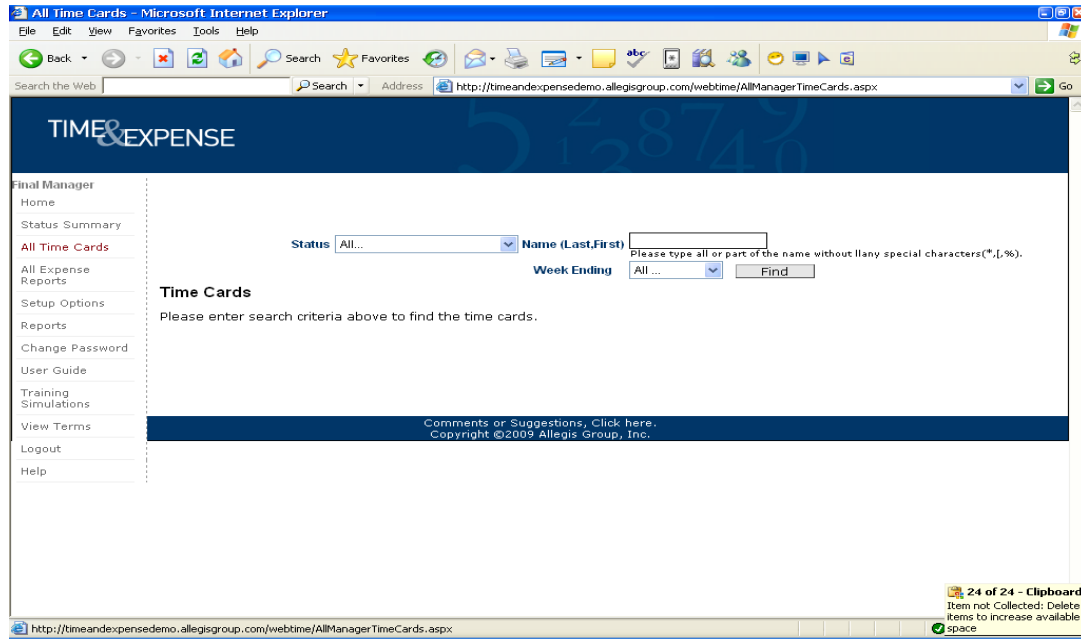
Below the table are 'Approve All' and 'Reject All' buttons. A 'History' section shows the following actions:

Action taken	Taken by	Date	Comment
Submitted	Seinfeld, Jerry	02/22/2012 02:20 PM	
Working Draft	Seinfeld, Jerry	02/22/2012 02:20 PM	

The page also includes a navigation menu on the left with options like 'Home', 'Status Summary', 'All Time Cards', 'All Expense Reports', 'Setup Options', 'Reports', 'Change Password', 'User Guide', 'Training Simulations', 'View Terms', 'Logout', and 'Help'. The browser's taskbar at the bottom shows the Start button and several open applications including Microsoft Office, Internet Explorer, iTunes, and a file explorer.

How to Retrieve Past Timecards

Click on “All Time Cards” on the left hand side. 3rd selection down

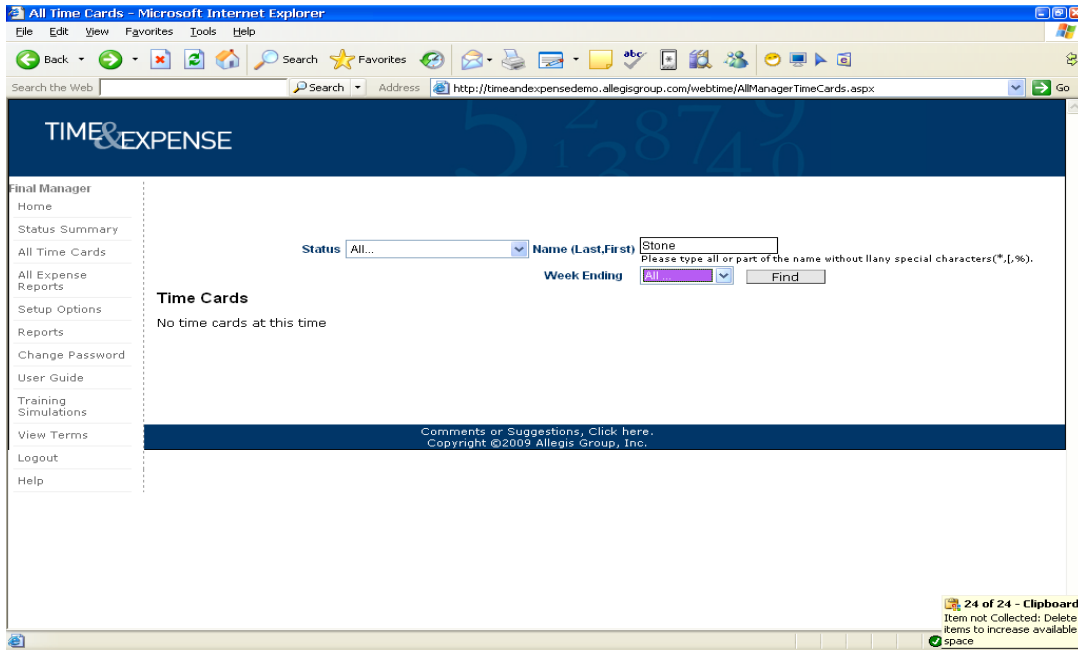


This is what it looks like. From here you can search by:

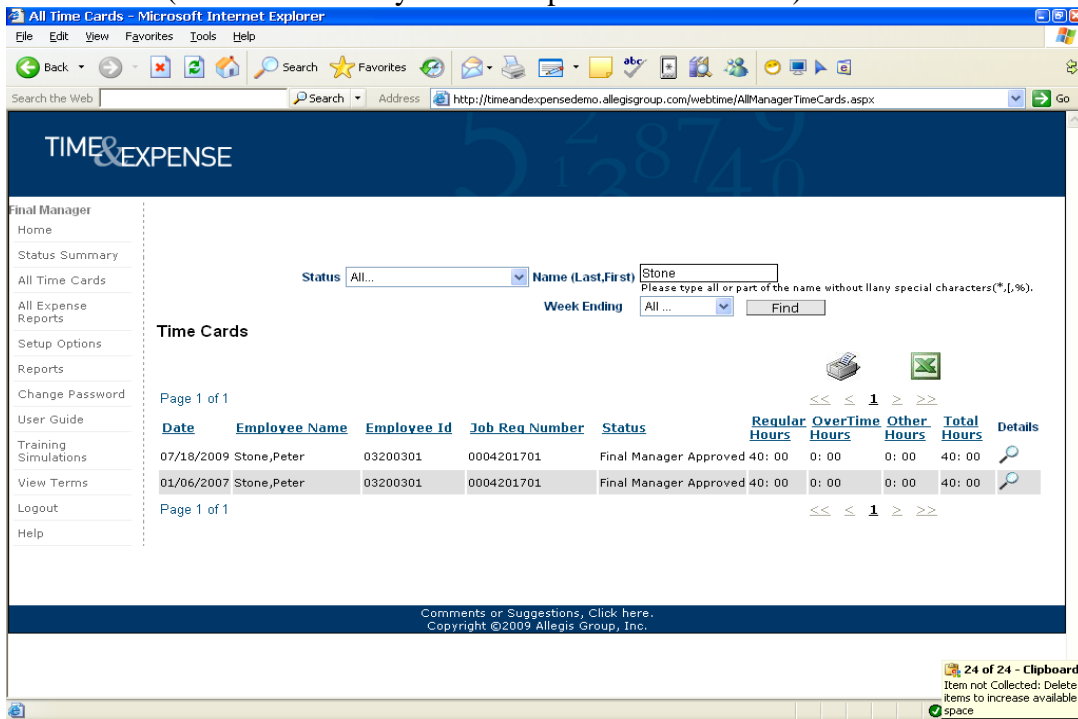
- Status of timecards
- Contractor Name
- Week ending date of timecards

To search for a contractor, search by last name and the week ending should say “all”.
(You can also chose a date if you want just one timecard)



Approving Manager T&E Quick Guide




Click Find. (Please note it may take a couple minutes to load)



From here you can:

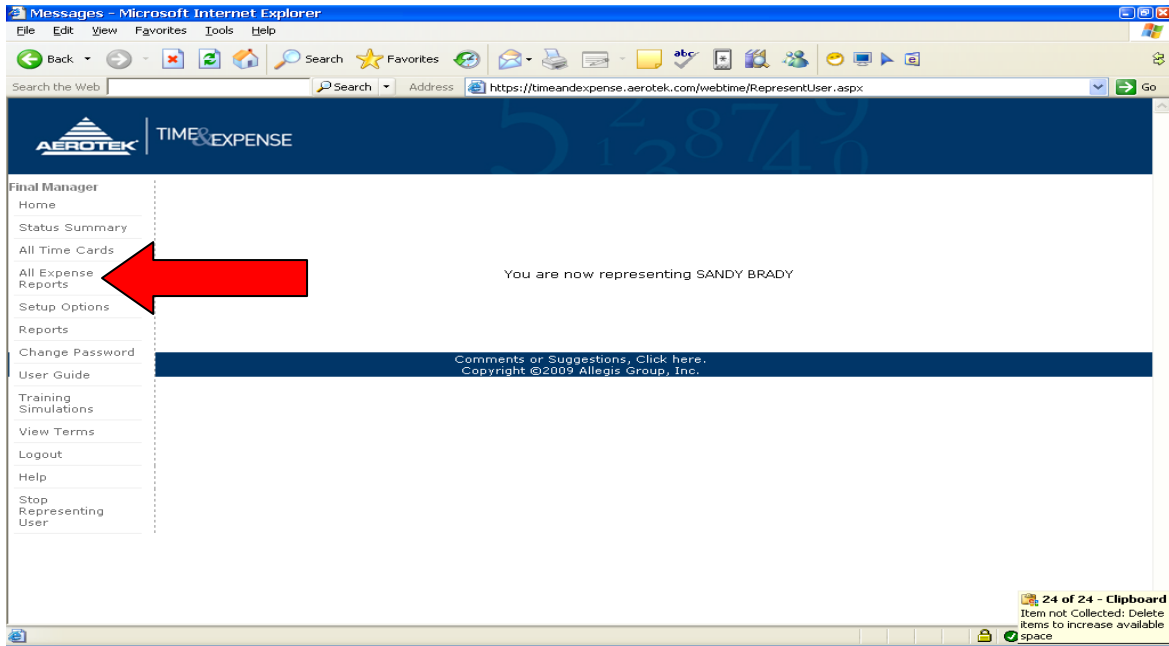
- Export the info to excel by clicking on the excel icon 
- Click the printer icon to print it 

Approving Manager T&E Quick Guide

- Click on the magnifying glass on the right hand side to see the detail of the timecard. 

How to Retrieve Past Expense Reports

Click on “All Expense Reports”

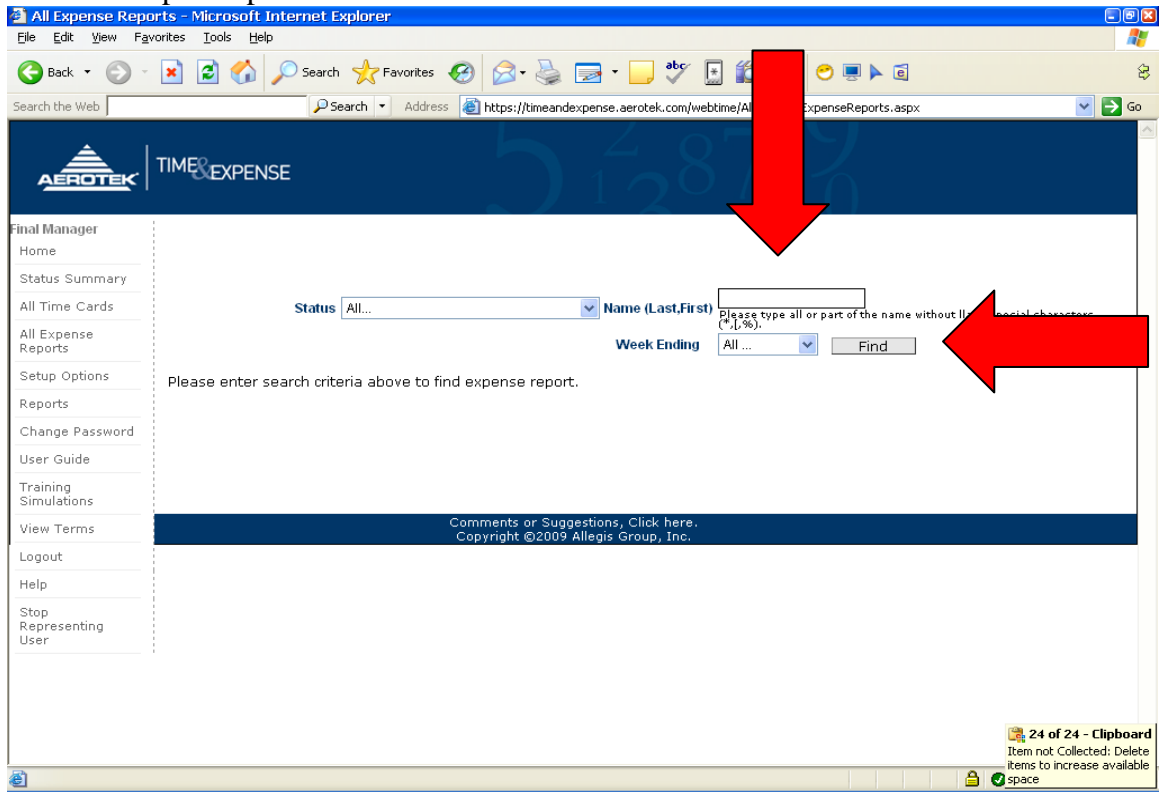


You can search different ways. Please keep in mind they system is very case sensitive.

- Enter the contractor’s last name if you would like to search for one particular contractor. Then click search.

Approving Manager T&E Quick Guide

- Enter the week ending date you are looking for, or you can leave it on “all” if you need all the past reports.



It may take a couple minutes to come up.

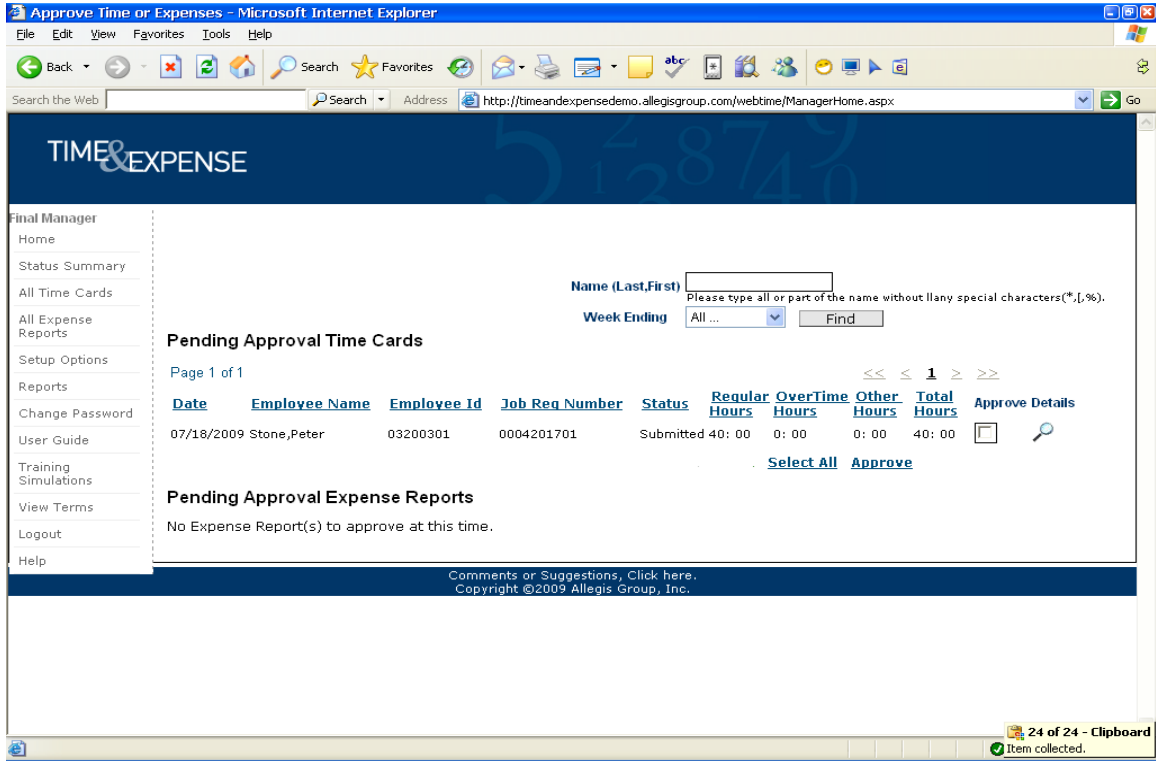
Project Tracking

Your homepage will look like this when a timecard is submitted for your approval.

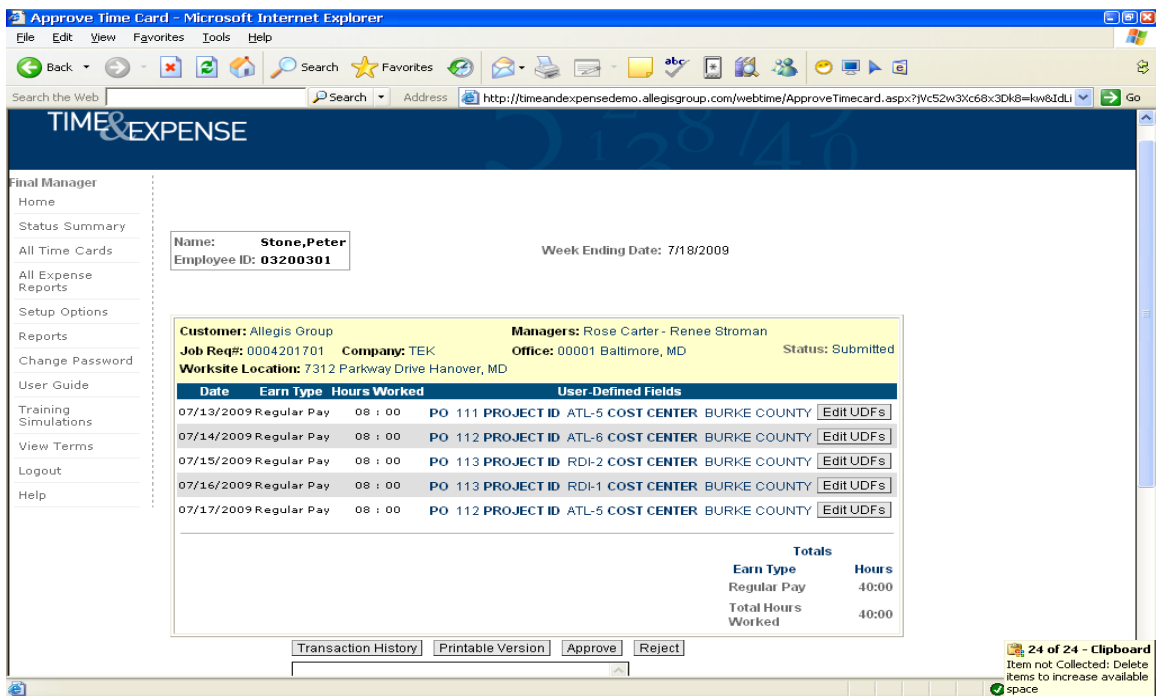
You can either approve here:

- by clicking the box on the left hand side of your screen and then clicking “approve”
- or you can click the “magnifying glass” to see the details:

Approving Manager T&E Quick Guide



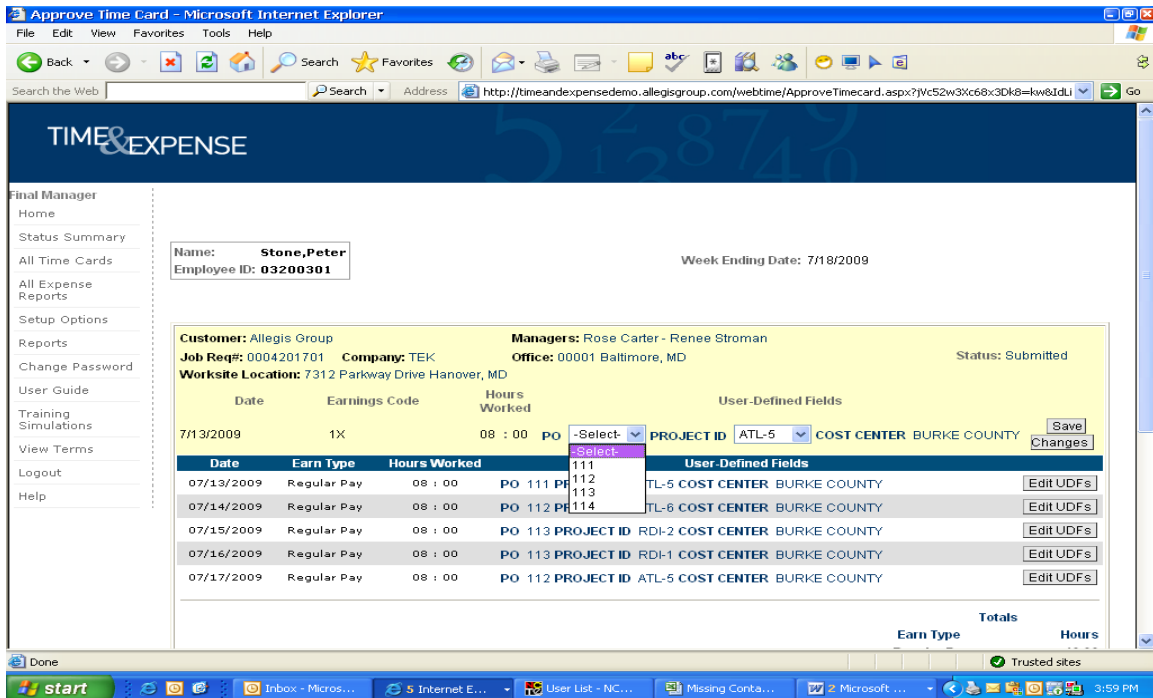
After clicking on the magnifying glass, the timecard will open and look similar to this:



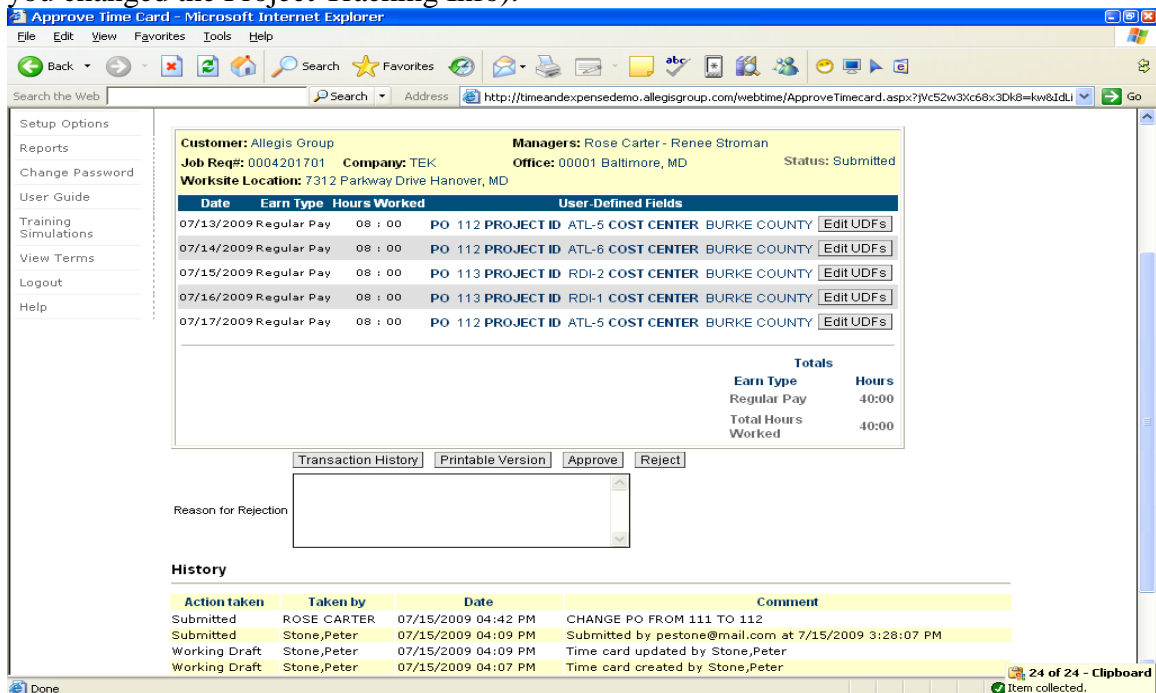
If for whatever reason, the contractor entered the wrong Project Tracking Information, you can edit the timecard and correct it here.

Approving Manager T&E Quick Guide

- Click on Edit UDFs and then “Save Changes”



You can scroll down and view the Timecard History as well (This will also state that you changed the Project Tracking Info):



From here, you can approve or reject the timecard. If you reject YOU MUST ADD A REASON FOR REJECTION.

If you approve the next screen will look like this:

Approving Manager T&E Quick Guide

The screenshot shows a web browser window titled "Approve Time Card - Microsoft Internet Explorer". The address bar shows the URL: <http://timeandexpensedemo.allegisgroup.com/webtime/ApproveTimecard.aspx?jVc52w3Xc68x3DK8=kw8IdLI>. The page header displays "TIME&EXPENSE".

On the left side, there is a navigation menu with the following items: Home, Status Summary, All Time Cards, All Expense Reports, Setup Options, Reports, Change Password, User Guide, Training Simulations, View Terms, Logout, and Help.

The main content area displays the following information:

- Name: **Stone, Peter**
- Employee ID: **03200301**
- Week Ending Date: 7/18/2009

Below this, there is a summary box with the following details:

- Customer: Allegis Group
- Managers: Rose Carter - Renee Stroman
- Job Req#: 0004201701
- Company: TEK
- Office: 00001 Baltimore, MD
- Status: **Final Manager Approved**
- Worksite Location: 7312 Parkway Drive Hanover, MD

A table lists the time card entries:

Date	Earn Type	Hours Worked	User-Defined Fields
07/13/2009	Regular Pay	08 : 00	PO 112 PROJECT ID ATL-5 COST CENTER BURKE COUNTY
07/14/2009	Regular Pay	08 : 00	PO 112 PROJECT ID ATL-6 COST CENTER BURKE COUNTY
07/15/2009	Regular Pay	08 : 00	PO 113 PROJECT ID RDI-2 COST CENTER BURKE COUNTY
07/16/2009	Regular Pay	08 : 00	PO 113 PROJECT ID RDI-1 COST CENTER BURKE COUNTY
07/17/2009	Regular Pay	08 : 00	PO 112 PROJECT ID ATL-5 COST CENTER BURKE COUNTY

At the bottom right of the table, there is a "Totals" section:

Earn Type	Hours
Regular Pay	40:00
Total Hours Worked	40:00

Buttons for "Transaction History" and "Printable Version" are located below the table.

The Timecard is approved when the Status says "Final Manager Approved"

Reporting

Managers have the capability to pull reports, in order to do this click on "Reports" on the left hand side.

The screenshot shows the "Reports" section of the application. The left navigation menu includes: Manager Home, My Direct Reports, Client Status Summary, All Time Cards, All Mgr Expense Reports, Manager User Guide, **Reports** (highlighted with a red arrow), Setup Options, Help, and Stop Representing User.

The main content area shows the following options:

- Week Ending Date: 10/20/2012
- Operating Company: All ...
- Invoice Tracking: EXCEL HTML
- Project Tracking: EXCEL HTML

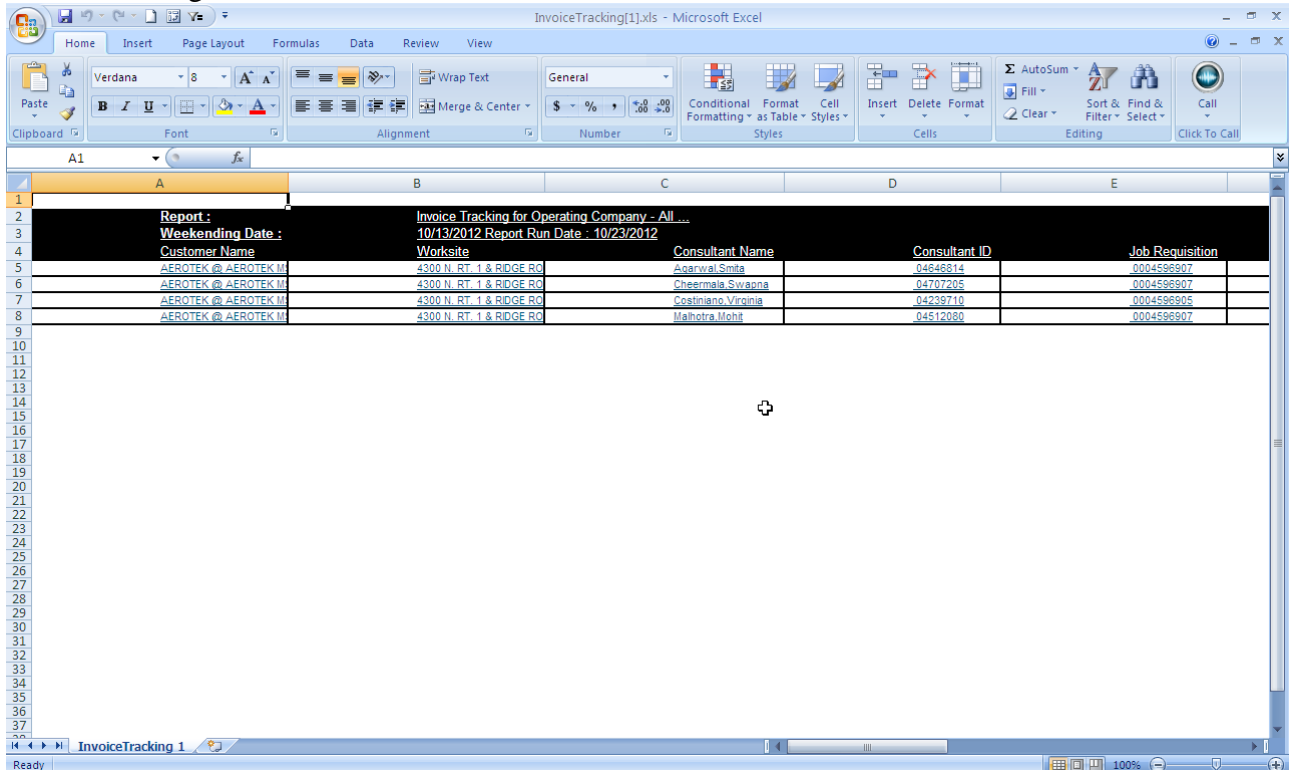
At the bottom of the page, there is a footer with the text: "Comments or Suggestions, Click here" and "Copyright © 2012 Allegis Group, Inc."

Approving Manager T&E Quick Guide

You then have the option to choose the week ending date you would like to pull the report for and whether or not you would like invoice tracking or project tracking

- Project Tracking is pulled when the contractors tied to the manager has project tracking setup on their timecard.
- Invoice Tracking is pulled when the contractors tied to the manager does not have project tracking.

Both reports will be similar; project tracking will have UDF fields in columns O-AO, and look something like this.



Report :	Invoice Tracking for Operating Company - All ...				
Weekending Date :	10/13/2012 Report Run Date : 10/23/2012				
Customer Name	Worksite	Consultant Name	Consultant ID	Job Requisition	
AEROTEK @ AEROTEK III	4300 N. RT. 1 & RIDGE RD	Agarwal Smita	04646814	0004586907	
AEROTEK @ AEROTEK III	4300 N. RT. 1 & RIDGE RD	Cheermala Swarna	04707205	0004586907	
AEROTEK @ AEROTEK III	4300 N. RT. 1 & RIDGE RD	Costiniano Virginia	04238710	0004586905	
AEROTEK @ AEROTEK III	4300 N. RT. 1 & RIDGE RD	Mahotra Mohit	04512080	0004586907	

Setup Options

To change your email address or setup options you will want to click on the Setup Options link on the left. (Please note when you change your email address this will change your username as well)

Manager Home

My Direct Reports

Client Status Summary

All Time Cards

All Mgr Expense Reports

Manager User Guide

Reports

Setup Options

Help

Stop Representing User

Select A Default Role

Final Manager

jeff.litterst@mt.com

Change my email address/username:

Manager Email Options

Send me an email whenever a Time Card is submitted for my approval.

Send me an email whenever an Expense Report is submitted for my approval.

Send me an email whenever threshold for Time Cards submitted for last Week Ending Date is reached.

Send me an email whenever the alternate manager approves.

Send me an email when percentage of Time Cards submitted for approval equals:

I want to receive my email in

Please remember that when you change your email address you are also changing your login name. (Does not apply to those using their Network login)

Comments or Suggestions, Click here
Copyright © 2013 Allegis Group, Inc.

Manager Email Options

- You have the option to receive an email when a timecard is submitted or when a threshold has been met, when an expense report is submitted, and when the alternate approving manager approves the timecard.
- The threshold option will send you an email when your threshold is met. This means when the percentage of timecards you have chosen is met. For instance, if you choose 50 you will receive an email when half of your contractors have submitted their timecard.

Approving Manager T&E Quick Guide

AEROTEK | TIME & EXPENSE

Manager Home
My Direct Reports
Client Status Summary
All Time Cards
All Mgr Expense Reports
Manager User Guide
Reports
Setup Options
Help
Stop Representing User

Select A Default Role
 Final Manager

jeff.litterst@mt.com
Change my email address/username:

Manager Email Options
 Send me an email whenever a Time Card is submitted for approval.
 Send me an email whenever an Expense Report is submitted for my approval.
 Send me an email whenever threshold for Time Cards submitted for last Week Ending Date is reached.
 Send me an email whenever the alternate manager approval.

Send me an email when percentage of Time Cards submitted for approval equals:

I want to receive my email in

Please remember that when you change your email address you must also change your login name. (Does not apply to those using their N... login)

Comments or Suggestions, Click here
Copyright © 2013 Allegis Group, Inc.