

Contractor T&E Quick Guide



How to Enter Hours Project Tracking

How to Enter Hours:

You may enter time daily and save your changes or at the end of the week. The time must be entered in hours and minutes.

The screenshot shows the TIME & EXPENSE web application interface. On the left is a navigation menu with options: 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 following information:

Name: **Seinfeld, Jerry** Employee ID: **02757491** Week Ending Date: **06/27/2009**

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

Time	Sunday (6/21/2009)	Monday (6/22/2009)	Tuesday (6/23/2009)	Wednesday (6/24/2009)	Thursday (6/25/2009)	Friday (6/26/2009)	Saturday (6/27/2009)	Total
Regular Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Overtime Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Holiday 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	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

Buttons: Save Submit For Approval

After clicking the Submit for Approval button, you will be presented with a confirmation screen (see below). You may either click Change to go back to the timecard and correct your hours or Submit to submit them to your manager.

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The screenshot shows the TIME&EXPENSE web application interface. On the left is a navigation menu with links: 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, and Logout. The main content area displays the user's name as **Seinfeld, Jerry** and Employee ID as **02757491**. The week ending is **6/27/2009**. A message states: "You are submitting your Time Card for approval." Below this, a summary of pay is shown: Regular Pay (1X) : 40 Hours 0 Minutes, Overtime Pay (2X) : 0 Hours 0 Minutes, Holiday Pay (HOX) : 0 Hours 0 Minutes, Vacation Pay (VAX) : 0 Hours 0 Minutes, and Total : 40 Hours 0 Minutes. A note says: "Press the 'Submit' button below to complete the transaction." There are two buttons: "Change" and "Submit". At the bottom right, there is a footer: "Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc."

Once you click Submit, you will be presented with the screen below letting you know your timecard was submitted properly to your manager.

The screenshot shows the TIME&EXPENSE web application interface after a successful submission. The navigation menu on the left is the same as in the previous screenshot. The main content area displays a large "Submitted!" message. Below it, the text reads: "Your time card has been submitted. This page will automatically redirect to the Time Card in 10 seconds. If this does not work for any reason, use the link below." A link labeled "Return to Time Card" is provided. At the bottom right, the footer is the same: "Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc."

Expenses

To enter expenses, click the Enter Expense link.

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TIME&EXPENSE

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
Help

Name: **Seinfeld, Jerry**
Employee ID: **02757491**

Date Incurred:
(mm/dd/yyyy)

Requisition:

Expense Code:

Amount:

Description:

Attach Receipt:

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

Comments or Suggestions, Click here.
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After you have filled out the expense screen (date, expense code, amount, description, and attach any necessary receipts), you should click the Save Expense button. Your expense will then populate on the bottom of your screen (see below).

TIME&EXPENSE

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
Help

Name: **Seinfeld, Jerry**
Employee ID: **02757491**

Date Incurred:
(mm/dd/yyyy)

Requisition:

Expense Code:

Amount:

Description:

Attach Receipt:

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

Tracking #: 19 Job Requisition #: 0003390425 - Lockheed Martin Air Traffic Management Status: Working Draft

Expense Code	Amount	Unit/Rate	Subtotal	Date	Status	Description	Receipt	Change / Remove
Expenses Billable	100	1	\$100.00	07/01/2009	Working Draft	Dinner		<input type="button" value="Change"/> <input type="button" value="Remove"/>

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Verify that all information was entered correctly. If not, click the Change button to the right of the expense line to correct any errors. Once you have ensured the correct information was entered, click Submit for Approval button.

You will then be presented with the confirmation screen below. You may either click Change to go back to the expense and correct any errors or Submit to submit the expense to your manager.

The screenshot shows the TIME&EXPENSE application interface. On the left is a navigation menu with items: 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 following information:

- Name:** Seinfeld, Jerry
- Employee ID:** 02757491
- Tracking #:** 19
- Date:** (06/27/2009-07/04/2009)
- Customer:** LOCKHEED MARTIN AIR TRAFFIC MANAGEMENT
- Managers:** Puddy, David -
- Job Req#:** 0003390425
- Company:** Aerotek
- Office:** 00501 - Minneapolis, MN
- Worksite Location:** NE&SS ST. PAUL, MN

Below this information, a message states: "You have requested to submit your expenses for approval. Total amount: \$100.00". It instructs the user to "Press the 'Submit' button below to complete the transaction." and provides two buttons: "Change" and "Submit". At the bottom of the page, there is a footer: "Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc."

You will be presented with another confirmation screen letting you know that your expense was submitted successfully.

The screenshot shows the TIME&EXPENSE application interface after successful submission. The navigation menu on the left is identical to the previous screenshot. The main content area displays the following information:

- Submitted!**
- Your expense report has been submitted.

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

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Project Tracking:

1st enter day

Name: **Stone, Peter** Employee ID: **03200301** Week Ending Date: 07/11/2009

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

Date	Earnings Code	Hours Worked
-Select-	-Select-	Hours and 0 Minutes <input type="button" value="Add This Entry"/>
Sunday, July 05, 2009	-Select-	
Monday, July 06, 2009	-Select-	
Tuesday, July 07, 2009	-Select-	
Wednesday, July 08, 2009	-Select-	
Thursday, July 09, 2009	-Select-	
Friday, July 10, 2009	-Select-	
Saturday, July 11, 2009	-Select-	

Total Hours Worked: 00:00

Next Enter Earn Code:

Name: **Stone, Peter** Employee ID: **03200301** Week Ending Date: 07/11/2009

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

Date	Earnings Code	Hours Worked
Monday, July 06, 2009	-Select-	Hours and 0 Minutes <input type="button" value="Add This Entry"/>
User-Defined Fields: PO	-Select-	Select: COST CENTER BURKE COUNTY
Date	Earn Type	User-Defined Fields
	Regular Pay	
	Overtime Pay	
	Vacation Pay	

Total Hours Worked: 00:00

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Enter Hours and Minutes:

TIME&EXPENSE

Name: **Stone, Peter** Employee ID: **03200301** Week Ending Date: 07/11/2009

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

Date: Monday, July 06, 2009 Earnings Code: Regular Pay Hours Worked: 1 Hours and 30 Minutes [Add This Entry](#)

User-Defined Fields: PO -Select- PROJECT ID -Select- COST CENTER BURKE COUNTY

Date	Earn Type	Hours Worked	User-Defined Fields
			Total Hours Worked 00:00

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

Select Project Tracking Selection (In this case it is PO and Project ID)

TIME&EXPENSE

Name: **Stone, Peter** Employee ID: **03200301** Week Ending Date: 07/11/2009

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

Date: Monday, July 06, 2009 Earnings Code: Regular Pay Hours Worked: 1 Hours and 30 Minutes [Add This Entry](#)

User-Defined Fields: PO 111 PROJECT ID -Select- COST CENTER BURKE COUNTY

- ATL-5
- ATL-6
- RDI-1
- RDI-2

Date	Earn Type	Hours Worked	User-Defined Fields
			Total Hours Worked 00:00

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

Click on "Add this Entry"

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The screenshot shows the 'TIME&EXPENSE' web application interface. The main form area contains the following information:

- Name: Stone, Peter; Employee ID: 03200301; Week Ending Date: 07/11/2009
- Customer: Allegis Group; Managers: Rose Carter - Renee Stroman
- Job Req#: 0004201701; Company: TEK; Office: 00001 Baltimore, MD; Status: Inactive
- Worksite Location: 7312 Parkway Drive Hanover, MD
- Date: Monday, July 06, 2009; Earnings Code: Regular Pay; Hours Worked: 7 Hours and 30 Minutes; **Add This Entry** (highlighted with a red arrow)
- User-Defined Fields: PO 111, PROJECT ID ATL-6, COST CENTER BURKE COUNTY

Date	Earn Type	Hours Worked	User-Defined Fields
			Total Hours Worked 00:00

Buttons: Save, Submit For Approval

What was selected will now be on the timecard:

The screenshot shows the 'TIME&EXPENSE' web application interface with the timecard entry for Peter Stone. The main form area contains the following information:

- Name: Stone, Peter; Employee ID: 03200301; Week Ending Date: 07/11/2009
- Customer: Allegis Group; Managers: Rose Carter - Renee Stroman
- Job Req#: 0004201701; Company: TEK; Office: 00001 Baltimore, MD; Status: Working Draft
- Worksite Location: 7312 Parkway Drive Hanover, MD
- Date: -Select-; Earnings Code: -Select-; Hours Worked: 07:30; Add This Entry
- User-Defined Fields: PO -Select-, PROJECT ID -Select-, COST CENTER BURKE COUNTY

Date	Earn Type	Hours Worked	User-Defined Fields
07/06/2009	Regular Pay	07:30	PO 111 PROJECT ID ATL-6 COST CENTER BURKE COUNTY
			Change Copy Remove
			Totals
		Earn Type	Hours
		Regular Pay	07:30
		Total Hours Worked	07:30

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

Continue until you have selected the entire work week:

Overtime Earn code (or any others) must be entered as another entry:

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The screenshot shows a web browser window titled "Time Cards - Microsoft Internet Explorer". The address bar shows the URL: <http://timeandexpensedemo.allegisgroup.com/webtime/TimeCardHome.aspx>. The page displays a time card for Peter Stone, Employee ID: 03200301, for the week ending 07/11/2009. The card includes a summary of earnings and a table of time entries.

Name: Stone, Peter
Employee ID: 03200301
Week Ending Date: 07/11/2009

Customer: Allegis Group
Managers: Rose Carter - Renee Stroman
Job Req: 0004201701
Company: TEK
Office: 00001 Baltimore, MD
Status: Working Draft
Worksite Location: 7312 Parkway Drive Hanover, MD

User-Defined Fields: PO -Select- PROJECT ID -Select- COST CENTER BURKE COUNTY

Date	Earn Type	Hours Worked	User-Defined Fields
07/06/2009	Regular Pay	07 : 30	PO 111 PROJECT ID ATL-6 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]
07/07/2009	Regular Pay	08 : 00	PO 113 PROJECT ID RDI-2 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]
07/08/2009	Regular Pay	08 : 00	PO 111 PROJECT ID RDI-1 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]
07/08/2009	Overtime Pay	01 : 00	PO 112 PROJECT ID RDI-1 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]
07/09/2009	Regular Pay	08 : 00	PO 111 PROJECT ID ATL-5 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]
07/10/2009	Regular Pay	08 : 00	PO 111 PROJECT ID ATL-6 COST CENTER BURKE COUNTY [Change] [Copy] [Remove]

Totals

Earn Type	Hours
Regular Pay	39:30
Overtime Pay	01:00
Total Hours Worked	40:30

Buttons at the bottom: Add A Comment, Transaction History, Printable Version, Save, Remove All, Submit For Approval.

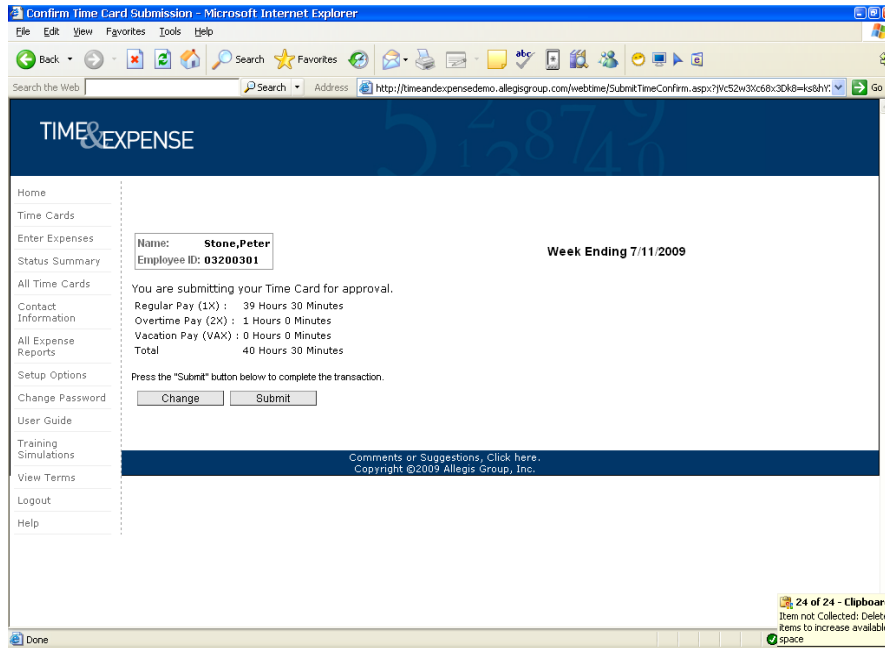
Once complete, it should look similar to this (Total hours will be on bottom of timecard)

From here you can either save the timecard or click "Submit for approval"

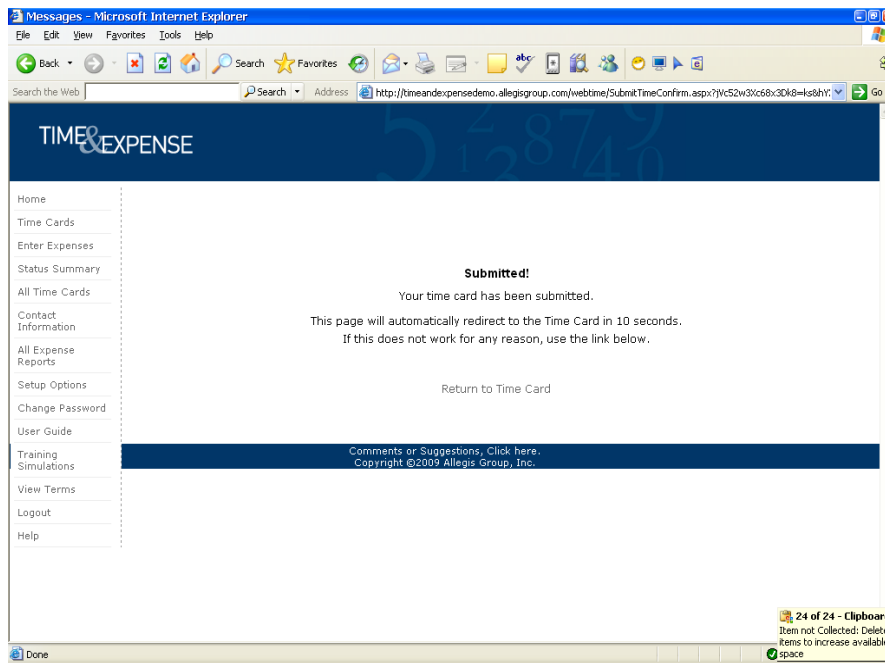
This screenshot is identical to the one above, but with a red arrow pointing to the "Submit For Approval" button at the bottom of the page.

Confirmation will pop up: (click submit)

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This message will come up:



Click Timecards on the left hand side of your screen. It will take you back to your timecard where you will see the status as “Submitted”

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Time Cards - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address <http://timeandexpensedemo.allegisgroup.com/webtime/TimeCardHome.aspx>

TIME & EXPENSE

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
Help

Name: **Stone, Peter** Employee ID: **03200301** Week Ending Date: 07/11/2009

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

Date	Earn Type	Hours Worked	User-Defined Fields
07/06/2009	Regular Pay	07 : 30	PO 111 PROJECT ID ATL-6 COST CENTER BURKE COUNTY
07/07/2009	Regular Pay	08 : 00	PO 113 PROJECT ID RDI-2 COST CENTER BURKE COUNTY
07/08/2009	Regular Pay	08 : 00	PO 111 PROJECT ID RDI-1 COST CENTER BURKE COUNTY
07/08/2009	Overtime Pay	01 : 00	PO 112 PROJECT ID RDI-1 COST CENTER BURKE COUNTY
07/09/2009	Regular Pay	08 : 00	PO 111 PROJECT ID ATL-5 COST CENTER BURKE COUNTY
07/10/2009	Regular Pay	08 : 00	PO 111 PROJECT ID ATL-6 COST CENTER BURKE COUNTY

Totals

Earn Type	Hours
Regular Pay	39:30
Overtime Pay	01:00
Total Hours Worked	40:30

Transaction History | Printable Version | UnSubmit

start | Inbox - Micros... | 6 Internet Ex... | User List - NCT... | QAIA_ACTIVE... | Contractor Pro... | 2:26 PM