PDS TimeTrack

User

Manual

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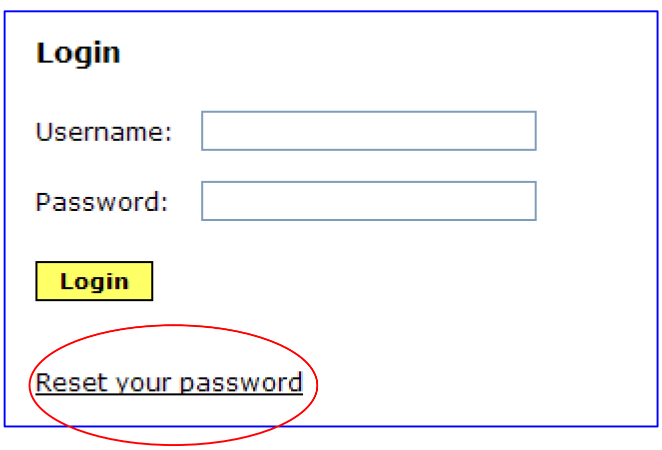
General Information

Login and URL



https://asp01.journyx.com/pdstech/jtcgi/wte.pyc

The username and password used to login is the same as ESS Portal:

Login: PDS Employee Number
Password: MMYYYY of Birthdate

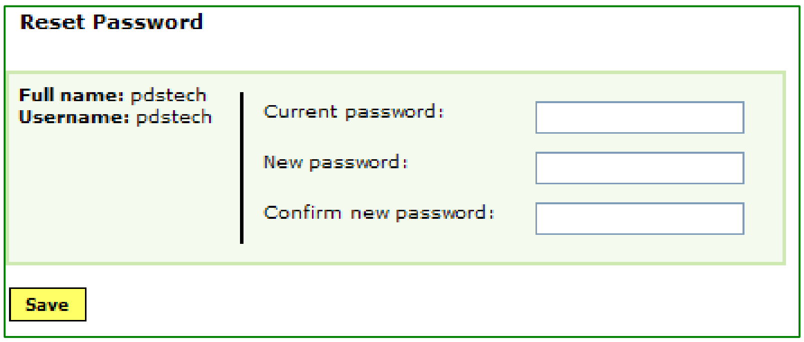
Password Maintenance

To reset a password when it is unknown, click on the “Reset your password” option from the login screen as shown above.

If the password is known and you wish to update/change your password, the Reset Password feature is located under Preferences-->Reset Password menu as shown below.

The Reset Password screen displays your full name and username as shown in the system and on reports. You have the ability to modify your password if you wish.

To modify your password, you must specify your current password for security purposes. Then specify your new password that you would like to use when logging into the system. Confirm your new password by entering it again.

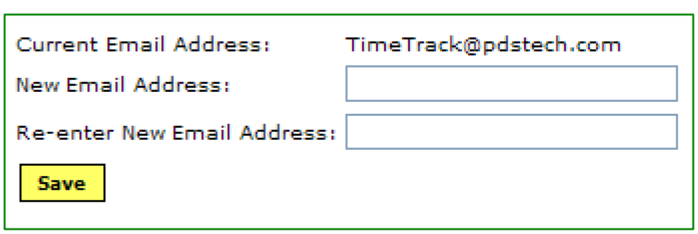


When finished, click the Save button. Your password will be changed and you will have to use the new password the next time you login to the system.

Email Maintenance

To update or change the email address used for the automatic timesheet notifications, click on the “My Email Address” option located under Preferences menu as shown below.

The Current Email Address being used for the notifications is displayed below.



To update / change the email address input the new email address in both fields and click the “Save” button. The screen will refresh and reflect the new email address.

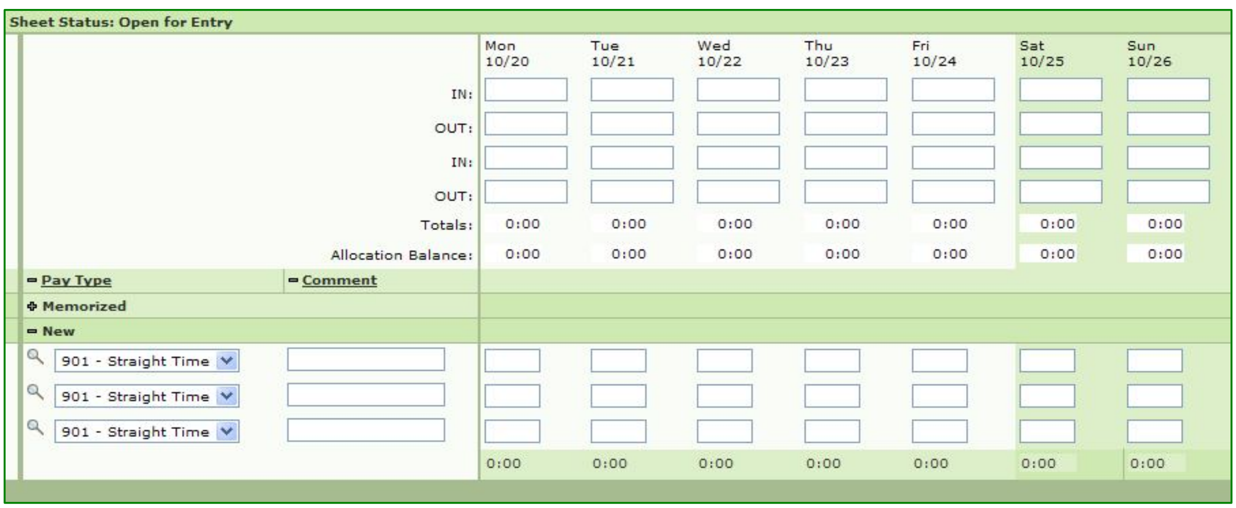
Timesheet Entry

Overview

Time Entry is located under the primary tab labeled Time as shown below and allows you to input the hours that you worked on a single timesheet. Timesheet enables all employees to input their hours and electronically submit them for review and approval by their manager. The email notification system includes the following employee prompts:

Notification Description / Reason	Sent To:
Timesheet is due to be submitted	Employee
Timesheet needs to be approved	Approver
Timesheet has been approved	Employee
Timesheet has been rejected	Employee
Timesheet has been resubmitted	Approver
Timesheet is late or has not been submitted	Employee and Approver
Timesheet has been submitted, but not approved by deadline	Backup Approver

Timesheet Example



Timesheet Pay Periods

You can view your time for a single day or an entire period. Time Entry displays the period view by default. You may use the Date Arrow Icons () to move backward or forward one period at a time. To enter time for a single day, go to Time-->View Day.

To enter time or view hours for a different day, use the Calendar in the Toolbar to jump to that day. Alternatively, you may use the Date Arrow Icons to move backward or forward one day at a time.

Keep in mind that timesheets are configured based on your role within the organization so your timesheet may vary in appearance and functionality from the one shown. The timesheet shown on the previous page is for hourly employees.

Users are able to enter time as discreet units of time that are associated with individual Projects, Tasks, Pay Types and Bill Types. Additionally, each of these time entries may also have a text comment associated with it to further specify the nature of the hours logged.

Time entry calculations

All timesheets will require you select a Pay Type. To create a time entry, select a value from each of the dropdowns shown on your timesheet. You also have the ability to specify a Comment for the time entry.

Once everything has been selected, specify the hours worked for that project on a specific date. Your timesheet will accept hour entries in HH:MM (2:35) format and convert it to decimal format (1.25 = 1:15) before processing the hours in payroll. Hours entered in decimal format will convert to HH:MM, rounding to the nearest whole minute. Values 0.5 and higher will be rounded up; values 0.49 and lower will be rounded down.

Saving Timesheet Entries

Click the Save button at the bottom of the time entry grid. The timesheet will refresh and your entries will now appear in the Current section. You may add hours to this entry either in the same day or in another day in the time period that is currently displayed.

You may create more than one time record at a time. Simply create the actual time entries for different days and/or different combinations of items and then click the Save button at the bottom of the timesheet. The timesheet will refresh and your entries will now appear in the Current section.

Edit Timesheet Entries

Click the Edit Icon ( ) to the left of the respective entry. This will refresh the screen and allow you to change the Project, Task, Pay Type, and Bill Type. You can also modify your Comment associated with the entry.

Delete Timesheet Entries

Click the Delete Icon ( ), a trash can, to the right of the respective time entry. The screen will refresh with the time entry having been removed.

Entering In/Out Times

For hourly employees, your timesheet has been configured to contain the Time In/Out feature. If so, this feature allows you to manually log the time that you begin and end your work day. You have the ability to log in and out multiple times in a single day in order to capture actual hours work that reflect any lunch breaks.

To log the beginning of your work day, simply specify the time in the In field, including an 'a or 'p for a.m. or p.m. of the respective date. To log out, specify the time in the Out field of the respective date. At the bottom of the Time In/Out module, you will see the total hours from logging in and out for your work day.

Along with entering your Time In/Out, you also have the standard timesheet features to enter the number of hours for specific pay types for the day. At the bottom of the standard timesheet module, you will see the total hours from entering the In/Out times. It is required that the total Time In/Out hours equal the total time spent on specific pay types for the day.

Submitting Timesheets for Approval

From your timesheet, you can click the Submit for Approval button to submit your timesheet to your supervisor. This button will only appear on your timesheet if your company is using Approval Plans and if you have an approval plan assigned to you.

Once a timesheet has been submitted for approval, you may not alter any of the time records contained in that timesheet. Therefore, do not submit your timesheet until you have finished all time entry for the time period in question. For more information on the Approvals process, please see the Approvals section of this manual.

Viewing Timesheets

View Time Report

This report displays information regarding the time records that have been saved for this time period. The top of the report screen includes four buttons for manipulating the Time Report.

Past Period | View As | HTML (regular) | Future Period

Modify this report

My TimeSheet

Time Records From *Monday, January 26, 2009* Through *Sunday, February 1, 2009*

Date	User	Task	Pay Type	Bill Type	Project	Comment	Hours
Monday, January 26, 2009	Christopher Lyons	Other	901 - Straight Time	Non-Billable	Internal Overhead		8.00
Subtotal 01/26/2009							*8.00*
Tuesday, January 27, 2009	Christopher Lyons	Other	901 - Straight Time	Non-Billable	Internal Overhead		8.00
Subtotal 01/27/2009							*8.00*
Wednesday, January 28, 2009	Christopher Lyons	Other	922 - Sick	Non-Billable	Internal Overhead		8.00
Subtotal 01/28/2009							*8.00*
Thursday, January 29, 2009	Christopher Lyons	Other	901 - Straight Time	Non-Billable	Internal Overhead		8.00
Subtotal 01/29/2009							*8.00*
Friday, January 30, 2009	Christopher Lyons	Other	901 - Straight Time	Non-Billable	Internal Overhead		8.00
Subtotal 01/30/2009							*8.00*
Grand Total							**40.00**

The Past Period and Future Period buttons allow you to view reports for periods in the past or future. The View As button allows you to see the Time Report in different formats depending on your needs.

View Sheet History

Sheet History contains notes regarding the timesheet and the approval process for that specific timesheet. The Sheet History link is located in the Additional Options section at the bottom of your timesheet. Clicking the Sheet History link will launch a pop-up window containing all the actions associated with the timesheet to date.

Sheet History Help ?

View sheet transactions and add comments to the sheet history.

Enter Comments..

Refresh | Submit Comment | Hide System Notes

Type: time Period: 01/26/2009 - 02/01/2009 User: clyons State: APPROVED				
Creation Date	Creation Time	Creator	Creator Login	Notes
Monday, January 26, 2009	09:00	System	------	Initial Creation - User: pdstech (pdstech)
Friday, January 30, 2009	09:00	System	------	Email Sent: clyons Early Submit Reminder timesheet 01/26/2009 - 02/01/2009 clyons - User: Christopher Lyons (clyons)
Friday, January 30, 2009	10:20	System	------	Submitted for Approval - User: Christopher Lyons (clyons)
Friday, January 30, 2009	10:20	System	------	Email Sent: smcneill Submit Notification timesheet 01/26/2009 - 02/01/2009 clyons - User: Christopher Lyons (clyons)
Monday, February 2, 2009	10:01	System	------	Approved for Level 1 - User: Steven McNeill (smcneill)
Monday, February 2, 2009	10:01	System	------	Email Sent: clyons Approved Notification timesheet 01/26/2009 - 02/01/2009 clyons - User: Christopher Lyons (clyons)

Period Approval Information

Approval Levels: 1 Status: Approved					
Level	Primary Approver Login	Primary Approver Fullname	Backup Approver Login	Backup Approver Fullname	Status
1	smcneill	Steven McNeill	mhahn	Matthew Hahn	Approved

You can insert a note in the sheet history (i.e., for approvers) by specifying the text in the available textbox and clicking the Submit Comment button.

Historical Timesheets

Your past and present timesheets can be viewed under Management-->My Sheets-->Time (see figure 29.11). Here you will see a list of timesheets with their relevant periods and current status. You can view the details of the timesheet by clicking the link labeled 'Click to View'.

My Timesheets

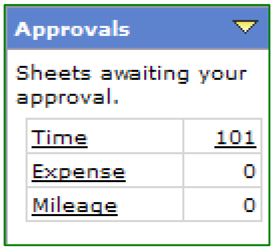
Timesheets			
Time Period	Status	Total	View
02/09/2009 - 02/15/2009	Open for Entry	0.00	Click to View
02/02/2009 - 02/08/2009	Submitted to smcneill for Approval	40.00	Click to View
01/26/2009 - 02/01/2009	Approved	40.00	Click to View
01/19/2009 - 01/25/2009	Approved	40.00	Click to View

Timesheet Approvals

Overview

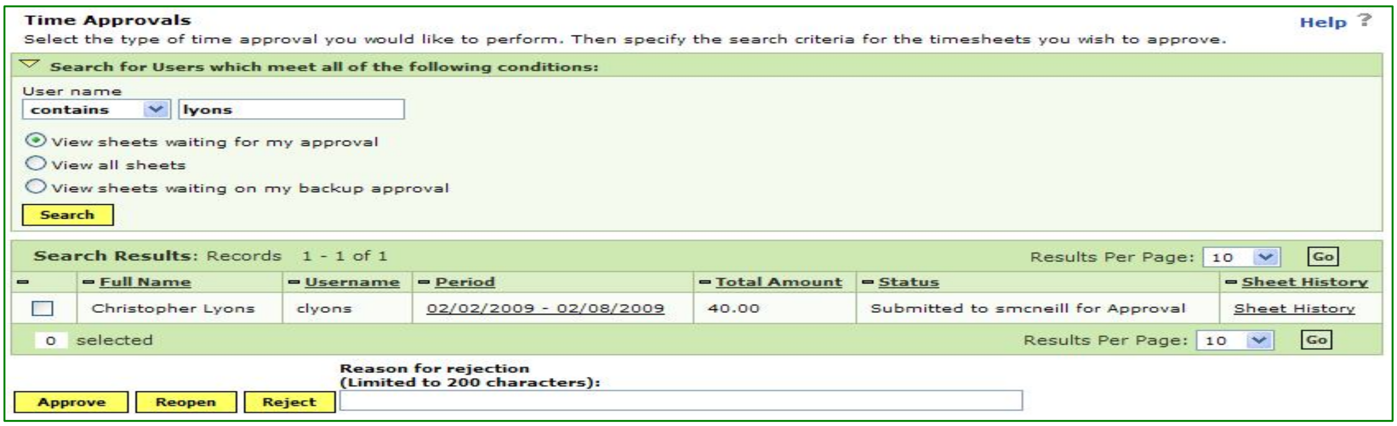
Time Approvals allow approvers within your organization to approve or reject users' timesheets for a particular period. After user submission, the timesheet enters the approval process and the designated approvers have approval/rejection authority over the timesheet. This section specifically discusses approving or rejecting timesheets that have been submitted by users.

Approving Timesheets



If you have approving authority for particular users' timesheets, you can see a summary of what is awaiting your approval in the Approvals section of the Toolbar as shown below.

Clicking the Time link will display the Time Approvals section in the workspace to the right of the Toolbar (see figure 26.2). Time Approvals is also located under Approvals-->Time.



From this screen, you are able to approve and reject timesheets that are in your queue. You must first specify the search criteria for the users that you wish to approve or reject timesheets for.

You have the option to also select whether to filter for sheets awaiting your approval, all sheets, or sheets awaiting your backup approval. When finished specifying the search criteria, click the Search button. The search results will be displayed underneath the criteria.

Approve timesheets - select the timesheets and click the Approve button

Reject timesheets - select the timesheets, specify a rejection reason, and click the Reject button.

View user's timesheet - Click the respective date link under the Period column.