PROCAS Time

User Instructions

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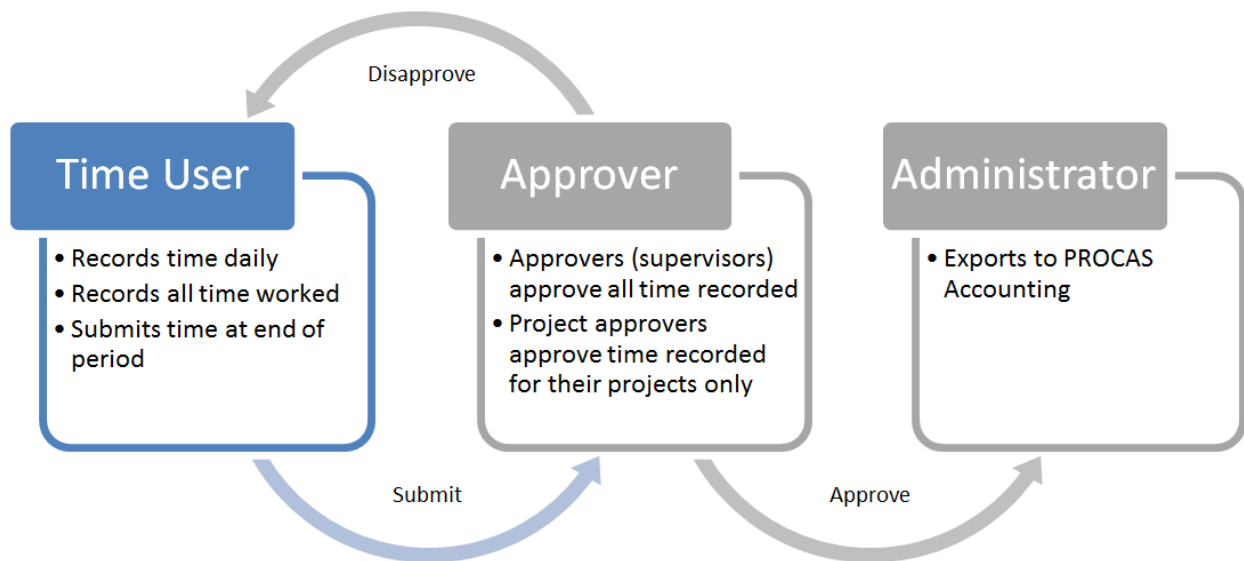## Chapter 5
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INTRODUCTION

The Timekeeping Workflow in PROCAS Time

PROCAS Time is a timekeeping system that you access using a web browser. Your administrator will provide you with your company's unique web address and login information.

The *PROCAS Time User Instructions* are intended to provide guidance on the use of PROCAS software to record total time worked. This document assumes that the owners and/or management of the company have collaborated with a PROCAS consultant to complete the initial setup of the system and that the system is currently in operation. It is not within the scope of these instructions to teach accounting or government contracting. It is within the scope of these instructions to document what steps must be taken in the software to record time.

You must record hours on timesheets, on a daily basis, and against appropriate charge codes. The federal government requires that personnel classify their hours based on how those hours are spent. For example, hours worked on a particular contract assignment must be recorded separately from hours spent training or for paid time off. At the end of each period, you must submit your timesheet for approval.

If your timesheet is disapproved by your supervisor or project manager, it is your responsibility to correct the errors and then resubmit your timesheet for approval.

Notes and tips have been added throughout these instructions. Notes provide additional information about system operation. Tips provide helpful, but not essential, suggestions for system use. Reading the notes and tips is recommended for a more complete understanding of system operation.

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CHAPTER 1

PROCAS TIME USER BASICS

When accessing PROCAS Time for the first time, there are options available to customize the login password and the appearance of your timesheets. This section describes the customization options available and common tasks that you will need to perform in order to create and submit your timesheets for processing.

Topics covered in this chapter:

- Establish a Password
- Log In
- Change Settings
    - o Changing Your Password
    - o Changing Your Theme
- Online Help
- Sign Out
- Display the Current Timesheet
- Establish Default Charge Codes
- Timesheet Options
    - o Show/Hide Audit Trail
    - o Show Comments
    - o Printer Friendly Version
    - o PDF Version

ESTABLISH A PASSWORD

Your administrator will provide you with the web address and user name to access your timekeeping information. You can use the **I Forgot My Password** button on the log in screen to establish a password if you do not know or have forgotten your password.

If your administrator has provided a default password, you should change your password during the first login. See *Change Settings* later in this chapter.

Here's how to establish your password:

1. Open a web browser, e.g., **Microsoft Internet Explorer**.
2. Type the web address for your company, e.g., **https://www.procastime.com/company** (where "company" is the company code).
3. Click **I Forgot My Password**.
4. Type the email address that is associated with your user name in the **Enter Your Email** box. The email address should have been set up for you by your administrator.
5. Click **Send My Password**.
6. Open the email message.

> NOTE: If you have not received an email message, first check your Junk Email folders, and then verify that your administrator has set up a valid email address for your user name.

7. Click the hyperlink to the Password Reset screen in the email message, or copy and paste the URL into your web browser. You can only use the hyperlink one time.
8. Type your new password in the **New Password** box.
9. Type your new password again in the **Confirm Password** box.
10. Click **Save**.

LOG IN

PROCAS Time is accessed from a web browser. You will be required to type a user name, which should be provided by your administrator, and password to log into the timekeeping system.

Here's how to log into PROCAS Time:

1. Open a web browser, e.g., **Microsoft Internet Explorer**.
2. Type the web address for your company, e.g., **https://www.procastime.com/company** (where "company" is the company code).
3. Type your user name in the **User Name** box.
4. Type your password in the **Password** box. If you do not know or have forgotten your password, see *Establish a Password* earlier in this chapter.
5. Click **Log In**.

> NOTE: Your current period timesheet will be created and displayed automatically after logging in the first time during each timesheet period.

CHANGE SETTINGS

You can access the Change My Password and Themes options by clicking the **Settings** hyperlink in the upper right-hand corner of the screen. You should change your password during the first login if a default password was provided.

You can use the Themes option to change the general appearance of your session. The Themes option is saved on a user by user basis, and can be changed as often as you would like.

Changing Your Password

1. Click the **Settings** hyperlink in the upper right-hand corner of the screen.
2. Click **Go** next to **Change My Password**.
3. Type your current password in the **Current Password** box.
4. Type your new password in the **New Password** box.
5. Type your new password again in the **Confirm Password** box.
6. Click **Save**.

Changing Your Theme

1. Click the **Settings** hyperlink in the upper right-hand corner of the screen.
2. Click **Go** next to **Themes**.
3. Click on the desired theme.

> NOTE: Clicking on a theme automatically saves your selection.

ONLINE HELP

Online help is available for PROCAS Time.

Here's how to access the online Help:

1. Click the **Help** hyperlink in the upper right-hand corner of the screen.
2. Click **PROCAS Time Help** hyperlink in the left pane of the window to expand the menu options.
3. Click the **Users** hyperlink below PROCAS Time Help. The right pane will display a hyperlinked table of contents.
4. Click the hyperlink of the appropriate topic. The right pane will display step-by-step instructions for the topic selected.

> TIP: If the help topic is not listed, try clicking the **PROCAS Web Help** hyperlink in the upper left-hand corner and using the **Keyword Search** box to find relevant information.

> TIP: Click the **Printer-Friendly** hyperlink in the upper right-hand corner to display a printer-friendly version of the instructions.

SIGN OUT

The **Sign Out** hyperlink is in the upper right-hand corner of the window. Use this to end your session to prevent unauthorized users from accessing your data. Your session will time out automatically after twenty minutes of inactivity.

Here's how to sign out of PROCAS Time:

1. Click the **Sign Out** hyperlink in the upper right-hand corner of the screen.

DISPLAY THE CURRENT TIMESHEET

The **Home** menu item is a shortcut to display your current timesheet. You can see your current timesheet regardless of whether or not the timesheet is open for editing, submitted or locked.

Here's how to display your current period timesheet:

1. Click the **Home** menu item.

ESTABLISH DEFAULT CHARGE CODES

If there is work that you do every period, you can add the charge code for that work from a list of authorized work assignments so that it will be displayed on your timesheets by default. The default charge codes you have selected will be displayed on timesheets each period until the work assignment is no longer authorized by the administrator or until you remove the charge code from the list.

Your administrator has the option to add new charge codes to your timesheet by default, but you can change your default charge codes at any time. Authorized charge codes can also be added to the timesheet without having to display them by default, see *Add a New Charge Code to a Timesheet* in Chapter 2, "Record Time."

Here's how to establish default charge codes:

1. On the **Timesheets** menu, click **Go** next to **Establish Default Charge Codes**. The list displayed will only consist of charge codes authorized by an administrator. Please inform your administrator if additional charge codes are needed for the timesheet.

    > TIP: To view charge code details, click **View Details**. To return to the summary version of the Default Charge Codes screen, click **Hide Details**.

2. Click the check box(es) next to the charge code(s) that should be displayed on the timesheets by default.

    > TIP: Click **Select All** at the bottom of the screen to select all of the charge codes. You can then include or exclude individual charge codes from selection.

3. Click **Submit**.

TIMESHEET OPTIONS

When viewing timesheets, various options will be available to display or print additional information.

Show/Hide Audit Trail

You will see a **Show Audit Trail** button below your timesheet if you have made changes or deletions to saved timesheet entries. It will also be displayed if you have deactivated an open timesheet.

- Clicking **Show Audit Trail** will display the Audit Trail of Changes information, which is a list of all entries made prior to any changes/deletions to the timesheet.

    o <u>Description</u> – Charge code description
    o <u>Charge Code</u> – Charge code originally recorded
    o <u>Work Date</u> – Date used to record the time worked
    o <u>Hours</u> – Hours originally recorded
    o <u>Comments</u> – Reason for change

- Clicking **Hide Audit Trail** will hide the Audit Trail of Changes information.

Show Comments

A **Show Comments** hyperlink is displayed below the timesheet. If you have typed internal or external comments on your timesheet, you may want to review them before submitting your timesheet.

- Clicking the **Show Comments** hyperlink will display the Timesheet Detail information, which is a list of timesheet entries and comments that have been saved for the timesheet period.

    o <u>Work Date</u> – Date used to record the time worked
    o <u>Description</u> – Charge code description
    o <u>Charge Code</u> – Charge code
    o <u>Hours</u> – Hours worked
    o <u>External/Internal Comment</u> – Comment recorded

- Clicking **Sort by Date** will sort the timesheet entries by work date in chronological order. This is the default sort order.
- Clicking **Sort by Charge Code** will sort the timesheet entries by charge code in ascending order.
- Click **View Internal/External Comments** to toggle between external and internal comments.

Printer Friendly Version

A **Printer-Friendly Version** hyperlink is displayed below the timesheet.

1. Click the **Printer-Friendly Version** hyperlink. The timesheet will be displayed in a separate tab/window.
2. Use your web browser's print function to print the timesheet.

The printer-friendly version of the timesheet will include the following information:

- Company name
- Employee name
- Personnel code
- Timesheet period
- Timesheet
- Timesheet status
- If the Audit Trail of Changes information was open when clicking the hyperlink, that information will also be displayed

PDF Version

A **PDF** hyperlink is displayed below the timesheet.

1. Click the **PDF** hyperlink.
2. Click **Open** or **Save**.

The PDF file generated will include the following information:

- Company name
- Employee name
- Personnel code
- Timesheet period
- Timesheet
- Timesheet status
- If the Audit Trail of Changes information was open when clicking the hyperlink, that information will also be displayed

CHAPTER 2
RECORD TIME

This chapter describes the common tasks you will perform in order to complete a timesheet period cycle. The timesheet cycle consists of recording your time on a daily basis, making corrections to timesheet entries and submitting your timesheet at the end of the period.

Topics covered in this chapter:

- Create a Timesheet
- Record Time for the Current Timesheet Period
- Edit an Open Timesheet
- Add a New Charge Code to a Timesheet
- Correct an Error on a Timesheet
- Delete an Error on a Timesheet
- Submit a Timesheet for Approval

CREATE A TIMESHEET

The current period timesheet will be created and displayed automatically after logging in for the first time during a timesheet period. The **Create a New Timesheet** menu option is used only when a timesheet needs to be created outside of the current period.

Here's how to create a new timesheet:

1. On the **Timesheets** menu, click **Go** next to **Create a New Timesheet**.
2. Click the appropriate timesheet period. If the appropriate timesheet period is not immediately visible, scroll down or click the **Left Arrow** `<<` or **Right Arrow** `>>` buttons to navigate to the appropriate timesheet period.
3. Click **Select**.

RECORD TIME FOR THE CURRENT TIMESHEET PERIOD

Your current period timesheet will be displayed as soon as you log into PROCAS Time. If you need to edit a timesheet from another period, see *Edit an Open Timesheet* later in this chapter.

Here's how to record your time:

1. Click the cell at the intersection of the appropriate charge code line and the appropriate date column to record hours. If a charge code line is not displayed, click **Add New Charge Code**, and select the appropriate charge code from the list displayed.

> TIP: See *Establish Default Charge Codes* in Chapter 1, "PROCAS Time User Basics," to learn how to add a charge code from the list of authorized work assignments so that it will be displayed on your timesheets by default.

2. Type the number of hours worked in the **Hours** box. The **Hours** box is required. If a charge code has budgeted hours established, the budgeted and remaining hours will be displayed.

> NOTE: The date in the **Date** list will correspond to the date column selected from the Timesheet screen. If a charge code has a date range when work is authorized, the authorized start and end dates will be displayed.

3. Select the date from the **Date** list, if necessary.

> NOTE: If the charge code is incorrect, you can change it on this screen by clicking **Select a Different Charge Code**.

4. Type comments that may be relevant to the company internally in the **Internal Comments** box, as per company policy.
5. Type comments that may be relevant to external parties, e.g., clients, in the **External Comments** box, as per company policy.
6. Click **Save**.
7. Repeat steps 1 through 6 for any additional hours worked on other charge codes for the day.
8. If all hours worked for the entire timesheet period have been recorded, see *Submit a Timesheet for Approval* later in this chapter.

EDIT AN OPEN TIMESHEET

You will need to use the **Edit an Open Timesheet** menu option to edit and/or submit an open timesheet that is outside of the current period. For example, if you did not submit your timesheet by the last day of the period, you will need to select the timesheet from the **Edit an Open Timesheet** list.

If the timesheet is not listed, you may need to create a new timesheet, see *Create a Timesheet* earlier in this chapter. Timesheets that have been submitted will need to be retrieved to edit, see *Retrieve a Submitted Timesheet* in Chapter 5, "Other Timesheet Options."

Here's how to edit an open timesheet:

1. On the **Timesheet** menu, select the appropriate period from the **Edit an Open Timesheet** list.
2. Click **Go** next to **Edit an Open Timesheet**.
3. Edit the timesheet as necessary.

ADD A NEW CHARGE CODE TO A TIMESHEET

To record time to a charge code not displayed on your timesheet, you must first add a new charge code. The list of available charge codes will only consist of charge codes authorized by an administrator. Please inform your administrator if additional charge codes are needed to record your time properly.

If the new charge code will be used on a regular basis, you should add it to the list of default charge codes so that it will be automatically displayed on every subsequent timesheet, see *Establish Default Charge Codes* in Chapter 1, "PROCAS Time User Basics."

Here's how to add a new charge code to your timesheet:

1. From the Timesheet screen, click **Add New Charge Code**.
2. Click a **Charge Code Description** or **Charge Code** hyperlink to select the appropriate charge code from the list.
3. Type the number of hours worked in the **Hours** box. The **Hours** box is required.
4. Select the date from the **Date** list, if necessary. If today's date is within the timesheet period, it will be displayed by default. Otherwise, the default date will be the first day of the timesheet period.

> NOTE: If the charge code is incorrect, you can change it on this screen by clicking **Select a Different Charge Code**.

5. Type comments that may be relevant to the company internally in the **Internal Comments** box, as per company policy.
6. Type comments that may be relevant to external parties, e.g., clients, in the **External Comments** box, as per company policy.
7. Click **Save**.

CORRECT AN ERROR ON A TIMESHEET

As an employee of a federal government contractor, you are required to prepare your timesheets accurately and completely. Federal government regulations require that all corrections are documented with an audit trail of changes. As part of the required audit trail, you must give a reason for the change to save your corrections.

Here's how to correct an error on a timesheet:

1. From the Timesheet screen, click the hours that need to be corrected.
2. Click the Hours, Internal Comments, External Comments or Date & Time Entered values of the entry that needs to be corrected.
3. Make correction(s).
4. Click **Save**.
5. Type the reason for the correction(s) in the **Reason** box.
6. Click **OK**.

> NOTE: The original entry will be saved in an audit trail along with the reason for the change. You can show or hide the audit trail of changes by clicking **Show Audit Trail** or **Hide Audit Trail** below the timesheet.

DELETE AN ERROR ON A TIMESHEET

As an employee of a federal government contractor, you are required to prepare your timesheets accurately and completely. Federal government regulations require that all deletions are documented with an audit trail of changes. As part of the required audit trail, you must give a reason for the change to save your deletion.

Here's how to delete an error on your timesheet:

1. From the Timesheet screen, click the hours that need to be deleted.
2. Click the Hours, Internal Comments, External Comments or Date & Time Entered values of the entry that needs to be deleted.
3. Click **Delete**.
4. Type the reason for the deletion in the **Reason** box.
5. Click **OK**.

> NOTE: The original entry will be saved in an audit trail along with the reason for the deletion. You can show or hide the audit trail of changes by clicking **Show Audit Trail** or **Hide Audit Trail** below the timesheet.

SUBMIT A TIMESHEET FOR APPROVAL

You should submit your timesheet for approval after you have completed it at the end of the period. Clicking **Submit** on the Submit Timesheet screen is the digital equivalent of an employee's signature on a paper timesheet, so it *must* be done by the timesheet user.

Here's how to submit your timesheet for approval:

1. From the Timesheet screen, click **Submit for Approval**.
2. Click **Submit**. Your supervisor and, if appropriate, your project manager(s) will receive an email notification when the timesheet is submitted.

CHAPTER 3
TIMESHEET REPORTS

You can view or export all of the timesheet information you have recorded in PROCAS Time.

Topics covered in this chapter:

- View a Timesheet (Read Only)
- View Labor Utilization Report
- Export Time Detail Information
- Export Audit Trail Detail Information

VIEW A TIMESHEET (READ ONLY)

Open timesheets, timesheets that have previously been submitted, and deactivated timesheets can be selected and viewed from the **View a Timesheet (Read Only)** menu.

Here's how to view a timesheet:

1. On the **Timesheet** menu, click **Go** next to **View a Timesheet (Read Only)**.
2. Click the appropriate timesheet period. If the appropriate timesheet period is not immediately visible, scroll down or click the **Left Arrow** [<<] or **Right Arrow** [>>] buttons to navigate to the appropriate timesheet period.
3. Click **Select**.

VIEW LABOR UTILIZATION REPORT

You can generate a real time labor utilization report using PROCAS Time. The information can be displayed for any date range and can be filtered by task range, and/or account number range. By default, the report will calculate a utilization percentage of direct hours divided by total hours recorded for the date range selected. You can choose to override the number of base hours.

Here's how to view the labor utilization report:

1. On the **Timesheets** menu, click **Go** next to **Labor Utilization Report**.
2. Type the beginning date in the **Date From** box. The default date will be the current timesheet period beginning date. The **Date From** box is required.
3. Type the ending date in the **Date To** box. The default date will be the current timesheet period ending date. The **Date To** box is required.

> NOTE: The remaining search criteria are optional. Clicking **View Report** without specifying criteria will display all information in the date range by default.

4. Type the beginning task code in the **Task No. From** box.
5. Type the ending task code in the **Task No. To** box.
6. Type the beginning account code in the **Account No. From** box.
7. Type the ending account code in the **Account No. To** box.
8. Select the **Direct hours/Total hours** radio button to calculate labor utilization as direct hours worked divided by total hours.
9. Select the **User defined base hours** radio button to calculate labor utilization as hours worked divided by a user-defined number of hours.
10. If calculating using **User defined base hours**, type the number of base hours in the box next to the radio button. The default value is **2080**.
11. Click **View Report**.

> TIP: To export the labor utilization report as a CSV file, Click **Export to CSV** and then click **Open** or **Save**.

EXPORT TIME DETAIL INFORMATION

You can export timesheet entry details across timesheet periods in comma-separated value (CSV) format for further analysis. Exporting this information will not affect timesheet data within PROCAS Time.

Here's how to export time detail information:

1. On the **Timesheet** menu, click **Go** next to **Export Time Detail Information**.
2. Type the beginning date in the **Date From** box. The default date will be the beginning date of the current timesheet period. The **Date From** box is required.
3. Type the ending date in the **Date To** box. The default date will be the ending date of the current timesheet period. The **Date To** box is required.

> NOTE: The remaining search criteria are optional. Clicking **Download** without specifying criteria will display all details for the specified date range by default.

4. Type the beginning task code in the **Task No. From** box.
5. Type the ending task code in the **Task No. To** box.
6. Type the beginning account code in the **Account No. From** box.
7. Type the ending account code in the **Account No. To** box.
8. Click **Download**.
9. Click **Open** or **Save**.

EXPORT AUDIT TRAIL DETAIL INFORMATION

You can export timesheet audit trail detail information in comma-separated value (CSV) format for further analysis. Exporting this information will not affect timesheet data within PROCAS Time.

Here's how to export audit trail detail information:

1. On the **Timesheet** menu, click **Go** next to **Export Audit Trail Detail Information**.
2. Click the appropriate timesheet period. If the appropriate timesheet period is not immediately visible, scroll down or click the **Left Arrow** `<<` or **Right Arrow** `>>` buttons to navigate to the appropriate timesheet period. Clicking **Today** will navigate back to the first timesheet period that includes today's date.

> NOTE: The remaining search criteria are optional. Clicking **OK** without specifying criteria will display all details for the specified period by default.

3. Type the beginning account code in the **Account No. From** box.
4. Type the ending account code in the **Account No. To** box.
5. Type the beginning task code in the **Task No. From** box.
6. Type the ending task code in the **Task No. To** box.
7. Click **OK**.
8. Click **Open** or **Save**.

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CHAPTER 4

PAID TIME OFF (PTO) REQUESTS

You can submit requests for paid time off (PTO) to your supervisor from your Timesheets menu. This chapter describes the process for PTO requests.

Topics covered in this chapter:

- Request PTO
- Retrieve a Submitted PTO Request
- Edit a Retrieved PTO Request
- PTO Request Report

REQUEST PTO

You can submit a PTO request to your supervisor from the timekeeping system. You will receive an email notification when your supervisor either approves or disapproves the request. If your PTO request is disapproved, your email notification will include the disapproval comment. A disapproved PTO request cannot be retrieved or edited. You can create a new PTO request if necessary.

Here's how to request PTO:

1. On the **Timesheet** menu, click **Go** next to **Request PTO**.
2. Click the appropriate PTO charge code hyperlink. Click **View All** to display a list of all authorized charge codes for your timesheet.

> NOTE: Please inform your administrator if additional charge codes are needed for your timesheet.

> TIP: To view charge code details, click **View Details**. To return to the summary version of the PTO Charge Codes screen, click **Hide Details**.

3. Type the number of PTO hours requested in the **PTO Hours Requested** box. The **PTO Hours Requested** box is required. If a charge code has budgeted PTO hours established, the budgeted and remaining PTO hours will be displayed.
4. Type the beginning date of the requested PTO in the **Start Date** box. The **Start Date** box is required.
5. Type the ending date of the requested PTO in the **End Date** box. The **End Date** box is required.
6. Type comments that may be relevant to your supervisor in the **Comments** box, as per company policy.
7. Click **Submit**. Your supervisor will receive an email notification when the PTO request is submitted.

RETRIEVE A SUBMITTED PTO REQUEST

You can retrieve a PTO request that you have submitted if it has not yet been approved. You cannot retrieve or edit a PTO request that has been disapproved.

Here's how to retrieve a submitted PTO request:

1. On the **Timesheet** menu, select the appropriate PTO request date range from the **Retrieve a Submitted PTO Request** list.
2. Click **Go** next to **Retrieve a Submitted PTO Request**.
3. Click **OK**.
4. Refer to *Edit a Retrieved PTO Request* later in this chapter.

> NOTE: After changes to the PTO request have been made, you must resubmit the request for approval, see *Request PTO* earlier in this chapter.

EDIT A RETRIEVED PTO REQUEST

You can edit a retrieved PTO request and then resubmit it, see *Retrieve a Submitted PTO Request* earlier in this chapter. The hours, date ranges and comments can be edited.

Here's how to edit a retrieved PTO request:

1. On the **Timesheet** menu, select the appropriate PTO request date range from the **Edit a Retrieved PTO Request** list.
2. Click **Go** next to **Edit a Retrieved PTO Request**.
3. Edit the request as necessary.
4. Click **Submit**. Your supervisor will receive an email notification when the PTO request is submitted.

> TIP: Click **Delete** to delete the PTO request.

PTO REQUEST REPORT

You can run a report of the PTO requests that you have submitted.

Here's how to run a PTO Request Report:

1. On the **Timesheet** menu, click **Go** next to **PTO Request Report**.
2. Type the beginning date in the **PTO From** box. The default date will be one year before today's date. The **PTO From** box is required.
3. Type the ending date in the **PTO To** box. The default date will be one year after today's date. The **PTO To** box is required.

> NOTE: The remaining search criteria are optional. Clicking **View Report** without specifying criteria will display all details for the specified date range by default.

4. Type the beginning task code in the **Task No. From** box.
5. Type the ending task code in the **Task No. To** box.
6. Type the beginning account code in the **Account No. From** box.
7. Type the ending account code in the **Account No. To** box.
8. Select the status of the PTO request(s) to display.

   - **All**
   - **Approved**
   - **Disapproved**
   - **Retrieved**
   - **Pending Approval**

9. Click **View Report**.

> NOTE: The PTO Request Report displays information that may continue past the right edge of your browser window. Use the horizontal scroll bar of your browser to see the additional information, if necessary.

> TIP: To export the PTO Request Report as a CSV file, click **Export to CSV** and then click **Open** or **Save**.

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CHAPTER 5
OTHER TIMESHEET OPTIONS

The purpose of this chapter is to describe tasks that are not necessarily performed as a part of the timekeeping cycle on a regular basis. For example, once a timesheet has been submitted, you can retrieve it to make corrections if it has not been locked by your administrator. On occasion, a timesheet may be disapproved by your supervisor or project manager(s). You can view the disapproval comments and make the appropriate corrections to resubmit the timesheet.

Topics covered in this chapter:

- Retrieve a Submitted Timesheet
- Edit a Disapproved Timesheet
- Make an Open Timesheet Inactive

RETRIEVE A SUBMITTED TIMESHEET

If you find that there are errors on a timesheet that you have submitted, you can retrieve it until it has been approved and locked by an administrator. After a timesheet has been retrieved, it will need to be resubmitted.

Your supervisor and, if appropriate, your project manager(s) will receive an email notification when a timesheet that had been previously submitted has been retrieved, and they will also receive an email notification when you resubmit the timesheet.

Here's how to retrieve a submitted timesheet:

1. On the **Timesheet** menu, select the appropriate timesheet period from the **Retrieve a Submitted Timesheet** list.
2. Click **Go** next to **Retrieve a Submitted Timesheet**.
3. Click **OK**.
4. Refer to *Edit an Open Timesheet*, *Correct an Error on a Timesheet* or *Delete an Error on a Timesheet* in Chapter 2, "Record Time."

> NOTE: After changes to the timesheet have been made, you must resubmit the timesheet for approval, see *Submit a Timesheet for Approval* in Chapter 2, "Record Time."

EDIT A DISAPPROVED TIMESHEET

You will receive an email notification if a timesheet has been disapproved.

Here's how to edit a disapproved timesheet:

1. Click the **Timesheet** hyperlink next to "Edit Disapproved:" in the upper right-hand corner of the screen.

    > TIP: You can also access the Disapproved Timesheet screen from the **Timesheet** menu by clicking **Go** next to **Edit a Disapproved Timesheet**.

2. Select the appropriate timesheet period from the **Select another period** list, if necessary.

    > NOTE: If the timesheet has been disapproved by your supervisor, the reason for the timesheet disapproval will appear in the **Disapproval Comment** box. If the timesheet has been disapproved by your project manager(s), the reason for the timesheet disapproval will appear next to the appropriate project.

3. If the timesheet does not require changes, you can resubmit it without editing by clicking **Resubmit Timesheet**.

    > TIP: You can sort timesheet entries by clicking **Sort By Charge Code** or **Sort By Work Date**.

4. Click **Edit Timesheet** to edit the timesheet.
5. Refer to *Correct an Error on a Timesheet* or *Delete an Error on a Timesheet* in Chapter 2, "Record Time."

    > NOTE: After changes to the timesheet have been made, you must resubmit the timesheet for approval. See *Submit a Timesheet for Approval* in Chapter 2, "Record Time."

MAKE AN OPEN TIMESHEET INACTIVE

An open timesheet can be made inactive, which for practical purposes means deleting the timesheet with an audit trail. A timesheet cannot be reactivated once it has been made inactive, but you can create a new timesheet for the same period if necessary.

Here's how to make an open timesheet inactive:

1. On the **Timesheet** menu, select the appropriate period from the **Make an Open Timesheet Inactive** list.
2. Click **Go** next to **Make an Open Timesheet Inactive**.
3. Type the reason for the deactivation in the **Reason** box.

> **WARNING: Once   a   timesheet   is   deactivated,   the   information CANNOT be restored.**

4. Click **OK**.

> NOTE: You can create a new timesheet for the timesheet period that has been deactivated. The new timesheet will have an audit trail that lists all of the time detail information that has been deactivated.

APPENDIX A

CHARGE CODES IN PROCAS TIME

A charge code in PROCAS Time is a combination of an account, task (if applicable), labor category and pay code.

Direct Labor Charge Codes

Here is a description of the charge code character string for a direct charge code:

USAF Phase II   5000100.00001.002.00.100.SE06.R

USAF Phase II	– Charge Code Description – If a charge code has an associated task, the description will be the user-defined task name
5000100	– Account Code – The direct expense account, e.g., **Direct Labor**
00001	– Project Code – Typically corresponds to a contract
002	– Task Code – Typically corresponds to a task within the contract
00	– Subtask Code – Typically corresponds to a subtask within the contract, a fiscal year, or an option year, e.g., **Base Year**
100	– Cost Center Code – Three-character code that corresponds to a combination of division, location, and work site, e.g., **Operating Division, DC Location, and Company Work Site**
SE06	– Labor Category Code – A labor category defined by the contract, e.g., **Systems Engineer, Level 06**
R	– Pay Multiple Code – Payroll classification, e.g., **Regular Time**

Unbillable Direct Labor Charge Codes

Here is a description of the charge code character string for an unbillable direct charge code:

Operations Support   5000105U.10003.001.00.105.PM01U.R

Operations Support	– Charge Code Description – If a charge code has an associated task, the description will be the user-defined task name
5000105U	– Account Code – The direct expense account, e.g., **Direct Labor - Unbillable**
10003	– Project Code – Typically corresponds to a contract
001	– Task Code – Typically corresponds to a task within the contract
00	– Subtask Code – Typically corresponds to a subtask within the contract, a fiscal year, or an option year, e.g., **Base Year**
105	– Cost Center Code – Three-character code that corresponds to a combination of division, location, and work site, e.g., **Operating Division, DC Location, and Client Work Site**
PM01U	– Labor Category Code – A labor category defined by the contract, e.g., **Project Manager, Level 01 – Unbillable**
R	– Pay Multiple Code – Payroll classification, e.g., **Regular Time**

Indirect Labor Charge Codes

Here is a description of the charge code character string for an indirect charge code:

Holiday   6110000.SE06.H

Holiday	– Charge Code Description – If a charge code does not have an associated task, the description will be the user-defined account name
6110000	– Account Code – The indirect expense account, e.g., **Holiday**
SE06	– Labor Category Code – The employee's default labor category, e.g., **Systems Engineer, Level 06**
H	– Pay Multiple Code – Payroll classification, e.g., **Holiday**

APPENDIX B
TIMESHEET STATUS

When viewing timesheets, the status of the timesheet will be displayed at the bottom of the screen. Below is a list of the possible timesheet status messages.

Timesheets Status – Supervisor Approval Only

Case 1 – **Timesheet not submitted**

    Status: Open Timesheet - Not Submitted

Case 2 – **Timesheet submitted, waiting for supervisor approval**

    Status: Submitted By <Employee Name> <Submit Date>
               Waiting for Supervisor to approve

Case 3 – **Timesheet retrieved**

    Status: Retrieved By <Employee Name> <Retrieval Date>

Case 4 – **Timesheet disapproved**

    Status: Disapproved By <Supervisor Name> (Supervisor) <Disapproval Date>

Case 5 – **Timesheet submitted, approved by supervisor**

    Status: Submitted By <Employee Name> <Submit Date>
               Approved By <Approver Name> <Approval Date>

Case 6 – **Timesheet manually locked, not exported**

    Status: Submitted By <Employee Name> <Submit Date>
               Approved By <Approver Name> <Approval Date>
               Timesheet is locked.

Case 7 – **Timesheet locked and exported**

    Status: Submitted By <Employee Name> <Submit Date>
               Approved By <Approver Name> <Approval Date>
               Timesheet is locked.
               Timesheet is exported

<u>Timesheets Status – Supervisor and Project Manager Approvals Required</u>

<u>Case 1</u> – **Timesheet not submitted**

  Status: Open Timesheet - Not Submitted

<u>Case 2</u> – **Timesheet submitted, waiting for both supervisor and project manager approval**

  Status: Submitted By <Employee Name> <Submit Date>
      Waiting for Supervisor and Project Manager(s) to approve

<u>Case 3</u> – **Timesheet submitted, approved by supervisor, waiting for project manager approval**

  Status: Submitted By <Employee Name> <Submit Date>
      Approved By <Approver Name> <Approval Date>
      Waiting for Project Manager(s) to approve

<u>Case 4</u> – **Timesheet submitted, approved by project manager, waiting for supervisor approval**

  Status: Submitted By <Employee Name> <Submit Date>
      Approved By Project Manager(s)
      Waiting for Supervisor to approve

<u>Case 5</u> – **Timesheet retrieved**

  Status: Retrieved By <Employee Name> <Retrieval Date>

<u>Case 6</u> – **Timesheet disapproved by supervisor**

  Status: Disapproved By <Supervisor Name> (Supervisor) <Disapproval Date>

<u>Case 7</u> – **Timesheet disapproved by project manager**

  Status: Disapproved By <Project Manager Name> (Project Manager) <Disapproval Date>

<u>Case 8</u> – **Timesheet submitted, approved by both project manager and supervisor**

  Status: Submitted By <Employee Name> <Submit Date>
      Approved By <Approver Name> <Approval Date>
      Approved By Project Manager(s)

<u>Case 9</u> – **Timesheet manually locked, not exported**

  Status: Submitted By <Employee Name> <Submit Date>
      Approved By <Approver Name> <Approval Date>
      Approved By Project Manager(s)
      Timesheet is locked.

<u>Case 10</u> – **Timesheet locked and exported**

  Status: Submitted By <Employee Name> <Submit Date>
      Approved By <Approver Name> <Approval Date>
      Approved By Project Manager(s)
      Timesheet is locked.
      Timesheet is exported