PROCAS Time

Quick-Start Guide

The Timekeeping Workflow in PROCAS Time

PROCAS Time is a timekeeping system that you access using a web browser. The *PROCAS Time User Instructions* are intended to provide guidance on the use of PROCAS software to record total time worked. 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.
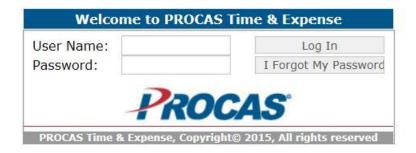
Step 1
Login to Timekeeping Portal and Establish a Password

RM Advisory Services Timekeeping URL: https://www.procastime.com/rmas

You can use the **I Forgot My Password** button on the log in screen to establish a password

Here's how to establish your password:
1. Open a web browser, e.g., **Microsoft Internet Explorer**.
2. Type the web address listed above
3. Click **I Forgot My Password**.

4. Type the email address that is associated with your user name in the **Enter Your Email** box. This is your RM Advisory Email account, e.g., john.lacey@rmadvisory.com

5. Click **Send My Password**.

6. Open the email message.
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**.

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.

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.

RM Advisory Services LLC
Internal Controls, Audit, Government Services

Step 2
RECORD TIME

This step 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.

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*.

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.

2. Type the number of hours worked in the **Hours** box. The **Hours** box is required.

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

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*

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*. Timesheets that have been submitted will need to be retrieved to edit, see *Retrieve a Submitted Timesheet*, "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.

RM Advisory Services LLC
Internal Controls, Audit, Government Services

✦ 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.