
Em p l o y e e

Su p p o r t - e t t a i n

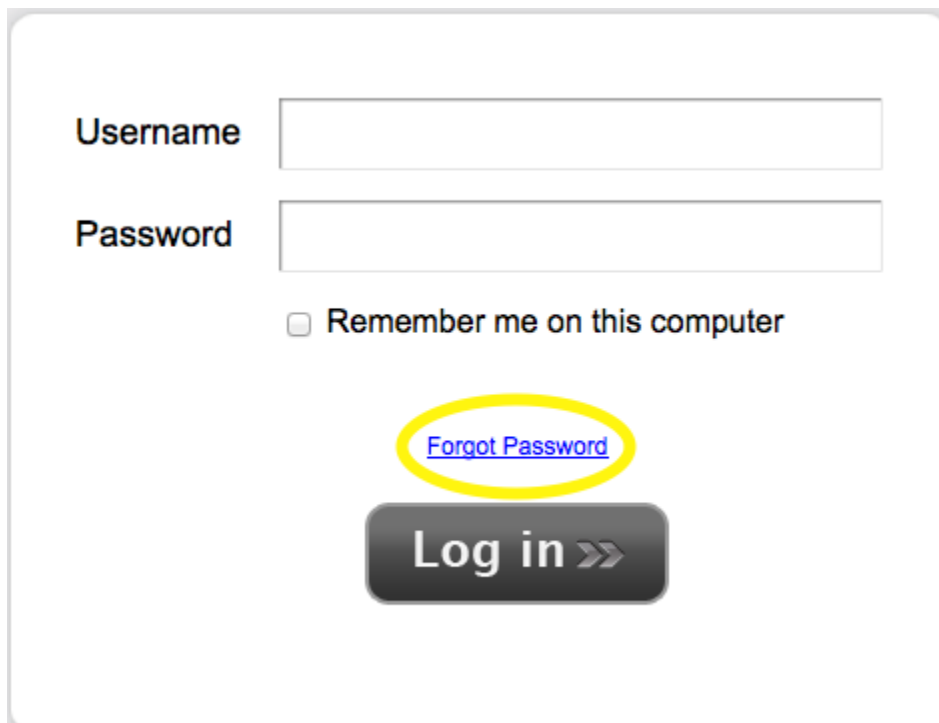
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General Account Information:

How do I reset my password?

1. From the login screen, select "Forgot Password"



The image shows a login form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A checkbox labeled "Remember me on this computer".
- A blue hyperlink labeled "Forgot Password" which is circled in yellow.
- A dark grey button labeled "Log in >>".

2. Type your username and Select "Send Email Reminder"

Username

[Back to Login](#)

Send Email Reminder >>

An email will be sent to you with a new password.

3. Select "Back to Login"

Username

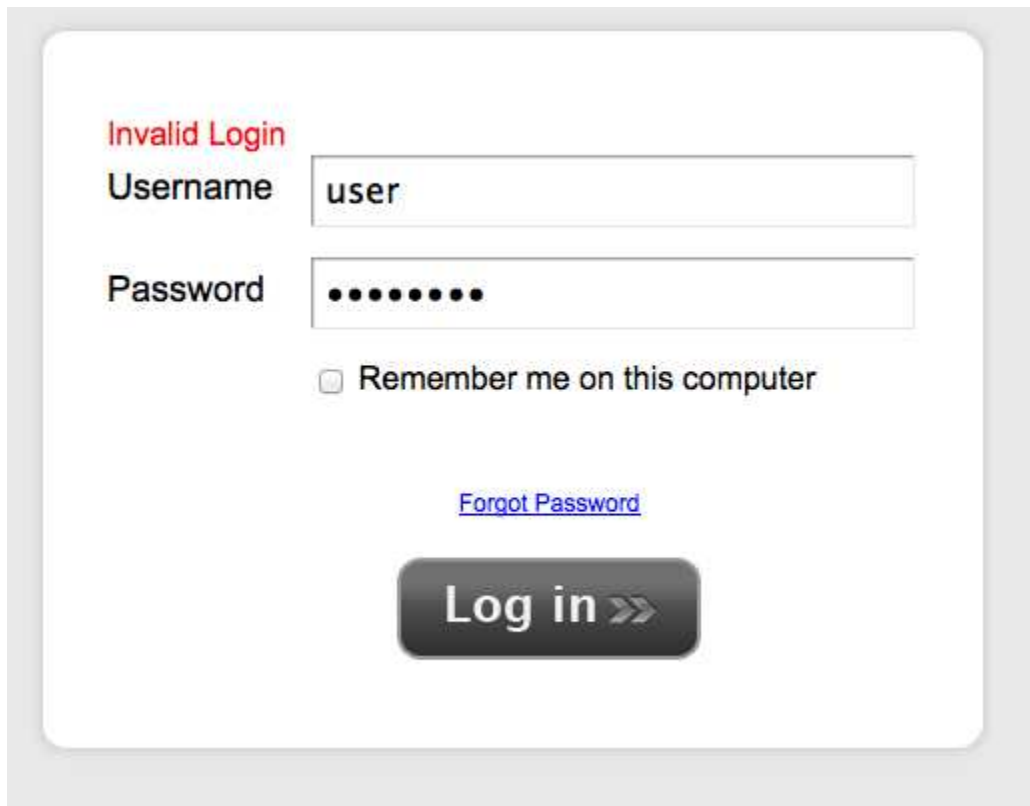
[Back to Login](#)



Send Email Reminder >>

Why can't I log into my account?

1. Invalid Login- this error message means you are entering your username or password incorrectly

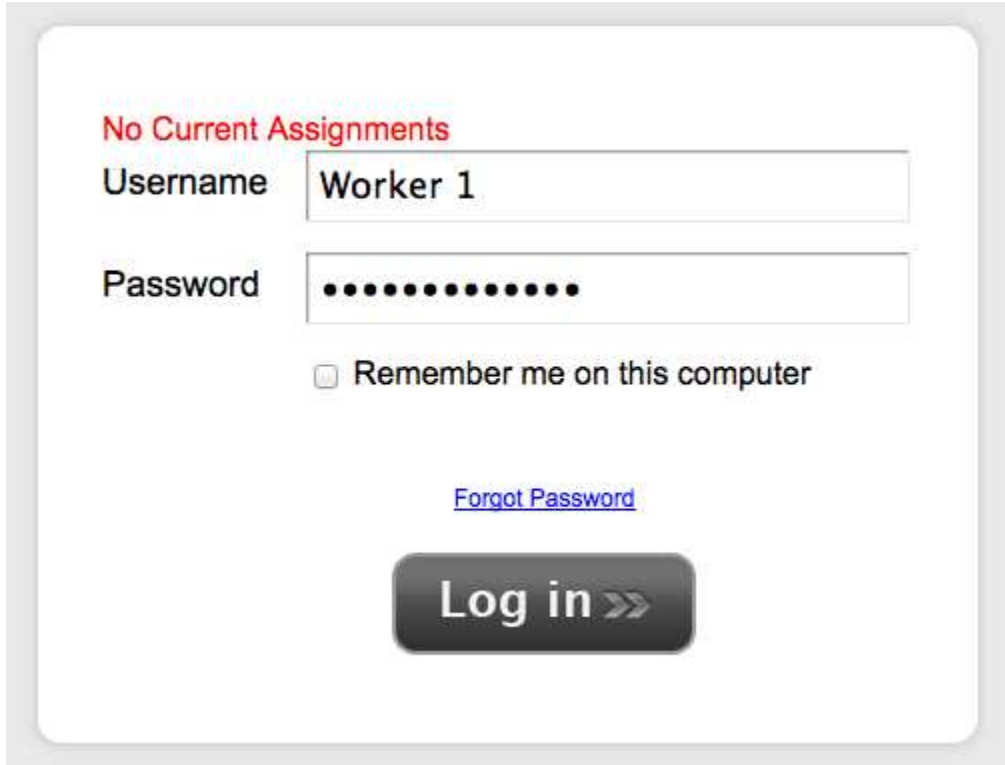


The image shows a login form with the following elements:

- Invalid Login**: A red error message at the top left.
- Username**: A text input field containing the text "user".
- Password**: A password input field with ten black dots for masking.
- Remember me on this computer**: A checkbox with the label "Remember me on this computer".
- [Forgot Password](#): A blue, underlined link centered below the password field.
- Log in >>**: A dark grey button with white text and a right-pointing arrow.

Select "Forgot Password" to have a new password sent to your email. If you still can't log in with the new password, call Christina Thomas at (704)731-8001, to make sure you are using the correct username.

2. No Current Assignments- if you do not have an active assignment in the system you will not be able to log in.



The image shows a login interface with a red error message at the top: "No Current Assignments". Below the error, there are two input fields: "Username" containing "Worker 1" and "Password" containing a series of dots. Below the password field is a checkbox labeled "Remember me on this computer" which is currently unchecked. A blue link "Forgot Password" is positioned below the checkbox. At the bottom of the form is a dark grey button with the text "Log in >>".

If you believe this is an error, contact Christina Thomas at 704.731.8001 and her double check your Assignment end date.

How do I view my current Timesheet status?

You can always view your timesheet status in the upper right hand corner of your timesheet.

The screenshot shows a web interface for managing timesheets. At the top, there are three tabs: 'Timesheets' (selected), 'Expenses', and 'Reports'. In the upper right corner, a status indicator reads 'Timesheet Status: In Progress', which is highlighted with a yellow box. Below the tabs, there is a 'Timesheet Period' section showing '03/18/2012 - 03/24/2012'. A table lists the days of the week with their respective hours and total hours. The current day, Monday 03/19/2012, is highlighted in orange and shows 8:00 hours worked, totaling 16:00 hours. To the right, a detailed view for Monday 03/19/2012 shows three time blocks: 8:00 am to 12:00 pm (Normal), 12:00 pm to 1:00 pm (Lunch), and 1:00 pm to 5:00 pm (Normal). Each block has a 'Tasks' dropdown set to 'None' and a 'Notes' field. At the bottom, there are several buttons: 'Add Block', 'Copy Previous Day', 'Add Note', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'.

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	16:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	12:00 pm	Normal	None	
12:00 pm	1:00 pm	Lunch	None	
1:00 pm	5:00 pm	Normal	None	

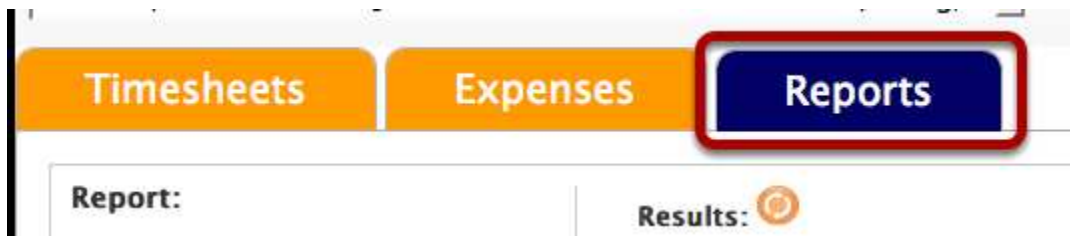
Remember when you save your timesheet the status is still In Progress. As soon as you select Submit, it will change to submitted and be sent to your approving Manager.

Report Questions


How do I print off my Timesheets and Expense Reports?

This lesson will demonstrate how to print off previous timesheets and expenses.

Once you are logged in as an Employee, click on the Reports Tab
















Under the Report: heading, select the desired report type.

A screenshot of a report selection form. The form is titled 'Report:'. Below the title is a dropdown menu labeled 'Choose a Report:'. The dropdown menu is open, showing three options: 'Timesheet History', 'Expense Reports', and 'PTO History'. The 'PTO History' option is highlighted with a red rectangular border. Below the dropdown menu are two date input fields: 'Start Date:' with the value '03/04/2012' and 'End Date:' with the value '03/10/2012'. At the bottom of the form are two buttons: 'Run Report' (orange) and 'Delete Result' (orange).

Select the date range of the period that you are looking for, and click Run Report.

Once you Run the Report, your results will appear in the results list. If you see a Status of Running, click on the (1) Orange icon to refresh the results. You will receive two files: a Zip file containing a copy of all the Timesheets or Expenses in that data range as well as an Excel file summarizing the data.

Results: 

	Date Run	Report	Status	Open
<input type="checkbox"/>	03/19/2012 12:10 pm	Timesheet History 03/04/2012 - 03/10/2012	Completed	 
<input type="checkbox"/>	03/07/2012 4:47 pm	Timesheet History 03/04/2012 - 03/10/2012	Completed	 
<input type="checkbox"/>	03/07/2012 4:47 pm	Timesheet History 03/04/2012 - 03/10/2012	Completed	 
<input type="checkbox"/>	03/02/2012 3:27 pm	Expense Reports 03/04/2012 - 03/10/2012	Completed	
<input type="checkbox"/>	02/23/2012 4:16 pm	Timesheet History 02/12/2012 - 02/18/2012	Completed	 
<input type="checkbox"/>	02/23/2012 4:14 pm	PTO History	Completed	
<input type="checkbox"/>	02/22/2012 6:12 pm	Timesheet History 02/17/2012 - 02/18/2012	Completed	 

If you are looking to just print off a single Timesheet, the best option is to select the timeframe on the Timesheets tab and click the View Timesheet button at the bottom of the page. This will provide you with a PDF of the Timesheet.

The screenshot shows a web interface for managing timesheets. At the top, there are three tabs: "Timesheets" (selected), "Expenses", and "Reports". To the right, a status indicator shows "Timesheet Status: In Progress".

Below the tabs, there is a "Timesheet Period" section with a calendar icon and a date range of "03/18/2012 - 03/24/2012". To the right of this is a header for "Hours for Mon 03/19/2012".

The main content area is divided into two parts. On the left is a table showing the timesheet period:

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	8:00	16:00
Tue 03/20/2012	0:00	08:00
Wed 03/21/2012	0:00	08:00
Thu 03/22/2012	0:00	08:00
Fri 03/23/2012	0:00	08:00
Sat 03/24/2012	0:00	00:00

On the right is a detailed view for the selected day (Mon 03/19/2012) with the following table:

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	12:00 pm	Normal	None	
12:00 pm	1:00 pm	Lunch	None	
1:00 pm	5:00 pm	Normal	None	

Below the detailed view are two buttons: "Add Block" and "Copy Previous Day". At the bottom of the interface, there is a navigation bar with four buttons: "Add Note", "Submit Timesheet", "View Timesheet" (highlighted with a red circle), and "Delete Timesheet".

Time Entry Questions

1. Why am I not able to make Edits?

Check your timesheet status. If it's Submitted, you must Unsubmit in order to make edits.

The screenshot shows a web interface for time entry. At the top, there are three tabs: 'Timesheets' (selected), 'Expenses', and 'Reports'. To the right, a status indicator shows 'Timesheet Status: Submitted' in a red-bordered box. Below the tabs, there is a 'Timesheet Period' dropdown set to '02/26/2012 - 03/03/2012'. The main area is divided into two sections: a table on the left and a larger 'Hours' table on the right. The left table lists dates from Sunday to Saturday with corresponding hours and total hours. The right table has columns for 'Time In', 'to Time Out', 'Hours Type', 'Tasks', and 'Notes', but it is currently empty. At the bottom of the interface, there are several buttons: 'Add Block', 'Copy Previous Day', 'Add Note', 'Unsubmit Timesheet', and 'View Timesheet'.

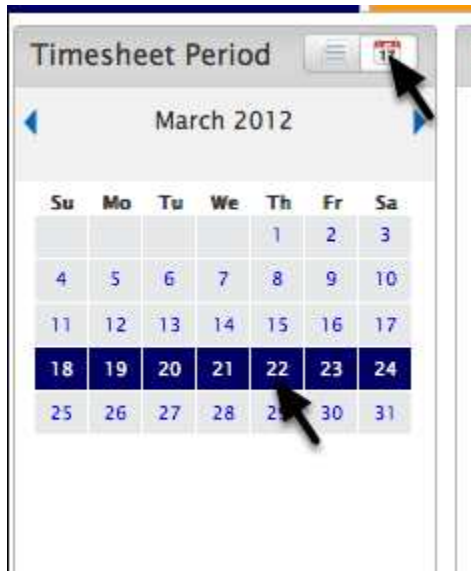
Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Make sure to submit your timesheet when complete.

2.How do I enter a Timesheet Note?


Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

Select the calendar icon and then any day within the desired Timesheet period



Your Timesheet period will automatically become highlighted.

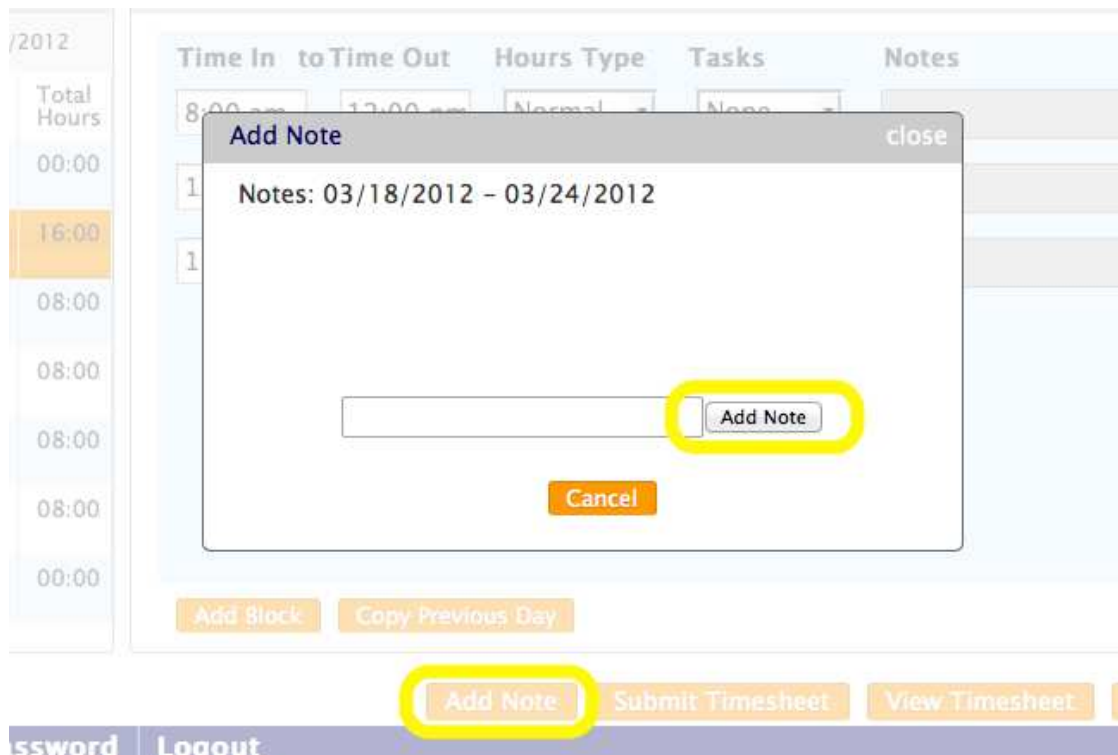
Some timesheet types give you the ability to enter notes for individual time blocks, while others only allow overall timesheet notes.



Timesheet Period			Hours for Mon 03/19/2012				
03/18/2012 - 03/24/2012			Time In	to Time Out	Hours Type	Tasks	Notes
Date	Hours	Total Hours	8:00 am	12:00 pm	Normal	None	
Sun 03/18/2012	0:00	00:00	12:00 pm	1:00 pm	Lunch	None	
Mon 03/19/2012	8:00	16:00	1:00 pm	5:00 pm	Normal	None	
Tue 03/20/2012	0:00	08:00					
Wed 03/21/2012	0:00	08:00					

If your timesheet type allows for entering notes per block then simply enter a note in the text field corresponding to that block.

To add an overall timesheet note, simply click “Add Note” and type your note in the pop up and then click Add Note on the popup to finish.



This note will apply to your entire timesheet.

3. How do I enter time on a Simple Hours Timesheet?

Once you log into the system, select the appropriate timeframe on the calendar. From there, you will be able to create a new timesheet.

The screenshot shows two panels. The left panel, titled 'Timesheet Period', displays a calendar for March 2012. The days of the week are labeled as Su, Mo, Tu, We, Th, Fr, Sa. The dates 25 through 31 are highlighted in red. The right panel, titled 'Create Timesheet', contains the following options under 'Create a new timesheet:':

- Blank Timesheet
- Copy Previous Timesheet
- 40 Hour Worked Timesheet
- No Hours - this will automatically approve the timesheet with no hours and cannot be undone

A red 'Create' button is located at the bottom of the right panel.

"Blank Timesheet" - will create a standard timesheet that is not prepopulated.

"Copy Previous Timesheet" - will replicate the last timesheet that is available in the system from you.

"40 Hour Worked Timesheet" - will populate 8 hours per day Monday through Friday.

"No Hours" - will notify the Administrator that you had no hours that week.

Once you have selected the appropriate Timesheet scenario, click through the appropriate dates in the Timesheet.

Timesheet Period							Hours				
March 2012							Date	Hours	Minutes	Total Hours	
Su	Mo	Tu	We	Th	Fr	Sa	Sun 03/25/2012	0	0	00:00	
4	5	6	7	8	9	10	Mon 03/26/2012	7	30	07:30	
11	12	13	14	15	16	17	Tue 03/27/2012	8	0	08:00	
18	19	20	21	22	23	24	Wed 03/28/2012	7	30	07:30	
25	26	27	28	29	30	31	Thu 03/29/2012	8	0	08:00	
							Fri 03/30/2012	8	0	08:00	
							Sat 03/31/2012	0	0	00:00	

In the upper right portion of the screen, you will see your Time Period, Total Hours and the Timesheet Status.

Time Period: 03/25/2012 – 03/31/2012

Total Hours: 39:00
Total Expenses: 0.00
Timesheet Status: In Progress

You can also enter a Timesheet note that you want your Manager to see. Please note that these Timesheet Notes are visible by the Manager and cannot be removed from the Timesheet, unless you completely delete the Timesheet and start over.



The screenshot shows a dialog box titled "Add Note". Inside the dialog, there is a text area containing the following text: "Notes: 03/25/2012 - 03/31/2012" and "Employee, Sean (03/13/2012 5:28 pm): I had to leave early on Monday." Below the text area, there is a text input field with the placeholder text "Enter a Timesheet Note Here" and an "Add Note" button to its right. At the bottom center of the dialog is a red "Cancel" button.

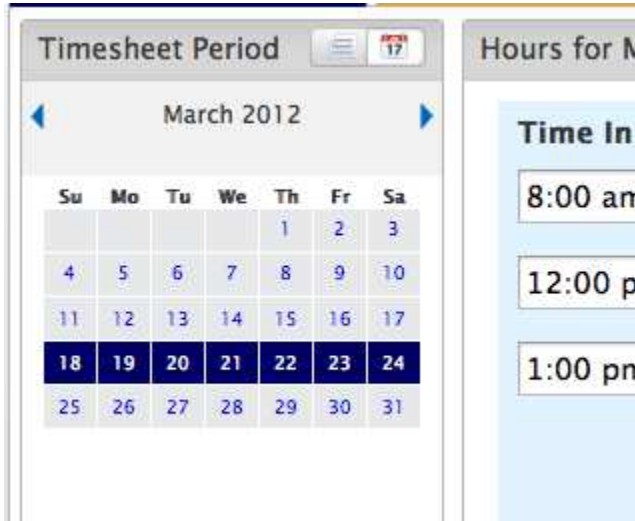
Once you are done, you may either “Submit your Timesheet,” “View Timesheet,” (PDF) or Delete the entire Timesheet and start over.



How do I unsubmit my Timesheet?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

1. Select Payroll Period that you wish to unsubmit



Click the Calendar icon, and then the week. Selecting one day within that period will automatically highlight the entire period.

2. Select Unsubmit

The screenshot shows a web application interface for timesheets. At the top, there are tabs for 'Timesheets', 'Expenses', and 'Reports'. The 'Timesheet Status' is displayed as 'Submitted' in the upper right corner, with a red arrow pointing to it. Below the tabs, there is a 'Timesheet Period' dropdown set to '02/26/2012 - 03/03/2012'. A table on the left shows the timesheet data for each day from Sunday to Saturday. The main area is titled 'Hours' and contains a table with columns for 'Time In', 'Time Out', 'Hours Type', 'Tasks', and 'Notes'. At the bottom of the 'Hours' section, there are buttons for 'Add Block' and 'Copy Previous Day'. Below the main interface, there are buttons for 'Add Note', 'Unsubmit Timesheet' (highlighted in yellow), and 'View Timesheet'.

Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Notice your Timesheet Status in the upper right corner.

3. Pop up will appear, Select “OK”

The screenshot shows a confirmation dialog box with the text: "Do you want to unsubmit your timesheet? You will have to resubmit again for approval." At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a yellow border.

Timesheet status will now go from Submitted to In Progress

4. Make any changes and Submit when complete

The screenshot displays a web-based timesheet application. At the top, there are navigation tabs for "Timesheets", "Expenses", and "Reports". The "Timesheet Status" is indicated as "In Progress".

The main interface is divided into two sections:

- Summary Table:** A table showing the timesheet period from 02/26/2012 to 03/03/2012. The table has columns for Date, Hours, and Total Hours.
- Hours for Sun 02/26/2012:** A detailed view for the selected date, showing a table with columns for Time In, Time Out, Hours Type, Tasks, and Notes. Below this table are buttons for "Add Block" and "Copy Previous Day".

At the bottom of the interface, there is a row of action buttons: "Add Note", "Submit Timesheet" (highlighted in yellow), "View Timesheet", and "Delete Timesheet".

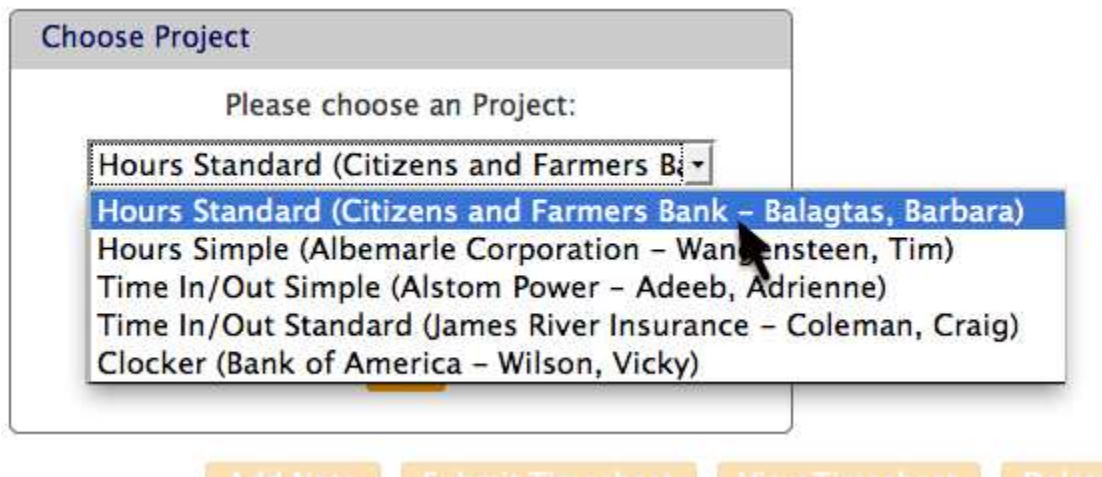
Date	Hours	Total Hours
Sun 02/26/2012	9:55	09:55
Mon 02/27/2012	0:00	33:59
Tue 02/28/2012	0:00	24:00
Wed 02/29/2012	0:00	25:52
Thu 03/01/2012	0:00	16:00
Fri 03/02/2012	0:00	16:00
Sat 03/03/2012	0:00	00:00

Time In	to Time Out	Hours Type	Tasks	Notes
8:00 am	5:55 pm	Normal	None	

How do I enter time for multiple assignments?

It is important to understand that each Assignment / Placement that you have will involve it's own Timesheet. Each Timesheet will need to be Submitted on their own. In order to make sure that you are entering in time on the appropriate Timesheet, please follow the instructions below.

If you have been placed on multiple assignments, upon logging in you will be prompted to select the Timesheet that you will initially be entering time for.



At any point while in the application, you can move between multiple assignments and Timesheets. To do so, select the “Assignment” drop down on the left hand side of the Application and click on the appropriate Assignment.

Project:

Hours Standard (Citizens and Farmers Bank – Balagtas, Barbara) ▾

Hours Standard (Citizens and Farmers Bank – Balagtas, Barbara)

Hours Simple (Albemarle Corporation – Wangensteen, Tim)

Time In/Out Simple (Alstom Power – Adeeb, Adrienne)

Time In/Out Standard (James River Insurance – Coleman, Craig)

Clocker (Bank of America – Wilson, Vicky)

03/18/2012 – 03/24/2012			Hours	Minutes	Hours Ty
Date	Hours	Total Hours			
Sun 03/18/2012	0:00	00:00			
Mon 03/19/2012	8:00	08:00			
Tue 03/20/2012	8:00	08:00			
Wed 03/21/2012	8:00	08:00			
Thu 03/22/2012	8:00	08:00			
Fri 03/23/2012	8:00	08:00			
Sat 03/24/2012	0:00	00:00			

Add Block **Copy Previous Day**

You can move between multiple assignments to log time respectively at any time by selecting the assignment in the drop down selector above the date picker.

You can also see how many hours you have across all Assignment / Project timesheets.

The screenshot shows a web application interface with three main tabs: **Timesheets** (selected), **Expenses**, and **Reports**. Below the tabs, there are two main sections:

- Timesheet Period:** 03/18/2012 - 03/24/2012
- Hours for Mon 03/19/2012:** A detailed view for the selected date.

The **Timesheet Period** section contains a table with the following data:

Date	Hours	Total Hours
Sun 03/18/2012	0:00	00:00
Mon 03/19/2012	4:00	08:00
Tue 03/20/2012	8:00	08:00
Wed 03/21/2012	8:00	08:00
Thu 03/22/2012	8:00	08:00
Fri 03/23/2012	8:00	08:00
Sat 03/24/2012	0:00	00:00

The **Hours for Mon 03/19/2012** section contains a form with the following fields:

Hours	Minutes	Hours Type	Tasks
<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="Normal"/>	<input type="text" value="None"/>

At the bottom of the detailed view, there are two buttons: **Add Block** and **Copy Previous Day**.

If you do have hours on multiple assignment / project timesheets you can see the total for the day in the Total Hours column.

Expense Entry Questions

How do I enter Expenses?

Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.

1. Select the Expenses Tab



If your Timesheet status is "Not Created" you must Create a Timesheet so Expenses can be entered.

2. Add the details of the expense.

A screenshot of the 'Expenses' form. The form has a light blue background and a white border. It contains two rows of expense entries. The first row has: Date: 03/17/2012, Tasks: None, Category: Service, Description: Food, Amount: 23.00, Billable: checked. The second row has: Date: 03/17/2012, Tasks: None, Category: Mileage, Description: Miles: 100.00, Amount: \$55.50, Billable: checked. At the bottom, there are four buttons: 'Add Expense' (highlighted with a red circle), 'Add Mileage', 'Cancel', and 'Save'. The form is titled 'Expenses' in the top left corner.

First, select Add Expense...

1. Select Date

2. Select Project / Task
 3. Select Service Category (if no category is available contact your firm)
 4. Enter a description
 5. Enter Amount
 6. Select if the expense is Billable
3. Add Mileage (if available)

The screenshot shows the 'Expenses' form with the following data:

Date	Tasks	Category	Description	Amount	Billable
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>
03/17/2012	None	Mileage	Miles: 100.00	\$55.50	<input checked="" type="checkbox"/>

Buttons at the bottom: Add Expense, Add Mileage (highlighted), Cancel, Save.

First, select Add Mileage (if available)...

1. Select Date
2. Select Project / Task
3. Add total Miles
4. Select if the expense is Billable

**Adding Notes and Deleting

The screenshot shows the 'Expenses' form with the following data:

Date	Tasks	Category	Description	Amount	Billable
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>
03/17/2012	None	Mileage	Miles: 100.00	\$55.50	<input checked="" type="checkbox"/>

Buttons at the bottom: Add Expense, Add Mileage, Cancel, Save.

The 'Add Mileage' button and the edit/delete icons in the 'Billable' column are highlighted with a yellow box.

If you wish to add a note to the individual expense, click the “Pen and Paper” icon on the left. This icon will turn gold once a note has been saved.

If you wish to delete the individual line item expense, select the Trash Can icon to delete the line.

Remember to “Save” after making any changes.

4. Save when Complete. Once saved, you'll be able to see the Expense total for that period.

The screenshot displays a software interface for managing timesheet expenses. At the top right, it shows 'Total Hours: 0:00' and 'Total Expenses: 78.50', with the latter highlighted in yellow. Below this is a blue status bar that reads 'Timesheet Status: In Progress'. The main area contains a table with two columns: 'Amount' and 'Billable'. The first row shows an amount of 23.00 and a checked 'Billable' box, with a pen and trash icon to its right. The second row shows an amount of 55.50 and a checked 'Billable' box, also with a pen and trash icon. At the bottom of the interface are two orange buttons labeled 'Cancel' and 'Save'.

	Amount	Billable	
	23.00	<input checked="" type="checkbox"/>	
	55.50	<input checked="" type="checkbox"/>	

The Hours and Expense Totals will not be updated until you save.

5. Submit your Expenses with the Timesheet by clicking “Submit”, or select “View” to see how the Expenses will appear on your Timesheet.

The screenshot displays the 'Expenses' section of a timesheet application. At the top, there are navigation tabs for 'Timesheets', 'Expenses', and 'Reports', with 'Expenses' currently selected. A status indicator shows 'Timesheet Status: In Progress'. Below the navigation, the 'Expenses' section contains a table with the following data:

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
03/17/2012	None	Mileage	Miles: 100	55.50	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Below the table are buttons for 'Add Expense', 'Add Mileage', 'Cancel', and 'Save'. The 'Receipts' section below features a 'Browse...' button and an 'Upload' button. At the bottom of the interface, there are buttons for 'Add Note', 'Submit Timesheet' (highlighted in yellow), 'View Timesheet', and 'Delete Timesheet'. A footer bar contains links for 'Help', 'Change Password', and 'Logout'.

The next lesson explains how to attach receipts to your expenses.

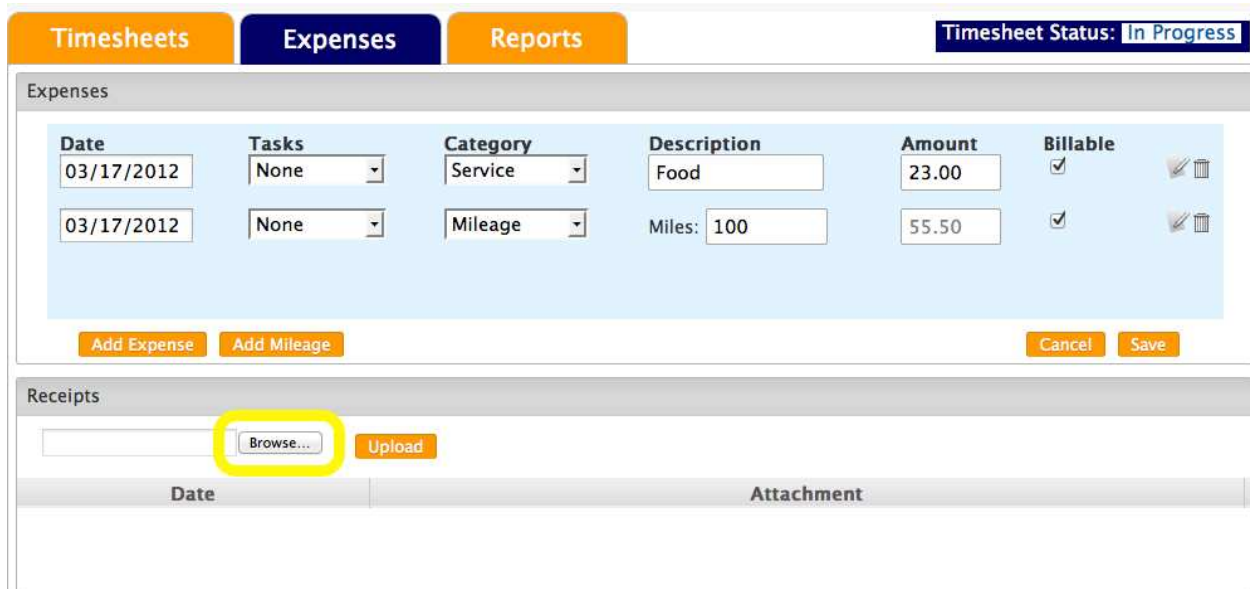
How do I attach receipts to my Expenses?

- Log in with your provided credentials. If you need assistance with your password click the “Forgot my password” link.
- To add a receipt, first make sure you have scanned your receipts and saved them on your hard drive.

1. Select the Expenses Tab

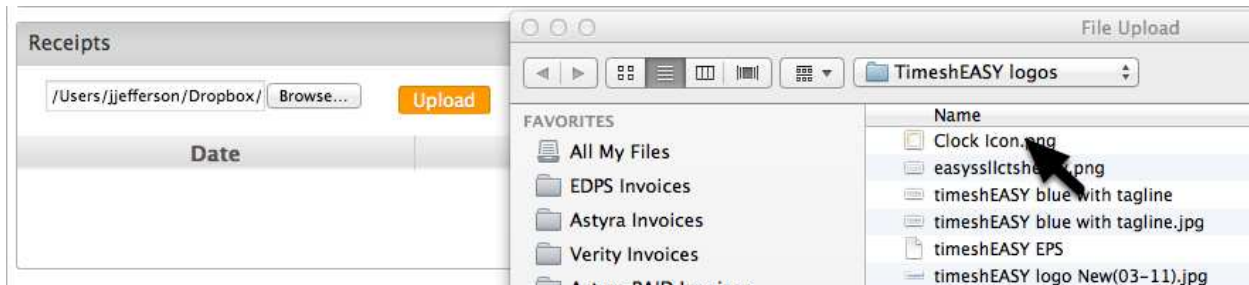


2. In the Receipts section, Select Browse



*If you have not entered and saved your expense data, please see the previous lesson.

3. A pop up will appear with all of your documents, Select the receipt image and Open

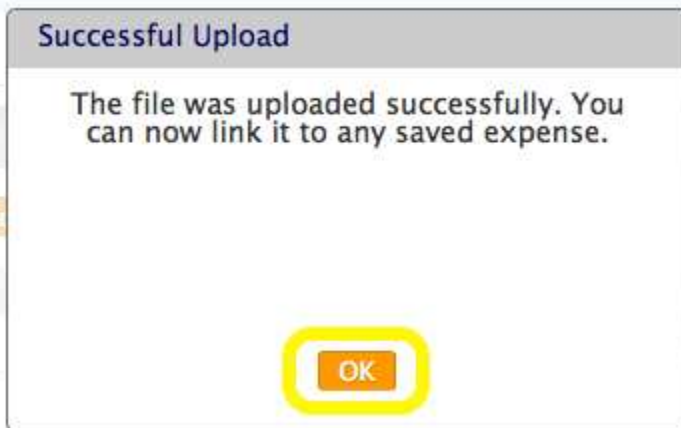


Please remember that this pop up will look different, based on the computer you are using. When you scan receipts to your computer, make sure you save them in an easily accessible place, so you can quickly select them from this pop up.

4. Select Upload to Save this receipt image in your account

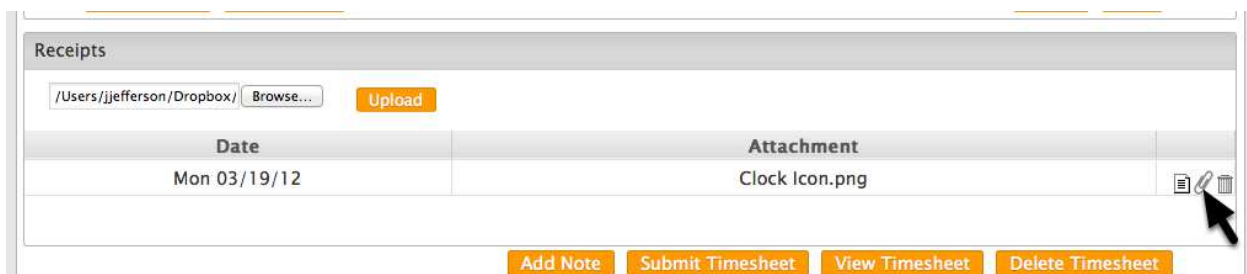


5. If upload is successful, you will receive a confirmation pop up.



***After uploading, you still have to link your receipt to your expense.**

6. To attach the receipt to your Expense, Selet the paperclip icon



7. Pop Up will appear, Link Receipt to the Expense



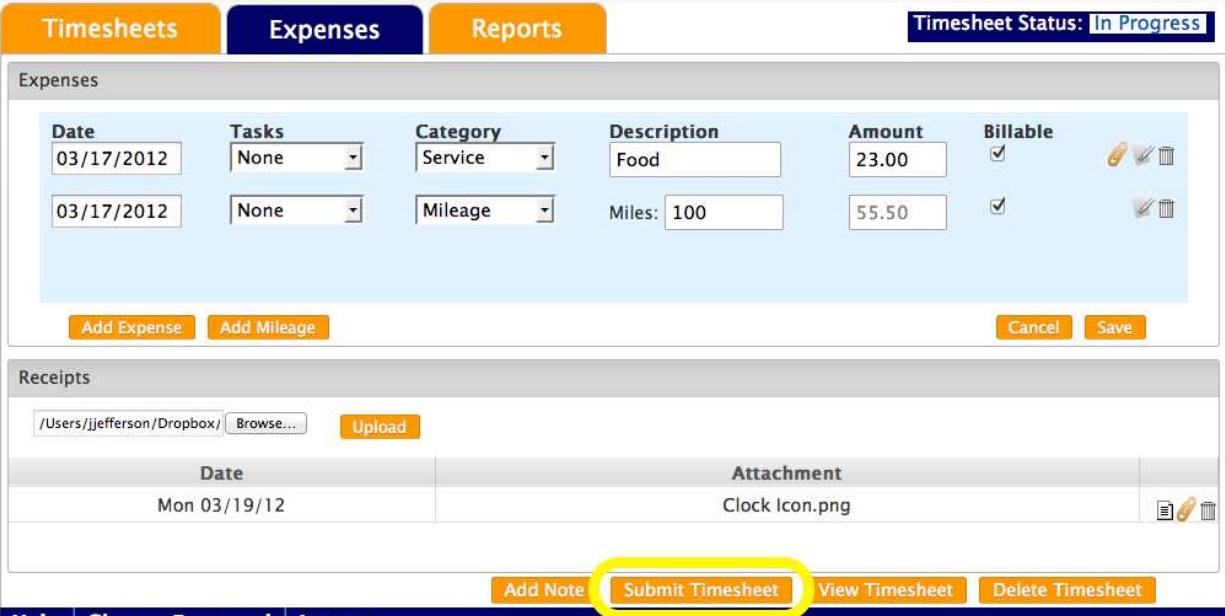
The image shows a pop-up window titled "Expense links for Clock Icon" with a "close" button in the top right corner. It contains a table with the following data:

Link	Date	Description	Amount
<input checked="" type="checkbox"/>	03/17/2012	Food	\$23.00
<input type="checkbox"/>	03/17/2012	Miles: 100	\$55.50

At the bottom of the window, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a yellow circle.





This pop up allows you to select the specific expense that the receipt corresponds to. Once you have selected the link click "Save".

8. Once attached, the paperclip image will turn gold. Only Select "Submit" if you are ready to send your entire timesheet to your Manager.



The image shows the main application interface with three tabs: "Timesheets", "Expenses", and "Reports". The "Expenses" tab is active. The "Timesheet Status" is "In Progress".



Expenses

Date	Tasks	Category	Description	Amount	Billable	
03/17/2012	None	Service	Food	23.00	<input checked="" type="checkbox"/>	 
03/17/2012	None	Mileage	Miles: 100	55.50	<input checked="" type="checkbox"/>	 

Buttons: Add Expense, Add Mileage, Cancel, Save

Receipts

/Users/jjefferson/Dropbox/ Browse... Upload

Date	Attachment	
Mon 03/19/12	Clock Icon.png	 

Buttons: Add Note, Submit Timesheet, View Timesheet, Delete Timesheet

**By Selecting Submit, you are submitting both your expense and timesheet for approval. If you still need to make edits to your timesheet, select the “Timesheets” tab and submit, once you have completed.