



## Quick Reference Guide - Approver Processes

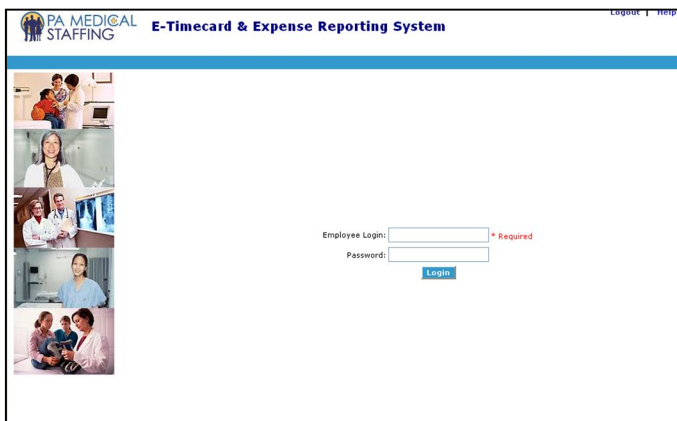
### E-Timecard & Expense Reporting System

Version 1.1

#### Login

#### Home Tab

The PAMeS E-Timecard & Expense Reporting Login page controls access to the system. All users login to the system via the Login page by typing in an Employee Login, Password and clicking the **Login** button. Approvers will have access to the Home, Settings, Approvals and Report pages.



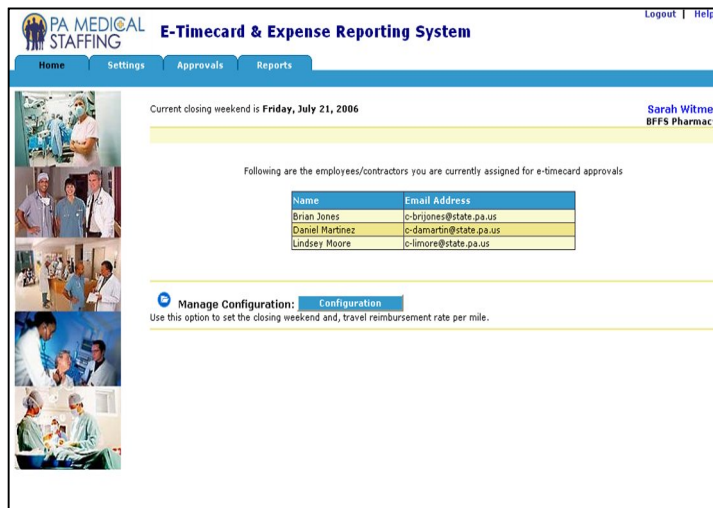
To login into the E-Timecard & Expense Reporting System, perform the following:

- **Click** in the User Name text box and enter a name.
- **Click** in the Password text box and enter a password.

The following action is available from this page:

- **Click** the <Login> button and the Home page displays.

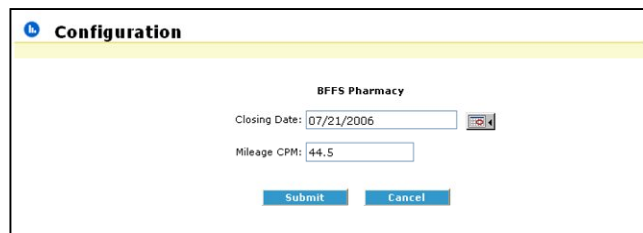
The PAMeS E-Timecard & Expense Reporting System Home page will be displayed every time a user logs into the system or when the **Home** tab is selected. From this Home page, an approver can view, update and approve timecards, add and update expense information, change contact information, access settings, approvals, reports and access Help. **Approvers will click the Approvals tab to view and approve the timecards.**



Name	Email Address
Brian Jones	b-jones@state.pa.us
Daniel Martinez	d-martin@state.pa.us
Lindsey Moore	l-more@state.pa.us

The following action is available from this page:

- **Configuration** - button, displays the configuration page that allows an approver to change/update closing date and Mileage reimbursement rate (cents per mile).



## Settings Tab

The Settings page gives a user the option to customize user settings including email settings, change password, location and edit personal display preferences. The Full Name field is system supplied and cannot be modified.

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### Settings

The **Settings** page allows you to customize your email settings, change your password, and edit your personal display preferences.

#### Contact Settings

Full Name: Approver Approver      Email Signature:

Email Address: approver@avysion.com

Address Line 1:       Cell Phone:

Address Line 2:       Work Phone:

City:       Home Phone:

State: PA      Zip Code:       Fax Phone:

Comments:

I would like to receive emails generated by this system

#### Location Settings

Location: (ER) SCI Coal Township

#### Security Options

- User password must be at least 6 characters long
- Leave the password blank if you do not wish to change

User Role: Approver

Old Password:

New Password:

Re-type Password:

To add/update settings, perform the following:


- **Click** in the Email Address text box and update email address.
- **Click** in the Address Line 1 text box and add/update address.
- **Click** in the Address Line 2 text box and add/update address.
- **Click** in the City text box and add/update city.
- **Click** in the State text box and add/update state.
- **Click** in the Zip Code text box and add/update zip code.
- **Click** in the Email Signature text box and add/update the email signature.
- **Click** in the Cell Phone text box and add/update phone number.
- **Click** in the Work Phone text box and add/update phone number.
- **Click** in the Home Phone text box and add/update phone number.
- **Click** in the Fax Phone text box and add/update phone number.
- **Click** in the Comments text box and add/update comments.
- **Click** in the “I would like to receive emails generated by this system” check box to receive system generated emails.
- **Select** a Location by clicking on location from the drop-down list box.
- **Select** a User Role by clicking on a user role from the drop-down list box.
- **Click** in the Old Password text box and enter a password.
- **Click** in the New Password text box and enter a new password.
- **Click** in the Re-type Password text box and re-type the new password.

The following actions are available from this page:

- **Click** the <Save> button and the Settings page is re-displayed with the added/updated information.
- **Click** the <Cancel> button and the Home page is displayed.

## Approvals Tab

The Approvals page displays after the Approvals Tab is selected. This page displays name, email address, work phone, approver 1, approver 2, approver 3, status for timecards, total hours and expenses on timecards for the closing date displayed. Under Other Closing Period the user can select a different closing date. There is an Email Address hyperlink to send an email directly to the employee, a Send Email hyperlink to send a system generated email reminder to the employee to complete and submit the timecard, a View hyperlink that displays the Approved/Submitted E-Timecard page, an **Approve** hyperlink to allow the approver to approve timecards with just one click. Based on the pre-defined approval hierarchy, the Approver 1, 2, 3 columns turn green when the timecard is approved.



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## Approvals

**Timecards for Closing: 7/28/2006**

Name	Email Address	Work Phone	Approver 1	Approver 2	Approver 3	Status	Hours	Expenses	Reminder	View	Approve
Sheila Cushman	<a href="mailto:scushman@avysion.com">scushman@avysion.com</a>	717-546-0020	Leonard Tokar	Leonard Tokar	Leonard Tokar	SUBMITTED NOT APPROVED	42hrs 30mins			<a href="#">View</a>	<a href="#">Approve</a>
Kimberly Laughman	<a href="mailto:klaughman@avysion.com">klaughman@avysion.com</a>	717-546-0020	Leonard Tokar	Leonard Tokar	Leonard Tokar	TIME NOT ENTERED			<a href="#">Send Email</a>		
Linda Foster	<a href="mailto:lfoster@avysion.com">lfoster@avysion.com</a>	717-546-0020	Leonard Tokar	Leonard Tokar	Leonard Tokar	TIME NOT ENTERED			<a href="#">Send Email</a>		
Athar Aziz	<a href="mailto:aaziz@avysion.com">aaziz@avysion.com</a>	717-546-0020	Leonard Tokar	Leonard Tokar	Leonard Tokar	APPROVED	29hrs 30mins	\$44.7		<a href="#">View</a>	

**Other closing weekends**

If you would like to approve timecards for a different closing weekend, select the desired Closing date from the dropdown and click Go.

Select a different Closing:

To select a different closing period, perform the following:

- **Select** a Date by clicking on date from the drop-down list box.

The following actions are available from this page:


- **Email Address** - hyperlink, opens Outlook with the selected email address displayed and the user has the option to send an email.
- **Send Email** - hyperlink, sends a system generated email.
- **View** - hyperlink, displays the Approved/Submitted E-Timecard page.
- **Approve** - hyperlink, approves the timecard
- **Click** the <Go> button and the Approvals page is re-displayed with the timecards for the selected closing date.

# Approvals Tab

## View Approvals

The View Approvals page displays after the [View](#) hyperlink is selected on the Approvals page. This page displays the work date, time in, lunch begin time, lunch end time, time out, total hours, paid leave, unpaid leave, holiday leave, concurrent cases, retrospective cases and teleconferences. The concurrent cases, retrospective cases and teleconference fields are for certain users only. Also from this page a user can view mileage, travel and miscellaneous expenses including date, description, miles, state vehicle, miles amount, tolls, parking, description, miscellaneous amount, lodging & meal expenses including date, from, to, lodging amount, breakfast, breakfast tip, lunch, lunch tip, dinner, dinner tip and approver comments (if any). The total hours worked, total paid leave hours, total unpaid leave hours, total holiday leave hours, total miles, total miles amount, total tolls, total parking, total miscellaneous, total lodging, total breakfast, total lunch, total dinner and total expenses are automatically calculated. **Paper receipts will need to be submitted to supervisors prior to timecard approvals.**

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### E-Timecard & Expense Reporting System

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**Timecard for JEANNIE SNOWBERGER submitted 11/17/2006 3:06:40 PM for week ending Friday, November 17, 2006**

Work Date	Time In	Lunch Begin	Lunch End	Time Out	Total Hours	Paid Leave	Unpaid Leave	Holiday Leave	Concr. Cases	Retro Cases	Tele-Conf.
11/13/2006	08:00a	12:00p	12:30p	04:00p	07:30	00:00	00:00	00:00	0	0	0
11/14/2006	08:00a	12:00p	12:30p	04:00p	07:30	00:00	00:00	00:00	0	0	0
11/15/2006	08:00a	12:00p	12:30p	04:00p	07:30	00:00	00:00	00:00	0	0	0
11/16/2006	08:00a	12:00p	12:30p	04:00p	07:30	00:00	00:00	00:00	0	0	0
11/17/2006	08:00a	12:00p	12:30p	04:00p	07:30	00:00	00:00	00:00	0	0	0

Total Hours Worked:	<b>37:30</b>
Total Paid Leave Hours:	<b>0:00</b>
Total Unpaid Leave Hours:	<b>0:00</b>
Total Holiday Leave Hours:	<b>0:00</b>

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**Mileage, Travel and Miscellaneous Expenses**

Date	Description	Miles	State Vehicle	Miles Amount	Tolls	Parking	Description	Miscellaneous Amount
11/13/2006	Roaring Spring to Donahoe Bedford	53	No	\$23.59	\$0.00	\$0.00		\$0.00
11/14/2006	Roaring Spring to Menno Haven Chambersburg	100	No	\$44.50	\$3.25	\$0.00		\$0.00
11/15/2006	Menno Haven, Chambersburg to McConnellsburg to Roaring Spring	83	No	\$36.94	\$0.00	\$0.00		\$0.00
11/16/2006	Roaring Spring to Donahoe, Bedford	53	No	\$23.59	\$0.00	\$0.00		\$0.00
11/17/2006	Roaring spring to Bedford to Office	65	No	\$28.93	\$0.00	\$0.00		\$0.00

Total Miles:	<b>354.00</b>
Total Miles Amount:	<b>\$157.55</b>
Total Tolls:	<b>\$3.25</b>
Total Parking:	<b>\$0.00</b>
Total Miscellaneous:	<b>\$0.00</b>

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**Lodging & Meal Expenses**

Date	From	To	Lodging Amount	Breakfast	Breakfast Tip	Lunch	Lunch Tip	Dinner	Dinner Tip
11/14/2006	Roaring Spring	Chambersburg	\$0.00	\$0.00	\$0.00	\$4.40	\$0.00	\$15.06	\$2.26
11/15/2006	Chambersburg	Roaring Spring	\$66.49	\$0.00	\$0.00	\$5.29	\$0.79	\$0.00	\$0.00

Total Lodging:	<b>\$66.49</b>
Total Breakfast:	<b>\$0.00</b>
Total Lunch:	<b>\$10.48</b>
Total Dinner:	<b>\$17.32</b>

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**Total Expense: \$255.09**

Timecard comments: None.

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**Approval Details**

Status: Submitted

Comments:

Approve
Reset Timecard
Make Changes
Back/Cancel

The following action is available from this page:

- **Click** in the Comments text box and add/update comments.
- **Click** the **<Approve>** button and the timecard is approved and user returned to Home page.
- **Click** the **<Reset Timecard>** button and the timecard will be reset.
- **Click** the **<Make Changes>** button and the timecard entry page is displayed and can be updated.
- **Click** the **<Back/Cancel>** button and the Approvals page is displayed.

# Reports Tab

The Reports page gives the user the option to run reports for all timecards for the current closing period, not approved timecards for a selected closing period or good receipt report for the closing period and export a timecard to Excel.

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## Reports

**Reports Portal**  
This portal is used to build ad-hoc reports including all the Timecards that are Saved (partial or full), Submitted and Approved.

**All Timecards for current closing weekend**  
This report displays all the Timecards that are Saved (partial or full), Submitted and Approved for the current closing weekend.

**Not Approved Timecards for a selected closing weekend**  
This report displays all Submitted but not Approved Timecards for a selected closing weekend.

**Timecards closeout report for a selected closing weekend**  
This report displays all Approved timecards for the current closing weekend including PO Numbers and Material Numbers (if available).

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To run a report, perform the following:

- Click on the [Reports Portal](#) hyperlink and the portal for ad hoc reports is displayed (see below).
- Click on the [All Timecards for current closing weekend](#) hyperlink and the report is displayed.
- Click on the [Not Approved Time Cards for a selected closing weekend](#) hyperlink and the report is displayed.
- Click on the [Timecards closeout report for a selected closing weekend](#) hyperlink and the report is displayed.

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## Report Portal

Group: Avysion  
Location: Avysion Administration Office  
Employee: All Employees  
PO Number: All POs  
Timecard Status: All Status  
From Weekend: 08/04/2006  All Weekends  
To Weekend: 08/04/2006

**Go**

**Search Criteria: All POs, All Weekends, Location: Avysion Administration Office**

Name	Week Ending	Total Hours	Total Expenses	Status	Approver	PO#	Comments
Sheila Cushman	7/28/2006	42hrs 30mins		Submitted			
Athar Aziz	7/28/2006	29hrs 30mins	44.7	Approved	Leonard Tokar	1234567890	Auto Approved By len.tokar on 8/4/2006 1:02:25 PM
Sheila Cushman	7/21/2006	22hrs 30mins		Approved	Leonard Tokar		
Athar Aziz	7/21/2006	28hrs 30mins	58.8	Approved	Leonard Tokar	1234567890	Approved.
Sheila Cushman	7/14/2006	58hrs 34mins	4.84	Saved			
Athar Aziz	7/14/2006	30hrs 0mins		Approved	Leonard Tokar	1234567890	
Sheila Cushman	7/7/2006	35hrs 6mins	347.62	Approved	Leonard Tokar		