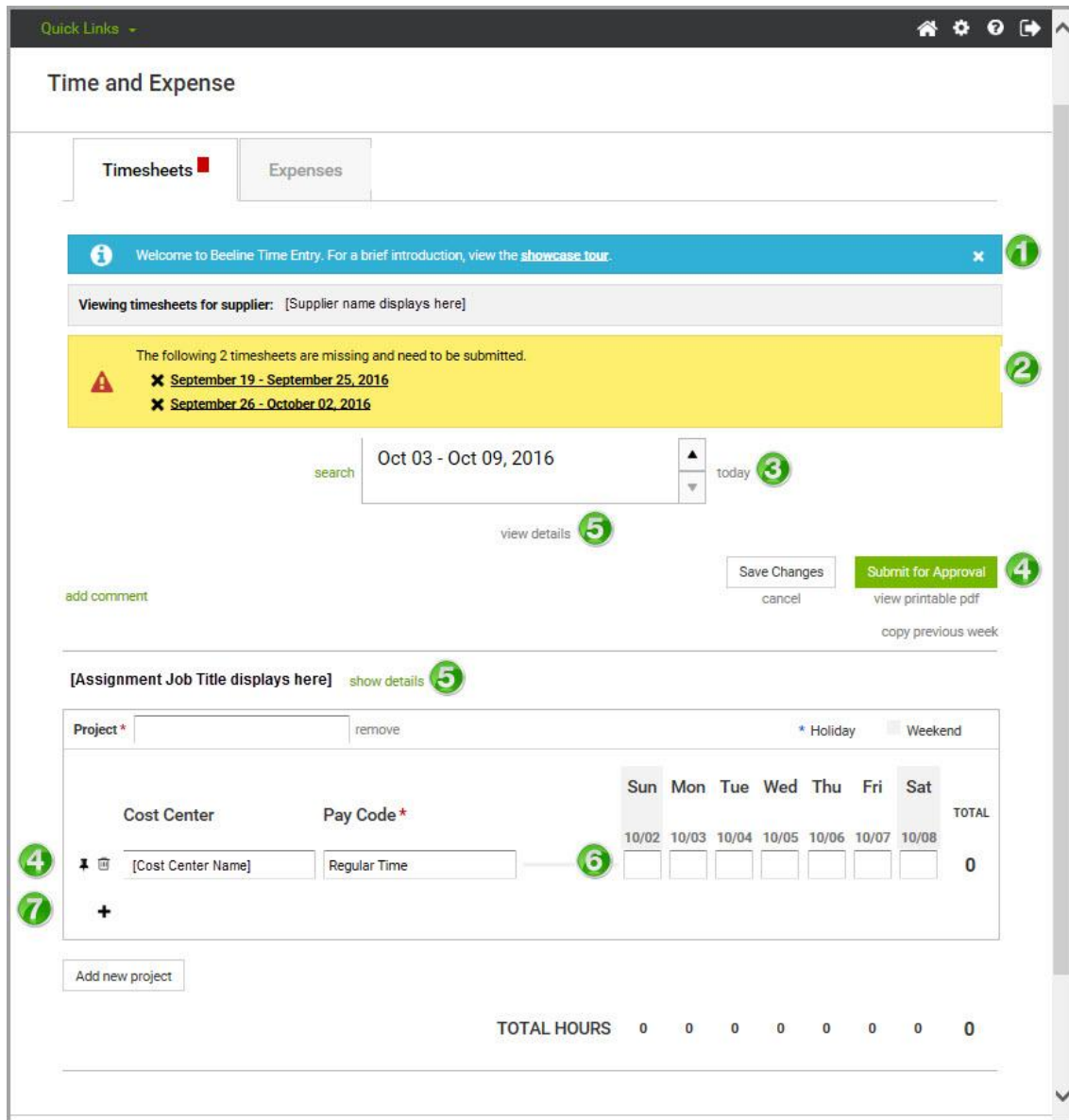



TempWork Time Entry and Expenses



The screenshot shows the 'Time and Expense' interface. At the top, there are tabs for 'Timesheets' and 'Expenses'. A blue notification banner (1) says 'Welcome to Beeline Time Entry. For a brief introduction, view the showcase tour.' Below this, a grey box shows 'Viewing timesheets for supplier: [Supplier name displays here]'. A yellow warning box (2) states 'The following 2 timesheets are missing and need to be submitted.' with two entries: 'September 19 - September 25, 2016' and 'September 26 - October 02, 2016'. A search box (3) contains 'Oct 03 - Oct 09, 2016' and a 'today' button. A 'view details' link (5) is below the search box. On the right, there are buttons for 'Save Changes', 'Submit for Approval' (4), 'cancel', 'view printable pdf', and 'copy previous week'. Below the buttons, there is an 'add comment' link. A section for '[Assignment Job Title displays here]' has a 'show details' link (5). The main table has columns for 'Project*', 'Cost Center', 'Pay Code*', and days of the week (Sun-Sat) with dates (10/02-10/08) and a 'TOTAL' column. A row shows '[Cost Center Name]' and 'Regular Time' (6) with empty cells for each day and a '0' in the total column. A '+' sign (7) is below the row. At the bottom, there is an 'Add new project' button and a 'TOTAL HOURS' row showing zeros for all days and a total of 0.

Time Entry Features Include:

- 
Showcase Tour
 To become familiar with standard timesheet features, you can start by viewing our showcase tour. Once you are familiar with these features, you can click the “x” to hide this section from displaying in the future.



QUICK REFERENCE GUIDE

How to Complete Time Entry

2

Alerts

An alert displays to notify you of any missing or rejected timesheets. Click the timesheet link to view each referenced timesheet. A small red box also displays in the Timesheets tab when there are alerts. The number in the red box indicates the total number of alerts.

3

Navigation

The Date Picker provides for easy navigation between timesheets. Use the “up” or “down” arrows to locate previous or future timesheets. Click the “today” link to return to your current timesheet.

4

Actions (Timesheet)

The Save Changes button lets you make multiple adjustments to your timesheet before you submit it for approval. When you save changes the Date Picker section updates to a status of “not submitted” and indicates the total number of hours for the week. Multiple changes may be made to a timesheet before submittal.

When your timesheet entries are complete, click **Submit for Approval**. The status will update in the Date Picker section and the timesheet is forwarded in Beeline VMS to your timesheet approver. You may save a copy of your submitted timesheet by clicking the “view printable pdf” link and then use the save feature.

Actions (Line Item)

Individual line items in a timesheet include the ability to “pin” them so they appear on each subsequent timesheet. Click the pin icon to select which line items should repeat. Use the trashcan icon to select which line items to delete.

5

Details

There are two “details” links on the timesheet. The “view details” link below the Date Picker displays a log for timesheet history. The “show details” link next to the assignment job title name displays additional details related to the assignment record.

6

Hours

Enter the total number of hours worked under the date for the matching day of the week. There is an optional Comment box if needed. The total number of hours entered for each day will also display beneath the timesheet entry section and indicate the total for that calendar week.

7

Add New Task or Project

Click the “+” (plus) sign to add a new line item (i.e., task) to your existing project or use the “add new project” link to add a new section (i.e., project) to your timesheet. A new line item needs be added for each task or Pay Code (e.g., Holiday Time or Paid Time Off). To make selections for Project, Task, etc. just start typing and a list of suggestions will appear for your selection.

The screenshot shows a form with a dropdown menu. The dropdown is open, showing three options: "Regular Time", "Holiday Time", and "Paid Time Off". A mouse cursor is pointing at "Holiday Time". The form also includes a "Default" dropdown, a "[Cost Center]" dropdown, and a numeric input field with the value "0".