

<u>Timekeeping Guide for Employees</u> January 1, 2019

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INTRODUCTION

DDC's timekeeping system of record is Jamis. Timekeeping is the process of charging labor to a billable (contract) or non-billable (indirect) activity. A time keeping system is a system that tracks the labor charged. Common to both definitions is the word "contract." Contracts are legal documents that if not adhered to can result in DDC being penalized and could even lead to contracts being terminated.

Labor costs are usually the most significant costs charged to Government contracts, and usually comprise the base, or the largest element in the base, used for allocating indirect costs. Unlike other contract cost items, labor is not supported by third party documentation such as an invoice, purchase order, or receipt. Contractor personnel have complete control over the documents or devices of original entry, whether they consist of timecards, electronic media, or some other means. Accordingly, it is critical that you as a DDC employee take full responsibility for ensuring that time charges are accurate, authorized and timely submitted.

The majority of DDC's customers are Federal government contractors subject to compliance with Cost Accounting Standards (CAS) ¹and/or Federal Acquisition Regulations² (FAR). Accordingly, these instructions are designed to assist you as a valuable member of DDC's team in ensuring the company's compliance with the various regulations that impact our clients.

¹ Section 48 Code of Federal Regulations, Cost Account Standards (48 CFR 99) - ensures that each contractor's practices used in estimating costs for a proposal are consistent with cost accounting practices used by him in accumulating and reporting costs. DDC, as a small business, may be exempt under 48 CFR 9903.201-1 based on DDC NAICS code.

² Substantial and complex set of rules governing the federal government's purchasing process. DDC purpose is to ensure purchasing procedures are standard and consistent, and conducted in a fair and impartial manner.

OVERVIEW OF TIMEKEEPING POLICIES AND PROCEDURES

Timekeeping procedures and internal controls on labor charges are areas of utmost concern for DDC. Unlike other costs, labor documented on timesheets is not supported by external documentation or physical evidence to provide an independent check or balance. The key factor in any sound labor time charging system is first the individual employee and secondly the individual's immediate supervisor.

As an employee of DDC, you are <u>independently responsible</u> for accurately recording time charges and being knowledgeable of the timekeeping policies and procedures. You must enter your own time into the timekeeping system daily and comply with the instructions in this guide. Project Managers and/or Supervisors are not allowed to enter your time except in the case where you are absent for an extended period. If you enter another person's time into the timekeeping system you may be subject to disciplinary action and can be prosecuted by the U.S. Government as a criminal matter under Title18, Part 1, Chapter 110 of the United States Code. Due to the nature of our client's government work and reporting requirements, all timekeeping policies must be adhered to and any violations corrected.

These timekeeping procedures are clear-cut and reasonable so there is no confusion concerning the reason for controls or misunderstanding as to what is and what is not permissible when it comes to correct and timely timekeeping documentation.

As an employee you will be constantly, although unobtrusively, be made aware of time keeping policies and controls as a part of DDC' efforts to minimize violations. We will accomplish this by emphasizing the importance of timesheet entry in staff meetings, new employee orientation and one on one meetings.

TIMEKEEPING POLICIES

These procedures provide for the accurate and current recording (e.g., no less than daily) of labor hours by authorized employees, subcontractors and other DDC partners as well as appropriate controls to ensure corrections to time charges are accurate and authorized.

Key Policies

When working for the company or clients who have government contracts, you must comply with the terms and conditions of their contract. The same principles apply to work on indirect activities such as administrative and overhead tasks. Timesheets must be submitted daily.

DDC will collect hours worked by DDC client's employees, managers, executives, subcontractors, and other partners against identified contracts/projects. No DDC manager or executive may excuse employees, subcontractors or partners from compliance with this policy. The nature of the work determines the proper distribution of time, not availability of funding, type of contract, or other factors.

The accurate and complete preparation of timesheets is the employee's responsibility. Careless or improper preparation may lead to disciplinary actions under company policies, as well as applicable Federal statutes.

DDC employees will participate in training to reasonably assure that all employees and clients are aware of the importance of proper time charging.

Enter Time Daily

Enter actual hours worked daily, including time worked on weekends (see FAR 52.232-7(5) a). You are responsible for entering your own time. Time must be entered by 10:00a.m. ET the following business day, regardless of whether you are on leave.

Enter time in hours and minutes as 1/4ths of an hour, unless otherwise stipulated by the client, with decimals to two digits. For example, enter 8.25 if you worked 8 hours and 15 minutes. (Note: Some contracts may require time in quarter hours. Be sure to verify the billing requirements with the client.)

Submit timesheets at the end of a pay period. Assuming you created a timesheet during a pay period, you must submit your timesheet no later than 10:00 a.m. ET the business day following the end of a pay period. For example, if a pay period ends on a weekend, timesheets must be signed by 10:00 a.m. ET the following Monday. When you submit a timesheet, you are certifying that the time entered is accurate and complete.

Recording Hours Worked

Employees are required to record <u>total</u> hours worked, whether they are paid or not, to assure the proper distribution of labor costs. This is necessary because labor rates and labor overhead costs can be affected by total hours worked, not just paid hours worked. Supervisors are responsible for reviewing submitted timesheets and verifying that all hours worked are recorded. Supervisors are responsible for reviewing submitted timesheets and verifying that all hours worked are recorded.

Approving Timesheets

Approvers must approve timesheets by 12:00 a.m. ET the business day following the end of the pay period to meet processing deadlines for payroll.

Approving a timesheet means that the approver is verifying that the employee entered his or her time in accordance with contract and/or company requirements and certifies the accuracy of the timesheet.

Correcting Timesheets

Only you can make corrections to your timesheet. If you make corrections after signing your timesheet or after your approver signed your timesheet, the system requires you and your approver to re-sign your timesheet by 11:59 p.m. the business day following the end of a pay period.

Penalties for Mischarging

Upon notification from the Timekeeper of repeated instances of non-compliant timesheet submittals (i.e. mischarging, charging time not actually worked, etc.), the Timekeeper will immediately notify the CFO who will work with human resources to take the appropriate actions.

The table below is for employees; however, it provides latitude to all supervisors within a range of penalties to consider the appropriate mitigating or aggravating circumstances and ensure consistent corrective action. The points selected within each range will be based on the severity of the offense. Multiple incidents of misconduct may warrant greater than the maximum points within a range.

NATURE OF OFFENSE	Penalty
1 instance of mischarging	Verbal Admonishment
2 instances of mischarging	Written Reprimand
3 instances of mischarging	2 work day suspension and final warning
4 instances of mischarging	Removal

You are encouraged to report to management any suspected mischarging or violations of the company's system of internal controls to the Director of Human Resources who will ensure anonymity and confidentiality. Fraud hotline posters are also displayed throughout the company's facilities providing the employee with additional information to report instances of mischarging.

PROJECT CODES

When entering time, the system requires project codes that track what work you perform.

Direct Project Codes

Direct project codes are assigned for all contracts and/or projects. Time with direct project codes are chargeable to clients/contracts, regardless of whether the time is billable or non-billable. All time using direct project codes is chargeable hours.

Types of Direct Project Codes

Billable time relates to a scope of work and is defined in a contract as being reimbursable by the client. Billable time has three criteria:

- Occurrence within the contract's period of performance
- Covered by the contract funding
- Compliance with contract terms and conditions, contract labor categories and federal regulations

In contrast, non-billable time is not specified as reimbursable in the contract. For example, time that exceeds project funding cannot be billed to the client and must be charged to a corresponding non-billable project code. There are separate project codes for billable, non-billable, unallowable and unassigned time. Consult your project manager about use for your project.

Indirect Project Codes

Indirect costs are costs that are not directly accountable to a contract. Indirect costs may be either fixed or variable, consisting of but limited to, administration, personnel and overhead costs. If you are considered direct labor on a project, you must charge to a direct project code not an indirect project code. DDC indirect project codes generally include G&A and Overhead labor categories. All time associated with unallowable activities identified in FAR Part 31 must be charged to an unallowable account.

Unallowable Time Charges

FAR Part 31 identifies those costs that are expressly unallowable, accordingly all time charges associated with the expressly unallowable activity are also unallowable and should be charged to an unallowable salaries and wages account. For example, an employee is traveling out of town to facilitate a tradeshow for the company. He/she will be working the tradeshow booth for two business days representing the company. FAR 31.205-1 specifically states that trade shows are expressly unallowable because they are considered public relations. Accordingly, the employee should charge all time associated with preparing, traveling to and representing the company at the trade show to an unallowable salaries and wages account code.

Below is a summary of the expressly unallowable activities under FAR Part 31.

- 31.205-1 PUBLIC RELATIONS AND ADVERTISING COSTS
- 31.205-2 RESERVED
- 31.205-3 BAD DEBTS
- 31.205-4 BONDING COSTS
- 31.205-5 RESERVED
- 31.205-6 COMPENSATION FOR PERSONAL SERVICES

- 31.205-7 CONTINGENCIES
- 31.205-8 CONTRIBUTIONS OR DONATIONS
- 31.205-9 RESERVED
- 31.205-10 COST OF MONEY (CAS 414/417) (also see 31.205-52)
- 31.205-11 DEPRECIATION (CAS 404/409) (also see 31.205-16 and 31.205-52)
- 31.205-12 ECONOMIC PLANNING COSTS (also see 31.205-27)
- 31.205-13 EMPLOYEE MORALE, HEALTH, WELFARE, FOOD SERVICE, AND DORMITORY COSTS AND CREDDDC
- 31.205-14 ENTERTAINMENT COSTS
- 31.205-15 FINES, PENALTIES AND MISCHARGING COSTS
- 31.205-16 GAINS AND LOSSES ON DISPOSITION OR IMPAIRMENT OF DEPRECIABLE PROPERTY OR OTHER CAPITAL ASSETS (Also see 31.205-11)
- 31.206-17 IDLE FACILITIES IDLE CAPACITY COSTS
- 31.205-18 IR&D AND B&P COSTS (CAS 420)
- 31.205-19 INSURANCE AND INDEMNIFICATION (CAS 416)
- 31.205-20 INTEREST AND OTHER FINANCIAL COSTS
- 31.205-22 LOBBYING AND POLITICAL ACTIVITY COSTS
- 31.205-23 LOSSES ON OTHER CONTRACTS
- 31.205-24 MAINTENANCE AND REPAIR COSTS
- 31.205-25 MANUFACTURING AND PRODUCTION ENGINEERING COSTS
- 31.205-26 MATERIAL COSTS
- 31.205-27 ORGANIZATION COSTS
- 31.205-28 OTHER BUSINESS EXPENSES
- 31.205-29 PLANT PROTECTION COSTS (generally allowable)
- 31.205-30 PATENT COSTS
- 31.205-31 PLANT RECONVERSION COSTS
- 31.205-32 PRECONTRACT COSTS
- 31.205-33 PROFESSIONAL AND CONSULTANT SERVICE COSTS
- 31.205-34 RECRUITMENT COSTS
- 31.205-35 RELOCATION COSTS
- 31.205-36 RENTAL COSTS
- 31.205-37 ROYALTIES AND OTHER COSTS FOR USE OF PATENTS
- 31.205-38 SELLING COSTS
- 31.205-39 SERVICE AND WARRANTY COSTS
- 31.205-40 SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT

- 31.205-41 TAXES
- 31.205-42 TERMINATION COSTS
- 31.205-43 TRADE, BUSINESS, TECH. PROF. COSTS
- 31.205-44 TRAINING EDUCATIONAL COSTS
- 31.205-46 TRAVEL COSTS
- 31.205-47 COST OF LEGAL AND OTHER PROCEEDINGS
- 31.205-48 DEFERRED RESEARCH AND DEVELOPMENT COSTS
- 31.205-49 GOODWILL
- 31.205-50 Reserved
- 31.205-51 COSTS OF ALCOHOLIC BEVERAGES
- 31.205-52, ASSET VALUATIONS RESULTING FROM BUSINESS COMBINATIONS

*Note: If you are not sure where to charge your time for a specific tasks or activity, please contact your Supervisor and/or the Timekeeper for clarification and direction.

Enter Time in your JAMIS Timecard-Using Timecard Detail

- 1. Make sure pop-up blockers are disabled in your web browser before you login.
- 2. Login to JAMIS at: https://ddc.jamisprime.com
- 3. Go to My Prime ERP \rightarrow Time and Expenses \rightarrow Work Area \rightarrow Time Card \rightarrow Time Cards



4. Click on the hyperlink for the current time card period.

My Prime B	ERP	н	elp						
Dashboards Communication	Time a	Ind E	xper	ises Se	If Service	Preference	ces		
Time and Expenses	•	0	TE	ST - Ti	me Card	s ★			
Type your query here Searc	ch	с			↔ 🗴	Ŧ			
Z	8	B 0	D	Time Card Period	Start Date	* End Date	Expected Hours	Actual Total Hours	Status
		> 0		9/16/2016	9/16/2016	9/30/2016	88.00	0.00	Not Created
Time Cards		0		9/1/2016	9/1/2016	9/15/2016	88.00	88.00	Approved
Time Off		0		8/16/2016	8/16/2016	8/31/2016	96.00	0.00	Not Created
Time Clock		0		8/1/2016	8/1/2016	8/15/2016	88.00	0.00	Not Created
Mass Esta: Time Carde		0		7/16/2016	7/16/2016	7/31/2016	80.00	0.00	Not Created
Mass Entry Time Cards	1	0		7/1/2016	7/1/2016	7/15/2016	88.00	0.00	Not Created

5. For the first time card, you may wish to format the grid. To hide unnecessary column rows, click on the Column Configuration icon in the <u>'*Time Card Detail'*</u> tab.

COP	X	My	Prime	ERP	He	p																9/
ashboards	Comm	unicati	on	Time an	nd Exp	penses	S	elf Ser	vice	Pret	ferenc	es										
TEST -	Time (Card																				
← 🗎	r	Perso	nal Job	o Setup	A	dd Fav	orites	Ad	dd Job	Vi	ew Su	mma	ry	Submi	R	eports	•					
Time Ca	d Period:		09/16/2	2016 - 0	9/30/2	016		Sta	atus:	Not	Creat	ed		Er	nploye	e: E00	0063 - 9	Smith	ı, Joh	n		
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	Jc Job ID Title	Tas	Tas Des	*Ea Ce	Ear Des	Lat Cat	Lat Cat Des	* OI	Org Des	*C(El	Cos Elei Des	L	Loc Des	Т Н	Bal	Hot But	Hot Rer	0 F	0 S	0 S	0 N	0 T
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a. A pop-up window will appear when you click on the Column Configuration icon. The left panel shows the list of columns hidden, while the right panel shows the columns visible in your time card. To hide, highlight the column on the right and use the arrows to move to the left panel. Click on **Save** to keep this visibility setting for future time cards.

vailable columns	Selected columns
	ם מ
Cost Element Description	Files
Earning Description	Notes
Hours Budgeted	Job ID
Hours Remaining	Job Title
Location	Earning Code
Location Description	Labor Category
Organization Description	Labor Category Description
Record ID	Organization
Task	Cost Element
Task Description	Total Hours
Timecard Header ID	Balance
	09/16 Fri
	×

- 6. Enter Job Numbers and Hours:
 - a. Click the + symbol to add a new row or simply click under the Job ID column.
 title. Click the magnifying glass under Job ID and a pop-up window will appear with the various jobs assigned to you.



b. From the Job ID pop-up window, select the applicable Job:



c. Selecting the Job by double clicking on it. This will automatically fill in the rest of the columns except for hours. For each Job, enter the number hours for each day given.
 Note: For hourly employees, you may also be required to select a different earning code if you are working overtime.

٦	TES	ST	- Time	Card														Notes	Files	s Not	fications	Help
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	Tir	me C	ard Period	09	/16/2016 - 0	09/30/2016	SI	tatus:	Not Crea	ted		Employe	e: E00	063 - Sri	iith, John							
T	lime	Card	d Detail Ti	ime Off A	pproval Deta	ails Line Appr	ovals															
(C	+	- x	Notes																		
88	8	0	• Job ID	Job Title	*Earnin; Code	Labor Category Descripti	Total Hours	09/16 Fri	09/17 Sat	09/18 Sun	09/19 Mon	09/20 Tue	09/21 Wed	09/22 Thu	09/23 Fri	09/24 Sat	09/25 Sun	09/26 Mon	09/27 Tue	09/28 Wed	09/29 Thu	09/30 Fri
0	8	D	1001-0	Syste	REG	Busine	0.00	8.00			8.00	8.00	8.00	8.00	8.00							

- d. To add another job, go to the next row by clicking on the + and pick the proper Job.
 Enter hours along that row. Click the Save icon at the top of the screen when finished. If you need to make a change at this point, simply click in the entry, change it and save again.
- e. To enter note details for each job (optional), click on '*Notes*' with the appropriate job selected.



When the pop-up window appears, you may enter text detail for each day time was entered:

J	ob I	D:	1001-0001	-001-001		
J	r do	Title:	System Ma	int. & Infrastructure Suppor		
E	arni	ing Code:	REG			
L	abo	r Category:	1003			
С	ost	Element:	1000			
	0	Date	Hours	Comments		
0	6	9/16/2016	8.00	System Maintenance		*
	8	9/17/2016			_	
	6	9/18/2016				- 1
	0	9/19/2016	8.00			- 1
	0	9/20/2016	8.00			- 1
	8	9/21/2016	8.00			
	8	9/22/2016	8.00			
	0	9/23/2016	8.00			
	8	9/24/2016				
	0	0.000.0040	_			*

7. If you are applying PTO and your PTO Request was approved (See "Requesting Paid Time Off" later), go to the *Time Off* tab in the Time Card. When the *Status* is Approved, click on **Add to Time Card**.

COP	*	My Prime ERP	Help						9/
Dashboards	Communic	ation Time and	Expenses Se	If Service	Preferences				
TEST -	Time Ca	rd							
← 🗎	r Pe	ersonal Job Setup	Add Favorites	Add Job	View Summary	Submit	Reports -		
Time Care	d Period:	09/16/2016 - 09/3	0/2016	Status:	Not Created	Em	ployee; E0004	6 - Blum, Er	ic
Time Card D	etail Time (Off Approval Details	Line Approvals						
c +	× Ad	Id to Time Card	×						
800	Processed	Earning Code	* Start Date		End Date	Reason	Comments	Hours	Status
> @ 🗅		PTO	9/22/2016		9/22/2016			8	Approved

a. After you click on **Add to Time Card**, the box under *Processed* will be checked. Also, when you go back to the *Time Card Detail* tab, a new row automatically filled with PTO information.

COP	2	My Prim	e ERP	Help										
Dashboards	Commun	ication	Time and	Expenses	Self	Service	Preferen	nces						
TEST + 1	Time Ca	ard												
+ 1⊒	r P	'ersonal J	ob Setup	Add Fav	orites	Add Job	View S	Summan	Su	bmit	Report	s •		
Time Card	Period:	09/10	5/2016 - 09/3	30/2016		Status:	Not Cre	ated		Emplo	iyee: E	00046 - 1	Blum, Eri	D
Time Card De	tail Time	Off App	roval Details	Line Appr	ovals									
c +	XN	lotes	→ X											
ot* 🗋 🗿 🗑	b ID Jo	ob Title	• Earning Code	Earning Descriptic	Labor Category	Total Houri	09/16 Fri	09/17 Sat	09/18 Sun	09/19 Mon	09/20 Tue	09/21 Wed	09/22 Thu	09/23 Fri
> 🔒 🗋 910	10-1 F	ringe	PTO	Paid Ti		8.00							8.00	

- 8. Click Save.
- If you are entering your time card late or made a change, a pop-up box may appear requesting an explanation. Click on the magnifying glass for second pop-up window with a list of reasons. Select the reason for the late entry or change by double clicking it. Check mark the job(s) that the reason applies. Click **Apply**, then click **Ok**.

Change Time Card											
									1 Sun	09/12 Mon	09/13 Tue
						1				8.00	8.00
B 🕼 🗋 Job ID Jol	b Title	Changed Field	Old Value	New Value	* Reason	Explana	tion				
/ 🕼 🗋 1001-0001-001-001 Sy	ystem Maint. & Infrastructure Support	9/15/2	8.00	0		Q					
					<u>.</u>						
					Select	с	↔	1			Q
					Reason	5					t
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4											
			_		_				12		
									15	5	2 21

10. At the end of the pay period cycle, please review your timecard to make sure each entry is accurate. Once reviewed, click on the **Submit** button at the top of your timecard.

1	TE	ST	- Tim	e Card										
	4		ŗ	Perso	onal Job	Setup	Add Favorites	Ad	d Job	Viev	v Sum	mary	Subn	nit
	Ti	me (Card Peri	od:	09/16/20)16 - 09/3	0/2016	Sta	tus:	Oper	1		E	Emp
1	Fime	Car	d Detail	Time Off	Approva	al Details	Line Approvals							
	с	Э	۰×	Notes	↔	x								
	۵		* Job ID	Job Title	*Earni Code	Labor Catego Descrij	Total Hours	09/16 Fri	09/1 Sat	09/1 Sun	09/1 Mon	09/2 Tue	09/2 Wec	0
	0		1001	Syst	REG	Busi	56.00	8.00			8.00	8.00	8.00	8.

11. If you are submitting your timecard late, a pop-up box may appear requesting an explanation. Double click in the reason box and click the magnifying glass. A second pop-up window will appear with a list of reasons for the late submission. Double click the reason. Click Ok.

a	ite Subm	nit								
	c H	1	x							
	Start Date	En Da	d te	*Reason	Explanatio	1				
	5/16/2	. 5/	31/2		Q					
										٦×
				Select	C ⊨	1				Q
				🖹 Reason						1
				> Charg	e number unava	ilable				
				Correc	ting entry from p	revious da	y			
				Data N	ligration					
				Forgot	Office					
		_	_	System	n outage					
							12			
							15	<	7	>1

a. A Certification message pop-up window will appear when you submit your time card. Click I Agree to confirm:

ubmit Time Card		×
Certification Message:	By submitting this time card, I hereby certify that both the hours worked and project(s) charged are true and accurately represent all hours worked during the time card period to the proper cost objective (charge	•
Submitting time card fo	r User, Sample period of 12/1/2018 - 12/15/2018	3
	LAGREE CAN	ICEL

**This completes the timecard entry process.

Requesting Paid Time Off

To request PTO, go to My Prime ERP \rightarrow Time and Expenses \rightarrow Work Area \rightarrow Time Card \rightarrow Time Off

My Prime	ERP Help	
Dashboards Communication	Time and Expenses	Self Service Preferences
Time and Expenses	O TEST - T	Time Off 🖈
Type your query here Search	с 🛯 🕶	× + 🗶 🛏 🗵 🔻
2	E D Earnin Ad	Id New Record (Ctrl+Ins) *End Date
 Time Card (NTC) Time Cards Time Off Time Clock 		

1. Click on + sign to create a new PTO request.

On the right side of the screen, you will see your time off balance. On the left side, enter all applicable information. When you are ready to submit, click on Save then Submit:
 **Note that you can only request time off in advance.

**Note that you cannot edit the hours if you request a date range of Time off. To modify the hours, you must submit the request one day at a time.

COP	My Prin	ne ERP Help				9/26/
Dashboards	Communication	Time and Expenses	Self Service Preferen	ces		
Time and Ex	penses		Off Detail			
Type your que	y here Search	Save & Clos	ie 🗃 🖛 🕂 🗄	Submit		
1	•	Earning Code:	PTO	Q	Earning Code	Balance
- Time Card (N	ITC)	* Start Date:	9/27/2016 -		> PTO	10.00
Time Cards		* End Date:	9/27/2016 -			
Time Off		Hours:	8			
Time Clock		Reason:		Q		
Mass Entry Tir	ne Cards	Comments:				
 Expense 						
Expense Repo	orts			d .		
Requests		Status:	Hold			

a. After you click on **Submit** the *Status* will show as "Pending Approval". When your approver approves your PTO request, this *Status* will change to "Approved".

Note: The following pages contain additional information regarding entering your hours by using the Time Card tab instead of the Time Card Detail tab and adding favorites to your timecard. These two functions are optional.

Enter Time in your JAMIS Timecard-Using Timecard

1. Go to My Prime ERP \rightarrow Time and Expenses \rightarrow Work Area \rightarrow Time Card \rightarrow Time Cards



2. Click on the hyperlink for the current time card.

COP	My Pri	me ERP	F	lelp												10/3/2016
Dashboards	Communication	Time an	nd E	xpe	nse	s Self S	ervice	Preferences	Ē.							
Time and Ex	xpenses	4		C	TE	ST - Ti	me Card	s ★								
Type your que	ry here	Search	(C		~ 2	→ X	•								
2	•			0		Time Card Period	Start Date	*End Date	Expected Hours	Actual Total Hours	Status	Open Time Clock	Open Time Off	Amendec	Processe	Rejected Line Items
- Time Card (I	NTC)		>	0		10/1/2016	10/1/2016	10/15/201€	80.00	0.00	Not Created					
Time Cards				۵		9/16/2016	9/16/2016	9/30/2016	88.00	56.00	Approved		⊻			
Time Off				0		9/1/2016	9/1/2016	9/15/2016	88.00	88.00	Approved					
Time Clock				0		8/16/2016	8/16/2016	8/31/2016	96.00	0.00	Not Created					
Mass Entry Ti	me Carde			0		8/1/2016	8/1/2016	8/15/2016	88.00	0.00	Not Created					
Expanse	ine Galus			9		7/16/2016	7/16/2016	7/31/2016	80.00	0.00	Not Created					
Expense Rep	orts			0		7/1/2016	7/1/2016	7/15/2016	88.00	0.00	Not Created					

 For the first time card, you may wish to format the grid. To hide unnecessary column rows, click on the Column Configuration icon in the <u>'Time Card'</u> tab:

TEST -	Time Ca	rd		•					
+ 8	• P	ersonal Job Se	otup Add Favo	rites Add Jol	b View S	ummary Subr	Reports	•	
Time Ca	rd Period:	10/01/2014	5 - 10/15/2016	Status:	Not Crea	ated	Employee: E	00063 - Smith, Joh	n
Time Card	Time Card I	Detail Time Of	Approval Details						
c +	× N	etes 🛏	X						
	01 60L	Job Title	Task	Tosk Description	*Earning Code	Earning Description	Labor Category	Labor Category Description	* Organization

a. A pop-up window will appear when you click on the Column Configuration icon. The left panel shows the list of columns hidden, while the right panel shows the columns visible in your time card. To hide, highlight the column on the right and use the arrows to move to the left panel. Click on **Save** to keep this visibility setting for future time cards:

vailable columns	Selected columns	
	Q	Q
Cost Element Description	Files	^
Earning Description	Notes	
Hours Budgeted	Job ID	
Hours Remaining	Job Title	Ŷ
Location	Earning Code	
Location Description	Labor Category	
Organization Description	Labor Category Description	
Record ID	Organization	
Task	Cost Element	
Task Description	Total Hours	
Timecard Header ID	Balance	
	09/16 Fri	
	0047.0-1	+

- 4. Enter Job Numbers and Hours:
 - a. Click the magnifying glass under 'Job ID' and a pop-up window will appear with the various jobs assigned to you.



b. From the 'Job ID' pop-up window, select the applicable Job.

		Description	Job ID
01-00	1001-0001-001	System Maint. & Infrastru	1001-0001-001-001
00-00	9900-0000-000	Floating Holiday	9900-0000-000-001
00-00	9900-0000-000	Holiday	9900-0000-000-001
00-00	9900-0000-000	Leave Without Pay	9900-0000-000-001
00-00	9900-0000-000	Tracking - PTO Taken	9900-0000-000-001
00-00	9900-0000-000 9900-0000-000	Leave Without Pay Tracking - PTO Taken	9900-0000-000-001 9900-0000-000-001

c. Selecting the Job ID will automatically fill in the rest of the columns except for hours.

TEST -	Time Card	b						
← 🖬	r Per	sonal Job Setu	o Add Favor	ites Add Job	View Sumr	m ary Submit	Reports -	
Time Ca	rd Period:	10/01/2016 -	10/15/2016	Status:	Not Created	Em	ployee: E0006	3 - Smith, John
Time Card	Time Card De	etail Time Off	Approval Details					
c +	× Not	es ↔ X]					
ē 0 D *	Job ID	Job Title	Labor Category	*Earning Code	Labor Category Description	Earning Description	Total Hours	
> 🗋 🗋 1	001-0001	System Mai	1003	REG	Business A	Regular	0.00	

- d. To add another job, go to the next row by clicking on the + and pick the proper Job.
- e. To add hours to a job, select the row with the appropriate job, which will place a carrot next to that row. Then enter the appropriate hours in the window on the right side of the screen in the 'Hours' Column. You will also be able to see the job title above the right portion of the screen, as an additional check that you are entering hours against the correct job.

IE	ST	 Time Car 	d											otes	Files Notifi	ations He
4		Pe	rsonal Job Setu	Add Favo	rites Add Jol	b View Sum	mary Submit	Reports •								
т	Time C	ard Period:	10/01/2016 -	10/15/2016	Status:	Not Created	J Er	nployee: E00063	- Smith, Jo	hn						
Tim	ne Car	d Time Card D	etall Time Off	Approval Details												
с	-	K X No	tes ↔ [≥	٢								> R	REG,1001-0001-001-001,S	ystem I	Maint. & In	
												S (b Date		Hour	s Total H
B 0.		* Job ID	Job Title	Labor	* Earning	Labor	Farning -	Total Hours					1011/0010 Octorio	_	10.000	
E 0	0	* Job ID	Job Title	Labor Category	*Earning Code	Labor Category	Earning Description	Total Hours				6	10/1/2016 Saturday			(
		*Job ID	Job Title System Mai	Labor Category	*Earning Code	Labor Category Description Business A	Earning Description	Total Hours				6	10/1/2016 Saturday 10/2/2016 Sunday			(
> 0		* Job ID 1001-0001	Job Title System Mai	Labor Category	Earning Code	Labor Category Description Business A	Earning Description Regular	Total Hours 20.00					10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday		8.00) () ()
 0 0 0 		* Job ID 1001-0001 9900-0000	Job Title System Mai Tracking - P	Labor Category	*Earning Code REG FHOL	Labor Category Description Business A	Earning Description Regular Floating Hol	Total Hours 20.00 4.00			-		10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday 10/4/2016 Tuesday		8.00 8.00	
 0 0 0 		* Job ID 1001-0001 9900-0000	Job Title System Mai Tracking - P	Labor Category	*Earning Code REG FHOL	Labor Category Description Business A	Earning Description Regular Floating Hol	Total Hours 20.00 4.00			-		 10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday 10/4/2016 Tuesday 10/5/2016 Wednesday 		8.00 8.00 4.00	
		* Job ID 1001-0001 9900-0000	Job Title System Mai Tracking - P	Labor Category	*Earning Code REG FHOL	Labor Category Description Business A	Earning Description Regular Floating Hol	Total Hours 20.00 4.00					10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday 10/4/2016 Tuesday 10/5/2016 Wednesday 10/6/2016 Thursday		8.00 8.00 4.00	
		* Job ID 1001-0001 9900-0000	Job Title System Mai Tracking - P	Labor Category	*Earning Code REG FHOL	Labor Category Jescription Business A	Earning Description Regular Floating Hol	Total Hours 20.00 4.00					 10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday 10/4/2016 Tuesday 10/5/2016 Wednesday 10/6/2016 Thursday 10/7/2016 Friday 		8.00 8.00 4.00	
		* Job ID 1001-0001 9900-0000	Job Title System Mai Tracking - P	Labor Category	*Earning Code REG FHOL	Labor Category Jescription Business A	Earning Description Regular Floating Hol	Total Hours 20.00 4.00			-		 10/1/2016 Saturday 10/2/2016 Sunday 10/3/2016 Monday 10/4/2016 Tuesday 10/5/2016 Wednesday 10/6/2016 Thursday 10/6/2016 Friday 10/8/2016 Saturday 		8.00 8.00 4.00	

*Note that the 'Total Hours' column provides your total number of hours for each day for **all jobs**, versus the 'Hours' column which is just the hours entered against the job selected.

	0	Date	Hours	Total Hours
	0	10/1/2016 Saturday		0.00
	0	10/2/2016 Sunday	/	0.00
	0	10/3/2016 Monday	8.00	7
	0	10/4/2016 Tuesday	8.00	Daily
	0	10/5/2016 Wednesday	4.00	(Otal
0	0	10/6/2016 Thursday		0.00
	0	10/7/2016 Friday		0.00
	0	10/8/2016 Saturday		0.00
	(Q)	10/9/2016 Sunday		0.00

f. To enter note details for each job, click on '*Notes*' with the appropriate job selected.



g. When the pop-up window appears, you may enter text detail for each day time was entered:

J	ob I	D:	1001-0001	-001-001	
J	ob 1	Title:	System Ma	aint. & Infrastructure Suppor	
Earning Code: Labor Category:		ing Code:	REG		
L	abo	r Category:	1003		
С	ost	Element:	1000		
B	6	Date	Hours	Comments	
	8	10/1/2016			
	0	10/2/2016			
	8	10/3/2016	8.00	System Maintenance	
	8	10/4/2016	8.00	System Maintenance	
0	8	10/5/2016	4.00	System Maintenance	_
	8	10/6/2016			_
	۵	10/7/2016			
	8	10/8/2016			
	8	10/9/2016			-

5. If you are applying PTO and your PTO Request was approved (See "Requesting Paid Time Off" later), go to the *Time Off* tab in the Time Card. When the *Status* is Approved, click on **Add to Time Card**.

6.401	M	/ Prime ERP	lelp						10/3/
shboards	Communicat	ion Time and E	xpenses Self	Service	Preferences				
TEST -	Time Card								
← 🗐	r Pers	onal Job Setup	Add Favorites	Add Job	View Summary	Submit Report	s •		
Time Ca	d Period:	10/01/2016 - 10/15	/2016	Status:	Open	Employee: E	200063 - Smith, John		
Time Card	Time Card Det	all Time Off Appro	oval Details						
c +	× Add	to Time Card ↔	×						
00	Processed E	arning Code	* Start Date		End Date	Reason	Comments	Hours	Status
> @ □		РТО	10/5/2016	1	10/5/2016			8	Approved

a. After you click on **Add to Time Card**, the box under *Processed* will be checked. Also, when you go back to the *Time Card Detail* tab, a new row automatically filled with PTO information.

TEST - Tim	e Card Personal Job 9	ahın. Add Fa	urvitas árid ir	the View Sum	nmary Submit	Reports .						Notes	Files Notific	ations He
Time Card Per	od: 10/01/20	6 - 10/15/2016	Status	Open	Em	ployee: E00063	- Smith, J	ohis						
Time Card Time	Card Detail Time C	f Approval Deta	alls								> 1	PTO,9100-1111-001-001,Fring	- NWT Site	
C + ^	HANDS 1-4										8	Date Date	Hours	Total Hou
E Labor Category	"Job ID	Code	Job Title	Labor Category	Earning Description	Total Hours					>	10/1/2016 Saturday		0,0
				Description								a 10/2/2016 Sunday		0.0
B D 1003	1001-0001-	REG	System Mai	Business A	Regular	20.00						iii 10/3/2016 Monday		8.0
6 D	9900-0000-	FHOL	Tracking - P		Floating Hol	4.00						iii 10/4/2016 Tuesday		8.0
9.0	9100-1111-	PTO	Fringe - NW		Paid Time Off	8.00						10/5/2016 Wednesday	8.00	16.5
-												6 10/6/2016 Thursday		0.0
												6 10/7/2016 Friday		0.0
												10/8/2016 Saturday		0.0
							14	e	. 5	25		10/9/2016 Sunday		0.0
												6 10/10/2016 Monday		0.0
Earning Code	Total Hours	Balance										& 10/11/2016 Tuesday		0.0
REG	20.00											& 10/12/2016 Wednesday		0.0
PHUL DE	4,00	-4.00										B 10/13/2016 Thursday		0.0
PIO	8.00	18.00										is 10/14/2016 Enday		0.0
Total	32.00					N						and the second second		0.0

* Note that you can view your accrual balances at the bottom left portion of the screen.

	T	me (Card Pe	riod:		10/01/201	6 - 10/15/20	16	Status:	Open		Employee:	E0006
1	lime	Car	d Tim	e Can	d Detail	Time O	ff Approval	Details					
3	с		+ 3	<	Notes	 ⊷	×						
-	8		Labor Catego	v	د-	D D	*Earning Code	Job 1	ntie	Labor Category Description	Earning Description	Tota	il Hours
	Ð,	D	1003		10	01-0001-	REG	Syst	tem Mai	Business A	Regular		20.00
	8	0			99	00-0000-	FHOL	Trac	king - P		Floating Hol		4.00
>	6				91	00-1111-0	PTO	Frin	ge - NW		Paid Time Off		8.00
111 ×	Earr RE FH	ning (G	Code		Total H 20 4	ours 0.00	Balance -4.00						
						00	18.00						
	PT	0			c								

6. Click Save.

7. If you are entering your time card late or made a change, a pop-up box may appear requesting an explanation. Click on the magnifying glass for second pop-up window with a list of reasons. Select the reason. Check mark the job(s) that the reason applies. Click **Apply**, then click **Ok**.

Ch	ing	je Time	Card							×	1 Sun	09/12 Mon	09/13 Tue
C		↔	x									8.00	8.00
	0	D Jo	b ID	Job Title	Changed Field	Old Value	New Value	* Reason	Explanation				
0	0	10	001-0001-001-001	System Maint. & Infrastructure Support	9/15/2	8.00	0		Q				
								Select	C ↔	1			Q
								Reason	1				t
								> Expla	nation				
1													
_		_				_					1<	< >	

8. At the end of the pay period cycle, click on the **Submit** button at the top of your timesheet.



a. A Certification message pop-up window will appear when you submit your time card. Click Continue to confirm:

Submit Time Card		×
Certification Message:	By submitting this time card, I hereby certify that both the hours worked and project(s) charged are true and accurately represent all hours worked during the time card period to the proper cost objective (charge	•
Submitting time card for	User, Sample period of 12/1/2018 - 12/15/2018	3
	LAGREE CAN	ICEL

Adding Favorites to Time Card

If you are consistently entering the same jobs every pay period, there is an option to make a job a favorite.

- 1. Go to My Prime ERP \rightarrow Time and Expenses \rightarrow Work Area \rightarrow Time Card \rightarrow Time Cards
- 2. Click on **Personal Job Setup** at the top of the time card screen.

My Prime E	RP Help
Dashboards Communication T	me and Expenses Self Service Preferences
Time and Expenses	TEST - Time Card
Type your query here Search	🕂 记 🖛 Personal Job Setup Add Favorites Add Job View Summary Submit F
2 >	Time Card Period: 09/01/2016 - 09/15/2016 Status: Submitted Employs
✓ Time Card (NTC)	
Time Cards Time Off	Time Card Detail Time Off Approval Details
Time Clock	C + X Notes I↔I 🕱
Mass Entry Time Cards	E D *Job ID Job Title *Earning Code Total 09/01 Thu 09/02 Fri 09/03 Sat Hours
Expense Reports Requests	▶ 😡 🗋 1001-0001-00 System Maint REG 88.00 8.00 8.00

3. A personal job pop-up window will appear. For the job you wish to make a favorite, change the option to "Favorite" under the *Visibility* column. Save and Close.

TES	T	Personal Job L	ist		
с	s	ave & Close	r ↔ X		
		Job ID	Job Title	Status	Visibility
00		1001-0001-001-001	System Maint. & Infrastructur	Open	Time Card 👻
					Available Time Card Time Clock
					Favorite

4. To pull the job(s) to your time card, click on **Add Favorites** at the top of the time card screen. While the job(s) will auto-fill, the hours will still need to be entered every pay period.

COPE	My Prime I	ERP Help					
Dashboards Comr	munication	Time and Expenses	Self Service Prefer	rences			
Time and Expens	es	TEST - Tim	e Card				
Type your query here	Search		Personal Job Setup	Add Favorites	Add Job	View Summa	ry Submit
2	•	Time Card Per	od: 09/16/2016 - 09	/30/2016	Status:	Not Created	Empk
- Time Card (NTC)							
Time Cards		Time Card Detail	Time Off Approval Detail	ls			
Time Clock		c + ×	Notes (++) 🕱				
Mass Entry Time Caro	is	🗟 🕒 • Job ID	Job Title	*Earning Code	Total Hours	09/16 Fri 0	9/17 Sat 09/18 S
Expense Reports		> 🗟 🗋 1001-0	001-00 System Maint	REG	0.00	<u> </u>	
Requests							

To Approve Timecards (Supervisors and Managers)

Note: Employee must first be configured to be a timecard and expense approver.

- 1. Make sure pop-up blockers are disabled in your web browser before logging in.
- 2. Login to JAMIS.
- 3. Go to **My Prime ERP→Communication→Tasks & Activities →Approvals** and under the *My Approvals* tab, you will see a list of pending approvals:

601		My P	rime	ERP	Proje	ct F	inance	Distributio	n H	uman Resc	ources	Configu	uration
Dashboards	Communi	catior	۰	Time a	nd Expe	nses	Self Se	ervice Pref	erences				
Communica	ation	4	C	TEST	г - Ар	oprova	ls ★						
Type your que	ery her Search	h	c	r	1	Approv	e Ap	oprove All	3 - I	↔ 🕱	Ŧ		
- News			All	Records	My Ap	oprovals	My Wo	orkgroup's Appro	ovals				
Announceme	nts	8		Туре		Referen	ce Nbr.	Document Date	Busin	ess Account	Account	t Name	Descript
Incoming		>		Time	Card	8		9/16/2016	E000	063	Smith,	John	
Draft				Time	Card	9		9/16/2016	E000	046	Blum,	Eric	
Outgoing													
Sent													
Deleted													
Archived													
 Tasks & Ac 	tivities												
Tasks													
Events													
Approvals													

4. Indicate the timecards you would like to review by double-clicking on each line which will open more detail of the particular employee's timecard. In the *Time Card Approval* view, review the time entered where you can see by various options and approve or reject.

	cor	X	My	Prime E	ERP	Proje	ct	Finance	Distr	ibution	Hu
Dasi	hboards	Com	municati	on 1	Time a	nd Expe	nses	Self Ser	vice	Preferer	nces
٠ ·	TEST -	Time	e Card /	Appro	val						
1.	🕂 Арр	rove	Reject	Hist	ory	View T	ïme C	ard Vie	w Sumr	nary	
	Employee	Ð:	E000)63 - Sm	iith, Joł	hn					
	Time Car	d Perio	d: 9/16	2016							
	End Date	:	9/30/	2016							
	Time Car	d Profil	e: SAL								
	Total Hou	irs:		56.0	00						
	Expected	Hours		88.0	00						
IГ	Total by Day	/ Tota	l by Job	Total by	Earnin	g Code	Total	by Week			
	c ⊨				_						
	-	~									
	Day		Total	Hours	E	Appected Hours					
>	09/16/201	6		8.00		8.00					
	09/17/201	6		0.00		0.00					
	09/18/201	6		0.00		0.00					
	09/19/201	6		8.00		8.00					
	09/20/201	6		8.00		8.00					
	09/21/201	6		8.00		8.00					

Note: Once you approve or reject the timecard, it will disappear from this view in the Communications tab. If you are the owner of the workgroup, you will be able to see the timecard in My Prime ERP \rightarrow Time and Expenses \rightarrow Processes \rightarrow Approval \rightarrow Time Card Approvals. View the proper filtered tab depending on the status you are looking for.

My Prime ER	P	P	roject	t Fi	nance	Distribution	Human Resource	es Configuration	System	Help	
Dashboards Communication	ne ar	nd E	xpens	ses	Self Sei	rvice Custom	er Management	Preferences			
Time and Expenses	ç		Time	Card	Appro	ovals ★					
Type your query here Search	c	;	r	Арр	orove	Reject Histor	ry View Time Ca	ard View Summary	↔ 🕱	T	
∠ ▶ \$	_	All F	Record	ls Arc	hived C	Current-Approved	Current-Unapprove	Ŀ			
- Approval	2	Û			Employe	e		* Status	Start Date	End Dat	e
Time Line Item Approvals	>	0			100001			Approved	9/1/2017	9/15/2	017
Time Off Approvals		Û			100026			Approved	9/1/2017	9/15/2	017
Time Card Approvals		0			100017			Approved	9/1/2017	9/15/2	017
Approve Expenses		0			100002			Approved	9/1/2017	9/15/2	017
- Explore		D			100014			Approved	9/1/2017	9/15/2	017
Time Card Status Summary (NTC)		0			100013			Approved	9/1/2017	9/15/2	017
Time Card Status Summary (NTC)		0			100022			Approved	9/1/2017	9/15/2	017
Time Card Status Detail (NTC)		n.			100004			Approved	9/1/2017	9/15/2	017

Approving PTO Requests

5. Go to **My Prime ERP** → **Communication** → **Tasks & Activities** → **Approvals** and under the *My Approvals* tab, you will see a list of pending approvals:

601	NY I	My Prime	e ER	P	Projec	t Finance	e Dis	stribution	Human	Resources	Configuration
Dashboards	Commu	nication	Tin	ne an	d Expen	ses Self	Service	Preferenc	es		
Communica	ition		•	0	TEST	+ Approv	als 🖈				
Type your que	ry here	Search		С	•	2 Appr	ove A	Approve All	e.	↔ 🗴	Ŧ
- News			Ľ	All	Records	My Approva	s My W	/orkgroup's Ap	provals		
Announceme	nts				Туре	Refer	ence Nbr.	Document Date	Bu	siness Account	Account Name
- Email											
Incoming			>		Time O	ff 3		9/27/2016	E	0063	Smith, John
Draft											
Outgoing											
Sent											
Deleted											
Archived											
- Tasks & Act	livities										
Tasks											
Events											
Approvals											

6. Indicate the time off request that you would like to review by double-clicking on the line which will open more detail of the particular employee's request. In the *Time Off Approval* view, review the request entered and approve or reject.

Time Off Appro	val			
← Approve	Reject			
Employee:	100002 - Monroe, Marilyn	Ē	Earning Code	Balance
Earning Code:	PTO - PTO	>	РТО	20.00
Start Date:	9/13/2017			
End Date:	9/13/2017			
Hours:	8			
Reason:				
Comments:				
		11		

Note: Once you approve or reject the time off request, it will disappear from this view in the Communications tab. If you are the owner of the workgroup, you will be able to see the time off request in My Prime ERP \rightarrow Time and Expenses \rightarrow Processes \rightarrow Approval \rightarrow Time Off Approvals.

My Prime	ERP	Project	Finance	Distribution	Human Resource	es Configuration	System	Help
Dashboards Communication	Time and	l Expenses	Self Ser	vice Custon	ner Management	Preferences		
vTime and Expenses	• 0	Time Of	f Approva	als ★				
Type your query here Search	c	r	+ ×	Approve R	eject 🛏 🕱	Ŧ		
	Ē		Employee			Earning Code	Status	* Sta
- Approval								
Time Line Item Approvals								
Time Off Approvals								
Approve Expenses								
Time Card Status Summary (NTC)								
Time Card Status Detail (NTC)								

To Approve Timecard Line Items

Line Approvals refer to the direct or indirect Job Manager 1 field in the job setup. Line Approvals will show the user any timecard records where they are the Job Manager 1 with the option to Approve or Reject. There is still an overall approver of the employee's entire timecard. This feature is for informational and reporting purposes and does not stop timecards from being processed in a labor batch or billing and revenue.

Note: Employee must first be listed as the Manager 1 in the job(s) which he/she is responsible for approving time entered against.

- 1. Make sure pop-up blockers are disabled in your web browser before logging in.
- 2. Login to JAMIS.
- 3. Go to My Prime ERP→Time and Expenses→Processes →Time Line Item Approvals

My Pr	ime ERP	P	roje	ct	Financ	e Distrib	ution Huma	an Resources	Configuration	n Syster	m Help							
Dashboards Commun	ication	Tim	e ar	nd Expe	enses	Self Servi	ice Custome	er Managemen	Preferences									
Time and Expenses		•	0	Time	Line	Item App	rovals 🔺								Custom	ization Dast	iboard • He	sip -
Type your query here	Search		c	63	•	Approve	⊷ 🗵	Ŧ										
1	۵	88	8	D		Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status	4
- Time Card Approval (NTC)		>	Đ.		0	1004-00	Base Year L	100019	Robinson P.				1410	Supply Tech.	9/12/2016	8.00	Pending	
Time Card Anorousis			8			1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/12/2016	8.00	Pending	
Time Off Assesses			0	D		1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	9/9/2016	8.00	Pending	
Time Oir Approvais			8	D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/9/2016	8.00	Pending	
Time Line item Approvais			8	0		1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	9/9/2016	8.00	Pending	
Approve Expenses			8	D		1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/9/2016	8.00	Pending	
- Explore			0	D		1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	9/8/2016	8.00	Pending	
Time Card Status Summary (NTC	.)		8	D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/8/2016	8.00	Pending	
Time Card Status Detail (NTC)			8	D		1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	9/8/2016	8.00	Pending	
Timecard Approval Detail			0	D		1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/8/2016	8.00	Pending	
Time Off Request			8			1004-00	Base Year L	100017	Haley Alton				1013	Accounting	9/7/2016	8.00	Pending	
Current Time Off Takan (aveluding	NOT Y		8	D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/7/2016	8.00	Pending	
Content nine on taken (exclosing	(HOL)		8	D		1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	9/7/2016	8.00	Pending	
Current Holiday Taken			8	D		1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/7/2016	8.00	Pending	
Negative Accrual Balances			8	D		1004-00.	Base Year L	100017	Haley Alton				1013	Accounting	9/6/2016	8.00	Pending	
Timecard Approval Summary			8	D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/6/2016	8.00	Pending	

4. In this Time Line Item Approval screen, click on the line that you want to approve or reject. After reviewing the information, you can double click in the cell under the "Status" column and select either Approved or Rejected. Click **Save**.

-	0	Time	e Line	e Item App	rovals ★											
9	c	1] -	Approve	₩ ¥	Ŧ										
	0	D		Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status	Reaso
ø	8	D		1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	9/9/2016	8.00	Pending	-
		D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/9/2016	8.00	Pending	
	0			1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	9/9/2016	8.00	Approved	- 1
	8	D		1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/9/2016	8.00	Rejected	
		Ð		1004-00	Base Year L	100017	Haley Alton				1013	Accounting	9/8/2016	8.00	Pending	
				1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/8/2016	8.00	Pending	
	8	D		1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	9/8/2016	8.00	Pending	
		D		1004-00	Base Year L	100020	Decker Dea				1533	Travel Clerk III	9/8/2016	8.00	Pending	
		D		1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	9/7/2016	8.00	Pending	
	0	D		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	9/7/2016	8.00	Pending	
	0	B	101	1004.00	Rose Veer I	100010	Debuscon D				1410	Supply Teah	0/2/2018	8.00	Dending	

Note: Line Item Approvals will NOT stop the time cards from being approved by other appropriate Time Card Approvers.

5. If rejecting, move to the "Reason" column and select the appropriate reason code. "Comments" may or may not be a required field. Enter if applicable. Click **Save**.

	me Line Ite	em Approvals Approve I⊷I	*											Customization	Dashboard	 Help
	Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status	Reason	Comments	Manager 1	
	1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	11/30/2016	8.00	Rejected		P	Beamer, Fr	ank
	1004-00	Base Year L	100019	Robinson P		100033	Appro	1410	Supply Tech	11/30/2016	8.00	Pen				ΠX
	1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	11/29/2016	8.00	Pen				and the second states
	1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	11/29/2016	8.00	Pen Select	C H	1		Q
	1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	11/29/2016	8.00	Pen				
	1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	11/28/2016	8.00	Pen Date	for Job out of	POP		1
	1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	11/28/2016	8.00	Pen Date	TOF JOD OUL OF	POP		
	1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	11/28/2016	8.00	Pen	nation			
	1004-00	Base Year L	100017	Haley Alton				1013	Accounting	11/25/2016	8.00	Pen	ect Job			
	1004-00	Base Year L.	100018	Grant Gerar				1043	Customer S	11/25/2016	8.00	Pen				
	1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	11/25/2016	8.00	Pen				
	1004-00	Base Year L	100017	Haley Alton,				1013	Accounting	11/23/2016	8.00	Pen				
	1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	11/23/2016	8.00	Pen				
	1004-00	Base Year L.	100019	Robinson P				1410	Supply Tech	11/23/2016	8.00	Pen		14	1 15	SE
	1004-00	Base Year L	100017	Haley Alton				1013	Accounting	11/22/2016	8.00	Pen		10	5 S.	<u>.</u>
11	1004-00	Base Year L	100018	Grant Gerar				1043	Customer S.	11/22/2016	8.00	Pending			Beamer, Fr	ank

6. If desired, you may also "Approve" multiple lines at once by checking the box next to each line you wish to approve, then click on the "Approve" button in the header area. This moves those line items to an "Approved" status.

	0 1	Time	Line	e Item App	rovals 🔺											Custor	nization Dasht	ioard • Help •
	3	8	r	Approve	HX	Ŧ												
88	9	0.		Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status	Reason	Comments	Manager 1
				1004-00	Base Year L	100017	Haley Alton,		100033	Appro	1013	Accounting	11/30/2016	8.00	Rejected	Date for Job	Please corr	Beamer, Frank
	0	0/		1004-00	Base Year L	100019	Robinson P		100033	Appro	1410	Supply Tech	11/30/2016	8.00	Pending			Beamer, Frank
	6	0		1004-00	Base Year L	100017	Haley Alton				1013	Accounting	11/29/2016	8.00	Pending			Beamer, Frank
	8	0		1004-00	Base Year L	100018	Grant Gerar				1043	Customer S	11/29/2016	8.00	Pending			Beamer, Frank
	0	D	2	1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	11/29/2016	8.00	Pending			Beamer, Frank
	0	D		1004-00	Base Year L	100017	Haley Alton				1013	Accounting	11/28/2016	8.00	Pending			Beamer, Frank
0	0	oГ	4	1004-00	Base Year L	100018	Grant Gerar.				1043	Customer S	11/28/2016	8.00	Pending			Beamer, Frank
	8	D	-	1004-00	Base Year L	100019	Robinson P				1410	Supply Tech	11/28/2016	8.00	Pending			Beamer, Frank
1.1	0	2		1004.00	Dana Maari	100017	Malau Allen				1012	According	11/25/2010	0.00	Decision			Deemer Frenk

7. Filters can be created to view only "Pending" or "Rejected" line items. Click on the funnel icon in the screen header. This opens an additional window where you can populate the conditions for this new filter/tab.

0	Time	e Line	Item App	rovals ★									
c		•	Approve	↔ 🕱	Y								
1			Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	
0			1004-00	Base Year L	100017	Haley Alton,		100033	Appro	1013	Accounting	. 11/30/	2016
0			1004-00	Base Year L	100019	Ro Filter Set	tings						>
Û			1004-00	Base Year L	100017	На					ofault Shar	ba	
0			1004-00	Base Year L	100018	Gr						ou	
0			1004-00	Base Year L	100019	Ro C	↔ ∠	+ ×					
Û			1004-00	Base Year L	100017	На	Bracket *P	roperty	*Condition	Value	Value2	Bracket	Operator
•			1004-00	Base Year L	100018	Gr \star 🔽	St	atus	Equals	Pending			And
0			1004-00	Base Year L	100019	Ro		atuo	Equalo	. ondanig			7 113
Û			1004-00	Base Year L	100017	Ha							
0			1004-00	Base Year L	100018	Gr							
0			1004-00	Base Year L	100019	Ro							
0			1004-00	Base Year L	100017	На							
Û			1004-00	Base Year L	100018	Gr							
0			1004-00	Base Year L	100019	Ro							
0			1004-00	Base Year L	100017	На							
0			1004-00	Base Year L	100018	Gr							
0			1004-00	Base Year L	100019	Ro NEW	SAVE	SAVE AS				OK	CANCEL
0			1004-00	Base Year L	100017	Hars	h	-	_				
0			1004-00	Base Year L	100018	Grant Gerar	U			1043	Customer S.	. 11/21/	2016

8. Save as a new filter/tab name. In this case, it's "Pending".



9. You now have a new saved view.

❸ Time Line Item Approvals ★									
(C	i.	r	Approve	→ X	Ŧ			
	All	Reco	ords Per	iding					
8	0			Job ID	Job Title	Employee ID	Employee Name	Employee Note	
	Û			1004-00	Base Year L	100019	Robinson P		
	0			1004-00	Base Year L	100017	Haley Alton,		
	U			1004-00	Base Year L	100018	Grant Gerar		
	0			1004-00	Base Year L	100019	Robinson P		
	D			1004-00	Base Year L	100017	Haley Alton,		
	0			1004-00	Base Year L	100018	Grant Gerar		

10. You can also make this tab your default view when coming to this screen by checking the box marked "Default" in the Filter Settings you created.

Fi	lter Se	ttings						×
F	ending	,			🔻 🗹 Def	ault 🔲 Share	ed	
	с	⊷ /	+ ×					
		Bracket	* Property	*Condition	Value	Value2	Bracket	Operator
>	~		Status	Equals	Pending			And
								Þ
	NEW	SAV	E SAVE AS	REMOVE			OK	CANCEL

Note for Time Card Approvers:

When Time Line Approvals are being used in your company, it is particularly important for Time Card Approvers to review the status of the line item approvals in their employee's timecards in the "Line Item Approval" tab.

Ti	me	Ca	ard								Notes Fil	es Notificatio	ns Customization
6	2		Personal Job S	etup Add Fav	orites Add	Job View Sur	mmary Su	bmit Reports	s •				
	Tir	ne (Card Period: 09	/01/2017 - 09/15/20	017	Status: Sut	omitted	Employ	ee: 100002 - N	lonroe, Marilyn			
								Version		0			
1	īme	Car	d Time Card Detail	Time Clock Time	Off Approval I	Details Line Appr	ovals						
	3	•	→ X			_	_						
	0		Job ID	Job Title	Employee ID	Employee Name	Employee	Reviewer	Reviewer Name	Date	Hou	irs Status	Reason
>	0		1001-0001-001-001	Research St	100002	Monroe, Ma				9/11/2017	8.0	00 Pending	
			1001-0001-001-001	Research St	100002	Monroe, Ma				9/8/2017	8.0	0 Pending	
	0		1001-0001-001-001	Research St	100002	Monroe, Ma				9/7/2017	8.0	00 Pending	
			1001-0001-001-001	Research St	100002	Monroe, Ma				9/6/2017	8.0	00 Pending	
	0		1001-0001-001-001	Research St	100002	Monroe, Ma				9/5/2017	8.0	00 Pending	
	0		9100-1120-001-001	Fringe Oper	100002	Monroe, Ma				9/4/2017	8.0	0 Pending	
	0		1001-0001-001-001	Research St	100002	Monroe, Ma				9/1/2017	8.0	00 Pending	

Time Card Approvers can also see any time cards that have rejected line items by looking at the "Rejected Line Items" column in the "Time Card Approvals" list.

SDL Consulting	ime ERP	Project	Finance	Distribution	Human Resou	rces Configu	ration Syst	tem He	lp			11/2/2	017 2:08 P	M sdis
╈ Dashboards Commun	lication	Time and Ex	kpenses	Self Service	Customer Manag	ement Prefere	ences							
Time and Expenses	Search	O Tin C •	ne Card A	opprovals 🚖	History View	Time Card Vie	ew Summary	Ŧ	3 ▼	•			Cust	omization
2 1	۵	All Rec	ords Submi	tted										
- Time Card Approval (NTC)		Employee		* Status	Start Date	End Date	Expected Hours	Total Hours	Open Time Off	Ameni	Processed	Schedule Code Descriptio	Rejected Line Items	Warnii
Time Card Approvals		100002-1	Monroe, Maril	yn Submittee	9/1/2017	9/15/2017	88.00	56.00		Ū.		Employees		~
Time Off Approvals		100004-E	Beamer, Frank	submittee	9/1/2017	9/15/2017	88.00	16.00				Employees		2
Time Line Item Approvals Approve Expenses • Explore		200002-1	Ntcuser, Murra	ay Submittee	9/16/2017	9/30/2017	80.00	48.00			V	Employees		N

Download the App on your Phone

- 1. Go to the App Store or Google Play on your Phone.
- 2. Search for 'JAMIS Prime ERP'.
- 3. Download

Login to the App

- 1. In the Address field enter your URL.
 - a. https://ddc.jamisprime.com
- 2. In the Login field enter your username.
 - a. JSmith
- 3. In the Password field enter your password.
- 4. Click Sign In.

Using Time Card

1. Once logged in, click on Time Card.



2. The available time card period will appear. Click on the proper time card period.



3. Select the proper day to enter time against.

<	Days
Q Search	
12/16/2017 Saturday	Actual Hours: 0.00 >
12/17/2017 Sunday	Actual Hours: 0.00 >
12/18/2017 Monday	Actual Hours: 0.00 >
12/19/2017 Tuesday	Actual Hours: 0.00 >
12/20/2017 Wednesda	ay Actual Hours: 0.00 >
12/21/2017 Thursday	Actual Hours: 0.00 >
12/22/2017 Friday	Actual Hours: 0.00 >
12/23/2017 Saturday	Actual Hours: 0.00 >
12/24/2017 Sunday	Actual Hours: 0.00 >
12/25/2017 Monday	Actual Hours: 0.00 >
12/26/2017 Tuesday	Actual Hours: 0.00 >
12/27/2017 Wednesda	ay Actual Hours: 0.00 >
12/28/2017 Thursday	Actual Hours: 0.00 >

- 4. Click the + sign at the bottom right side of the screen or the three dots at the bottom left side of the screen to add a new job.
 - a. Note: Records may appear here if you have already entered time for this pay period via the mobile app or website or if you have certain jobs marked as favorites to default in.

<	Day Details
Q Search	
	No Records
000	

Enter Time Worked

To enter time worked, click Job ID to pick the proper job and continue to the next step.
 a. To enter time off, skip to the next section.

Cancel Time Card Job Detail	Save
Time Card Date	12/18/2017
Job ID	>
Task	>
Earning Code	REG >
Labor Category	>
Hours	
Hours Budgeted	
Hours Remaining	
Balance	
Late Reason	>
Late Reason Explanation	
Comments	

6. If you have a short job list, you should be able to select from the jobs that appear. If you have a long job list, you can search for the job name or code at the top of the screen.

<	Time Card Job Detail
0	2, Search
~	No Job ID
	1001-0004-001-001-Research Study OY 2 - L 1001-0004-001-001
	1002-0001-001-002-Apollo 13 Lift Off Progra 1002-0001-001-002
	9900-0001-001-003(FMLA) 9900-0001-001-003
	9900-0001-001-003(LWOP) 9900-0001-001-003
	9900-0001-001-003(PTO) 9900-0001-001-003

- 7. Enter the remaining information
 - a. Hours

*Note: if you are entering hours less than 1 then you must put a zero before the decimal (example, 0.50).

- b. Task, if needed.
- c. LCAT, if needed.
- d. Comments, if needed.
- e. If you are late entering your time and your company requires an explanation, you will need to fill out the Late Reason and/or Late Reason Explanation before you can move forward.

	Cancel Time Card	l Job Detail Save
	Time Card Date	12/18/2017
	Job ID	1002-0001-001-002 >
	Task	>
	Earning Code	REG >
	Labor Category	>
1	Hours	5.00
ľ	Hours Budgeted	
	Hours Remaining	
	Balance	
	Late Reason	>
	Late Reason Explanation	
	Comments Project Plan	

- 8. Click the Save icon or the check mark to **Save** at the top right of the screen.
- 9. Now you will see the list of items entered for that day.



10. If you clicked the back arrow at the top left of the screen you will see the Days screen again and should see the total hours you entered for each day.

🕻 Days		
Q Search		
12/16/2017 Saturday	Actual Hours: 0.00 >	
12/17/2017 Sunday	Actual Hours: 0.00 >	
12/18/2017 Monday	Actual Hours: 5.00 >	
12/19/2017 Tuesday	Actual Hours: 0.00 >	
12/20/2017 Wednesday	Actual Hours: 0.00 >	
12/21/2017 Thursday	Actual Hours: 0.00 >	

11. If you clicked the back arrow at the top left of the screen you will see the Periods screen again and should see the total hours you entered for the time card period.



Enter Time Off

*Note: if you are back at the Days screen, repeat steps 3 & 4 from above then proceed with step 12.

12. To enter time off, start by clicking on the Job ID and selecting the appropriate entry from the list.

Cancel Time Ca	rd Job Detail Save
Time Card Date	12/19/2017
Job ID	9900-0001-001-003 >
Task	2
Earning Code	рто >
Labor Category	2
Hours	8.00
Hours Budgeted	
Hours Remaining	
Balance	57.00
Late Reason	>
Late Reason Explanation	1
Comments	

13. The Earning Code should default in after you pick the Job ID.

Cancel	Time Card Job Detail	Save
Time Card Da	ate	12/19/2017
Job ID		>
Task		>
Earning Code	2	PTO >
Labor Catego	ory	>
Hours		
Hours Budge	ted	
$\langle \rangle$		Done
	LWOP	
	REG	
	PTO	
	JURY	
	FMLA	

- 14. Enter time off hours.
 - a. Note: you can see your time off balance now.
- 15. Click the Save icon or the check mark to **Save** at the top right of the screen.

16. Now you will see the list of items entered for that day.



17. If you clicked the back arrow at the top left of the screen you will see the Days screen again and should see the total hours you entered for each day.

K Days		
Q Search		
12/16/2017 Saturday	Actual Hours: 0.00 >	
12/17/2017 Sunday	Actual Hours: 0.00 >	
12/18/2017 Monday	Actual Hours: 5.00 >	
12/19/2017 Tuesday	Actual Hours: 8.00 >	
12/20/2017 Wednesday	Actual Hours: 0.00 >	
12/21/2017 Thursday	Actual Hours: 0.00 >	

18. If you clicked the back arrow at the top left of the screen you will see the Periods screen again and should see the total hours you entered for the time card period.



Submit Time Card

19. At the end of the Time Card period, to submit your time card, open the Days screen and click the three dots at the top right side of the screen or at the bottom left side of the screen.

<	Days		
Q, Search			
12/16/2017 S	aturday	Actual Hours: 0.00 >	
12/17/2017 S	unday	Actual Hours: 0.00 >	
12/18/2017 N	londay	Actual Hours: 5.00 >	
12/19/2017 T	uesday	Actual Hours: 8.00 >	
12/20/2017 V	Vednesday	Actual Hours: 8.00 >	
12/21/2017 T	hursday	Actual Hours: 8.00 >	
12/22/2017 F	riday	Actual Hours: 8.00 >	
12/23/2017 S	aturday	Actual Hours: 0.00 >	
12/24/2017 S	unday	Actual Hours: 0.00 >	
12/25/2017 N	londay	Actual Hours: 8.00 >	
12/26/2017 T	uesday	Actual Hours: 8.00 >	
12/27/2017 W	/ednesday	Actual Hours: 0.00 >	
12/28/2017 T	hursday	Actual Hours: 8.00 >	
000			

20. Click Submit.



21. If you are late, it might ask you for a Late Submit Reason and/or Explanation before you can move forward. Once entered, click the three dots again. Click **Submit** again.



22. If you back out to the Time Card Period screen, you can see the status is now Submitted.



Next Time Card Period

- 23. Once your company's administrator opens the next time card period, you will see it in your queue to start entering time in.
 - a. Note: Once your time card is approved, it will disappear from this Pay Period list.



ACKNOWLEDGEMENT OF TIMEKEEPING POLICY

Please sign below indicating that you are in receipt of, have read and understand the DDC's Timekeeping Instructions policy. If you require any clarifications, please contact your supervisor or the Accounting Department.

Employee Signature

Date

Employee Name (Printed)

Title