



Timekeeping Guide for Employees

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 independently responsible 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 Title 18, 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's 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 **total** 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

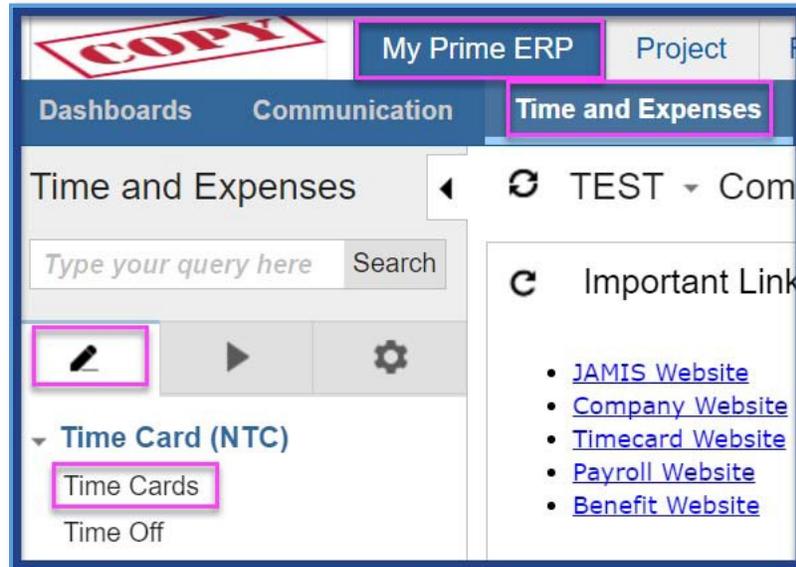
- 31.205-7 CONTINGENCIES
- 31.205-8 CONTRIBUTIONS OR DONATIONS
- 31.205-9 RESERVED
- 31.205-10 COST OF MONEY (CAS 414/417) (also see 31.205-52)
- 31.205-11 DEPRECIATION (CAS 404/409) (also see 31.205-16 and 31.205-52)
- 31.205-12 ECONOMIC PLANNING COSTS (also see 31.205-27)
- 31.205-13 EMPLOYEE MORALE, 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

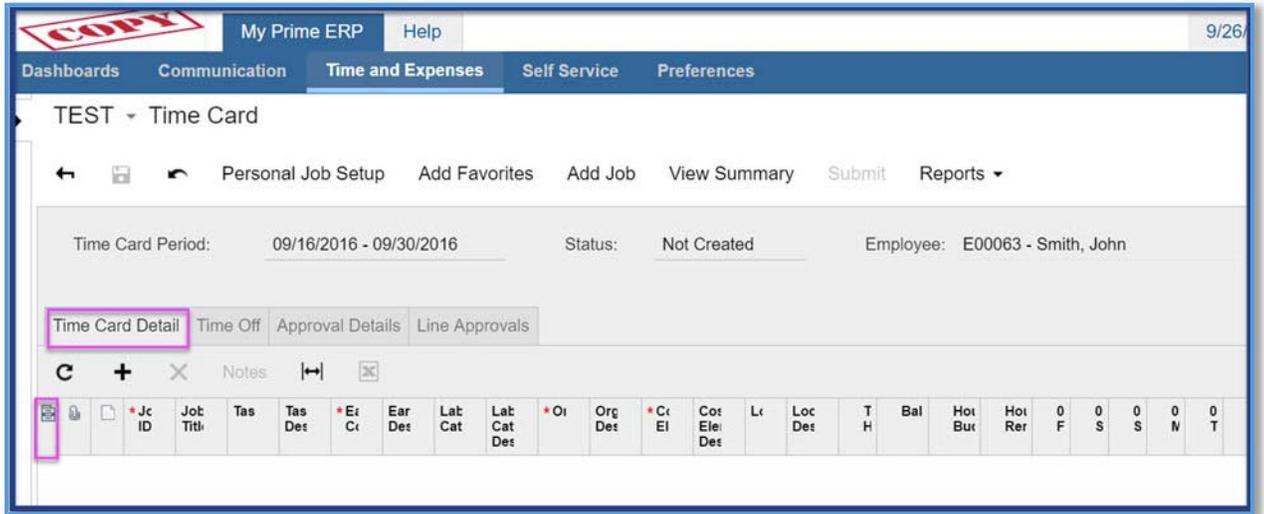
1. Make sure pop-up blockers are disabled in your web browser before you login.
2. Login to JAMIS at: <https://ddc.jamisprime.com>
3. Go to **My Prime ERP** → **Time and Expenses** → **Work Area** → **Time Card** → **Time Cards**



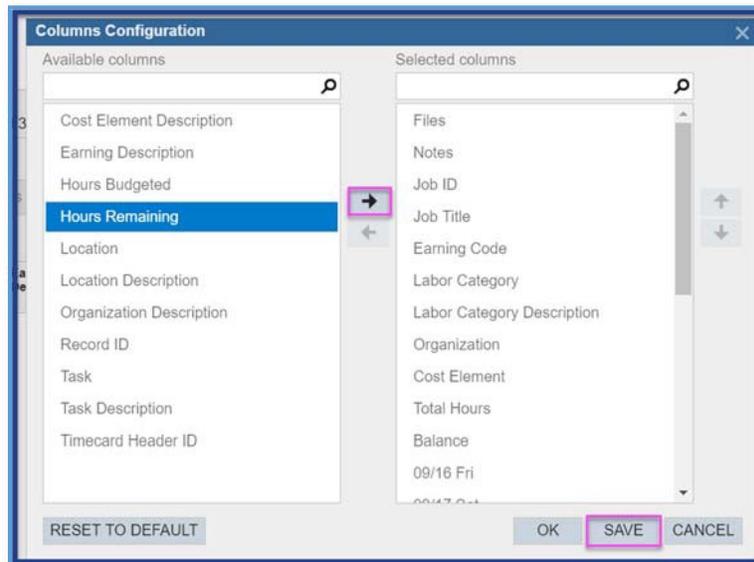
4. Click on the hyperlink for the current time card period.

Time Card Period	Start Date	*End Date	Expected Hours	Actual Total Hours	Status
9/16/2016	9/16/2016	9/30/2016	88.00	0.00	Not Created
9/1/2016	9/1/2016	9/15/2016	88.00	88.00	Approved
8/16/2016	8/16/2016	8/31/2016	96.00	0.00	Not Created
8/1/2016	8/1/2016	8/15/2016	88.00	0.00	Not Created
7/16/2016	7/16/2016	7/31/2016	80.00	0.00	Not Created
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 *'Time Card Detail'* tab.

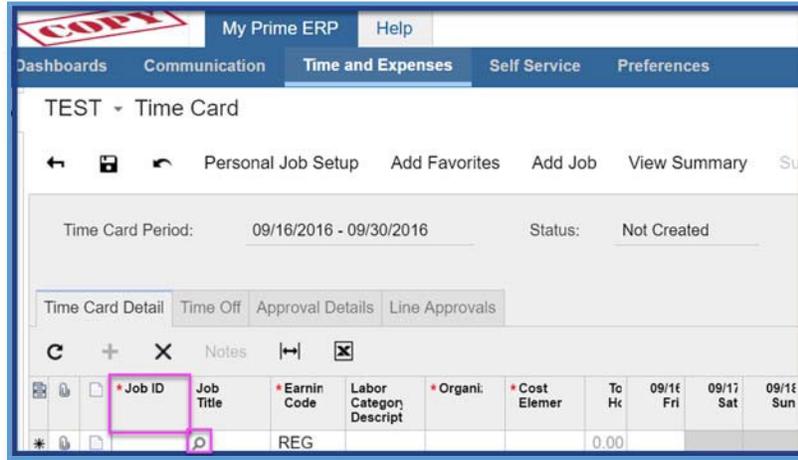


- a. A pop-up window will appear when you click on the Column Configuration icon. The left panel shows the list of columns hidden, while the right panel shows the columns visible in your time card. To hide, highlight the column on the right and use the arrows to move to the left panel. Click on **Save**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

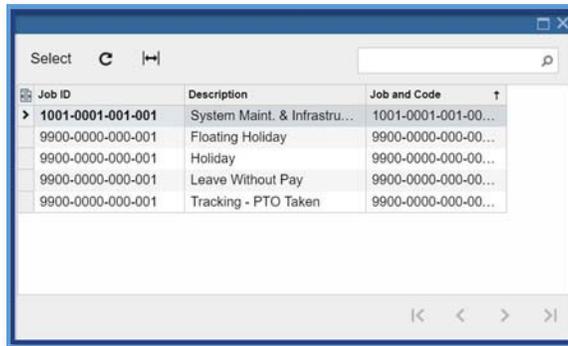


6. Enter Job Numbers and Hours:

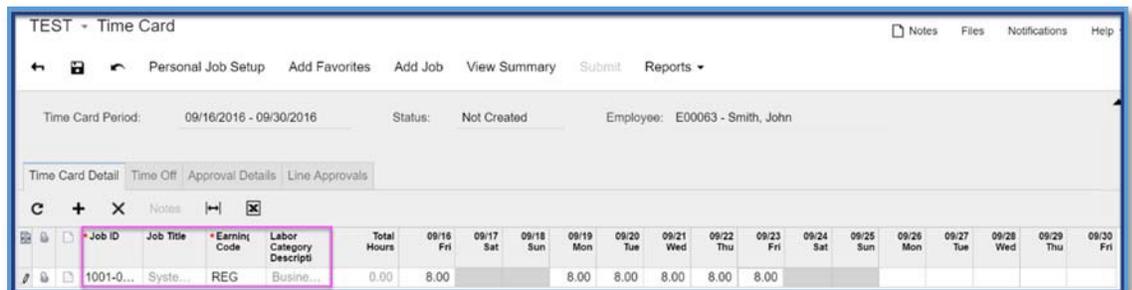
- a. Click the + symbol to add a new row or simply click under the Job ID column. title. Click the magnifying glass under Job ID and a pop-up window will appear with the various jobs assigned to you.



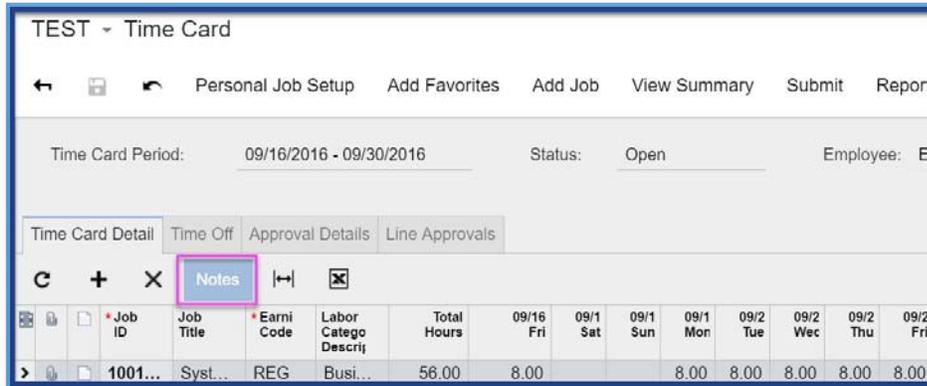
- b. From the Job ID pop-up window, select the applicable Job:



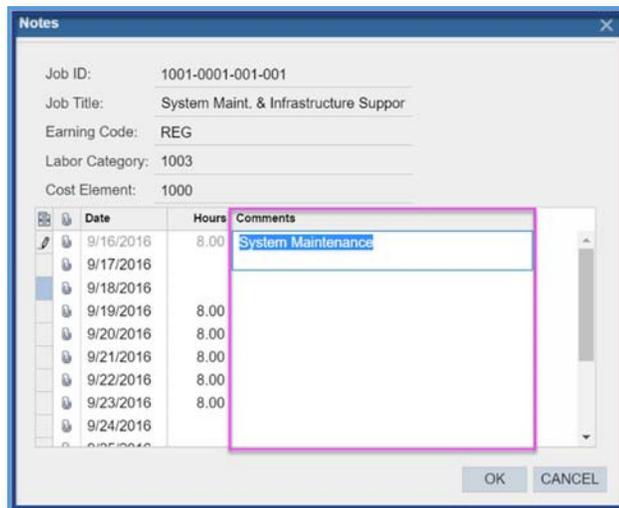
- c. Selecting the Job by double clicking on it. This will automatically fill in the rest of the columns except for hours. For each Job, enter the number hours for each day given. **Note: For hourly employees, you may also be required to select a different earning code if you are working overtime.**



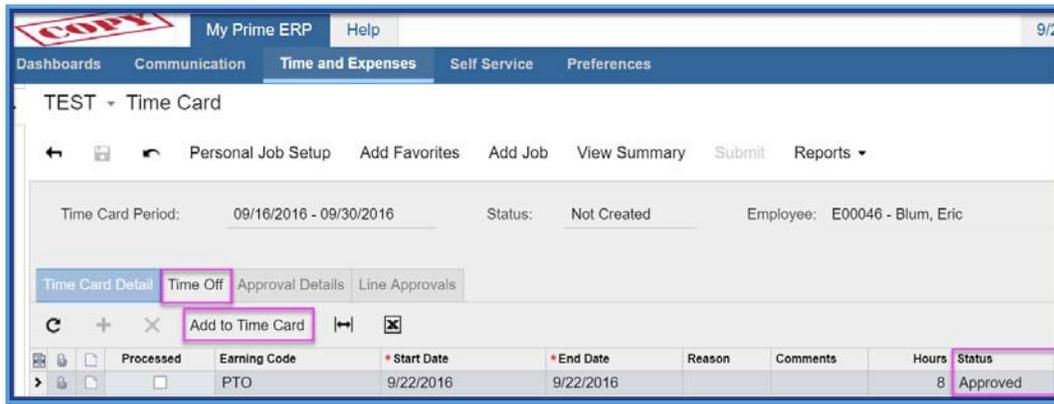
- d. To add another job, go to the next row by clicking on the **+** and pick the proper Job. Enter hours along that row. Click the **Save** icon at the top of the screen when finished. If you need to make a change at this point, simply click in the entry, change it and save again.
- e. To enter note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



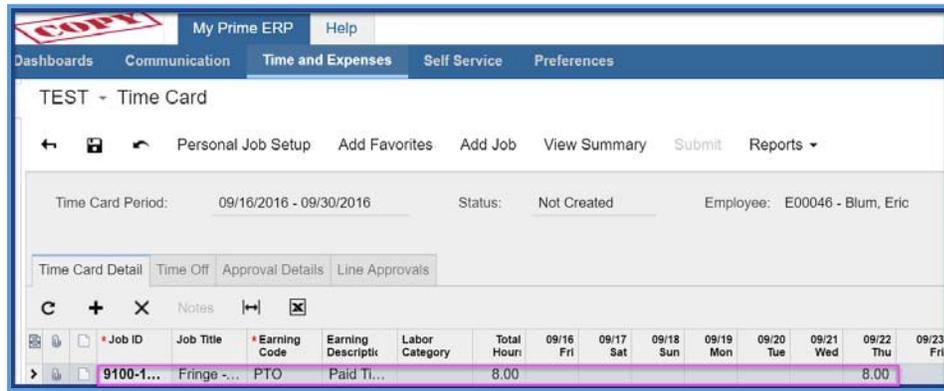
When the pop-up window appears, you may enter text detail for each day time was entered:



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**.

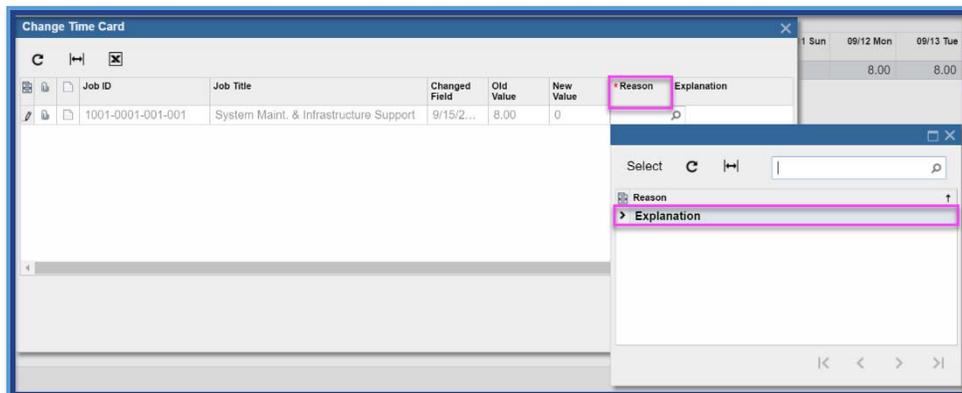


- a. After you click on **Add to Time Card**, the box under *Processed* will be checked. Also, when you go back to the *Time Card Detail* tab, a new row automatically filled with PTO information.

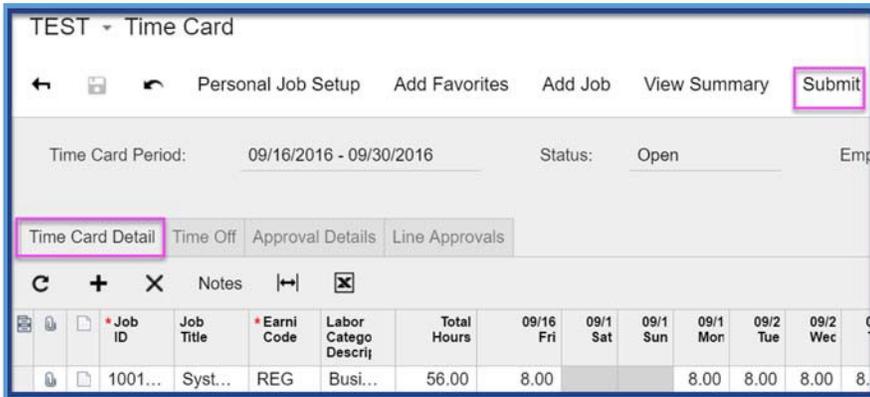


8. Click **Save**.

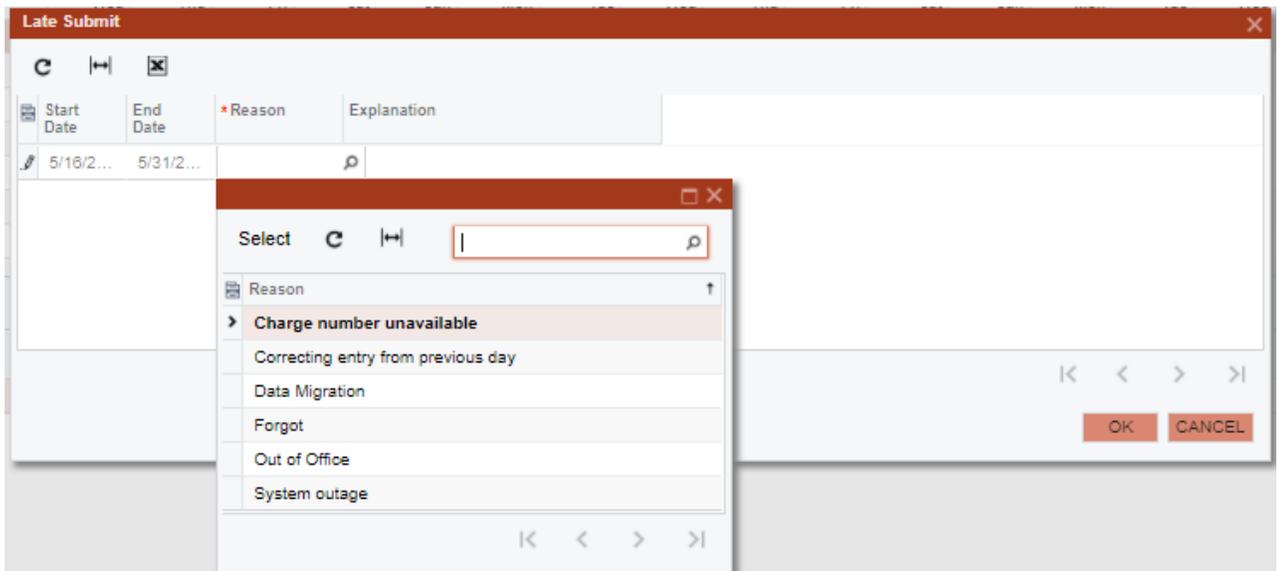
9. If you are entering your time card late or made a change, a pop-up box may appear requesting an explanation. Click on the magnifying glass for second pop-up window with a list of reasons. Select the reason for the late entry or change by double clicking it. Check mark the job(s) that the reason applies.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



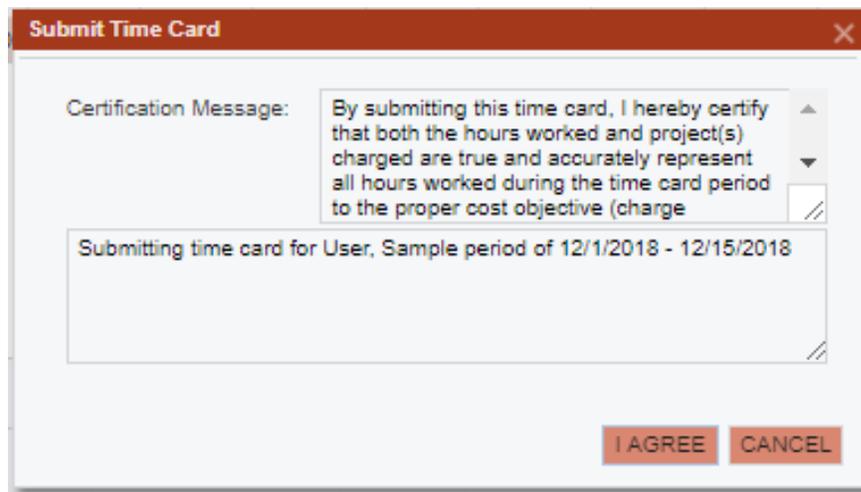
10. At the end of the pay period cycle, please review your timecard to make sure each entry is accurate. Once reviewed, click on the **Submit** button at the top of your timecard.



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

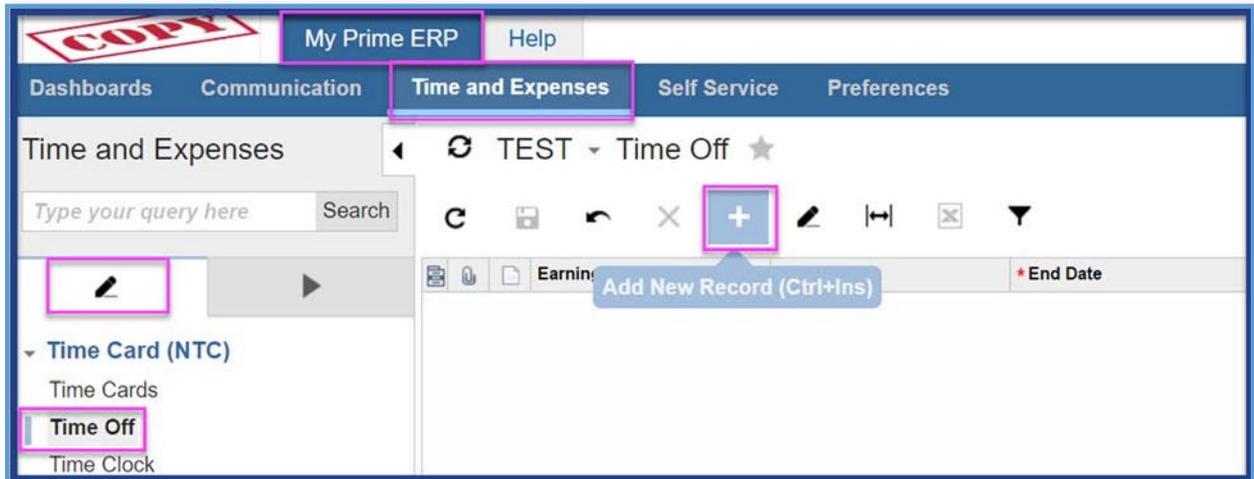


**This completes the timecard entry process.

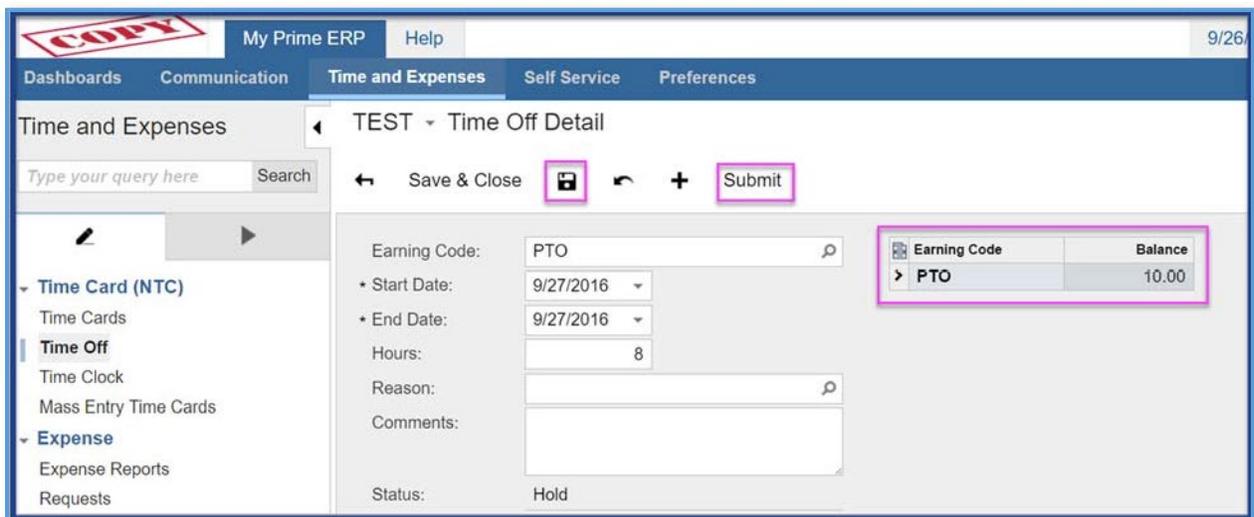
Requesting Paid Time Off

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

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



2. 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.*

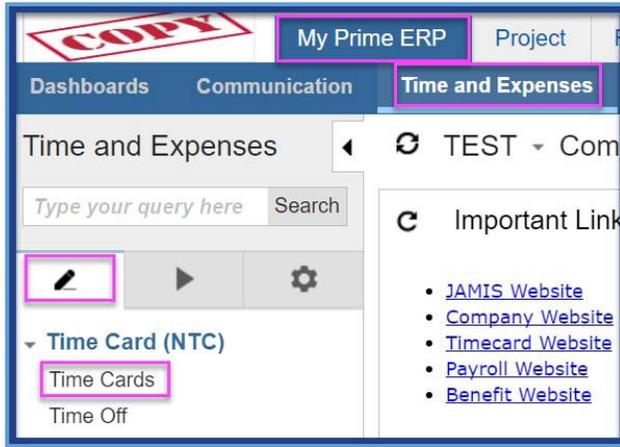


- a. After you click on **Submit** the *Status* will show as “Pending Approval”. When your approver approves your PTO request, this *Status* will change to “Approved”.

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

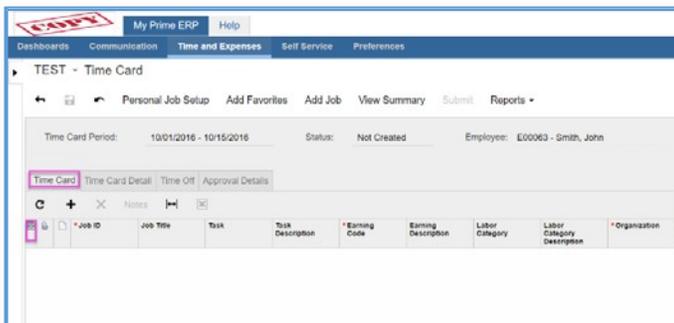
1. Go to **My Prime ERP** → **Time and Expenses** → **Work Area** → **Time Card** → **Time Cards**



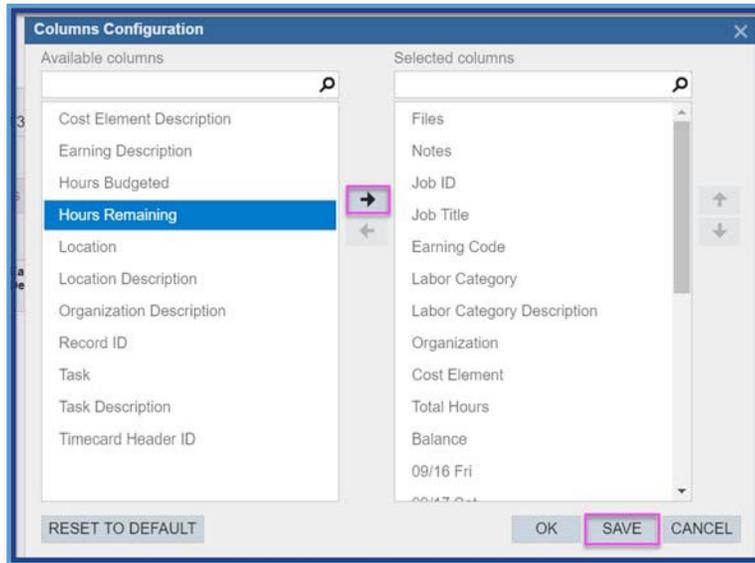
2. Click on the hyperlink for the current time card.

Time Card Period	Start Date	End Date	Expected Hours	Actual Total Hours	Status	Open Time Clock	Open Time Off	Amendec	Processed	Rejected Line Items
10/1/2016	10/1/2016	10/15/2016	80.00	0.00	Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/16/2016	9/16/2016	9/30/2016	88.00	56.00	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/1/2016	9/1/2016	9/15/2016	88.00	88.00	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8/16/2016	8/16/2016	8/31/2016	96.00	0.00	Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8/1/2016	8/1/2016	8/15/2016	88.00	0.00	Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/16/2016	7/16/2016	7/31/2016	80.00	0.00	Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/1/2016	7/1/2016	7/15/2016	88.00	0.00	Not Created	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. 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 *'Time Card'* tab:

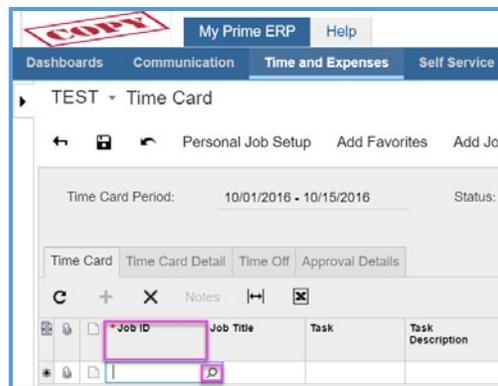


- a. A pop-up window will appear when you click on the Column Configuration icon. The left panel shows the list of columns hidden, while the right panel shows the columns visible in your time card. To hide, highlight the column on the right and use the arrows to move to the left panel. Click on **Save**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

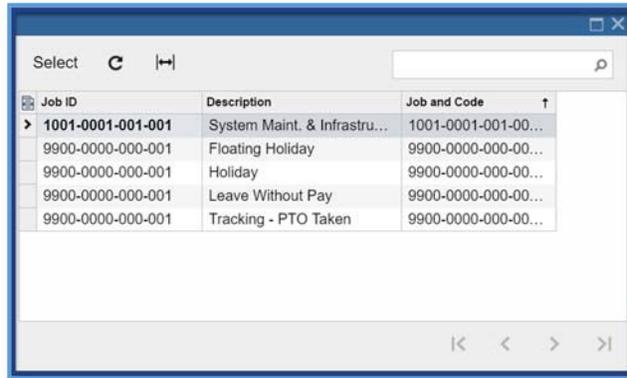


4. Enter Job Numbers and Hours:

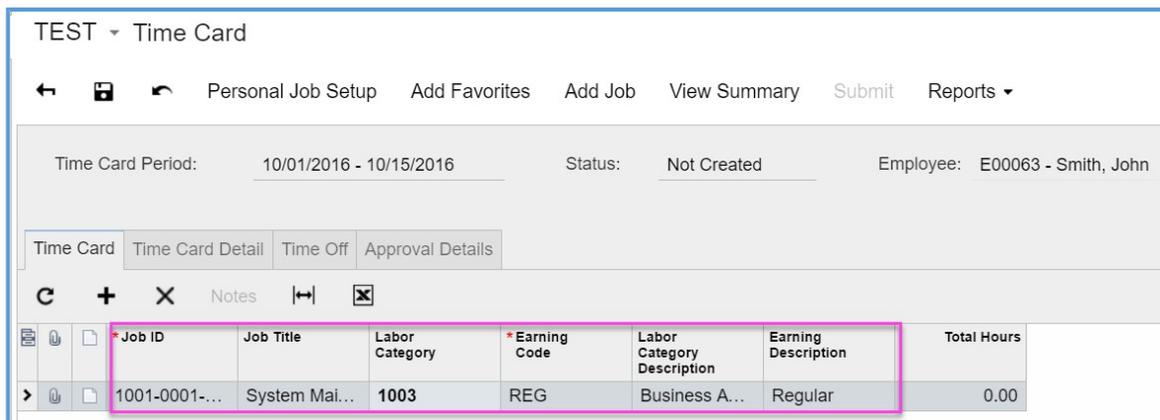
- a. Click the magnifying glass under 'Job ID' and a pop-up window will appear with the various jobs assigned to you.



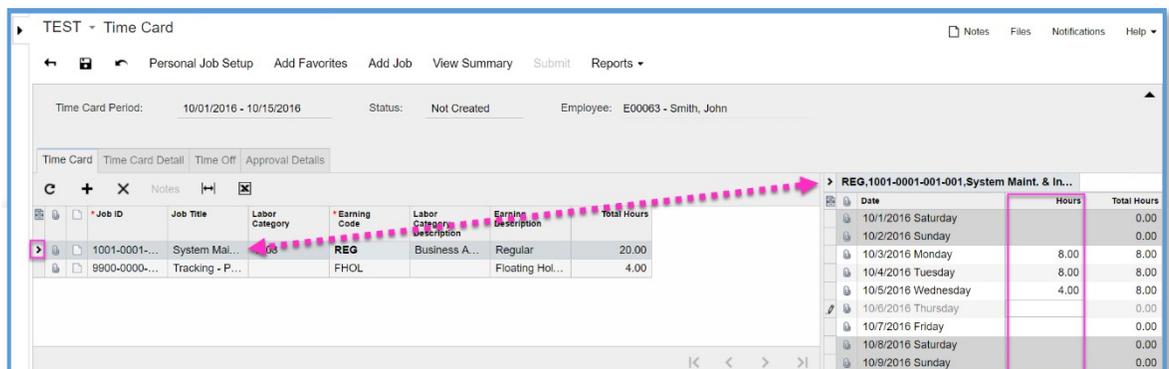
- b. From the 'Job ID' pop-up window, select the applicable Job.



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



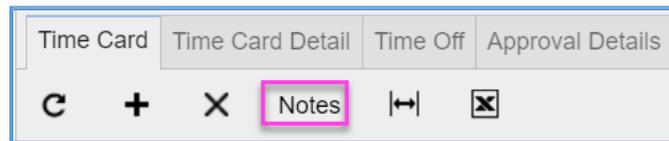
- d. To add another job, go to the next row by clicking on the + and pick the proper Job.
- e. To add hours to a job, select the row with the appropriate job, which will place a carrot next to that row. Then enter the appropriate hours in the window on the right side of the screen in the 'Hours' Column. 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.



*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.

Date	Hours	Total Hours
10/1/2016 Saturday		0.00
10/2/2016 Sunday		0.00
10/3/2016 Monday	8.00	
10/4/2016 Tuesday	8.00	
10/5/2016 Wednesday	4.00	
10/6/2016 Thursday		0.00
10/7/2016 Friday		0.00
10/8/2016 Saturday		0.00
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:

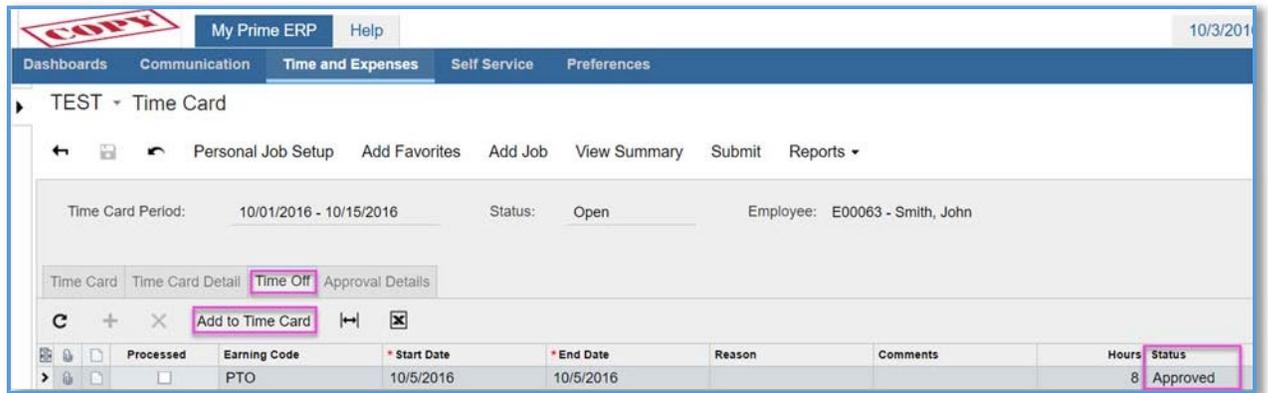
Notes

Job ID: 1001-0001-001-001
 Job Title: System Maint. & Infrastructure Support
 Earning Code: REG
 Labor Category: 1003
 Cost Element: 1000

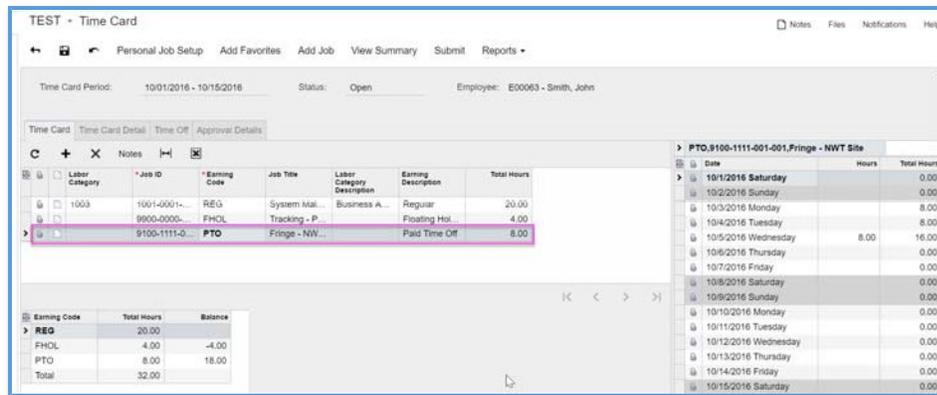
Date	Hours	Comments
10/1/2016		
10/2/2016		
10/3/2016	8.00	System Maintenance
10/4/2016	8.00	System Maintenance
10/5/2016	4.00	System Maintenance
10/6/2016		
10/7/2016		
10/8/2016		
10/9/2016		

OK CANCEL

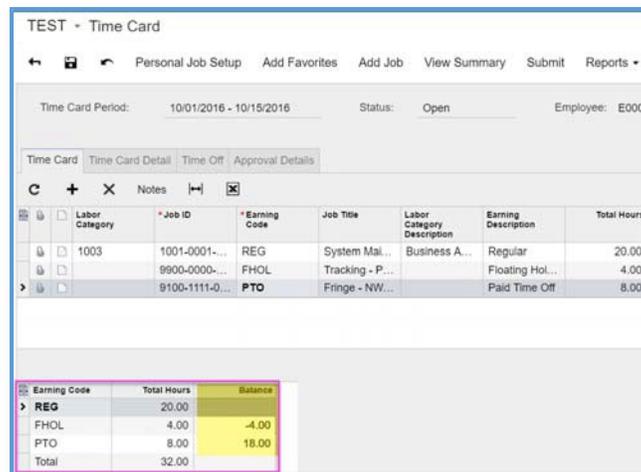
- If you are applying PTO and your PTO Request was approved (See “Requesting Paid Time Off” later), go to the *Time Off* tab in the Time Card. When the *Status* is Approved, click on **Add to Time Card**.



- 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.

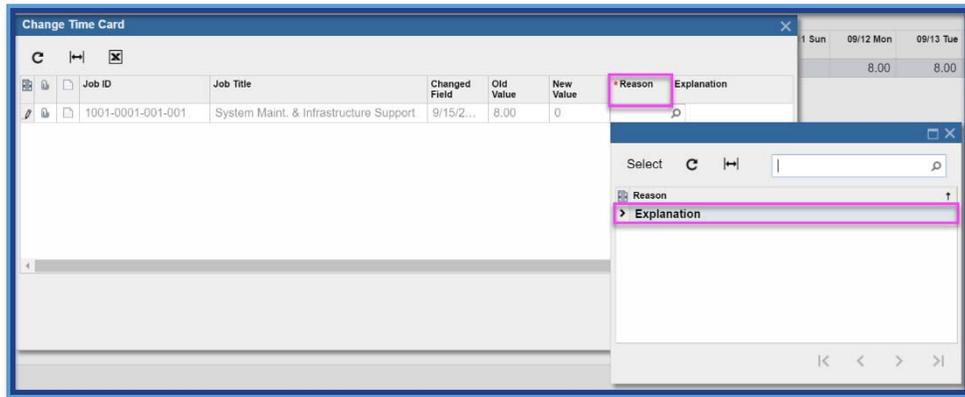


* Note that you can view your accrual balances at the bottom left portion of the screen.

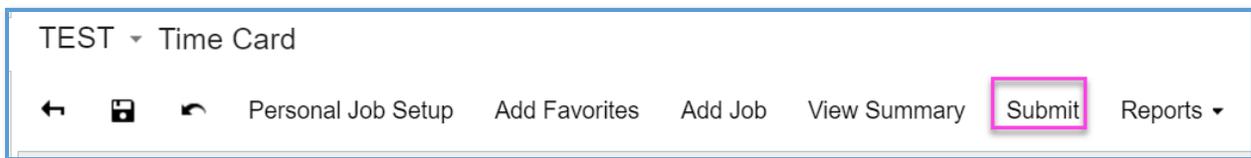


- Click **Save**.

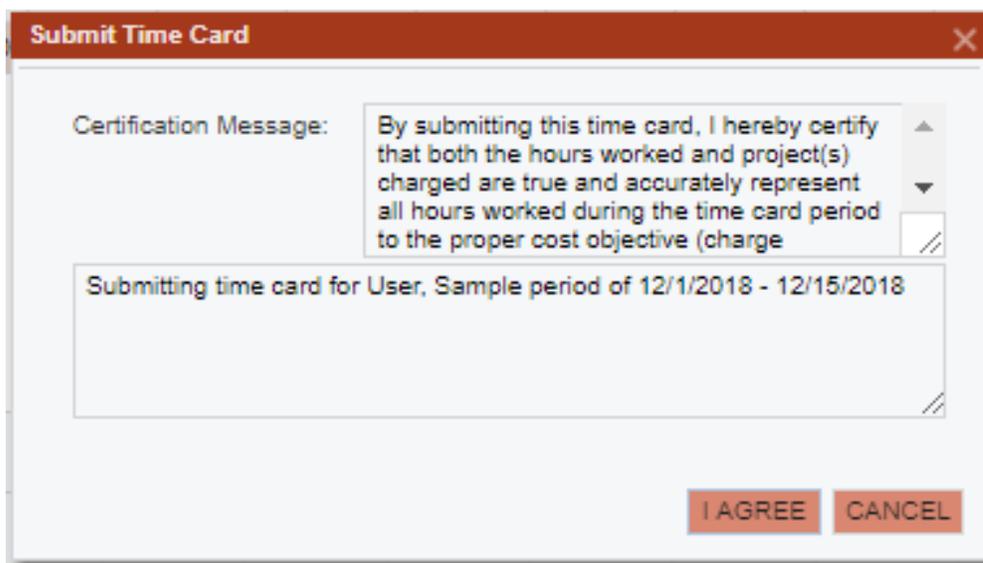
7. If you are entering your time card late or made a change, a pop-up box may appear requesting an explanation. Click on the magnifying glass for second pop-up window with a list of reasons. Select the reason. Check mark the job(s) that the reason applies. Click **Apply**, then click **Ok**.



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



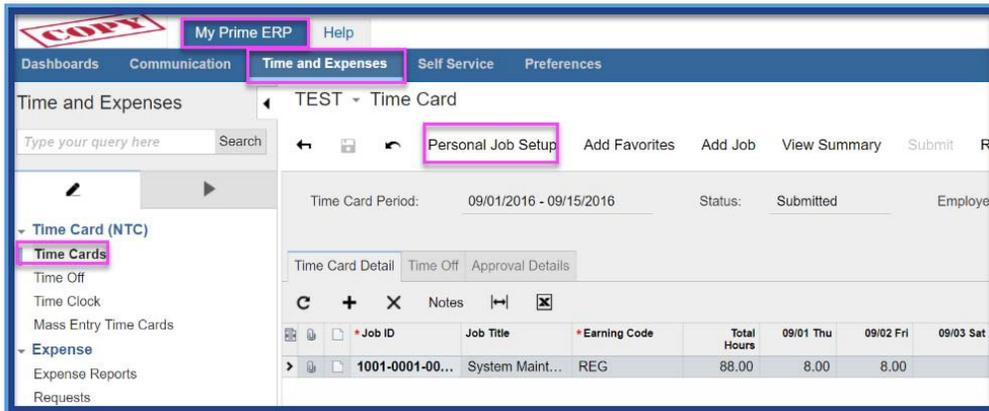
- a. A Certification message pop-up window will appear when you submit your time card. Click Continue to confirm:



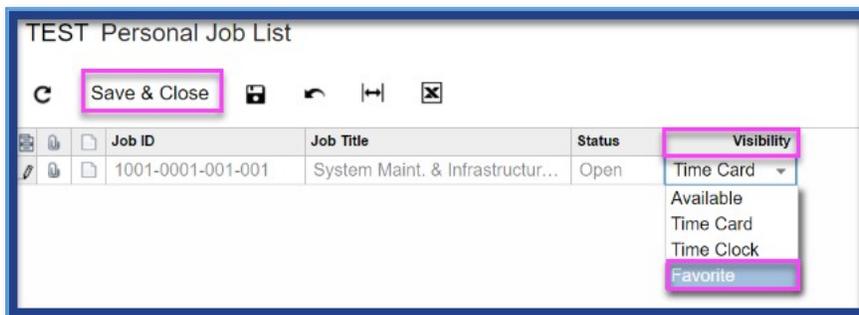
Adding Favorites to Time Card

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

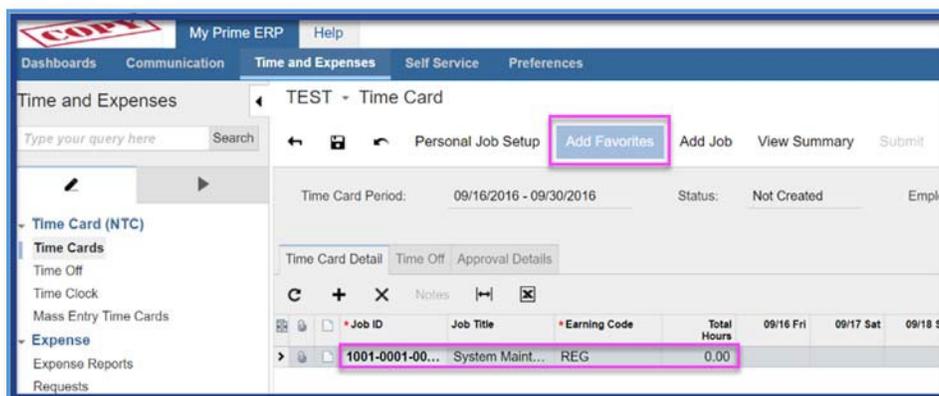
1. Go to **My Prime ERP** → **Time and Expenses** → **Work Area** → **Time Card** → **Time Cards**
2. Click on **Personal Job Setup** at the top of the time card screen.



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.



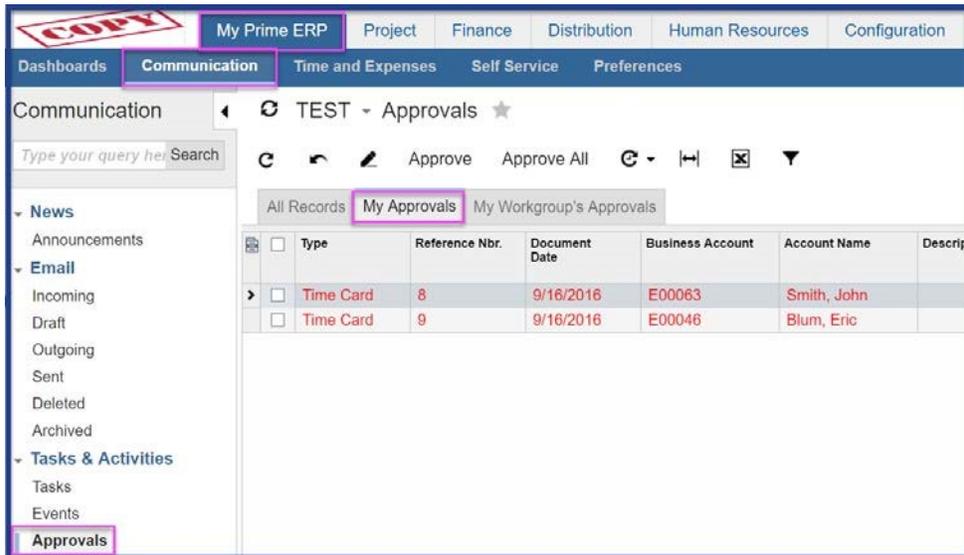
4. To pull the job(s) to your time card, click on **Add Favorites** at the top of the time card screen. While the job(s) will auto-fill, the hours will still need to be entered every pay period.



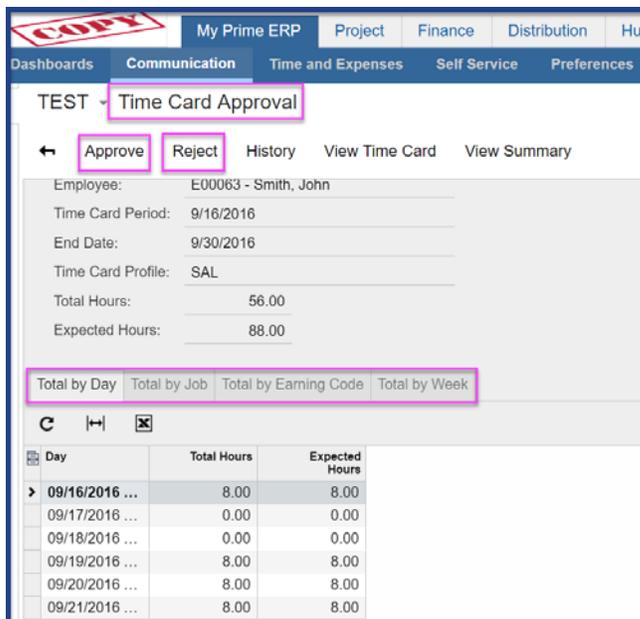
To Approve Timecards (Supervisors and Managers)

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

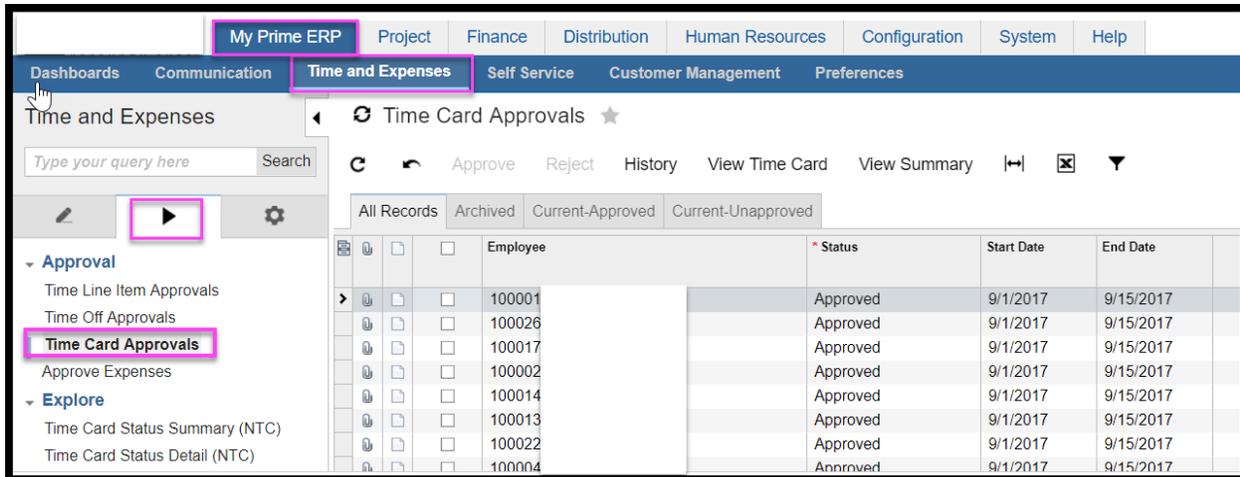
1. Make sure pop-up blockers are disabled in your web browser before logging in.
2. Login to JAMIS.
3. Go to **My Prime ERP**→**Communication**→**Tasks & Activities** →**Approvals** and under the *My Approvals* tab, you will see a list of pending approvals:



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.

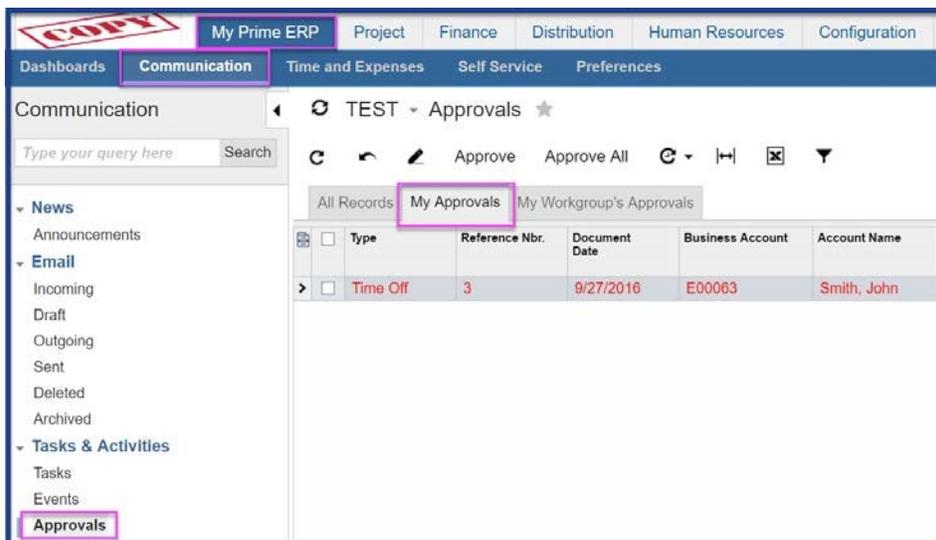


Note: Once you approve or reject the timecard, it will disappear from this view in the Communications tab. If you are the owner of the workgroup, you will be able to see the timecard in My Prime ERP → Time and Expenses → Processes → Approval → Time Card Approvals. View the proper filtered tab depending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



Approving PTO Requests

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



- 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 Approval

← Approve Reject

Employee: 100002 - Monroe, Marilyn

Earning Code: PTO - PTO

Start Date: 9/13/2017

End Date: 9/13/2017

Hours: 8

Reason:

Comments:

Earning Code	Balance
PTO	20.00

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 → Time and Expenses → Processes → Approval → Time Off Approvals.

My Prime ERP Project Finance Distribution Human Resources Configuration System Help

Dashboards Communication **Time and Expenses** Self Service Customer Management Preferences

Time and Expenses Time Off Approvals

Type your query here Search

Approve Reject

Employee	Earning Code	Status	* Sta
----------	--------------	--------	-------

- Approval
 - Time Line Item Approvals
 - Time Off Approvals**
 - Time Card Approvals
 - Approve Expenses
- Explore
 - 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**

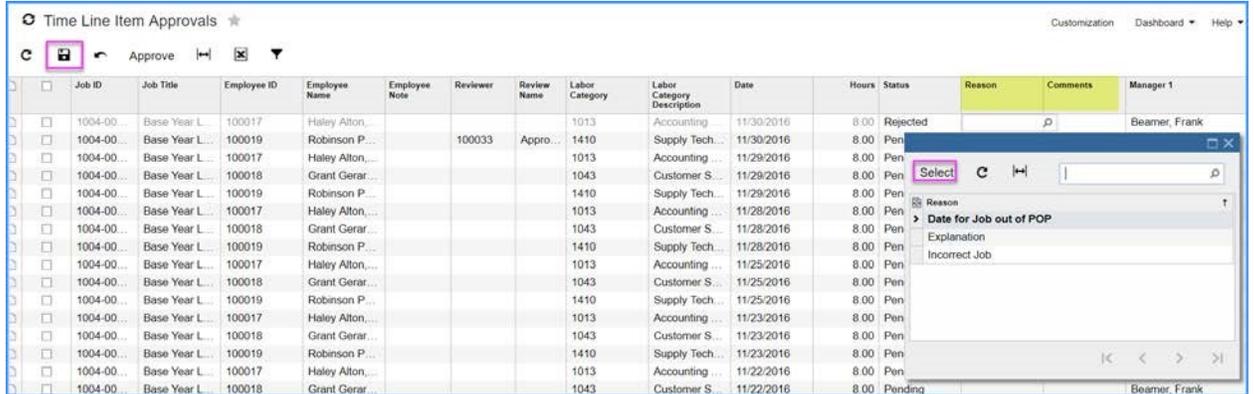
Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/12/2016	8.00	Pending
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/12/2016	8.00	Pending
1004-00	Base Year L...	100017	Haley Alton...				1013	Accounting ...	9/9/2016	8.00	Pending
1004-00	Base Year L...	100018	Grant Gerar...				1043	Customer S...	9/9/2016	8.00	Pending
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/9/2016	8.00	Pending
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/9/2016	8.00	Pending
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
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/8/2016	8.00	Pending
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/8/2016	8.00	Pending
1004-00	Base Year L...	100017	Haley Alton...				1013	Accounting ...	9/7/2016	8.00	Pending
1004-00	Base Year L...	100018	Grant Gerar...				1043	Customer S...	9/7/2016	8.00	Pending
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/7/2016	8.00	Pending
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/7/2016	8.00	Pending
1004-00	Base Year L...	100017	Haley Alton...				1013	Accounting ...	9/6/2016	8.00	Pending
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**.

Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Review Name	Labor Category	Labor Category Description	Date	Hours	Status	Reason
1004-00	Base Year L...	100017	Haley Alton...				1013	Accounting ...	9/9/2016	8.00	Pending	
1004-00	Base Year L...	100018	Grant Gerar...				1043	Customer S...	9/9/2016	8.00	Pending	
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/9/2016	8.00	Approved	
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/8/2016	8.00	Rejected	
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	
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/8/2016	8.00	Pending	
1004-00	Base Year L...	100020	Decker Dea...				1533	Travel Clerk III	9/8/2016	8.00	Pending	
1004-00	Base Year L...	100017	Haley Alton...				1013	Accounting ...	9/7/2016	8.00	Pending	
1004-00	Base Year L...	100018	Grant Gerar...				1043	Customer S...	9/7/2016	8.00	Pending	
1004-00	Base Year L...	100019	Robinson P...				1410	Supply Tech...	9/7/2016	8.00	Pending	

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

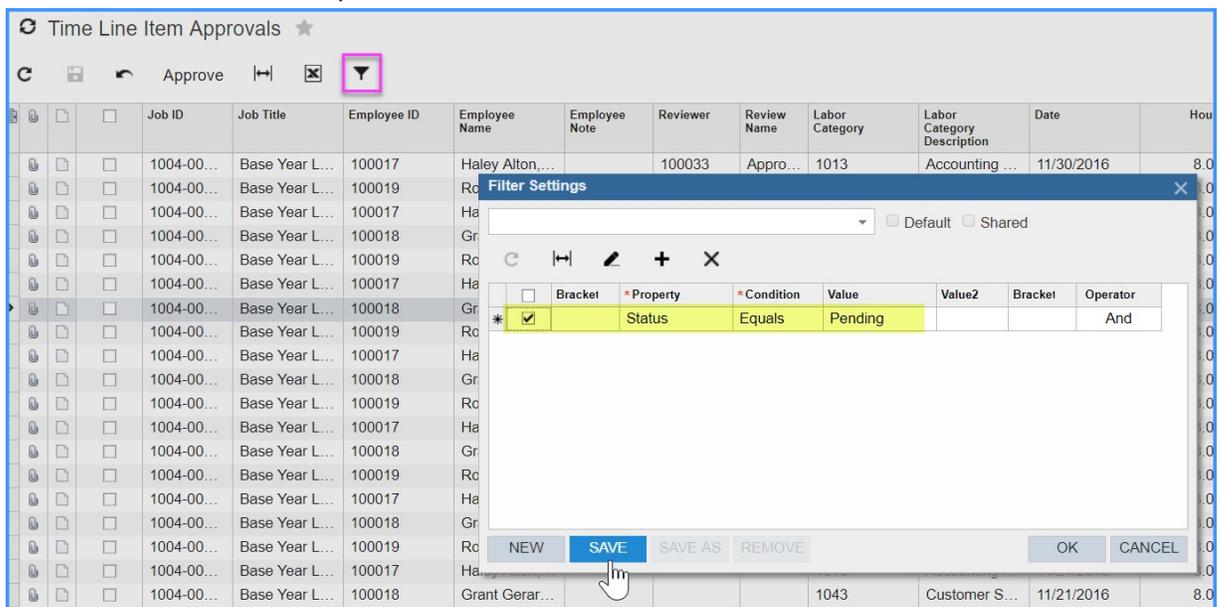
- If rejecting, move to the “Reason” column and select the appropriate reason code. “Comments” may or may not be a required field. Enter if applicable. Click **Save**.



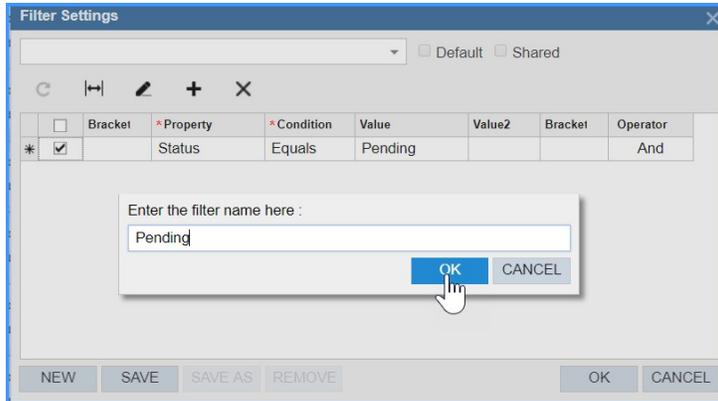
- If desired, you may also “Approve” multiple lines at once by checking the box next to each line you wish to approve, then click on the “Approve” button in the header area. This moves those line items to an “Approved” status.



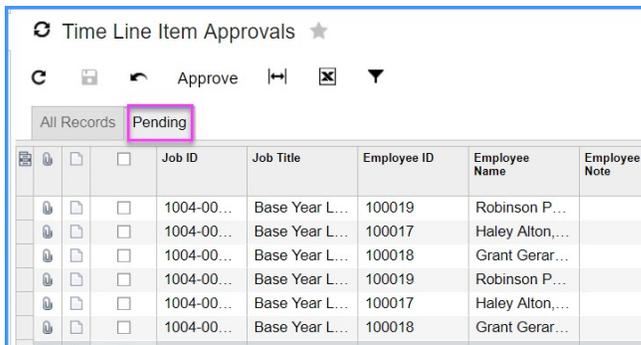
- Filters can be created to view only “Pending” or “Rejected” line items. Click on the funnel icon in the screen header. This opens an additional window where you can populate the conditions for this new filter/tab.



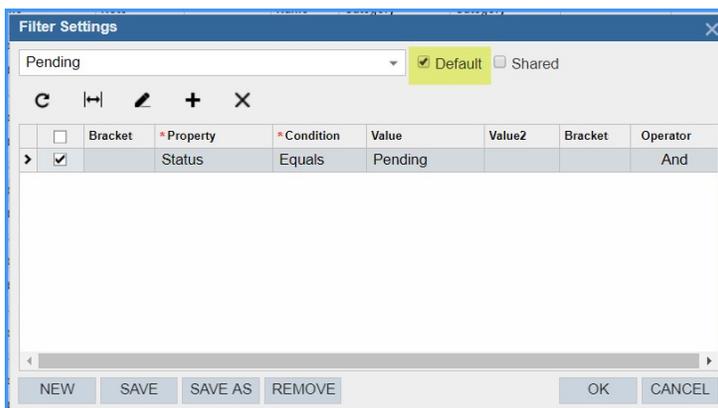
8. Save as a new filter/tab name. In this case, it's "Pending".



9. You now have a new saved view.



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.



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.

Job ID	Job Title	Employee ID	Employee Name	Employee Note	Reviewer	Reviewer Name	Date	Hours	Status	Reason
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/11/2017	8.00	Pending	
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/8/2017	8.00	Pending	
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/7/2017	8.00	Pending	
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/6/2017	8.00	Pending	
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/5/2017	8.00	Pending	
9100-1120-001-001	Fringe Oper...	100002	Monroe, Ma...				9/4/2017	8.00	Pending	
1001-0001-001-001	Research St...	100002	Monroe, Ma...				9/1/2017	8.00	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.

Employee	Status	Start Date	End Date	Expected Hours	Total Hours	Open Time Off	Amen	Processed	Schedule Code Description	Rejected Line Items	Warning
100002-Monroe, Marilyn	Submitted	9/1/2017	9/15/2017	88.00	56.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100004-Bearner, Frank	Submitted	9/1/2017	9/15/2017	88.00	16.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
200002-Nicuser, Murray	Submitted	9/16/2017	9/30/2017	80.00	48.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Download the App on your Phone

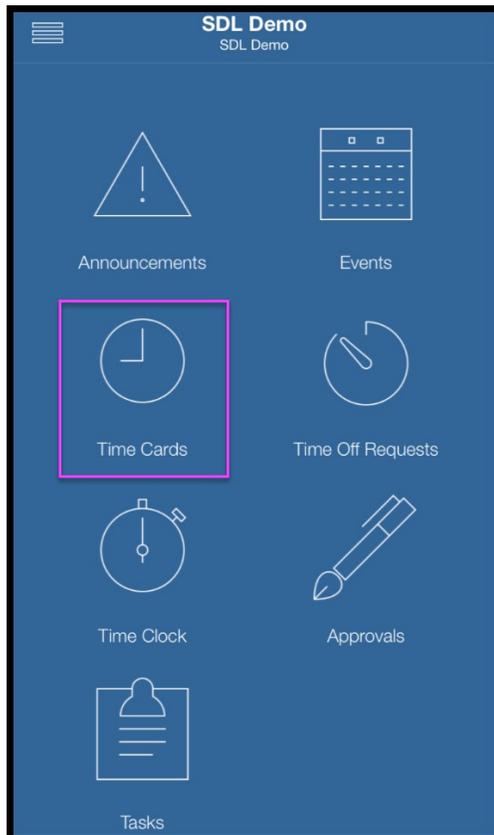
1. Go to the App Store or Google Play on your Phone.
2. Search for 'JAMIS Prime ERP'.
3. Download

Login to the App

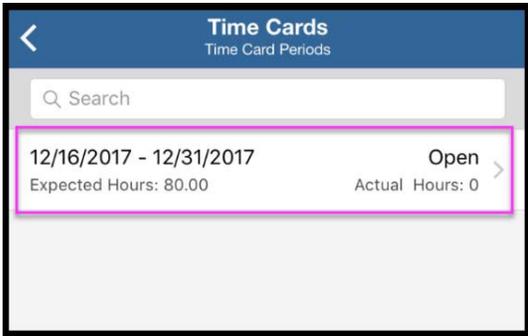
1. In the Address field enter your URL.
 - a. <https://ddc.jamisprime.com>
2. In the Login field enter your username.
 - a. JSmith
3. In the Password field enter your password.
4. Click Sign In.

Using Time Card

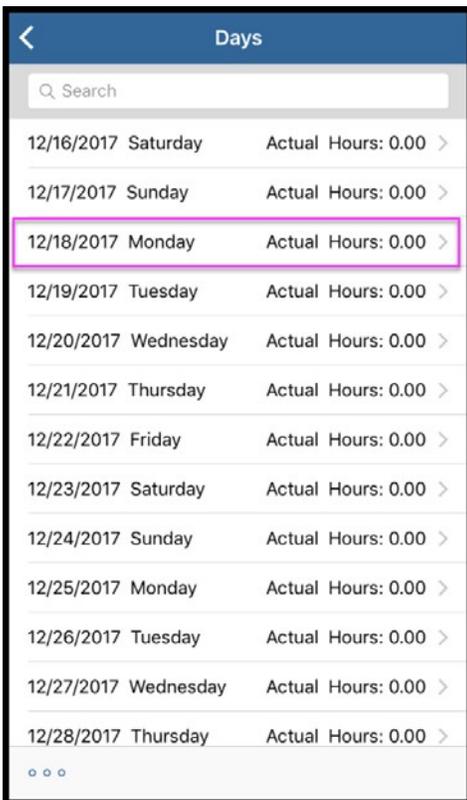
1. Once logged in, click on Time Card.



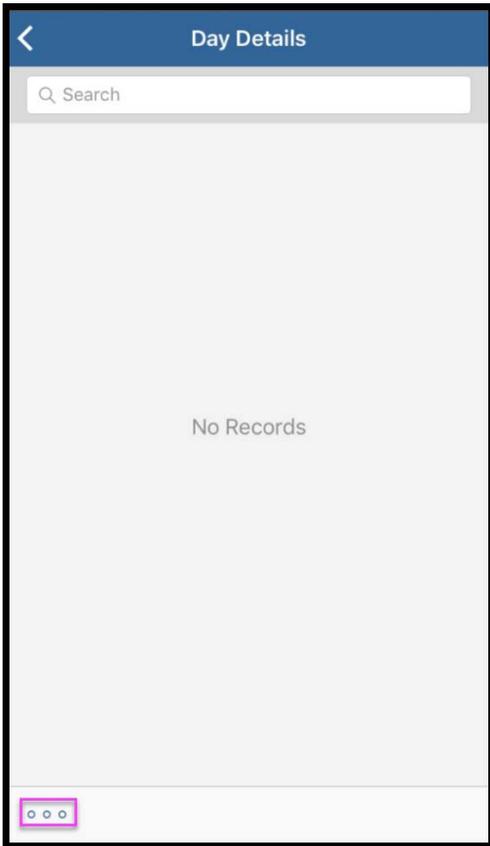
2. The available time card period will appear. Click on the proper time card period.



3. Select the proper day to enter time against.



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.

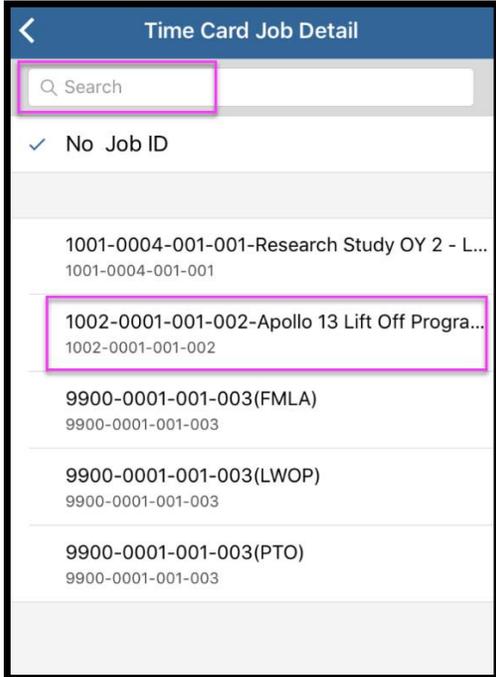


Enter Time Worked

5. 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.



7. Enter the remaining information

- a. Hours

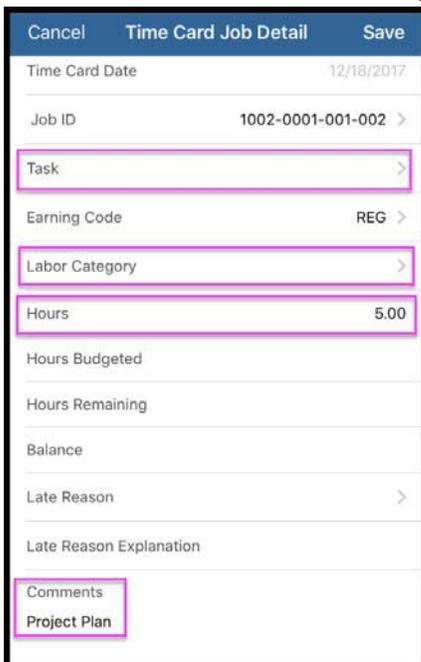
*Note: if you are entering hours less than 1 then you must put a zero before the decimal (example, 0.50).

- b. Task, if needed.

- c. LCAT, if needed.

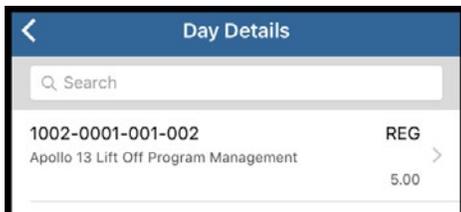
- d. Comments, if needed.

- 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.

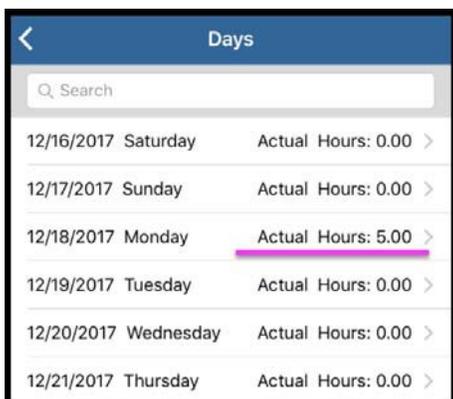


8. Click the Save icon or the check mark to **Save** at the top right of the screen.

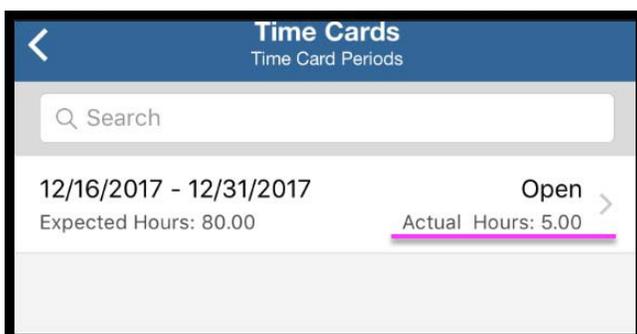
9. Now you will see the list of items entered for that day.



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.



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 Card Job Detail Save

Time Card Date 12/19/2017

Job ID 9900-0001-001-003 >

Task >

Earning Code PTO >

Labor Category >

Hours 8.00

Hours Budgeted

Hours Remaining

Balance <-----> 57.00

Late Reason >

Late Reason Explanation

Comments

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

Cancel Time Card Job Detail Save

Time Card Date 12/19/2017

Job ID >

Task >

Earning Code PTO >

Labor Category >

Hours

Hours Budgeted

< > Done

HOL

LWOP

REG

PTO

JURY

FMLA

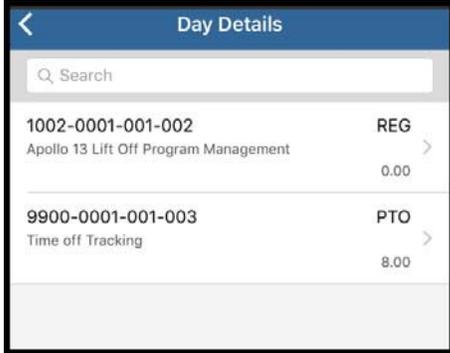
FVCL

14. Enter time off hours.

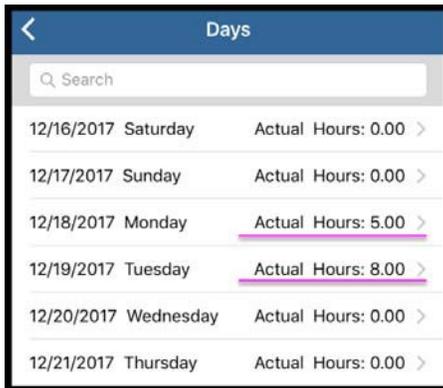
a. Note: you can see your time off balance now.

15. Click the Save icon or the check mark to **Save** at the top right of the screen.

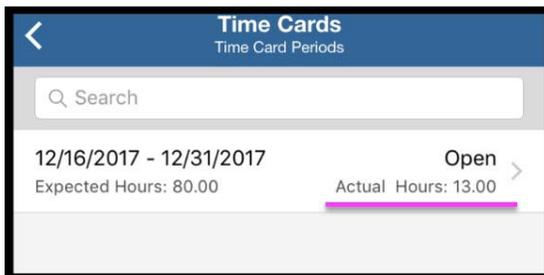
16. Now you will see the list of items entered for that day.



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.



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

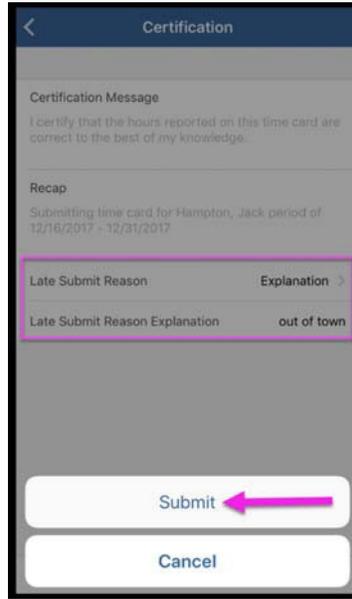
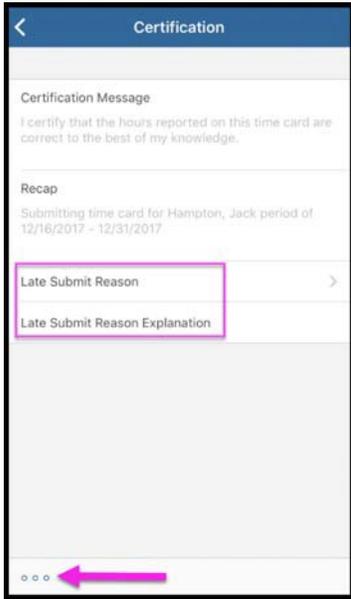
19. At the end of the Time Card period, to submit your time card, open the Days screen and click the three dots at the top right side of the screen or at the bottom left side of the screen.



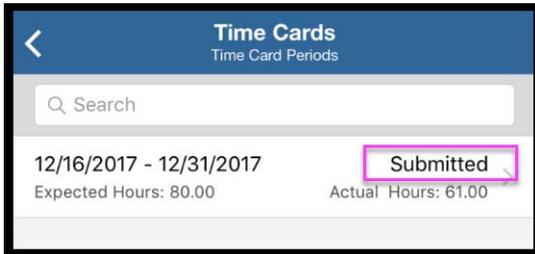
20. Click **Submit**.



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.



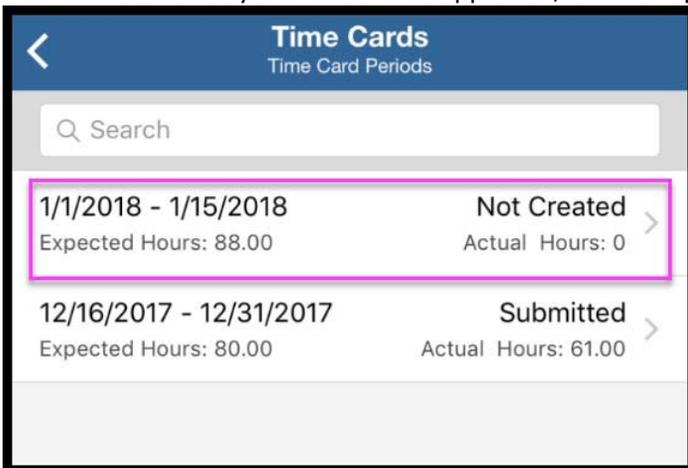
22. If you back out to the Time Card Period screen, you can see the status is now Submitted.



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