

Getting Started Guide for Entering Time

Entering time in Virtual Time+Expense is straight-forward and efficient. Here are the details for:

- Entering a Timecard
- Running Reports
- Changing your password

ENTERING A TIMECARD

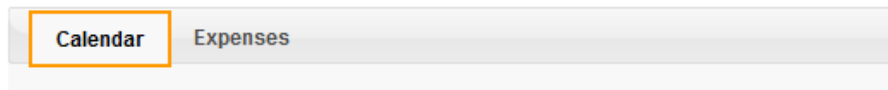
1. **Login** to Virtual Time+Expense using the login instructions and password provided by your administrator

COMPANY – Name assigned by MISource Human Resources

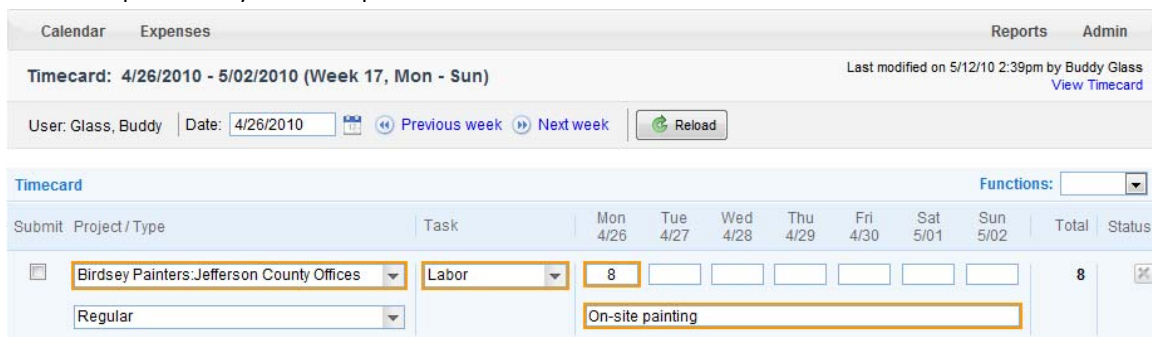
USER NAME – your personal e-mail address used for your application for employment

PASSWORD – everything before the@ in your e-mail address; for example, the password for Johnsmith123@yahoo.com would be Johnsmith123.

2. Click **Calendar** in the Navigation Bar to see a month-at-a-glance view of your time

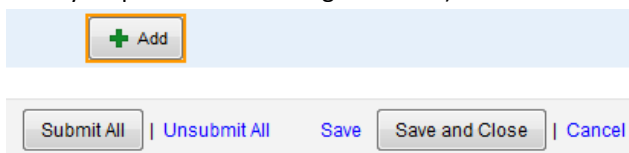


3. Click on the day or the calendar grid to select a day to enter time towards – this will take you to the timecard entry and edit screen
4. Select a project from the drop-down menu and enter your hours worked
 - a. If your company has enabled tasks, select the **Task** performed
 - b. Add a description in the memo field, if applicable
 - c. Expenses may also be reported in the memo line



Submit	Project / Type	Task	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/01	Sun 5/02	Total	Status
<input type="checkbox"/>	Birdsey Painters:Jefferson County Offices	Labor	8							8	
	Regular		On-site painting								

5. Add Rows and repeat as necessary (often used where you are required to report overtime, double time, or holidays separate from the regular hours)



6. **Save or Submit** your time

- Click **Submit All Time** to submit the time to your manager for approval (time cards must be submitted no later than 10:00 am each Monday)
- Click **Save** to save your entries and remain on the time entry screen
- Click **Save and Close** to save your entries and return to the calendar view

Timecard Functions:

Submit	Project / Type	Task	Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/01	Sun 5/02	Total	Status
<input checked="" type="checkbox"/>	Birdsey Painters:Jefferson County Offices	Labor	8							8	
	Regular	On-site painting									
<input checked="" type="checkbox"/>	Birdsey Painters:Jefferson County Offices	Labor	2							2	
	Overtime	Stayed late to finish project									
Total:										10	

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

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- Use the **Unsubmit All** feature to continue making changes to a timecard. Once time that has been approved by a manager it can no longer be 'unsubmitted'

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- After saving or submitting, there will be a notice informing you of your action at the top of the calendar screen. Additionally, the status of each timecard will be shown in the rightmost **Status** column of the calendar (unapproved, rejected, or approved)

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Unsubmitted: 1 timecard, 10 hours

May 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Status
26	27	28	29	30	1	2	Week 18
(10)	-	-	-	-	-	-	Edit Total: 10 Approved: 0% Unsubmitted: 100%

RUNNING REPORTS

- Click **Reports** in the Navigation Bar

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- Select the type of report, specify the date range and details, and click Run

Reports
Time Reports
▶ [Time by Employee](#)
Expense Reports
▶ [Expenses by Employee](#)
Accounting Reports
▶ [Payables by Employee](#)

Report Details: Time by Employee
Date Start: 05/01/2010
Date Stop: 05/14/2010 Force Complete Weeks
User: Glass, Buddy
Employee Type: n/a
Time Type:
 Include Unapproved

 Include Details
 Include Zero Hours
 Summary Only

CHANGING YOUR PASSWORD

1. Click **Admin** in the Navigation Bar

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Reports **Admin**

2. Click **Change Password**.

To Be Approved Company

My Info