

## A Getting Started Guide

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The following guide should provide you with all the information you need to successfully get started using eTimesheets.com. If you have any questions while getting acquainted with our online time management system please contact your administrator or email us at [support@eTimesheets.com](mailto:support@eTimesheets.com). There are also online Videos to help guide you through this process on our website at <http://www.eTimesheets.com>.

### Finding eTimesheets.com

Using Microsoft's Internet Explorer enter the following URL for the eTimesheets system into the address bar: <http://home.eTimesheets.com> and press **ENTER** on your keyboard.

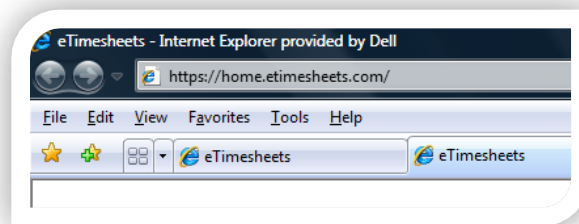


Figure 1 - eTimesheets.com URL

### Logging In

You should now see the eTimesheets.com welcome page. If you do not please go back one step and check the spelling of the address you entered in Internet Explorer. (See Figure 2)

The Company Number, User ID and Password will be provided to you by your administrator. You will need these items to proceed. Once you have the required account information enter the items on the welcome page and you will automatically taken to your default time sheet.



Figure 2 - eTimesheets welcome screen

## Viewing Your Timesheet

If your login information was correct you should see a screen with a time sheet that looks like the image in figure 3 below:

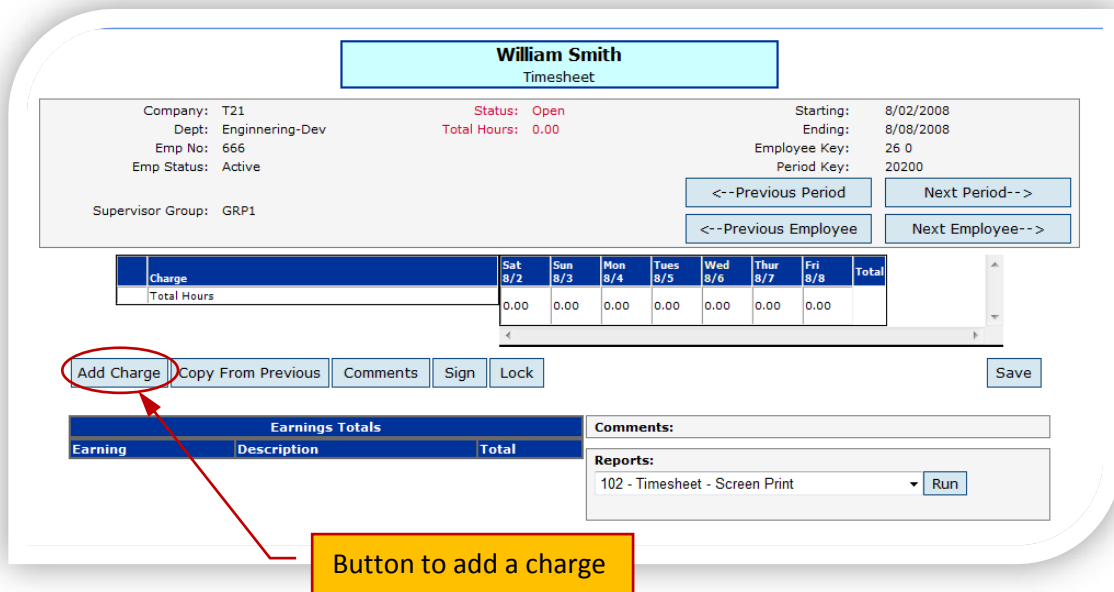


Figure 3 - Empty Timesheet

You can see that you have an empty timesheet without any charges defined for the week. The next step will be to add a charge.

## Adding a Charge

You can add a charge to your timesheet by selecting the button **“Add Charge”** on the lower left side of the screen (See Figure 3). Depending on how your system has been configured you should see a Charge Selection screen displaying the charges that are currently available to you. In the example screen capture below you will see that the employee has seven charges available to choose from. If you do not have any charges available to you please contact your eTimesheets administrator. Select the **“Add”** button to add a charge to your timesheet. Continue this process to add the charges you are currently using.

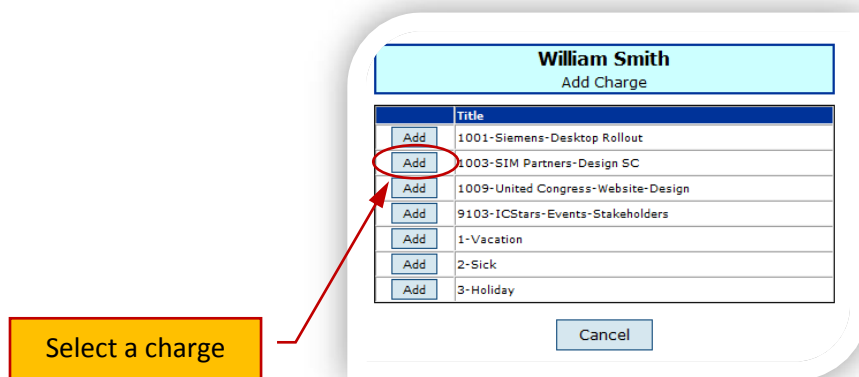


Figure 4 - Add Charge Dialog Selection Screen

After adding a charge your timesheet should look like this:

**William Smith**  
Timesheet

Company: T21      Status: Open      Starting: 8/02/2008  
 Dept: Engineering-Dev      Total Hours: 0.00      Ending: 8/08/2008  
 Emp No: 666      Employee Key: 26 0  
 Emp Status: Active      Period Key: 20200

Supervisor Group: GRP1

<<-Previous Period      Next Period-->  
 <<-Previous Employee      Next Employee-->

Charge	Sat 8/2	Sun 8/3	Mon 8/4	Tues 8/5	Wed 8/6	Thur 8/7	Fri 8/8	Total
Del 1001-Siemens-Desktop Rollout								0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Add Charge   Copy From Previous   Comments   Sign   Lock      Save

Earnings Totals		
Earning	Description	Total

Comments:

Reports:  
 102 - Timesheet - Screen Print      Run

The new charge has been added

Figure 5 - Timesheet with one charge added

## Adding Hours to a Charge

Now that you have a charge added to your timesheet you can enter the number of hours worked against that charge on the appropriate day the work was performed. It's typically a good practice to record the hours you worked, against the specific charge that is appropriate, at the end of each business day. This way you won't have to try and remember all the work you performed for the week on a Friday afternoon. Ultimately this will be dictated by your company time keeping policy.

The current day of the week will be highlighted in yellow. Simply enter the number of hours worked and select the **"Save"** button. Remember, eTimesheets is a web-based application, so you must always perform an action on the data entered before leaving a page or the data will not be recorded.

Timesheet saved.

**William Smith**  
 Timesheet

Company: T21  
 Dept: Enginnering-Dev  
 Emp No: 666  
 Emp Status: Active  
 Supervisor Group: GRP1

Status: Open  
 Total Hours: 8.00

Starting: 8/02/2008  
 Ending: 8/08/2008  
 Employee Key: 26 0  
 Period Key: 20200

<--Previous Period
Next Period-->

<--Previous Employee
Next Employee-->

Charge	Sat 8/2	Sun 8/3	Mon 8/4	Tues 8/5	Wed 8/6	Thur 8/7	Fri 8/8	Total
<span style="border: 1px solid #ADD8E6; padding: 1px;">Del</span> 1001-Siemens-Desktop Rollout					8.00			8.00
Total Hours	0.00	0.00	0.00	0.00	8.00	0.00	0.00	

Add Charge
Copy From Previous
Comments
Sign
Lock
Save

Earnings Totals		
Earning	Description	Total
REG	Regular Billing	8.00

**Comments:**

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**Reports:**

102 - Timesheet - Screen Print Run

1.) Enter your hours

2.) Make sure you save

Figure 6 - Timesheet with hours added to a charge

## Signing your Timesheet

After working through a complete pay period, which is defined by your company, you will need to sign and submit your timesheet. The following screen capture shows a timesheet that is completely filled in for the week assuming the company is using a weekly schedule.

Timesheet saved.

**William Smith**  
 Timesheet

Company: T21  
 Dept: Engineering-Dev  
 Emp No: 666  
 Emp Status: Active

Supervisor Group: GRP1

Status: Open  
 Total Hours: 40.00

Starting: 8/02/2008  
 Ending: 8/08/2008  
 Employee Key: 26 0  
 Period Key: 20200

1.) Check your total

Charge	Sat 8/2	Sun 8/3	Mon 8/4	Tues 8/5	Wed 8/6	Thur 8/7	Fri 8/8	Total
<input type="button" value="Del"/> 1001-Siemens-Desktop Rollout					8.00	8.00	8.00	24.00
<input type="button" value="Del"/> 1003-SIM Partners-Design SC								0.00
<input type="button" value="Del"/> 1-Vacation				8.00				8.00
<input type="button" value="Del"/> 2-Sick			8.00					8.00
<b>Total Hours</b>	0.00	0.00	8.00	8.00	8.00	8.00	8.00	

2.) Save

Earnings Totals		
Earning	Description	Total
REG	Regular Billing	24.00
SIC	Sick Time	8.00
VAC	Vacation	8.00

Comments:

Reports:  
 102 - Timesheet - Screen Print

3.) Sign here

Figure 7 – A Timesheet filled in ready for signature

Before signing your timesheet check to see you have the correct number of hours entered and that they add up the proper amount, typically 40 hours. You can also review the Earnings Summary table in the lower left hand side of the screen to see a list of the types of charges (earnings codes) being used on your timesheet.

Earnings Totals		
Earning	Description	Total
REG	Regular Billing	24.00
SIC	Sick Time	8.00
VAC	Vacation	8.00

Figure 8 - Earnings Summary Table

To sign your timesheet you need to select the **“Sign”** button located in the lower-middle portion of the screen. eTimesheets is typically setup to automatically lock your timesheet once it is signed and submitted. If you need to make a change to your timesheet after it has been signed you will need to contact your supervisor or the eTimesheets administrator.

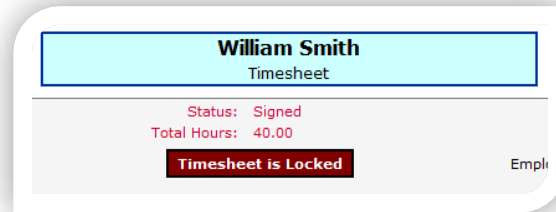


Figure 9 - the message showing the timesheet is locked

## A Trick Moving Forward

When you sign into eTimesheets the following week you will be presented with another empty timesheet. A time-saving trick is to select the **“Copy from Previous”** button which will automatically copy all the charges that were used the previous week into the new timesheet. This assumes you are using all the same charges as the previous week. If there are charges you are not going to be using this week simply delete the unnecessary charges. Repeat the entire process described above for the current timesheet.

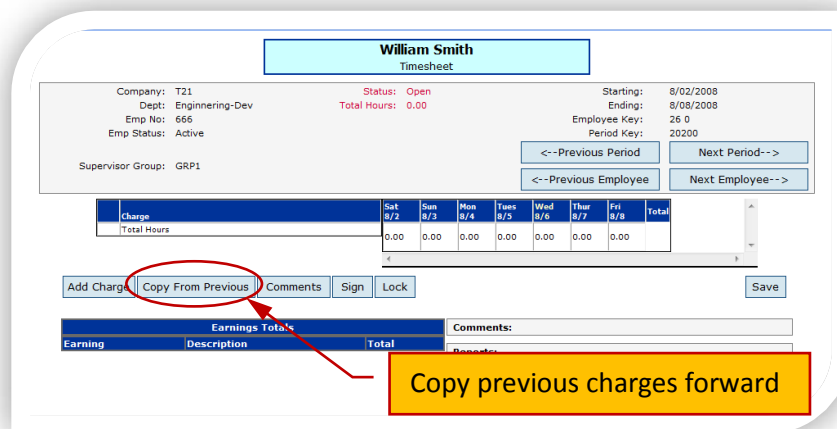


Figure 10 - Copy previous charges forward

## Summary

You should now have the skills necessary to use eTimesheets.com. If you have any questions on the configuration of eTimesheets please contact your eTimesheets administrator. If you have any questions on the operation of eTimesheets don't hesitate to send an email to [support@eTimesheets.com](mailto:support@eTimesheets.com).

Thank you for using eTimesheets.com!

## Corporate Info

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Lansdowne, VA 20176

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Server: <http://home.eTimesheets.com>  
Email: [info@eTimesheets.com](mailto:info@eTimesheets.com)