

Entering Time & Expenses in the System One Timecard Application

1. Open your browser and go to link for <https://timecard.systemoneservices.com>.
2. **Username:** Enter your username.
3. **Password:** Enter your password.
4. Click **Login Now**.

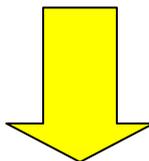
How To Enter Time

1. From the Home page, click the **Create A Timesheet** link. This will open the Time/Expense form.
2. **Week Ending Date:** click on the drop down list to select the appropriate week ending date.
3. **Click the Add New button** located on the right side of the Time Log Details section of the timesheet. A data entry section will be displayed below the Time Log Details. Required fields have a red asterisk.
4. **Reporting Unit:** this field should be pre-populated with your current Reporting Unit. If you think that this information is wrong, please contact your practice group administrator (PGA).
5. **Project:** click on the magnifying glass/search icon to locate and select the project that you need to submit time for. **Click Ok**.
6. **Task:** after selecting your project, click on the magnifying glass/search icon to locate and select the appropriate Task for the time you are entering in that row. (ex: Reg. Hours, OT-Hours, etc). **Click Ok**.
7. **Hours Type:** this field is populated automatically when you select the task.

***If you work on different projects, task/hour types, or at different work locations, you must create additional rows. Ex: enter Reg Hours on first row, click Add New button to add another row, enter OT-Hours on second row.**

8. **Days of the Week:** every day of the week is available to enter time and has both an Hours and Minutes drop down list. Select the appropriate number of hours and minutes that you worked for each day. Ex: Mick worked 8 ½ hours on Monday. Below Monday, listed as “Mon”, Mick would select 8 from the first drop down list (Hours) and 30 from the second drop down list (Minutes).
9. Continue entering the appropriate time worked for the week.
10. **Work Location:** verify that the displayed zip code is correct or enter the correct zip code for the location where you are currently working.
11. **Comments:** enter comment(s) that may be needed for the row. ***optional***
12. **Click Save** once you are done entering all of the time information for that row. The data entry section will disappear and the data you entered is now shown in the Time Log Details section.
13. **Repeat step 3-12 if additional time needs to be entered for that week ending date.**
14. **Submit for Approval:** if only time is being entered on the timesheet and you have verified that all of the data has been entered and is correct, submit the timesheet for approval.

If expenses need to be entered, continue on to Expenses.



How to Enter Expenses

1. **Click the Add New button** located on the right side of the Expense Log Details section of the timesheet. A data entry section is now displayed above the Expense Log section. Required fields have a red asterisk.
2. **Reporting Unit:** this field should be pre-populated with your current Reporting Unit. If you think that this information is wrong, please contact your PGA.
3. **Project:** click on the magnifying glass/search icon to locate and select the project that you need to submit expenses for. **Click Ok.**
4. **Task:** click on the magnifying glass/search icon to locate and select the appropriate Task for the expense you are submitting. **Click Ok.**
5. **Work Location:** verify that the displayed zip code is correct or enter the correct zip code for the location where you are currently working.
6. **Date:** select the appropriate date for the expense that you are currently submitting. (Dates are the days of the week that make up the week ending date you selected).
7. **Expense Type:** click on the drop down list to select the appropriate Expense Type that you need to submit expenses for.

See Expense listings below for assistance in entering expenses.

8. **Units and/or Amount fields:** enter appropriate information into the correct field depending on which Expense Type is selected
9. **Comments:** enter comment(s) that may be needed for the expense row. ***optional***
10. **Click Save** once you are done entering all of the expense information for that day.
11. **Repeat steps 1-10 if additional expenses need to be entered for the week ending date.**
12. **Click Submit for Approval** once your timecard is finished and you have verified that all of the data has been entered and is correct.
13. The timesheet is now submitted and waiting approval by your manager.

Expense Types

- a. For all expenses **except mileage and per diem** - enter the **dollar amount** of the expense in the **Amount** field. The units field is not editable for expense items other than mileage and per diem.
- b. **Mileage** - enter the **number** of miles in the **Units field**. The mileage amount will be automatically calculated by the application using the rate currently allowed by the IRS.
- c. **Per Diem** – enter the **number of days** in the **Units Field** and the **dollar amount** for each day in the **Rate field**. The number of days times the rate will be automatically calculated by the application.