

PDS TimeTrack

User

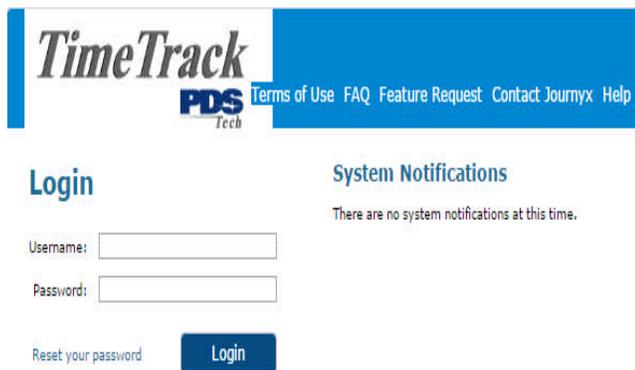
Manual

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General Information

Login and URL



<https://timetrack.pdstech.com>

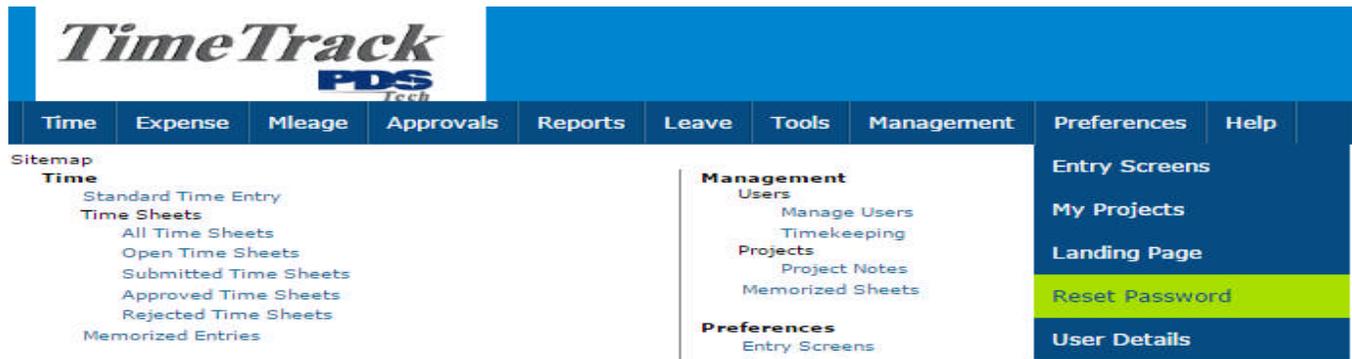
The username and password used to login is the same as ESS Portal:

Login: PDS Employee Number
 Password: MMYYYY of Birthdate

Password Maintenance

To reset a password when it is unknown, click on the “Reset your password” option from the login screen as shown above.

If the password is known and you wish to update/change your password, the Reset Password feature is located under Preferences-->Reset Password menu as shown below.



The Reset Password screen displays your full name and username as shown in the system and on reports. You have the ability to modify your password if you wish.

To modify your password, you must specify your current password for security purposes. Then specify your new password that you would like to use when logging into the system. Confirm your new password by entering it again.

Preferences → Reset Password ▼

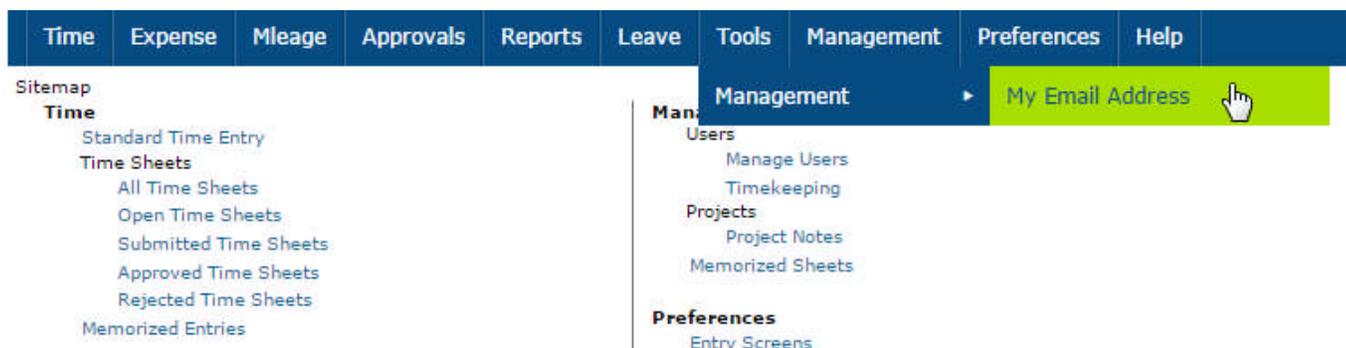
Full name: Daniel Gutierrez Username: 35648	Current password:	<input type="password"/>	Password strength estimate ⓘ
	New password:	<input type="password"/>	
	Confirm new password:	<input type="password"/>	

Save

When finished, click the Save button. Your password will be changed and you will have to use the new password the next time you login to the system.

Email Maintenance

To update or change the email address used for the automatic timesheet notifications, click on the “My Email Address” option located under Tools – Management menu as shown below.



The Current Email Address being used for the notifications is displayed below.

Time	Expense	Mleage	Approvals	Reports	Leave	Tools	Management	Preferences	Help
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Current Email Address:

New Email Address:

Re-enter New Email Address:

To update / change the email address input the new email address in both fields and click the "Save" button. The screen will refresh and reflect the new email address.

Timesheet Entry

Overview

Time Entry is located under the primary tab labeled Time as shown below and allows you to input the hours that you worked on a single timesheet. Timesheet enables all employees to input their hours and electronically submit them for review and approval by their manager. The email notification system includes the following employee prompts:

Notification Description / Reason	Sent To:
Timesheet is due to be submitted	Employee
Timesheet needs to be approved	Approver
Timesheet has been approved	Employee
Timesheet has been rejected	Employee
Timesheet has been resubmitted	Approver
Timesheet is late or has not been submitted	Employee and Approver
Timesheet has been submitted, but not approved by deadline	Backup Approver

Timesheet Example

03/27/2017 - 04/02/2017 Accruals Status: Open View Report Sheet History
PDS Technical Services: Daniel Gutierrez

Time Records were modified

Client / Project (0)	Pay Type	Comment	Mon 03/27	Tue 03/28	Wed 03/29	Thu 03/30	Fri 03/31	Sat 04/01	Sun 04/02	Total
Allocated Time										
In			12:00 pm	7:00 am	7:00 am	7:00 am				
Out			7:00 pm	11:30 am	11:30 am	11:30 am				
In				12:00 pm	12:00 pm	12:00 pm				
Out				3:30 pm	3:30 pm	3:30 pm				
In										
Out										
In										
Out										
Totals			7:00	8:00	8:00	8:00	0:00	0:00	0:00	
Allocation Balance			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Current										
↳ TEXTRONAIRLAND	↳ Straight Time 2nd Shift		7:00							7:00
↳ TEXTRONAIRLAND	↳ 01 - Straight Time			8:00	8:00	8:00				24:00
New										
↳ Internal Overhead	↳ 01 - Straight Time									0:00
↳ Internal Overhead	↳ 01 - Straight Time									0:00
↳ Internal Overhead	↳ 01 - Straight Time									0:00
↳ Internal Overhead	↳ 01 - Straight Time									0:00
↳ Internal Overhead	↳ 01 - Straight Time									0:00
			7:00	8:00	8:00	8:00	0:00	0:00	0:00	31:00

Timesheet Pay Periods

You can view your time for a single day or an entire period. Time Entry displays the period view by default. You may use the Date Arrow Icons (📅) to move backward or forward one period at a time. To enter time for a single day, click on the date range to switch to day view.

To enter time or view hours for a different day, use the Calendar in the Toolbar to jump to that day. Alternatively, you may use the Date Arrow Icons to move backward or forward one day at a time.

Keep in mind that timesheets are configured based on your role within the organization so your timesheet may vary in appearance and functionality from the one shown. The timesheet shown on the previous page is for hourly employees.

Users are able to enter time as discreet units of time that are associated with individual Projects, Assignments, Tasks, and Pay Types. Additionally, each of these time entries may also have a text comment associated with it to further specify the nature of the hours logged.

Time entry calculations

All timesheets will require you select a Pay Type. To create a time entry, select a value from each of the dropdowns shown on your timesheet. You also have the ability to specify a Comment for the time entry.

Once everything has been selected, specify the hours worked for that project on a specific date. Your timesheet will accept hour entries in HH:MM (2:35) format and convert it to decimal format (1.25 = 1:15) before processing the hours in payroll. Hours entered in decimal format will convert to HH:MM, rounding to the nearest whole minute. Values 0.5 and higher will be rounded up; values 0.49 and lower will be rounded down.

Saving Timesheet Entries

Click the Save button at the bottom of the time entry grid. The timesheet will refresh and your entries will now appear in the Current section. You may add hours to this entry either in the same day or in another day in the time period that is currently displayed.

You may create more than one time record at a time. Simply create the actual time entries for different days and/or different combinations of items and then click the Save button at the bottom of the timesheet. The timesheet will refresh and your entries will now appear in the Current section.

Edit Timesheet Entries

Click the Down Arrow to the right of the respective entry. This will allow you to change the Project, Assignment, Task, and Pay Type. You can also modify your Comment associated with the entry.

Delete Timesheet Entries

Click the Delete Icon (🗑️), a trash can, to the right of the respective time entry. The screen will refresh with the time entry having been removed.

Entering In/Out Times

For hourly employees, your timesheet has been configured to contain the Time In/Out feature. If so, this feature allows you to manually log the time that you begin and end your work day. You have the ability to log in and out multiple times in a single day in order to capture actual hours worked which reflect any lunch breaks taken.

To log the beginning of your work day, simply specify the time in the **In** field, including an 'a' or 'p' for a.m. or p.m. of the respective date. To log out, specify the time in the **Out** field of the respective date.

Assignment (0)	Mon 03/27	Tue 03/28	Wed 03/29	Thu 03/30	Fri 03/31	Sat 04/01	Sun 04/02
▼ Allocated Time							
In	8:00 am						
Out	12:00 pm						
In	1:00 pm						
Out	5:00 pm	6:00 pm	6:00 pm	6:00 pm	5:00 pm		

At the bottom of the Time In/Out module, you will see the total hours (calculated automatically) from logging in and out for your work day.

Totals	8:00	9:00	9:00	9:00	8:00	4:00	0:00
Allocation Balance	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Along with entering your Time In/Out, you also have the standard timesheet features to enter the number of hours for specific pay types and assignments for the day. At the bottom of the standard timesheet module, you will see the total hours (calculated automatically) from entering the In/Out times. It is required that the total Time In/Out hours equal the total time spent on specific pay types and assignments for the day.

Current											
🔍 AIRLAND2A - Text/Airland - Exper SOW	🔍 Straight Time			9:00	9:00	9:00	5:00			32:00	☆ 🗑️
🔍 AIRLAND2A - Text/Airland - Exper SOW	🔍 Overtime						3:00	4:00		7:00	☆ 🗑️
🔍 AIRLAND2B - Text/Airland - C-053000001	🔍 Straight Time			8:00						8:00	☆ 🗑️

If a user needs to enter time for a shift that ends on the following day, the hours entered need to be split into two days. For example, if a user works a shift that begins at 4:00pm but ends the following day at 1:45am, the user must enter the hours ending the first day at 12:00am and beginning the following day at 12:00am. On the example below, we have a user working a regular shift on Monday but then works a night shift (split shift) on Tuesday through Saturday.

Assignment (0)	Pay Type	Comment	Mon 04/03	Tue 04/04	Wed 04/05	Thu 04/06	Fri 04/07	Sat 04/08	Sun 04/09	Total
▼ Allocated Time										
In			12:00 pm	4:00 pm	12:00 am	12:00 am	12:00 am	12:00 am		
Out			5:00 pm	8:00 pm	1:45 am	1:45 am	1:45 am	1:45 am		
In			5:45 pm	8:45 pm	4:00 pm	4:00 pm	4:00 pm	1:00 pm		
Out			10:00 pm	12:00 am	8:00 pm	8:00 pm	8:00 pm	9:00 pm		
In					8:45 pm	8:45 pm	8:45 pm			
Out					12:00 am	12:00 am	12:00 am			
In										
Out										
In										
Out										
Totals			9:15	7:15	9:00	9:00	9:00	9:45	0:00	
Allocation Balance			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
▼ Current										
AIRLAND2A - Text/Airland - Exper SOW	Straight Time 2nd Shift		9:15	7:15	9:00	9:00	5:30			40:00
AIRLAND2A - Text/Airland - Exper SOW	Overtime 2nd Shift						3:30	9:45		13:15
			9:15	7:15	9:00	9:00	9:00	9:45	0:00	53:15

Submitting Timesheets for Approval

From your timesheet, you can click the Submit for Approval button to submit your timesheet to your supervisor. This button will only appear on your timesheet if your company is using Approval Plans and if you have an approval plan assigned to you.

Once a timesheet has been submitted for approval, you may not alter any of the time records contained in that timesheet. Therefore, do not submit your timesheet until you have finished all time entry for the time period in question.

Viewing Timesheets

View Time Report

This report displays information regarding the time records that have been saved for this time period. Go to Reports – Standard Reports and click on “Run Report” for Timecard.

Time	Reports	Tools	Preferences	Help			
Reports – Standard Reports							
Report Actions							
Current Timecard Go To Punch Screen							
<< Monday, April 3, 2017 through Sunday, April 9, 2017 >>							
Date	User	Task	Pay Type	Bill Type	Assignment	Comment	Hours
Monday, April 3, 2017	Aaron Hand	Contractor	Straight Time 2nd Shift	Billable	AIRLAND2A	None	9.25
Subtotal 04/03/2017							9.25
Tuesday, April 4, 2017	Aaron Hand	Contractor	Straight Time 2nd Shift	Billable	AIRLAND2A	None	7.25
Subtotal 04/04/2017							7.25
Wednesday, April 5, 2017	Aaron Hand	Contractor	Straight Time 2nd Shift	Billable	AIRLAND2A	None	9.00
Subtotal 04/05/2017							9.00
Thursday, April 6, 2017	Aaron Hand	Contractor	Straight Time 2nd Shift	Billable	AIRLAND2A	None	9.00
Subtotal 04/06/2017							9.00
Friday, April 7, 2017	Aaron Hand	Contractor	Straight Time 2nd Shift	Billable	AIRLAND2A	None	5.50
Friday, April 7, 2017	Aaron Hand	Contractor	Overtime 2nd Shift	Billable	AIRLAND2A	None	3.50
Subtotal 04/07/2017							9.00
Saturday, April 8, 2017	Aaron Hand	Contractor	Overtime 2nd Shift	Billable	AIRLAND2A	None	9.75
Subtotal 04/08/2017							9.75
Grand Total							53.25

Clicking on the left or right arrows will allow you to view reports for periods in the past or future. Hover your cursor on the Report Actions button allows you to see the Time Report in different formats depending on your needs as well as being able to export it to excel.

View Sheet History

Sheet History contains notes regarding the timesheet and the approval process for that specific timesheet. The Sheet History link is located in the top right hand corner of your timesheet. Clicking the Sheet History link will launch a pop-up window containing all the actions associated with the timesheet to date.

Sheet History

View sheet transactions and add comments to the sheet history.

Refresh
Submit Comment
Hide System Notes

Type: Time **Period:** 03/27/2017 - 04/02/2017 **User:** 73716 **State:** Approved

Creation Date	Creation Time	Creator	Creator Login	Notes
Wednesday, March 29, 2017	11:32	System	-----	Initial Creation - User: Aaron Hand (73716)
Monday, April 3, 2017	17:32	System	-----	Submitted for Approval - User: Aaron Hand (73716)
Monday, April 3, 2017	17:33	System	-----	Approved for Level 1 - User: ESG Admin (ESGAdmin)

Period Approval Information

Approval Levels: 1 **Status:** Approved

Level	Primary Approver Login	Primary Approver Fullname	Backup Approver Login	Backup Approver Fullname	Status
1	103359-JX008	Dan Atkinson	103359-JX001	Alex Martinez	Approved

You can insert a note in the sheet history (i.e., for approvers) by specifying the text in the available textbox and clicking the Submit Comment button.

Historical Timesheets

Your past and present timesheets can be viewed under Time-->Time Sheets-->All Time Sheets. Here you will see a list of timesheets with their relevant periods and current status. You can view the details of the timesheet by clicking the link labeled 'Click to View'.

Time
Reports
Tools
Preferences
Help

Time --> [Time Sheets](#) --> All Time Sheets

Timesheets

Time Period	Status	Total	View
04/10/2017 - 04/16/2017	Open for Entry	0.00	Click to View 04/10/2017 - 04/16/2017
04/03/2017 - 04/09/2017	Open for Entry	53.25	Click to View 04/03/2017 - 04/09/2017
03/27/2017 - 04/02/2017	Approved	47.00	Click to View 03/27/2017 - 04/02/2017