

3 Navigation

The Date Picker provides for easy navigation between timesheets. Use the “up” or “down” arrows to locate previous or future timesheets. Click the “today” link to return to your current timesheet. Notice that the date range in the Date Picker is for the full month while the date range for each time entry tab is broken out by calendar week.

4 Actions (Timesheet)

The Save Changes button lets you make multiple adjustments to your timesheet before you submit it for approval. When you save changes the Date Picker section updates to a status of “not submitted” and indicates the total number of units for the month. Multiple changes may be made to a timesheet before submittal.

When your timesheet entries are complete, click **Submit for Approval**. The status will update in the Date Picker section and the timesheet is forwarded in Beeline VMS to your timesheet approver. You may save a copy of your submitted timesheet by clicking the “view printable pdf” link and using the save feature.

Please Note: Each dated tab displayed beneath the Save Changes and Submit for Approval buttons must be completed before submission. There is a tab for each calendar week that includes days for that respective month. The total number of tabs will vary from month to month depending on the date ranges.

Actions (Line Item)

Individual line items in a timesheet include the ability to “pin” them so they appear on each subsequent timesheet. Click the pin icon to select which line items should repeat. Use the trashcan icon to select which line items to delete.

5 Details

There are two “show details” links on the timesheet. The one below the Date Picker displays a log for timesheet history. The one next to the assignment name displays additional details related to the assignment record.

6 Units

Click the correct option in the pull-down selection list to indicate the number of units for each day of the month. The total number of units entered for each day will also display beneath the timesheet entry section and indicate the total for that calendar week. **Note:** By default, a “1” is entered for each day of the month so you only need to adjust those days that you either did not work or only worked a half-day.

7 Add Task

Click the “+” (plus) sign to add a new task to your timesheet. A new task should be added to indicate Holiday Time or Paid Time Off. Click in the Pay Code data entry box to select the appropriate category. A separate task line should be added for each category.

The screenshot shows a form with a dropdown menu for selecting a pay code. The dropdown is open, showing three options: "Regular Time", "Holiday Time", and "Paid Time Off". A mouse cursor is hovering over the "Holiday Time" option. The form also includes a trash icon, a plus sign, a "Default" label, and a "[Cost Center]" label.

For a standard holiday: add a new task, select Holiday Time under Pay Code, enter “1” under the respective date, and change the default value on the standard time entry to “0” (zero). (This will automatically calculate the designated Holiday Rate.)

If you work on a holiday: leave the default value on the standard time entry set to “1”, add a new task, select Holiday Time under Pay Code, and enter “1” under the respective date. (The pay rate for working a holiday is double time.)

For PTO (Paid Time Off): add a new task, select Paid Time Off under Pay Code, enter “1” under the respective date(s), and change the default value on the standard time entry to “0” (zero) for each work day designated as PTO.