Contractor: Timecard Entry

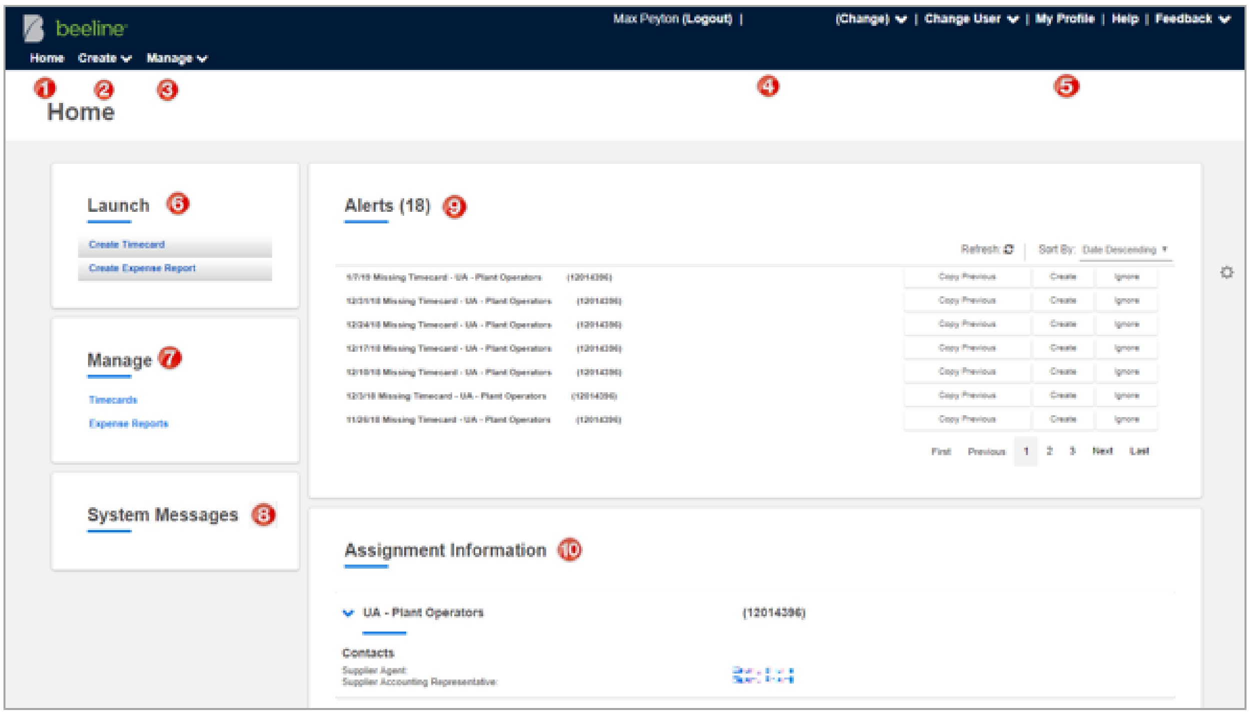
This job aid explains how to submit and manage your timecards in IQNavigator.

Instructions cover:

• How to create and submit a timecard
• How to manage your timecards

Dashboard overview:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Review the list provided below to get familiar with the features and links you will use to create and manage your timecards.



1. **Home** – Click this tab to return directly to your dashboard from anywhere in the system.

2. **Create** – Click the down arrow to select a **Create** menu option.

3. **Manage** – Click the down arrow to select a **Manage** menu option.

4. **Access** – Click **Logout** when you are ready to exit and end your session. This section also displays your name and the name of your supplier firm.

5 **Settings / Help** – Click the **My Profile** hyperlink to update your personal profile and/or settings information. The **Help** hyperlink provides access to system help resources. The **Feedback** hyperlink lets you provide suggestions to improve IQNavigator. *It is not intended for support or help troubleshooting issues.*

6 **Launch** – Click the easy access link to create a timecard. This is the same action as the **Create** menu in the header bar.

7 **Manage** – Click the easy access link to access your timecards. This is the same action as the **Manage** menu in the header bar.

8 **Messages** – Check here for system messages.

9 **Alerts** – Check here for your personal alerts regarding timecards. Use the date/title hyperlinks to open the record in the list. Use the buttons as indicated to **Copy Previous**, **Create**, or **Ignore.** Notice the **Refresh** and **Sort By** options in the top row. Sort By options include Date Ascending, Date Descending, and Type. Refresh removes any items you status as Ignore from the Alerts list.

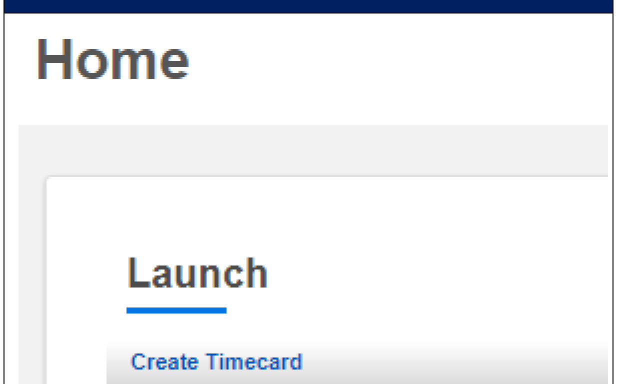
10 **Assignment Information** – Click the arrow next to the job title to reveal the key contacts for your assignment. (A sample is displayed in the section with the red border.)

Click this icon to make adjustments to dashboard settings or layout.

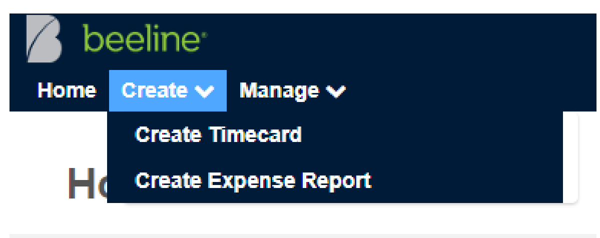
To create a timecard:

1. Click **Create Timecard** in the Launch section of your Home dashboard, or, expand the Create header menu and select Create Timecard. The Create Timecard date selection screen appears.

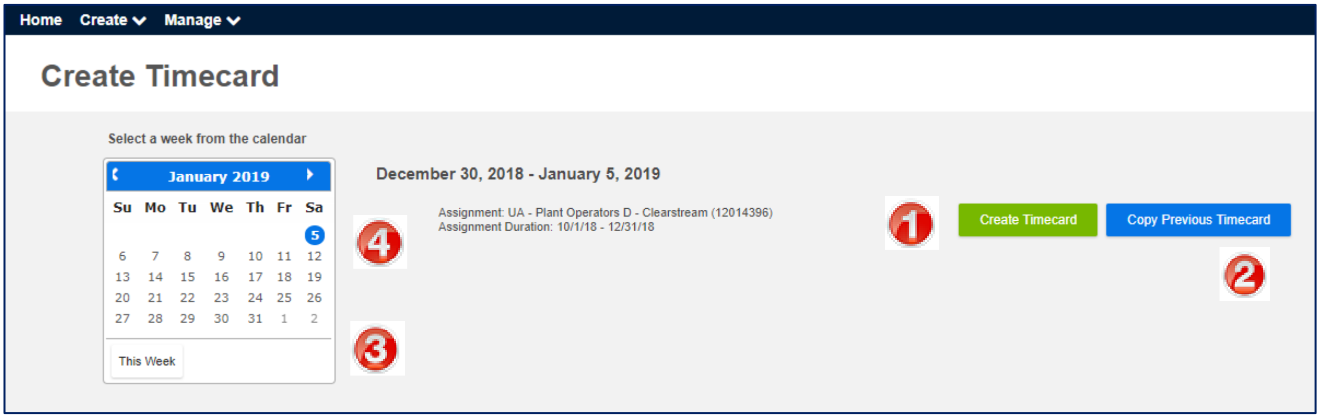
Option 1 (Launch Panel):



Option 2 (Menu Bar):

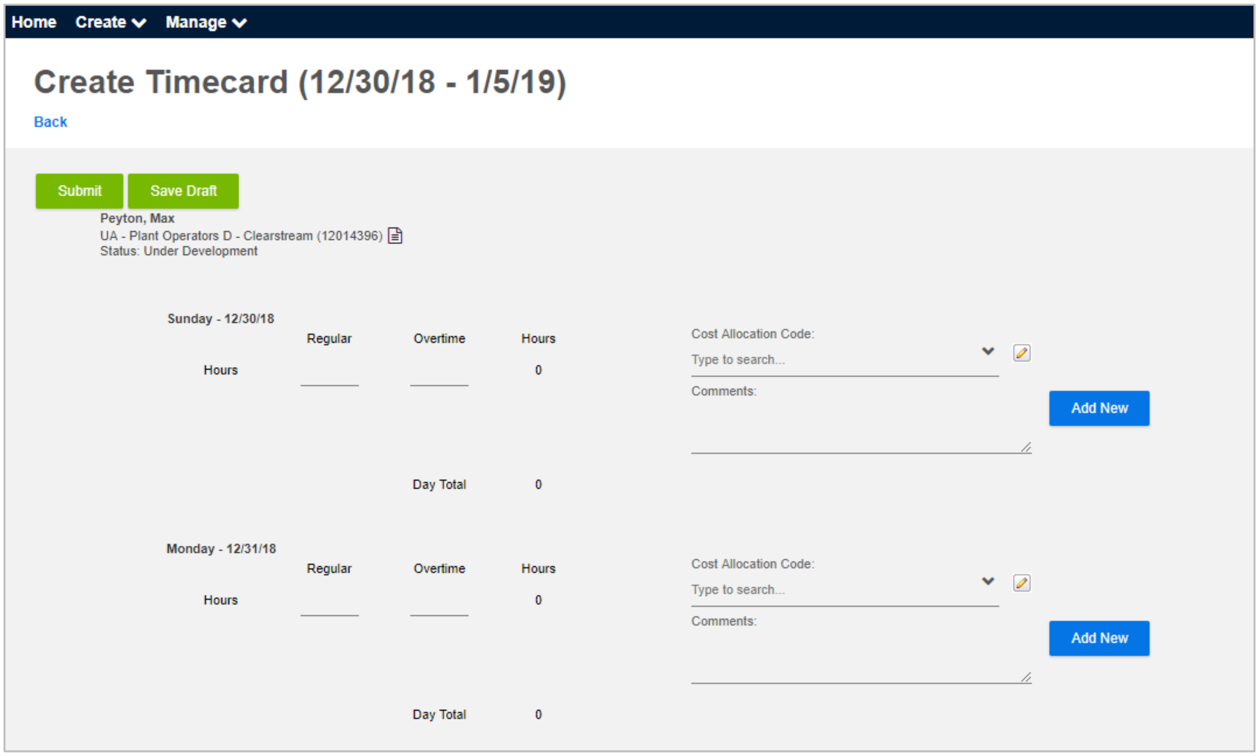


2. Use one of the following options to select the week for which you need to enter time. The Create Timecard time entry screen displays.



1. **Create Timecard** – Click this button to create a new timecard with the same date range as the dates displayed to the left of the button.
2. **Copy Previous Timecard** – Click this button to create a new timecard that copies the time entries you made for your previous timecard. NOTE: This button is not visible when you create the first timecard for a new assignment.
3. **Calendar** – Click a date in the calendar and the system generates the date range for that week, then click the **Create Timecard** button.
4. **This Week** – Click this button to change the displayed date range to the current week, then click the **Create Timecard** button.

3. Use the **Comments** text box if the information at the top of your timecard is incorrect. This should include your name, your job title, and your assignment number. The current status of the timecard is also included. Use the **Browse** and **Attach** buttons if you need to attach additional information.



4. Enter the number of hours you worked in the Regular hour's field. *Optional*: Enter the number of hours you worked that qualify as overtime in the Overtime column.

   - **Daily Workers:** The example shows a timecard for an hourly worker. The timecard for a Daily worker displays a checkbox for each day. Just tick the box for the days that you worked.
   - **If you are Offshore based:** Enter 12 hours in the Regular hours field for each day worked. Any hours beyond 12 hours are considered overtime and should be entered in the Overtime column subject to a supervisor's approval.
   - **If you are Office/Offshore based:** Enter 8 hours in the Regular hours field for each day worked. Any hours beyond 8 hours are considered overtime and should be entered in the Overtime column subject to a supervisor's approval.
   - **If you are on Annual or Sick Leave:** Enter time as usual and indicate "Annual Leave" or "Sick Leave" in the Comments field for that entry. **Once you exceed your total quota of hours,** do not enter any additional time for that category.

5. Assign Cost Allocation Codes (CACs) to your time entries using the pull-down selection list. Click **Add New** if you need to assign your daily time to more than one CAC.

6. Once you click outside any "hours" field, the system calculates your total hours for each day and an overall total at the bottom of the timecard.

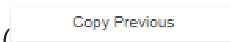
7. Click **Submit** when the timecard is complete and ready to send for approval. A system message displays to confirm, “You have submitted successfully.” *Optional*: Click **Save Draft** if you made adjustments but are not yet ready to submit. A system message displays to confirm, “You have saved successfully.”

If IQNavigator finds problems with your timecard entries, an error message displays to indicate what you need to correct.

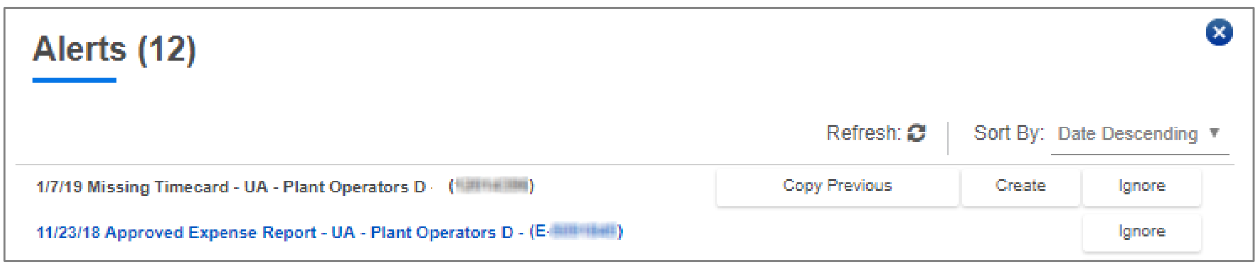
You will receive a system notification to let you know whether the timecard was approved or rejected. If rejected, the timecard will need to be adjusted and re-submitted. Use the instructions provided above to make your adjustments.

Once submitted, IQNavigator will display the timecard's number and status. If you are working multiple assignments, you do not have to enter time for all of the assignments or days on the timecard before you can submit it.

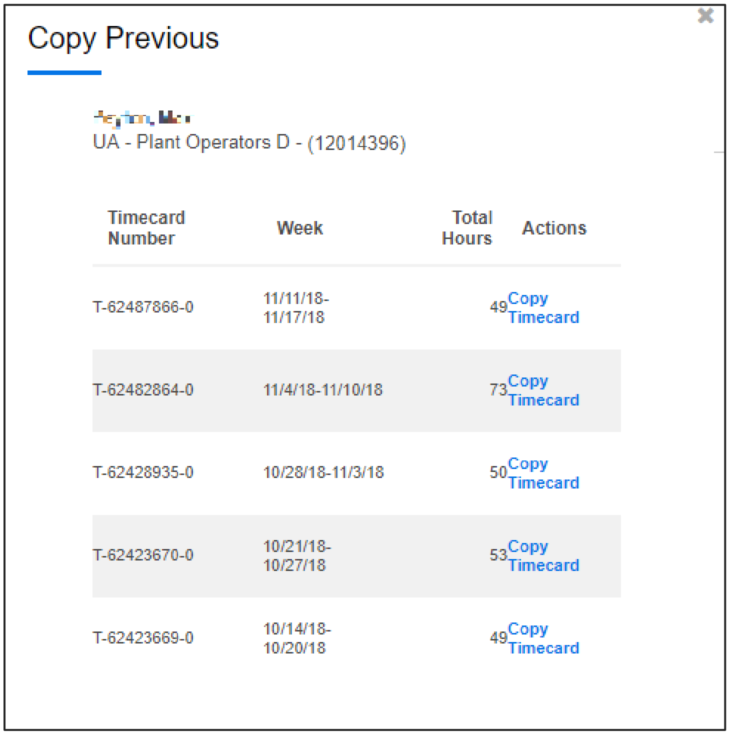
To copy a timecard:

1. Click the **Copy Previous** button (

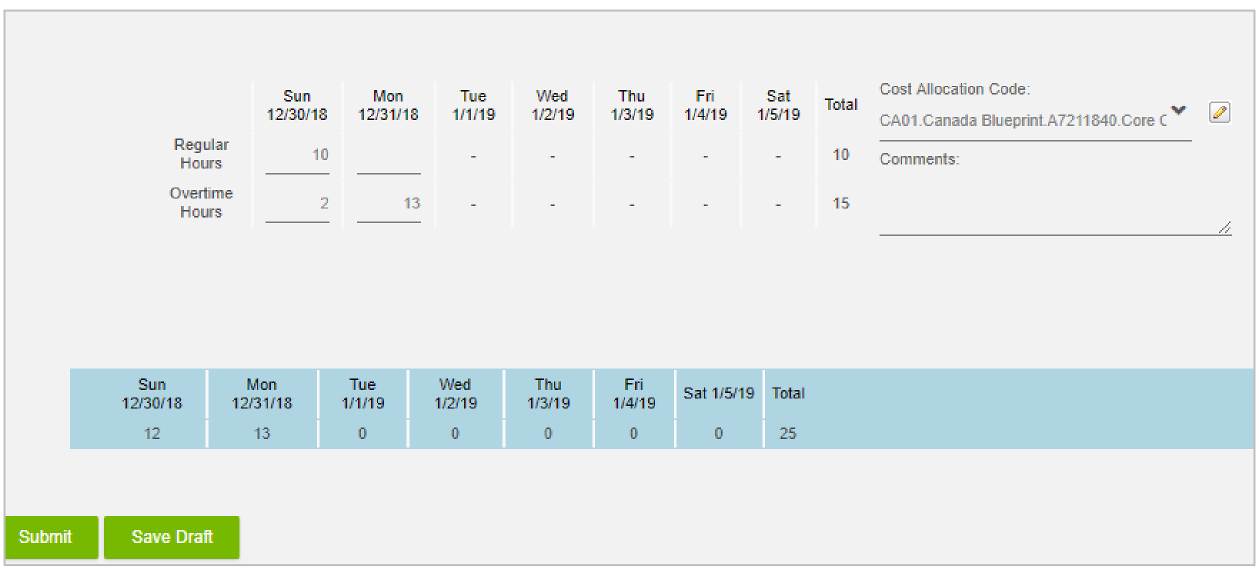
) next to any Missing Timecard in the Alerts section of your Home dashboard. A Copy Previous Timecard pop-up window displays.



2. Review the list and click the **Copy Timecard** hyperlink to select which timecard to copy.



3. The Create Timecard screen displays with the date range of the Missing Timecard but the designated hours will be a copy of the timecard you selected from the pop-up window.
4. Review the entries and make adjustments as needed. Make sure to check the daily totals at the bottom of the timecard.



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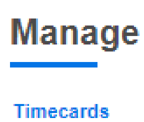
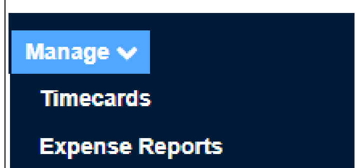
To manage your timecards:

1. Click **Manage Timecard** in the Launch section of your Home dashboard, or, expand the Manage header menu and select Manage Timecard. The Timecards list screen appears.
   Or you can use the hyperlink to open any timecard that is listed in your dashboard Alerts section. However, this option provides only a partial list of your total timecards. Alert items are based on either status or recent activity.

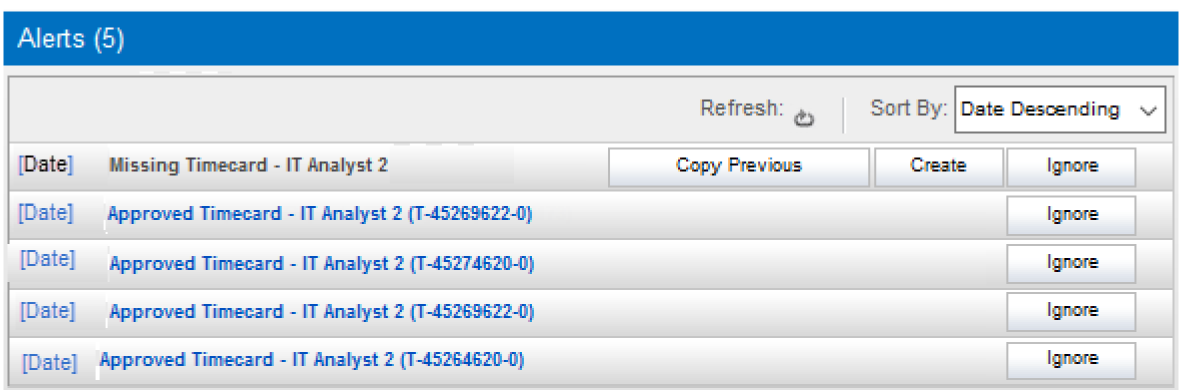
Option 1 (Launch Panel):



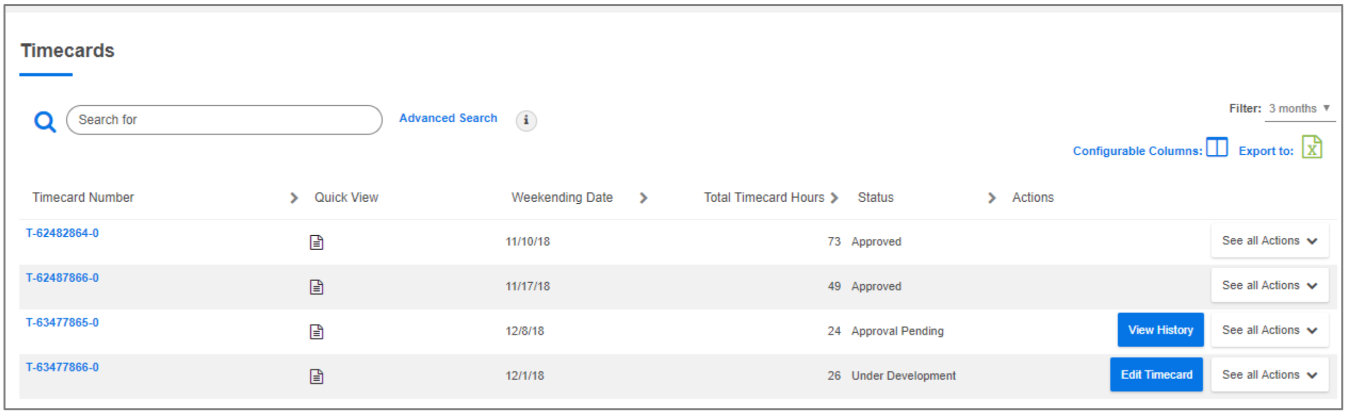
Option 2 (Menu Bar):



Option 3 (Alerts List):



2. Use one of the following options to select the timecard you need.



- Click the timecard hyperlink in the Timecard Number column to open the timecard.
- Check what action options are available in the Actions column. These options will vary based on the status of your timecard. For example, only a 'submitted' timecard will have an Action option of 'Retracted' which gives you the ability to make adjustments **before** approval, but once approved you need to select 'Adjust' to make any changes.
- Use the 'Search for' and 'Advanced Search' options if you want to filter/refine your list screen results.

Timecard Status List:

Timecard Status	Description
Approval Pending	The timecard has been submitted and is pending approval on the buyer side by the Timecard Approver.
Approved	The timecard has been approved by the Timecard Approver.
Canceled	The timecard has been canceled and cannot be used.
Pending Payment Request Association	Timecard has been submitted but not yet consolidated to submit for a Project Payment Request.
Rejected	The Timecard Approver has rejected/not approved the timecard and it has been returned to the contractor to make revisions.
Retracted	The contractor has retracted the request for approval for their timecard in order to make revisions prior to approval.
Submitted	The timecard has been submitted by the contractor or supplier on behalf of the contractor for approval.
Under Development	Timecard has been created but not submitted for approval.