

PDS TimeTrack

User

Manual

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General Information

Login and URL



<https://timetrack.pdstech.com>

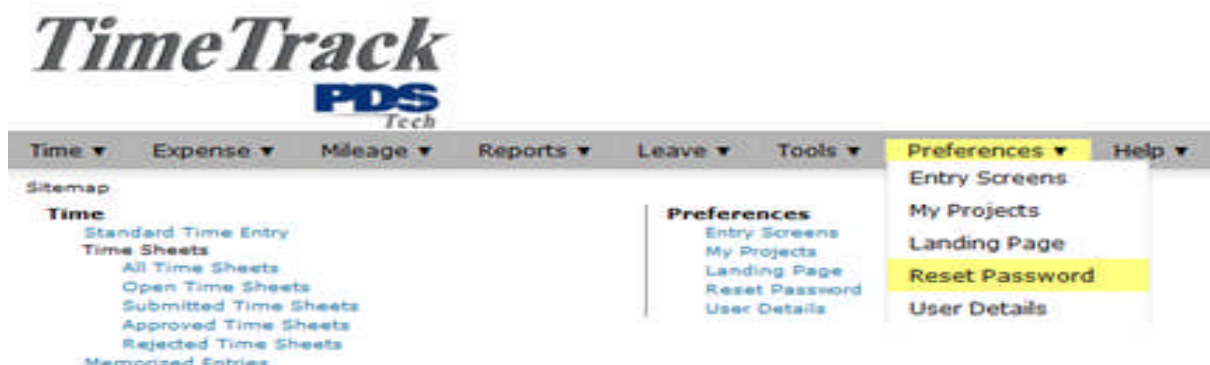
The username and password used to login is the same as ESS Portal:

Login: PDS Employee Number
Password: MMYYYY of Birthdate

Password Maintenance

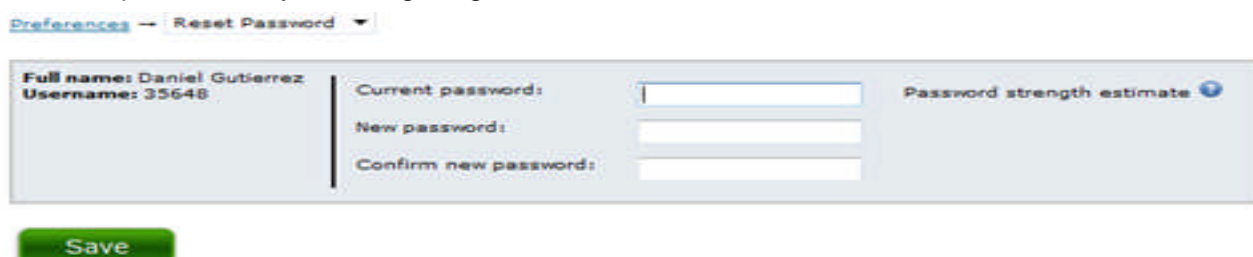
To reset a password when it is unknown, click on the “Reset your password” option from the login screen as shown above.

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.

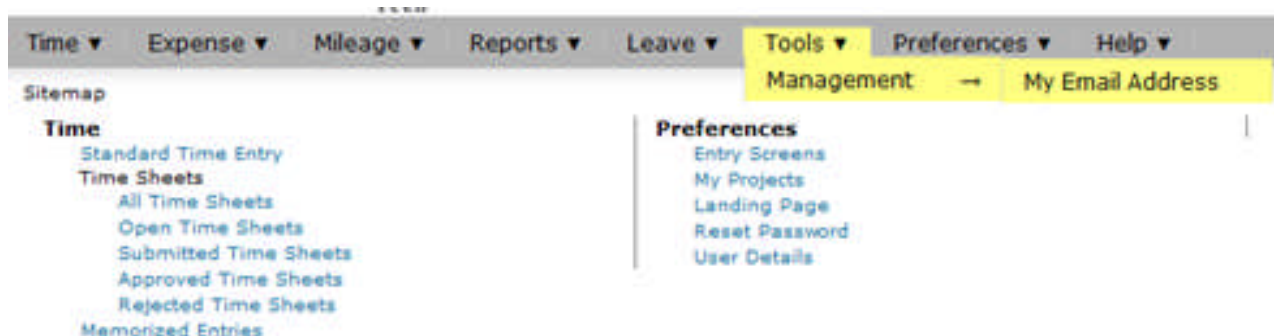


The screenshot shows the 'Reset Password' form. It displays the user's full name as 'Daniel Gutierrez' and username as '35648'. There are three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. A 'Password strength estimate' link is visible next to the 'New password' field. A green 'Save' button is located at the bottom of the form.

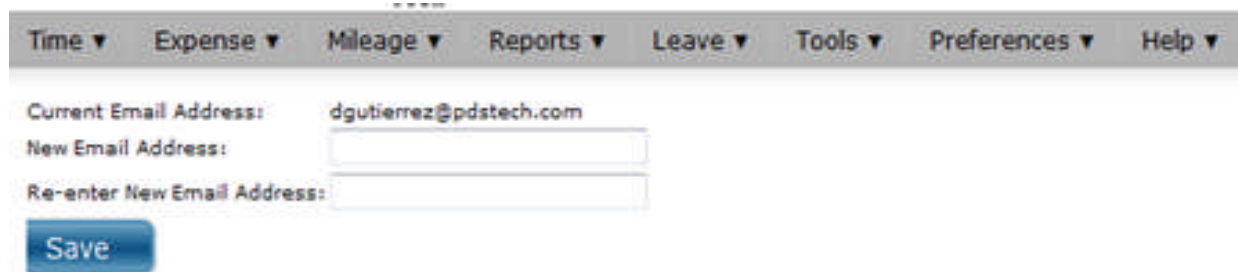
When finished, click the Save button. Your password will be changed and you will have to use the new password the next time you login to the system.

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 ▾ Mileage ▾ Reports ▾ Leave ▾ Tools ▾ Preferences ▾ Help ▾

Current Email Address: dgutierrez@pdstech.com

New Email Address:

Re-enter New Email Address:

Save

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

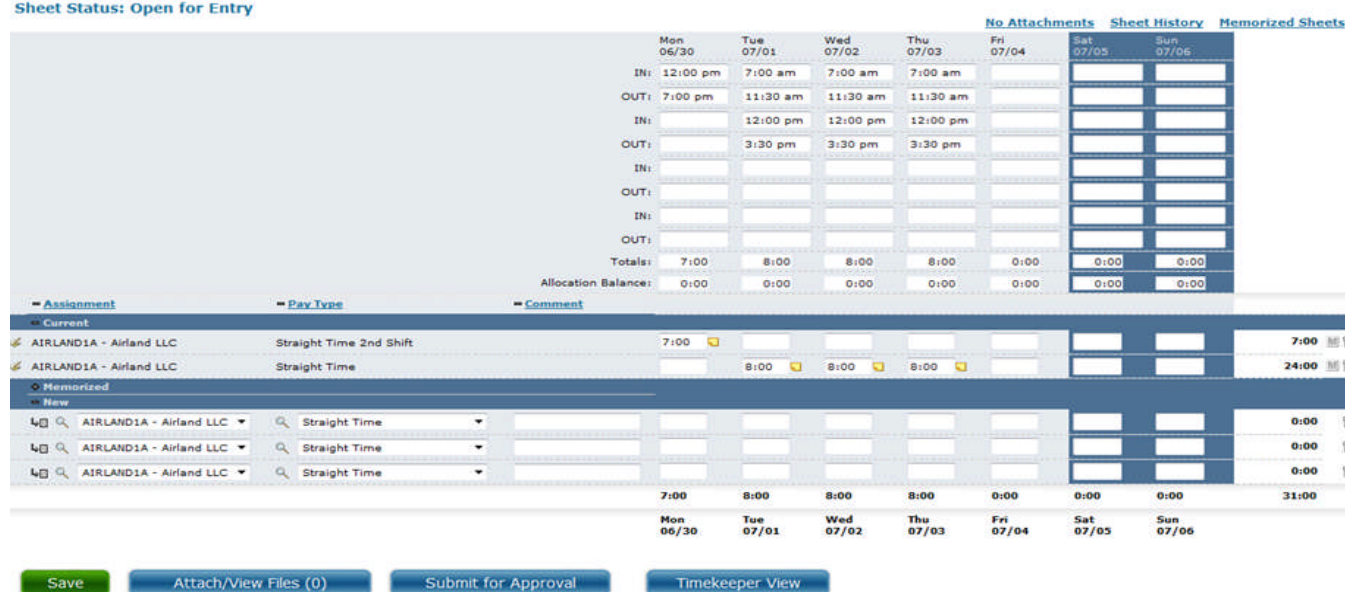
Overview

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

Sheet Status: Open for Entry



No Attachments Sheet History Memorized Sheets

	Mon 06/30	Tue 07/01	Wed 07/02	Thu 07/03	Fri 07/04	Sat 07/05	Sun 07/06	
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:								
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	

Assignment Pay Type Comment

Current

AIRLAND1A - Airland LLC Straight Time 2nd Shift 7:00 7:00

AIRLAND1A - Airland LLC Straight Time 8:00 8:00 8:00 8:00 24:00

Memorized

New

AIRLAND1A - Airland LLC Straight Time 0:00

AIRLAND1A - Airland LLC Straight Time 0:00


AIRLAND1A - Airland LLC Straight Time 0:00

7:00 8:00 8:00 8:00 0:00 0:00 0:00 31:00

Mon 06/30 Tue 07/01 Wed 07/02 Thu 07/03 Fri 07/04 Sat 07/05 Sun 07/06

Save **Attach/View Files (0)** **Submit for Approval** **Timekeeper View**

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, go to Time-->View Day.

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, Tasks, Pay Types and Bill 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 Edit Icon () to the left of the respective entry. This will refresh the screen and allow you to change the Project, Task, Pay Type, and Bill 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.

	Mon 07/28	Tue 07/29	Wed 07/30	Thu 07/31	Fri 08/01	Sat 08/02	Sun 08/03
IN:	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am		
OUT:	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm		
IN:	1:00 pm	1:00 pm	1:00 pm	1:00 pm	1:00 pm		
OUT:	5:00 pm	5:00 pm	5:00 pm	5:00 pm	8:00 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	8:00	8:00	8:00	11:00	0:00	0:00
Allocation Balance:	8:00	8:00	8:00	8:00	11:00	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.

Assignment	Pay Type	Comment								
Memorized										
New										
EMBRARDS1A - Embraer Defense Security Inc	Straight Time		8:00	8:00	8:00	8:00	8:00			40:00
EMBRARDS1A - Embraer Defense Security Inc	Overtime						3:00			3:00
EMBRARDS1A - Embraer Defense Security Inc	Straight Time									0:00
			8:00	8:00	8:00	8:00	11:00	0:00	0:00	43:00

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.

						No Attachments	Sheet History	Memorized Sheets	
		Mon 07/21	Tue 07/22	Wed 07/23	Thu 07/24	Fri 07/25	Sat 07/26	Sun 07/27	
		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			
Assignment		Pay Type		Comment					
Current									
EMBRARDS1A - Embraer Defense Security Inc		Straight Time	9:15🕒	7:15🕒	9:00🕒	9:00🕒	5:30🕒		40:00
EMBRARDS1A - Embraer Defense Security Inc		Overtime					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. For more information on the Approvals process, please see the Approvals section of this manual.

Viewing Timesheets

View Time Report

This report displays information regarding the time records that have been saved for this time period. The top of the report screen includes four buttons for manipulating the Time Report.

Approvals (51) Reports Leave (1120) Tools Management Configuration Preferences Help

Reports -- Standard Reports

Past PeriodView AsHTML (regular)Save as HTMLSave as Plain TextFuture Period

[Modify this report](#) [Refresh](#)

My TimeSheet

Time Records from Monday, June 23, 2014 through Sunday, June 29, 2014

Date	User	Task	Pay Type	Bill Type	Assignment	Comment	Hours
Monday, June 23, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	4.50
Monday, June 23, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	5.50
Subtotal 06/23/2014							10.00
Tuesday, June 24, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	5.00
Tuesday, June 24, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	7.00
Subtotal 06/24/2014							12.00
Wednesday, June 25, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	4.50
Wednesday, June 25, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	5.50
Subtotal 06/25/2014							10.00
Thursday, June 26, 2014	Diane Ruse	Contractor	Overtime 2nd Shift	Billable	AIRLAND1A	None	2.00
Thursday, June 26, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	5.50
Thursday, June 26, 2014	Diane Ruse	Contractor	Straight Time 2nd Shift	Billable	AIRLAND1A	None	2.50
Subtotal 06/26/2014							10.00
Friday, June 27, 2014	Diane Ruse	Contractor	Overtime 2nd Shift	Billable	AIRLAND1A	None	4.00
Subtotal 06/27/2014							4.00
Grand Total							46.00

Signature: _____

The Past Period and Future Period buttons allow you to view reports for periods in the past or future. The View As button allows you to see the Time Report in different formats depending on your needs.

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 Additional Options section at the bottom of your timesheet. Clicking the Sheet History link will launch a pop-up window containing all the actions associated with the timesheet to date.

[Refresh](#)
[Submit Comment](#)
[Hide System Notes](#)

Type: Time Period: 06/23/2014 - 06/29/2014 User: 60069 State: **APPROVED**

Creation Date	Creation Time	Creator	Creator Login	Notes
Monday, June 23, 2014	07:06	System	-----	Initial Creation - User: Jeff Molde (103136-JX020)
Friday, June 27, 2014	11:08	System	-----	Email Sent: 60069 Early Submit Reminder timesheet 06/23/2014 - 06/29/2014 E9E7A7D3BFD4846901C588FA82CA987 - User: Diane Ruse (60069)
Friday, June 27, 2014	19:30	System	-----	Email Sent: 103136-JX027 Submit Notification timesheet 06/23/2014 - 06/29/2014 60069 - User: Diane Ruse (60069)
Friday, June 27, 2014	19:30	System	-----	Submitted for Approval - User: Diane Ruse (60069)
Saturday, June 28, 2014	07:20	System	-----	Approved for Level 1 - User: Brad Bell (103136-JX027)
Saturday, June 28, 2014	07:20	System	-----	Email Sent: 60069 Approved Notification timesheet 06/23/2014 - 06/29/2014 E9E7A7D3BFD4846901C588FA82CA987 - User: Diane Ruse (60069)

Period Approval Information

Approval Levels: 1 Status: **Approved**

Level	Primary Approver Login	Primary Approver Fullname	Backup Approver Login	Backup Approver Fullname	Status
1	103136-JX027	Brad Bell	103136-JX015	Caroline Haly	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 (see figure 29.11). 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](#) ▾ [Expense](#) ▾ [Mileage](#) ▾ [Reports](#) ▾ [Leave](#) ▾ [Tools](#) ▾ [Preferences](#) ▾ [Help](#) ▾

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

Timesheets

Time Period	Status	Total	View
07/07/2014 - 07/13/2014	Open for Entry	0.00	Click to View 07/07/2014 - 07/13/2014
06/30/2014 - 07/06/2014	Open for Entry	40.00	Click to View 06/30/2014 - 07/06/2014
06/23/2014 - 06/29/2014	Approved	40.00	Click to View 06/23/2014 - 06/29/2014
06/16/2014 - 06/22/2014	Approved	40.00	Click to View 06/16/2014 - 06/22/2014
06/09/2014 - 06/15/2014	Approved	40.00	Click to View 06/09/2014 - 06/15/2014
06/02/2014 - 06/08/2014	Approved	40.00	Click to View 06/02/2014 - 06/08/2014

Overview

Time Approvals allow approvers within your organization to approve or reject users' timesheets for a particular period. After user submission, the timesheet enters the approval process and the designated approvers have approval/rejection authority over the timesheet. This section

specifically discusses approving or rejecting timesheets that have been submitted by users.

Approving Timesheets

If you have approving authority for particular users' timesheets, you can see a summary of what is awaiting your approval in the Approvals section of the Toolbar as shown below.

Clicking the Time link will display the Time Approvals section in the workspace to the right of the Toolbar (see figure 26.2). Time Approvals is also located under Approvals-->Time.

Search Results Showing 1 - 7 of 7 Users Results Per Page: 25

Full Name	Username	Period	Attachments	Total Amount	Status	Sheet History
Ralph Balcom	60242	04/07/2014 - 04/13/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History
Ralph Balcom	60242	04/14/2014 - 04/20/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History
Ralph Balcom	60242	04/21/2014 - 04/27/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History
Ralph Balcom	60242	04/28/2014 - 05/04/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History
Ralph Balcom	60242	05/19/2014 - 05/25/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History
Ralph Balcom	60242	05/26/2014 - 06/01/2014	No attachments	0.00	Submitted to 103058-JX025 for Approval	Sheet History

From this screen, you are able to approve and reject timesheets that are in your queue. You must first specify the search criteria for the users that you wish to approve or reject timesheets for.

You have the option to also select whether to filter for sheets awaiting your approval, all sheets, or sheets awaiting your backup approval. When finished specifying the search criteria, click the Search button. The search results will be displayed underneath the criteria.

Approve timesheets - select the timesheets and click the Approve button

Reject timesheets - select the timesheets, specify a rejection reason, and click the Reject button.

View user's timesheet - Click the respective date link under the Period column.