DISYS
One World. One Partner.

Digital Intelligence Systems

Consultant Setup

PeopleSoft User Manual

Version 9.1

Innovative • Experienced • Global

Information Technology Consulting Services

This manual will guide you through the DISYS PeopleSoft Process. Sections include Hire / Rehire, Time and Labor, Employee Self Service and Expenses. If you have additional questions, please contact your Consultant Liaison for assistance.

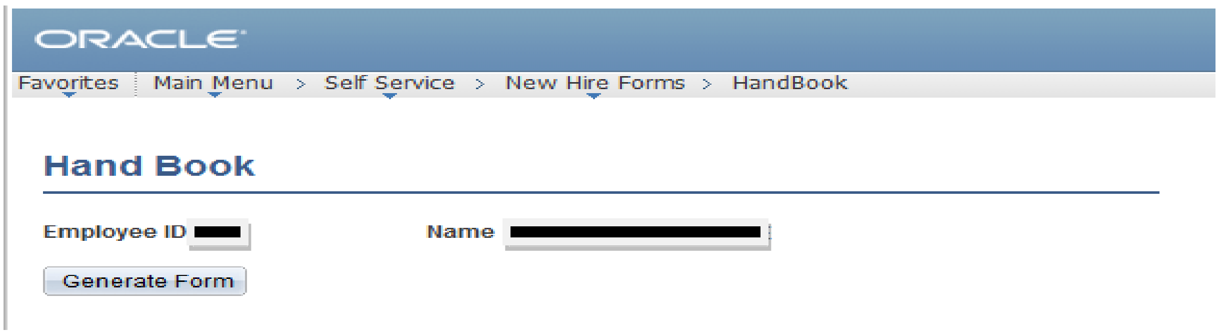
Contents

Section 1: Hire / Rehire

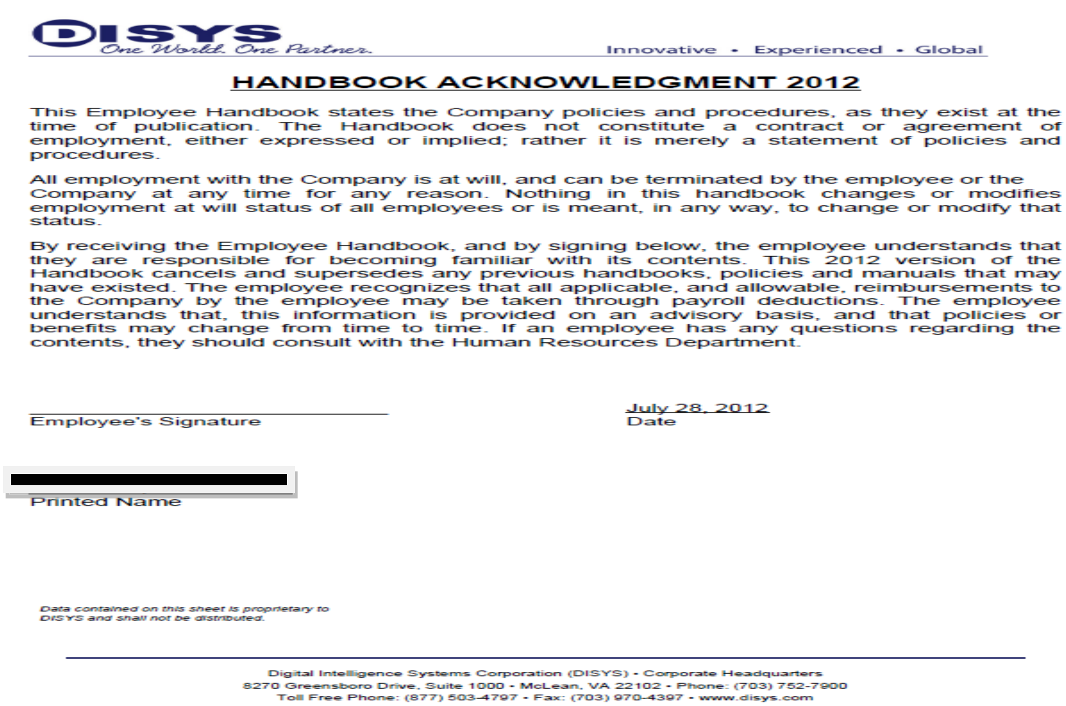
1.0 DISYS Forms

1.1 Hand Book Form

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > New Hire Forms > Handbook



Step 2	Click the "**Generate form**" to generate the form online
Step 3	Please print, sign and send to designated Consultant Liaison. You have successfully generated Hand book forms



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HANDBOOK ACKNOWLEDGMENT 2012

This Employee Handbook states the Company policies and procedures, as they exist at the time of publication. The Handbook does not constitute a contract or agreement of employment, either expressed or implied; rather it is merely a statement of policies and procedures.

All employment with the Company is at will, and can be terminated by the employee or the Company at any time for any reason. Nothing in this handbook changes or modifies employment at will status of all employees or is meant, in any way, to change or modify that status.

By receiving the Employee Handbook, and by signing below, the employee understands that they are responsible for becoming familiar with its contents. This 2012 version of the Handbook cancels and supersedes any previous handbooks, policies and manuals that may have existed. The employee recognizes that all applicable, and allowable, reimbursements to the Company by the employee may be taken through payroll deductions. The employee understands that, this information is provided on an advisory basis, and that policies or benefits may change from time to time. If an employee has any questions regarding the contents, they should consult with the Human Resources Department.

Employee's Signature

July 28, 2012
Date

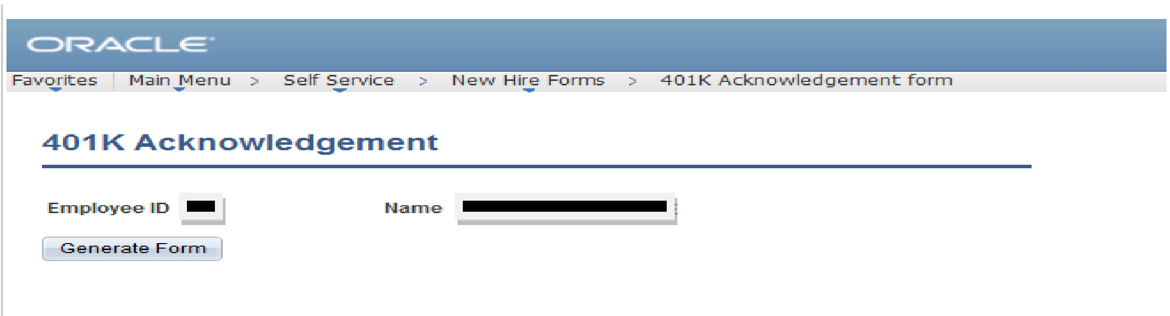
[redacted]
Printed Name

Data contained on this sheet is proprietary to DISYS and shall not be distributed.

Digital Intelligence Systems Corporation (DISYS) • Corporate Headquarters
8270 Greensboro Drive, Suite 1000 • McLean, VA 22102 • Phone: (703) 752-7900
Toll Free Phone: (877) 503-4797 • Fax: (703) 970-4397 • www.disys.com

1.2 401k Acknowledgement Form

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > New Hire Forms > 401K Acknowledgement Form



Step 2	Click the "**<u>Generate form</u>**" to generate the form online
Step 3	Please print, sign and send to designated Consultant Liaison. You have successfully generated 401k Acknowledgement forms

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PLAN SUMMARY FOR
DISYS 401(K) PROFIT SHARING PLAN

When can I enroll in the Plan?	You may enroll in the plan on January 1st or July 1st following the date you complete 90 days of service and attain age 21.
How much can I contribute?	Under the Plan, you can control how much to contribute from a minimum amount of 1% to a maximum amount of 15% of your gross compensation. However, your maximum contribution is limited by IRS regulations to $16,500 for year 2010.
Does the company contribute anything on my behalf?	The company will make a matching contribution equal to $1 that you defer, up to a maximum deferral of 3% of your compensation for year 2010. Each year DISYS will determine whether an employer contribution will be made. You must work 500 hours in the plan year to be eligible for employer contributions.
When will my contributions be vested?	All of your contributions and any earnings on them are always 100% vested. Company contributions are subject to the following vesting schedule: <u>Years of Service*</u> <u>Vested Percent</u> Less than 3 0% 3 100% *Years of service are based on your date of hire
When will I receive my 401(k) benefits?	Your 401(k) account will be available to you when you leave the company, for example, if you change jobs or retire. Distributions will be made for the year in which you left employment.
Is more information about the plan available?	More detailed information will be provided in a **Summary Plan Description**. This outline is intended to provide you with some of the general provision of all 401(k) plans and those specific to your plan. The actual provisions of your plan's legal document will govern your rights and benefits.
Questions on the plan highlights and or investment options contact:	HR Department 8270 Greensboro Drive McLean, VA 22102 Phone: 703.752.7900 Email: hr@disys.com

I understand that I am eligible for enrollment on January 1 or July 1 depending on my date-of-hire. Human Resources will contact you before open enrollment regarding the open enrollment procedures. At that time you can either enroll or waive your enrollment. Please sign and date below and return to HR at the above address.

Employee Signature   July 28, 2012
Date

[redacted]

Digital Intelligence Systems Corporation (DISYS) • Corporate Headquarters
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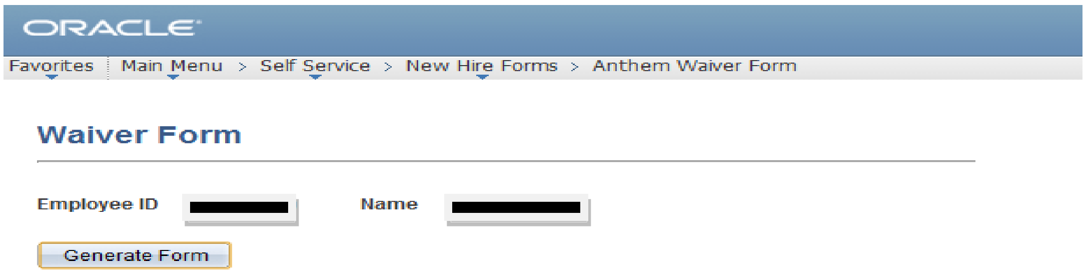
Toll Free Phone: (877) 503-4797 • Fax: (703) 970-4397 • www.disys.com

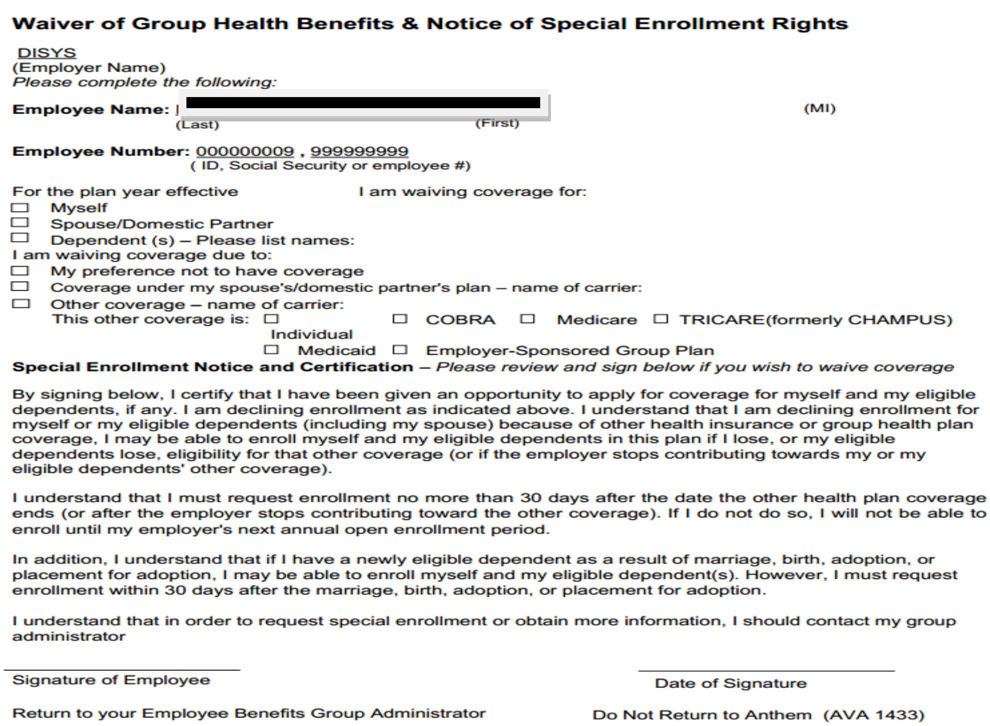
1.3 Anthem Waiver Form

If you've waived our medical coverage, please follow the steps below to complete the Anthem Waiver Form.

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > New Hire Forms > Anthem Waiver Form



Step 2	Click the "**Generate form**" to generate the form online
Step 3	Please print, sign and send to designated Consultant Liaison. You have successfully generated Anthem Waiver Form.



Waiver of Group Health Benefits & Notice of Special Enrollment Rights

DISYS
(Employer Name)
Please complete the following:

Employee Name: [redacted] (MI)
(Last) (First)

Employee Number: 000000009 , 999999999
(ID, Social Security or employee #)

For the plan year effective I am waiving coverage for:
☐ Myself
☐ Spouse/Domestic Partner
☐ Dependent (s) – Please list names:
I am waiving coverage due to:
☐ My preference not to have coverage
☐ Coverage under my spouse's/domestic partner's plan – name of carrier:
☐ Other coverage – name of carrier:
This other coverage is: ☐ Individual ☐ COBRA ☐ Medicare ☐ TRICARE(formerly CHAMPUS) ☐ Medicaid ☐ Employer-Sponsored Group Plan

Special Enrollment Notice and Certification – *Please review and sign below if you wish to waive coverage*

By signing below, I certify that I have been given an opportunity to apply for coverage for myself and my eligible dependents, if any. I am declining enrollment as indicated above. I understand that I am declining enrollment for myself or my eligible dependents (including my spouse) because of other health insurance or group health plan coverage, I may be able to enroll myself and my eligible dependents in this plan if I lose, or my eligible dependents lose, eligibility for that other coverage (or if the employer stops contributing towards my or my eligible dependents' other coverage).

I understand that I must request enrollment no more than 30 days after the date the other health plan coverage ends (or after the employer stops contributing toward the other coverage). If I do not do so, I will not be able to enroll until my employer's next annual open enrollment period.

In addition, I understand that if I have a newly eligible dependent as a result of marriage, birth, adoption, or placement for adoption, I may be able to enroll myself and my eligible dependent(s). However, I must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

I understand that in order to request special enrollment or obtain more information, I should contact my group administrator

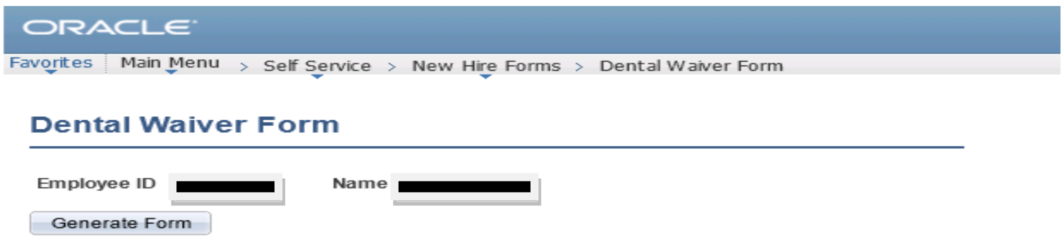
Signature of Employee Date of Signature

Return to your Employee Benefits Group Administrator Do Not Return to Anthem (AVA 1433)

1.4 Dental Waiver Form

If you've waived our dental coverage, please follow the steps below to complete the Dental Waiver Form.

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > New Hire Forms > Dental Waiver Form



Step 2	Click the "**<u>Generate form</u>**" to generate the form online
Step 3	Please print, sign and send to designated Consultant Liaison. You have successfully generated Dental Waiver Form**.**

Waiver of Group Dental Benefits & Notice of Special Enrollment Rights

EMPLOYER: Digital Intelligence Systems, Corp.

Please complete the following:

Employee Name [redacted]
(Last) (First) (MI)

For the plan year effective ____/____/____ I am waiving coverage for:

- ☐ Myself
- ☐ Spouse
- ☐ Dependent

I am waiving coverage due to:

- ☐ My preference not to have coverage
- ☐ Coverage under my spouse's / domestic partner's plan – name of carrier: ______________
- ☐ Other coverage – name of carrier: ______________________________________

Special Enrollment Notice and Certification – *Please review and sign below if you wish to waive coverage*

By signing below, I certify that I have been given the opportunity to apply for coverage for myself and my eligible dependents, if any. I understand that if I am declining enrollment for myself or my eligible dependents (including my spouse) because of other dental insurance coverage or group dental plan, I may be able to enroll myself and my eligible dependents in this plan if I lose, or my eligible dependents lose, eligibility for that other coverage.

I understand that I must request enrollment no more than 30 days after the date the other dental plan coverage ends. If I do not do so, I will not be able to enroll until DISYS's next annual open enrollment period.

In addition, I understand that if I have a newly eligible dependent as a result of marriage, birth, adoption, or placement for adoption, I may be able to enroll myself and my eligible dependent(s). However, I must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

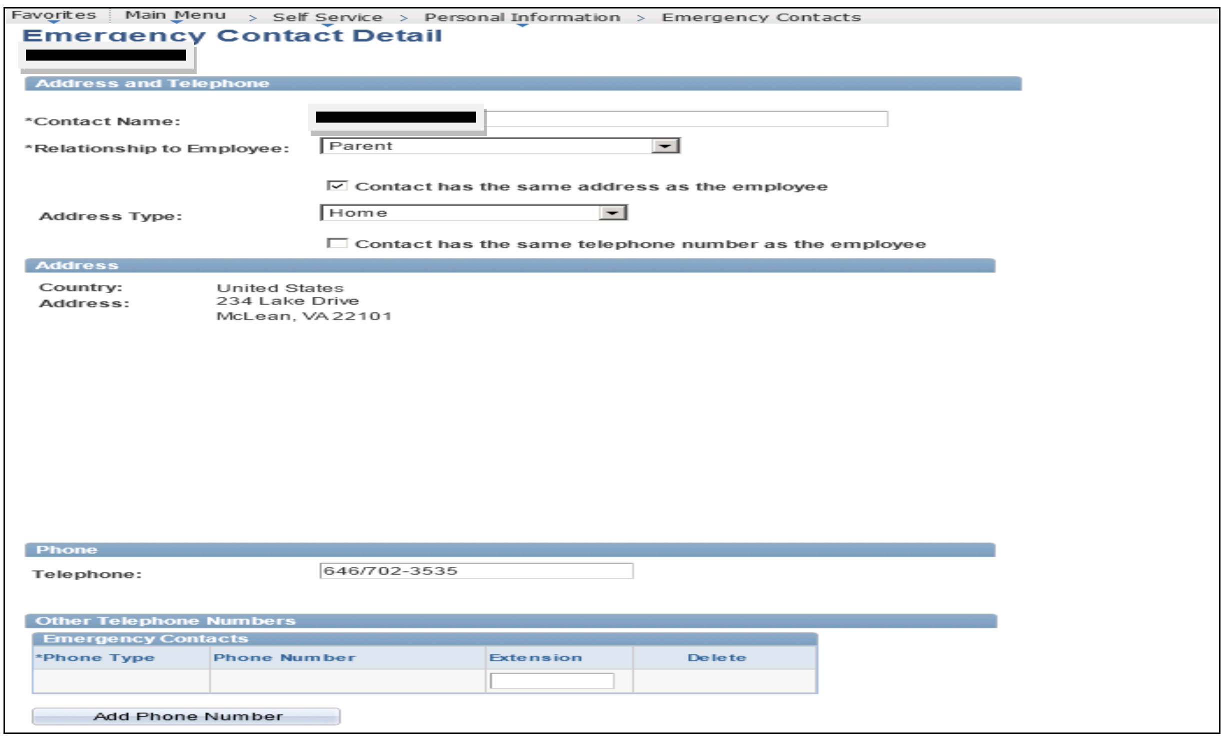
Signature of Employee **Date of Signature**

[redacted]
Employee Print Name

1.5 Maintaining Emergency Contacts

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Emergency Contacts
Step 2	Use the Emergency Contacts page to review, add, update, or delete emergency contact information
Step 3	Click the Add Emergency Contact button.

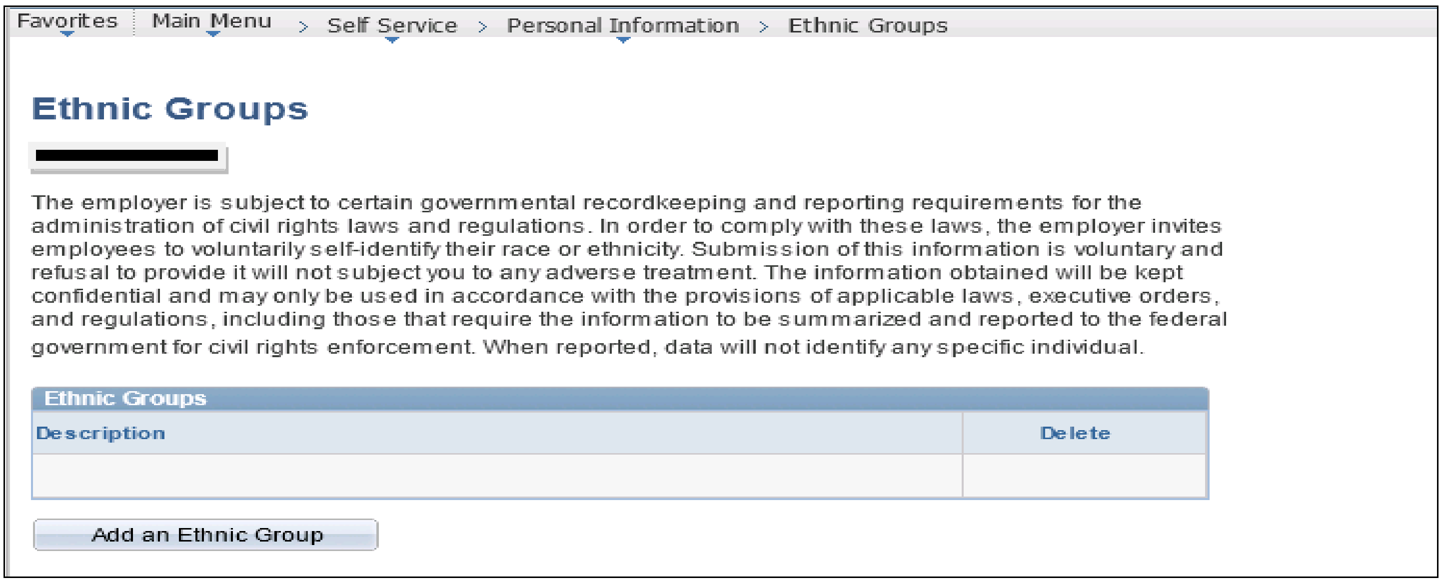
Step 4	Use the Emergency Contact Detail page to enter the name, telephone and address information for your emergency contact.
Step 5	To change the address, please click the edit address button
Step 6	If the phone number is the same as yours, select the Contact has the same telephone number as the employee check box. If not, you enter the phone number in the Telephone field in the Phone section.
Step 7	Click in the Telephone field. Enter the desired information into the Telephone field. Enter a valid value e.g. "6467023535".
Step 8	Click the Save button.



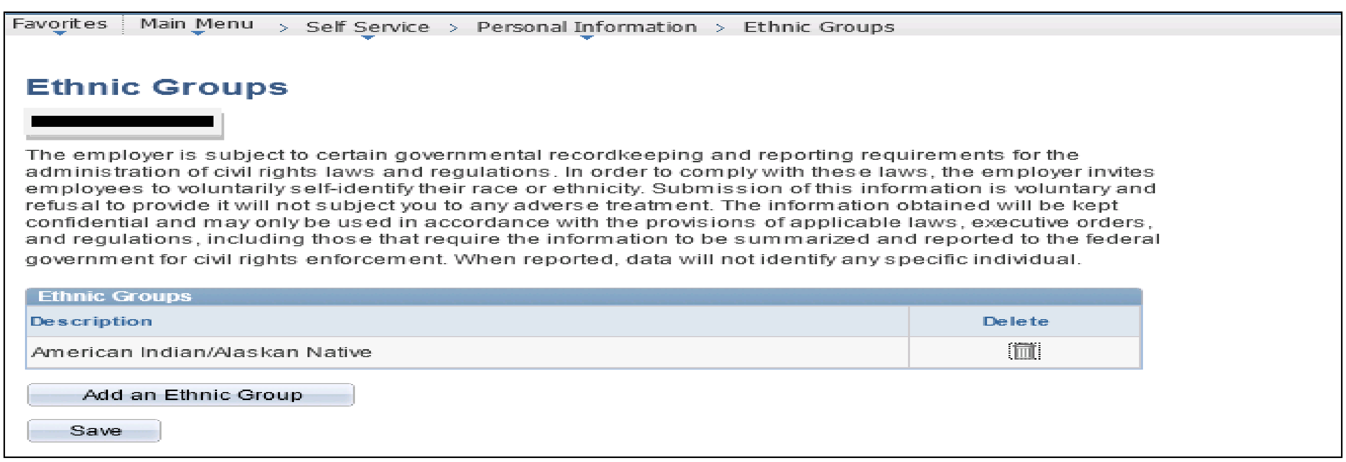
Step 8	Use the Save Confirmation page to acknowledge that your entries were successfully saved.
Step 9	Click the OK button.
Step 10	The name now appears on the Emergency Contacts page.
Step 11	You have successfully added your emergency contact information.

1.6 Maintaining Ethnic Group

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Ethnic Groups
Step 2	Use the Ethnic Groups page to identify your ethnicity.
Step 3	Click the Add an Ethnic Group button. Click the Description list.



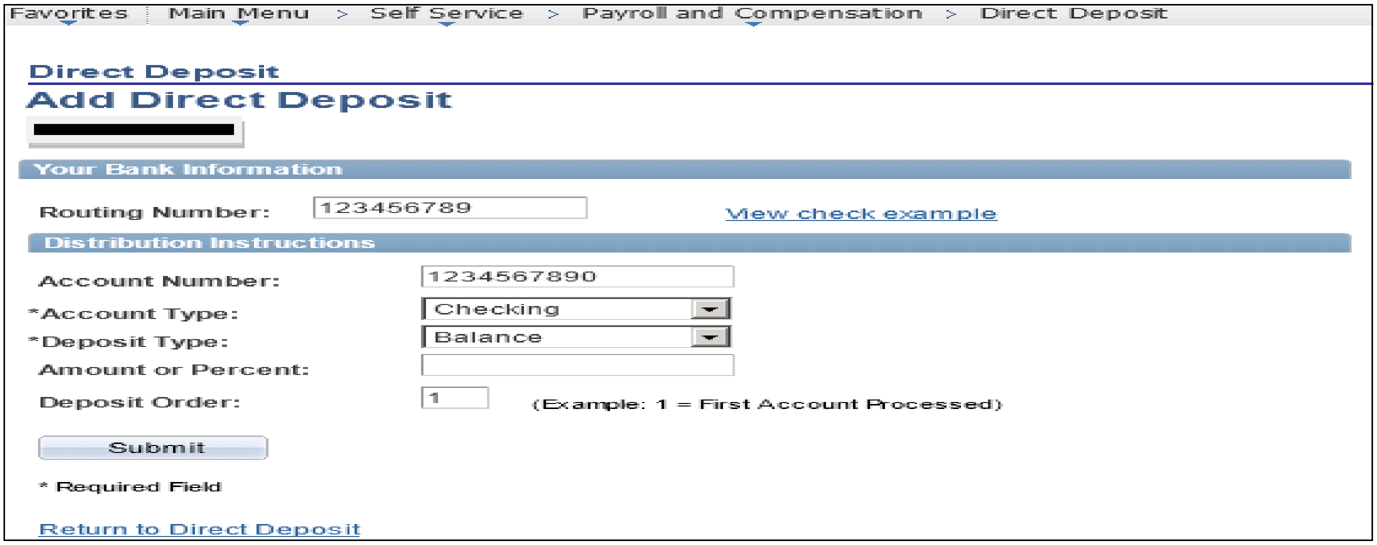
Step 4	Click the appropriate group
Step 5	Click the Save button.



Step 6	Click the OK button.
Step 7	Your ethnicity has been added. To add another ethnic group, select the Add an Ethnic Group button. If you need to delete an ethnic group that is incorrect, click the Delete button to remove the row.
Step 8	You have successfully entered your ethnicity.

1.7 Maintaining Direct Deposit Information

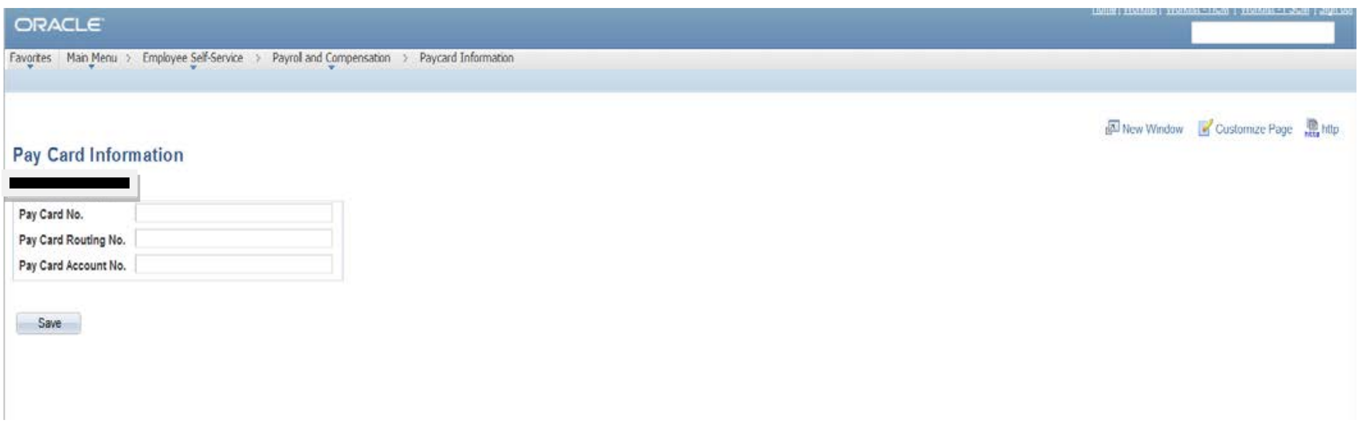
Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Payroll and Compensation > Direct Deposit
Step 2	Select Add Account
Step 3	Use the Request Direct Deposit page to enter information to enable the direct deposit of employee pay into checking or savings bank accounts.
Step 4	The Effective Date defaults to the system date. Change this date to reflect the effective date of the direct deposit information you are entering.
Step 5	Click in the Bank Information (Routing Information) field. Enter information about the bank account that is used to pay the employee. Enter the desired information into the Routing Number field. Enter a valid value e.g. "009824567". Click in the Account Number field. Enter the desired information into the Account Number field. Enter a valid value e.g. "1234567890". Use the Account Type (drop down) list to indicate a direct deposit to a checking or savings account
Step 6	Click in the Priority field. Use the Priority field to enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits—in this case, only the higher priority deposits are made.



Step 7	Click the Save button.
Step 8	Please print, sign and send to designated Consultant Liaison. You have successfully entered direct deposit information.

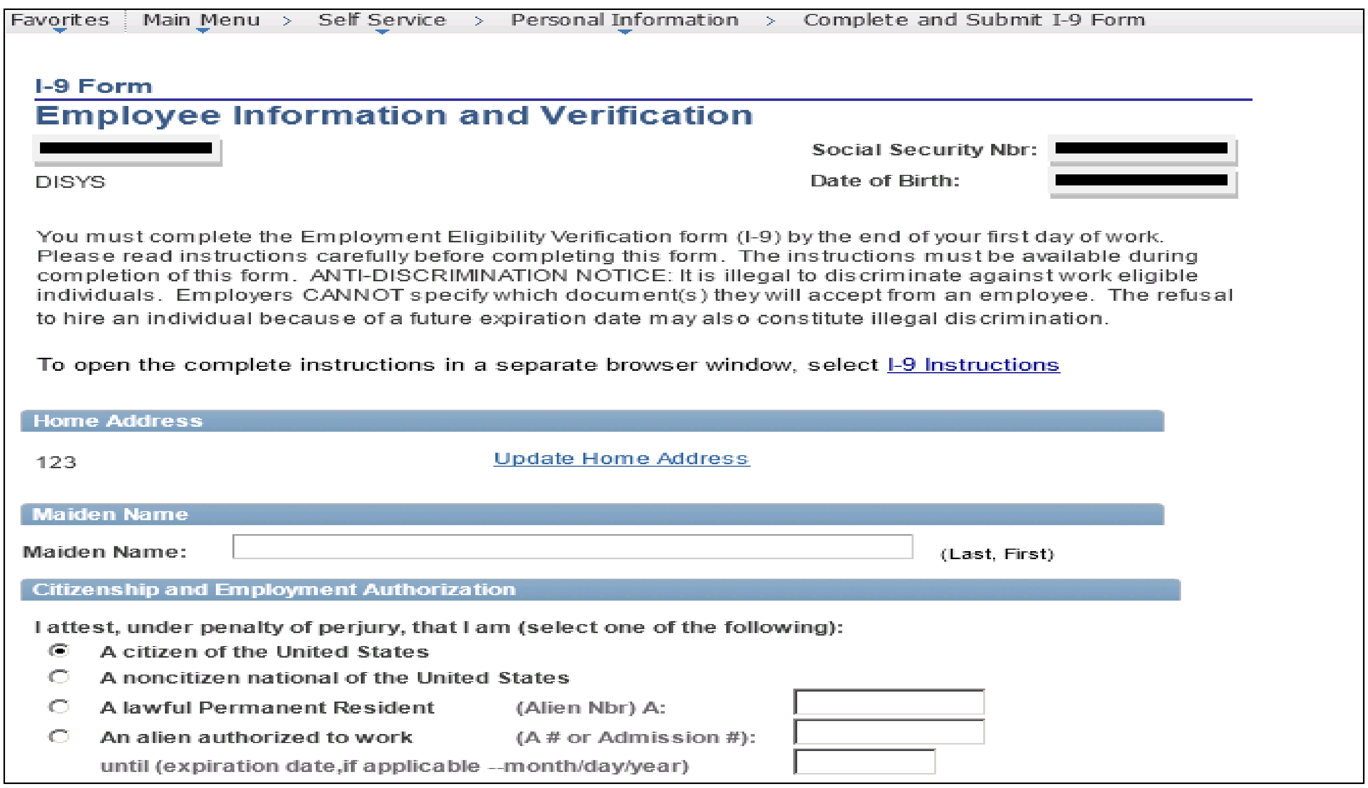
1.8 Maintaining PayCard Information

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Payroll and Compensation > PayCard Information
Step 2	Fill in PayCard Information and click save



1.9 Signed I-9 form

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Complete and Submit I-9 Form
Step 2	Begin by select the selecting the information the “Citizenship and Employment Authorization”. Select the following details • A citizen of the United States • A noncitizen national of the United States • A lawful Permanent Resident • An alien authorized to work Next you want to select is Minor and Special Placement Details from the following options (if applicable) • Special Placement Employee unable to present a List A or List B document • Minor unable to present a List A or List B document • Prepared and/or translated by a person other than the Employee



Favorites | Main Menu > Self Service > Personal Information > Complete and Submit I-9 Form

I-9 Form

Employee Information and Verification

[redacted]

DISYS

Social Security Nbr: [redacted]

Date of Birth: [redacted]

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

To open the complete instructions in a separate browser window, select I-9 Instructions

Home Address

123 Update Home Address

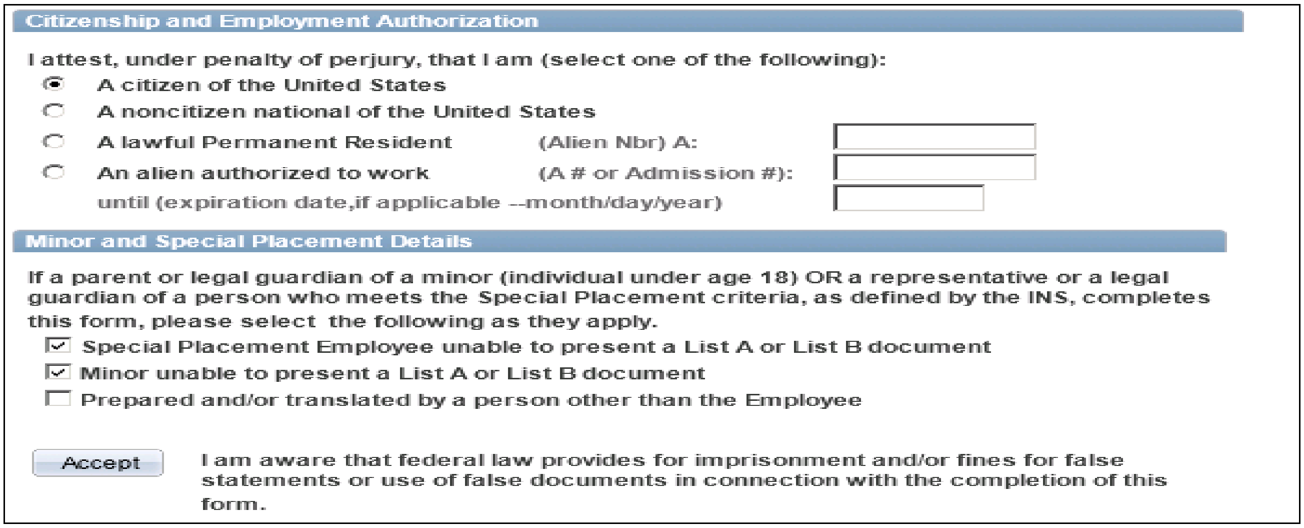
Maiden Name

Maiden Name: (Last, First)

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

- A citizen of the United States
- A noncitizen national of the United States
- A lawful Permanent Resident (Alien Nbr) A:
- An alien authorized to work (A # or Admission #):
  until (expiration date,if applicable --month/day/year)



Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

- (selected) A citizen of the United States
- A noncitizen national of the United States
- A lawful Permanent Resident (Alien Nbr) A:
- An alien authorized to work (A # or Admission #):

until (expiration date,if applicable --month/day/year)

Minor and Special Placement Details

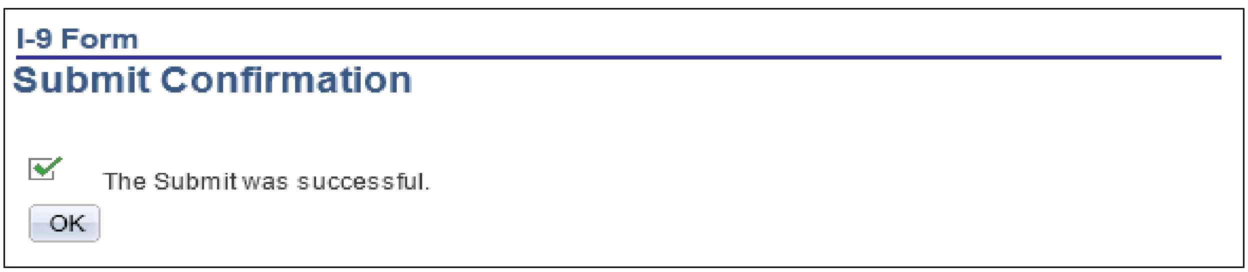
If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

- [x] Special Placement Employee unable to present a List A or List B document
- [x] Minor unable to present a List A or List B document
- [ ] Prepared and/or translated by a person other than the Employee

Accept

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Step 3	Click “Accept” button
Step 4	Submit confirmation will pop up



I-9 Form

Submit Confirmation

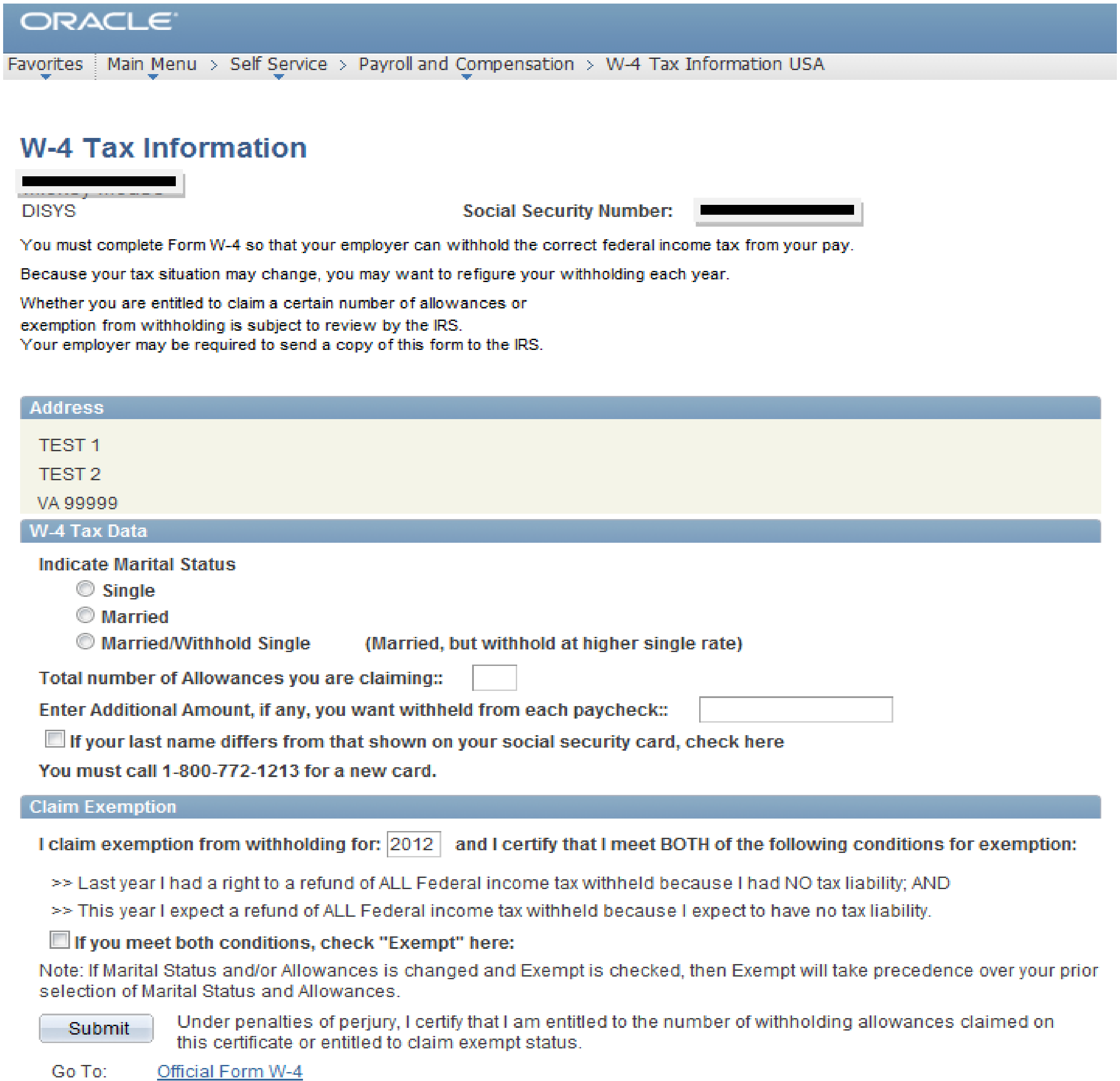
The Submit was successful.

OK

Step 5	You have successfully submitted your I-9 Forms
Step 6	Please print, sign and send to designated Consultant Liaison.

1.10 Federal W-4 form

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information USA


ORACLE

Favorites | Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information USA

W-4 Tax Information

[redacted]

DISYS Social Security Number: [redacted]

You must complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Because your tax situation may change, you may want to refigure your withholding each year.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Address

TEST 1
TEST 2
VA 99999

W-4 Tax Data

Indicate Marital Status

- Single
- Married
- Married/Withhold Single (Married, but withhold at higher single rate)

Total number of Allowances you are claiming::

Enter Additional Amount, if any, you want withheld from each paycheck::

If your last name differs from that shown on your social security card, check here

You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for: 2012 **and I certify that I meet BOTH of the following conditions for exemption:**

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
>> This year I expect a refund of ALL Federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, check "Exempt" here:

Note: If Marital Status and/or Allowances is changed and Exempt is checked, then Exempt will take precedence over your prior selection of Marital Status and Allowances.

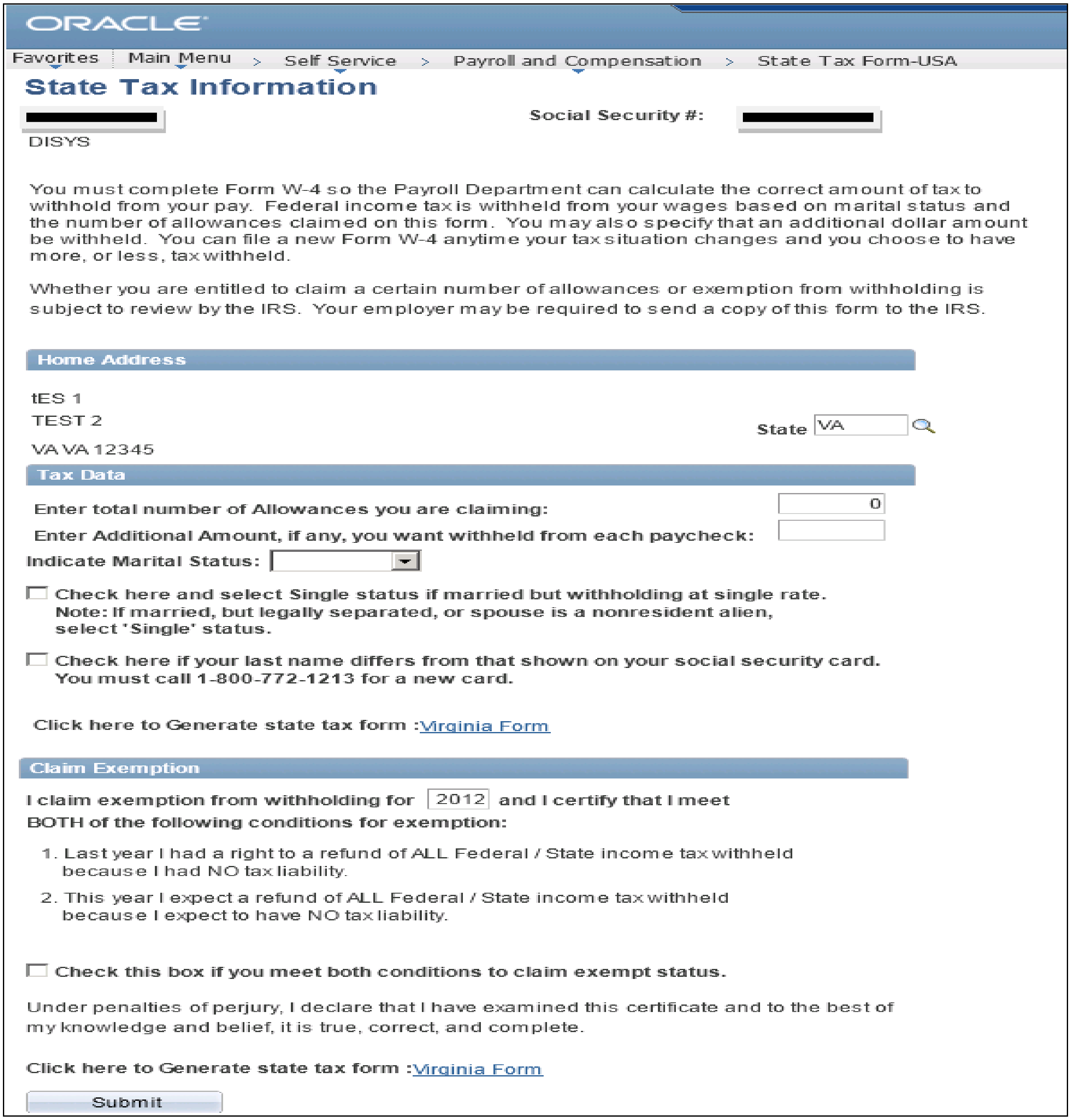
Submit Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Go To: Official Form W-4

Step 2	Enter the W-4 Tax information. Select the following items 1. Indicate Marital Status 2. Check here and select single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status 3. Enter total number of Allowances you are claiming: 4. Enter Additional Amount, if any, you want withheld from each paycheck:
Step 3	Enter the Claim Exemption information (if applicable). Select the following items 1. Enter the year you are claiming 2. Check this box if you meet both conditions to claim exempt status
Step 4	Click “Submit” button
Step 5	Re-enter password. You have successfully submitted your W-4 Forms
Step 6	Please print, sign and send to designated Consultant Liaison.

1.11 State Tax Form – USA

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Payroll and Compensation > State Tax Form USA



ORACLE

Favorites | Main Menu > Self Service > Payroll and Compensation > State Tax Form-USA

State Tax Information

[redacted] Social Security #: [redacted]

DISYS

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

tES 1
TEST 2
VA VA 12345

State VA

Tax Data

Enter total number of Allowances you are claiming: 0

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status:

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Click here to Generate state tax form :Virginia Form

Claim Exemption

I claim exemption from withholding for 2012 and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal / State income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal / State income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Click here to Generate state tax form :Virginia Form

Submit

Step 2	Enter the desire information on the **State Tax form – USA** and respective details will store in State tax data. Generate the online state tax form based on the tax entered in the state field Click the hyperlink tax to generate the actual online state form.
Step 4	Click "Submit" button
Step 5	Re-enter password. You have successfully submitted your **State Tax form – USA**
Step 6	Please print, sign and send to designated Consultant Liaison.

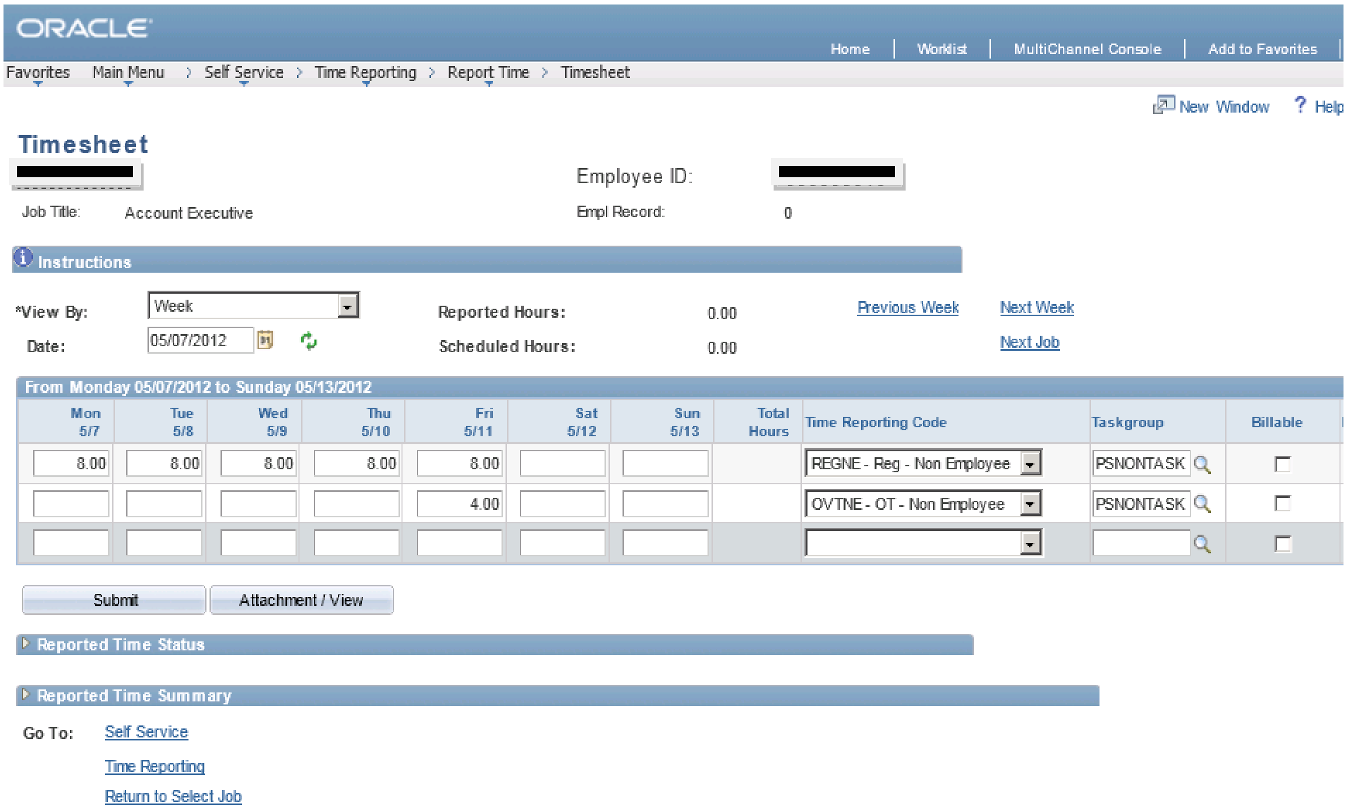
Section 2: Time & Labor

2.0 Manage Time Sheet

2.1 Enter Time/Online

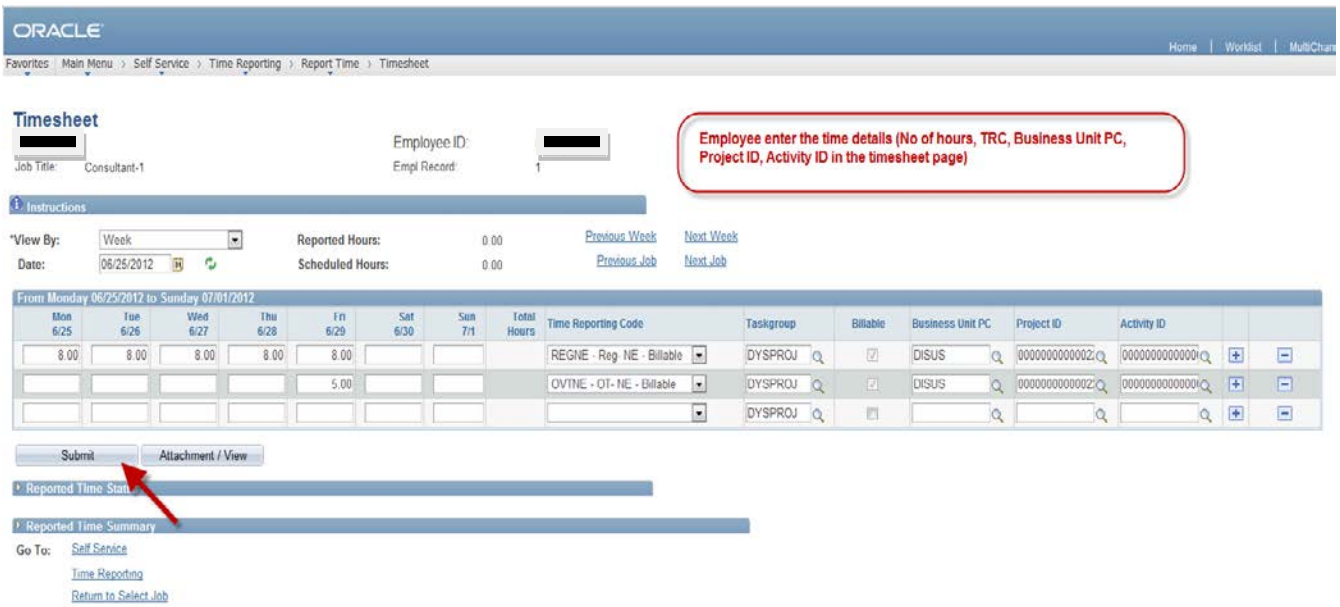
Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Time Reporting > Report Time > Timesheet
Step 2	Click in the Mon 5/07 field.
Step 3	Enter the desired information (number of hours) into the Mon 5/07 field. Enter a valid value e.g. "8".
Step 4	Click in the Tue 5/08 field.
Step 5	Enter the desired information into the Tue 5/08 field. Enter a valid value e.g. "8".
Step 6	Click in the Wed 5/09 field.
Step 7	Enter the desired information into the Wed 5/09 field. Enter a valid value e.g. "8".
Step 8	Click in the Thu 5/10 field.
Step 9	Enter the desired information into the Thu 5/10 field. Enter a valid value e.g. "8".
Step 10	Click in the Fri 5/11 field.
Step 11	Enter the desired information into the Fri 5/11 field. Enter a valid value e.g. "8".
Step 12	Next, select a time reporting code (TRC) for the hours entered. Click the Time Reporting Code (TRC) list.
Step 13	Select the TRC – as Regular (REGW2) (billable) from the drop down list
Step 14	Click the Add a new row button. (To report overtime, PTO or leave without pay hours)
Step 15	Click in the Fri 5/11 field.
Step 16	Enter the desired information into the Fri 5/11 field. Enter a valid value e.g. "4".
Step 17	Click the Time Reporting Code list.
Step 18	Select the TRC - Overtime from the drop down list. (if applicable)
Step 19	Click the Submit button.
Step 20	Click the OK button.
Step 21	Notice that the Reported Hours field has been updated.
Step 22	The reported time is displayed in the Reported Time Status section.
Step 23	For uploading the document, kindly click the attachment / view page and enter the desired information and upload the document
Step 24	You can enter comments about the time entries if required. In this example, add a comment to explain the need for overtime. Click the Comments button.
Step 25	Use the Comments page to enter comments for the reported time.
Step 26	Click in the Comment field.

Step 27	Enter the desired information into the Comment field. Enter a valid value e.g. "System down. Needed to manually work records".
Step 28	You have successfully reported time using a timesheet.



2.2 Enter Time/Online for Prior Pay Period – W2 / 1099

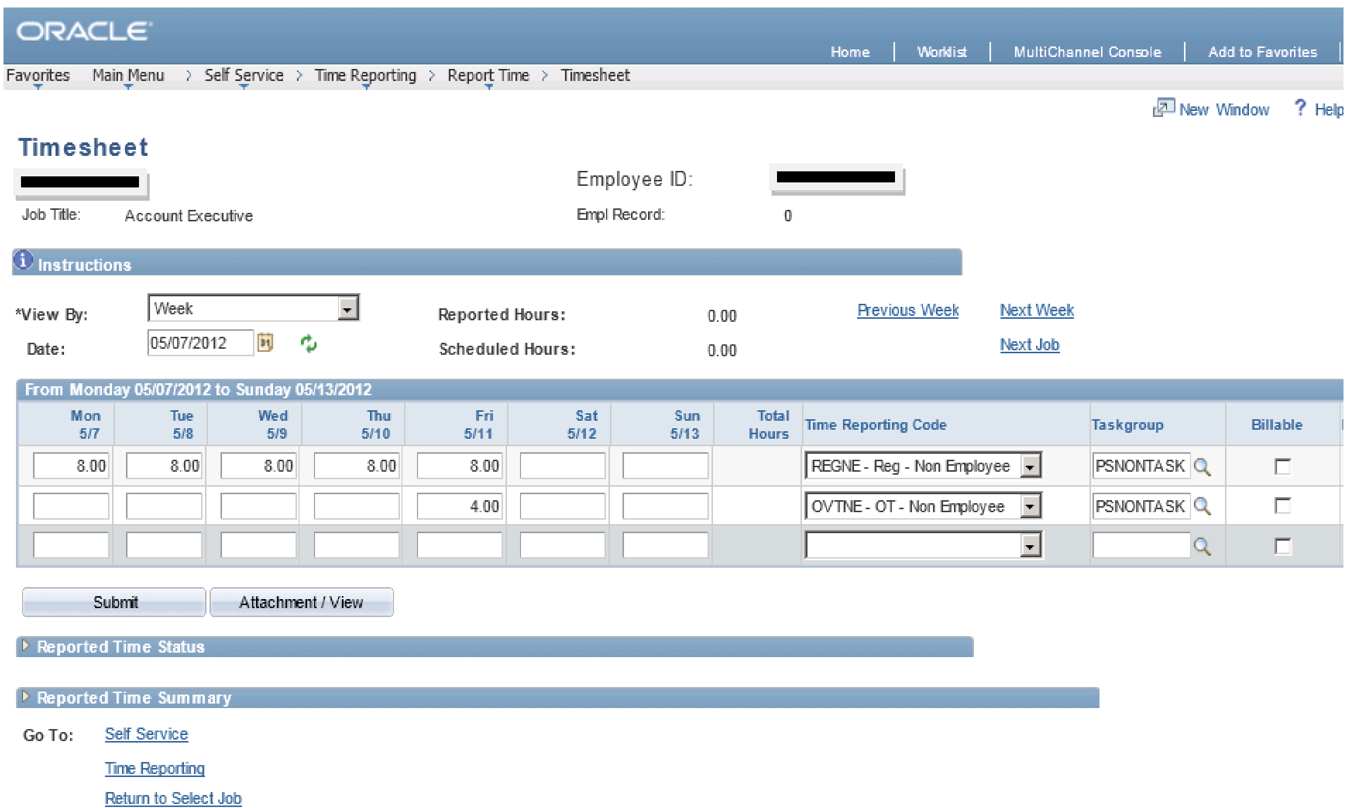
Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Time Reporting > Report Time > Timesheet
Step 2	Click the Previous Week link



Step 3	Employee enter the time details (No of hours, TRC, Business Unit PC, Project ID, Activity ID in the timesheet page)
Step 4	Please choose the Business Unit PC, Project ID, and Activity ID that is assigned in the drop down menu
Step 5	For uploading the document, kindly click the attachment / view page and enter the desired information and upload the document
Step 6	Click the Submit button.
Step 7	Click the OK button.
Step 8	You have successfully reported time using a timesheet.

2.3 Enter Time/Online for Rejected / Denied Timesheet – W2 / 1099

Step	DESCRIPTION
Step 1	You will receive a notification when your timesheet is rejected / denied. Below are the steps to check the system and correct your hours.
Step 2	Login as Employee and navigate to Main Menu > Self Service > Time Reporting > Report Time > Timesheet
Step 3	Click either the Previous Week or Next Week link to make sure you're in the correct time period.
Step 4	Click on the "▷ " next to Reported Time Status for the drop down to appear. This will tell you which time is approved or denied.



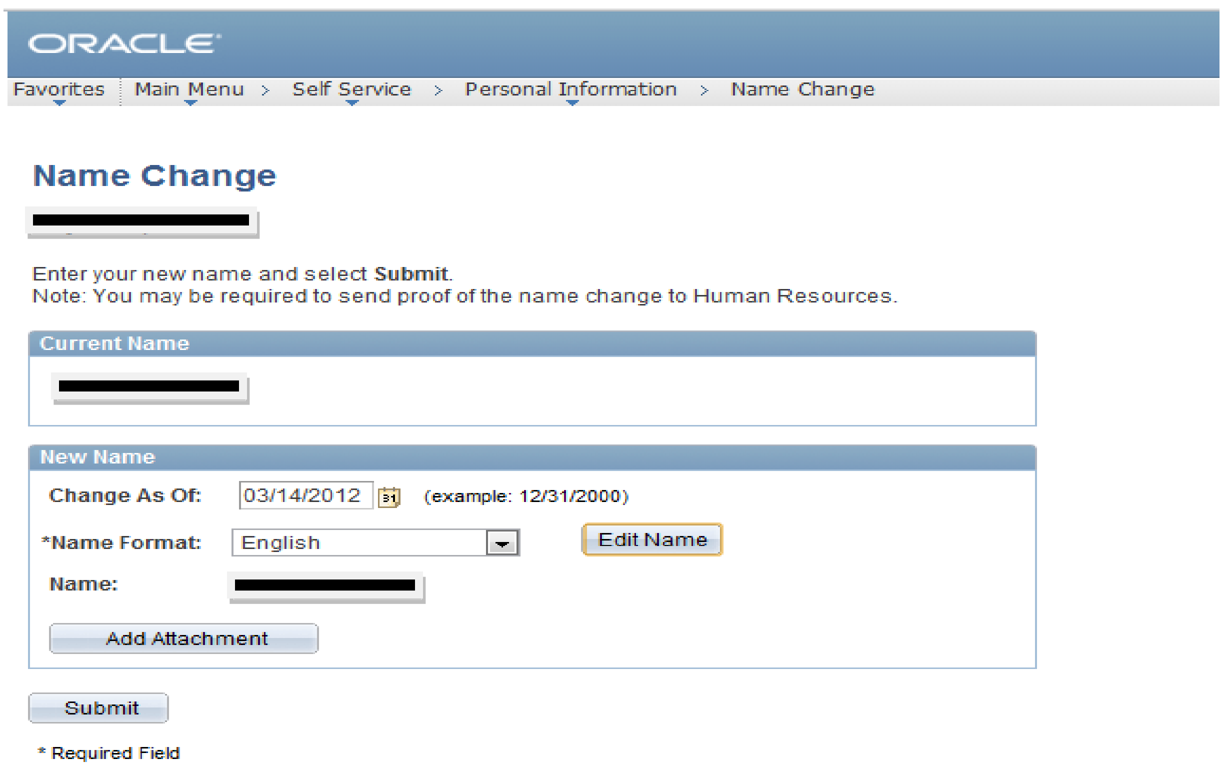
Step	DESCRIPTION
Step 5	Make the necessary change under the day the change needs to be made.
Step 6	Once completed hit submit
Step 7	You have successfully reported time using a timesheet.

Section 3: Employee Self Service

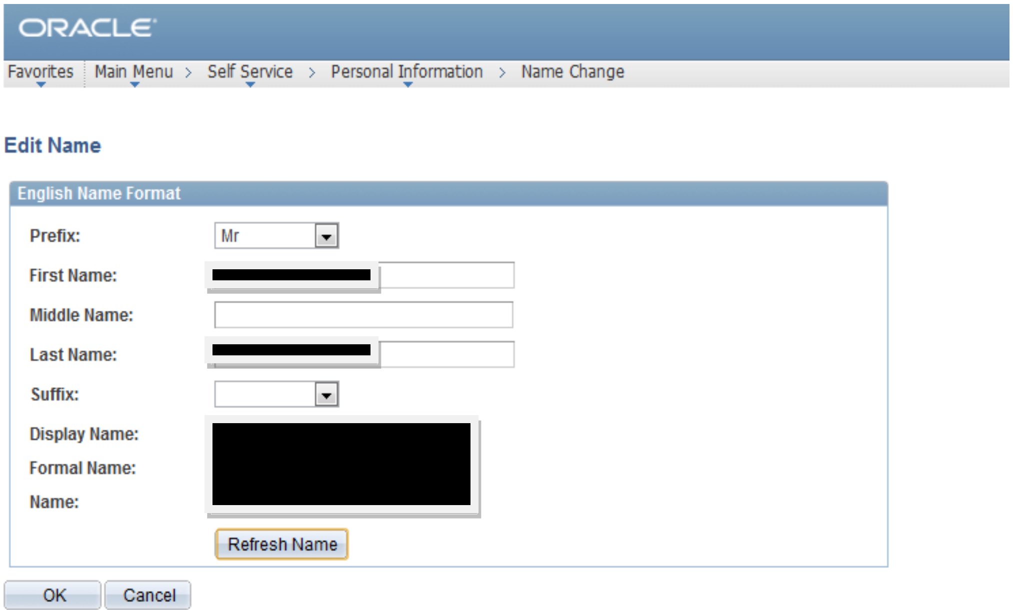
3.0 ESS Process Flow

3.1 Name Change

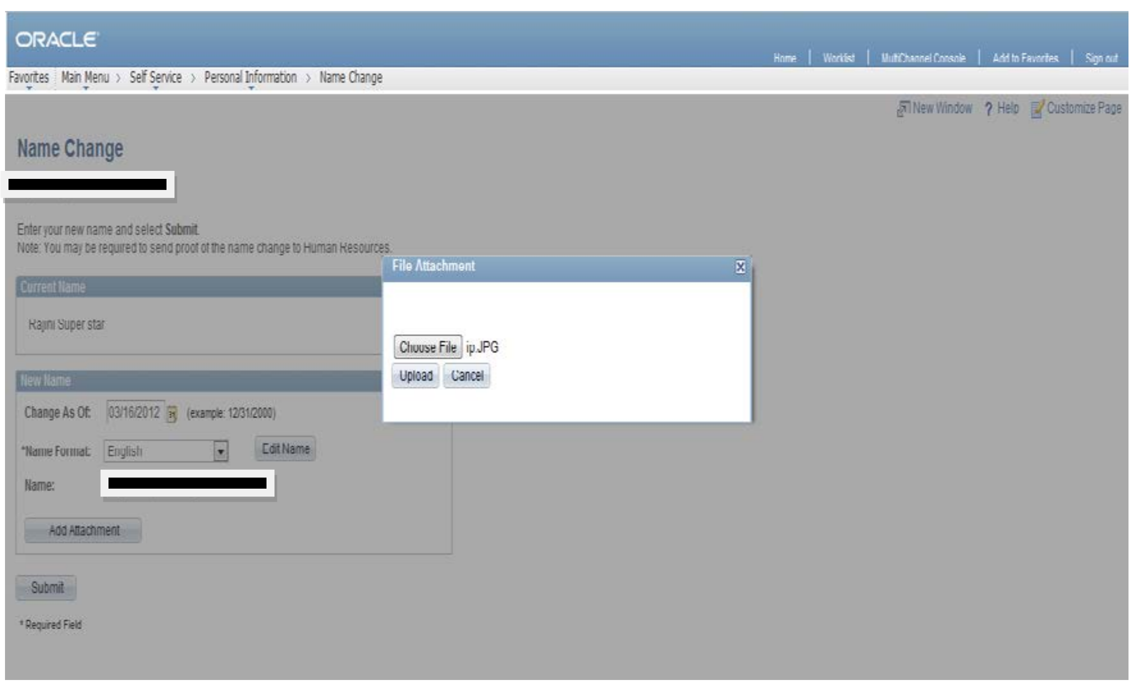
Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Name Change
Step 2	Enter an effective date on which the Name change should take effect (as shown below)
Step 3	Select the new name format from the drop down
Step 4	To change your name click the edit name box



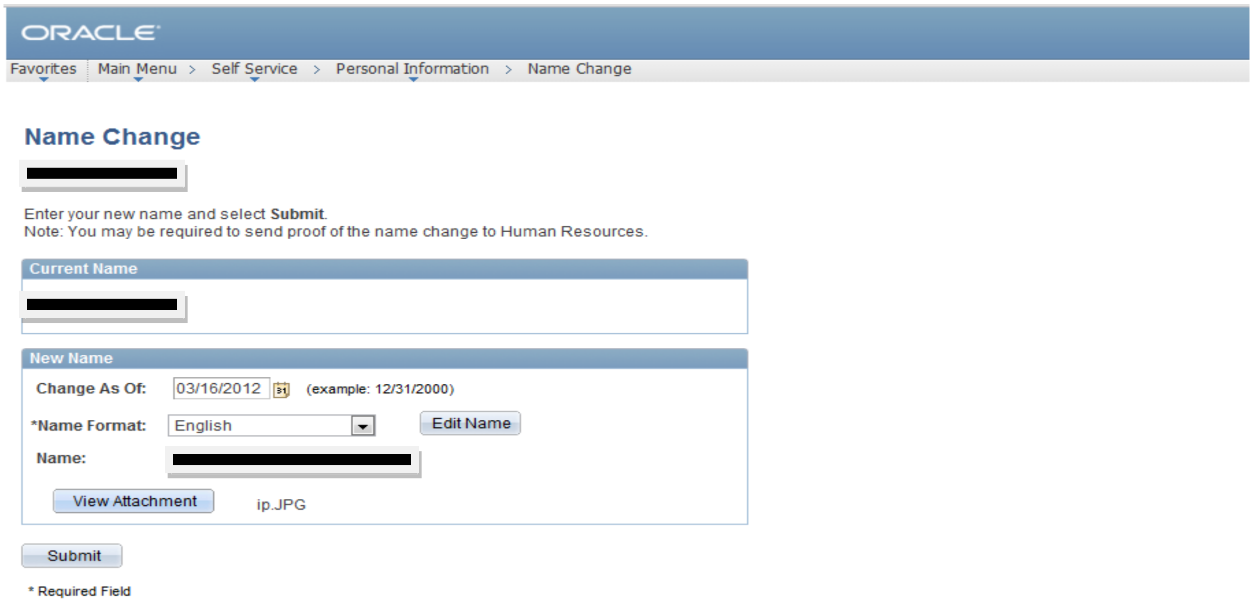
Step 5	Make the necessary name change



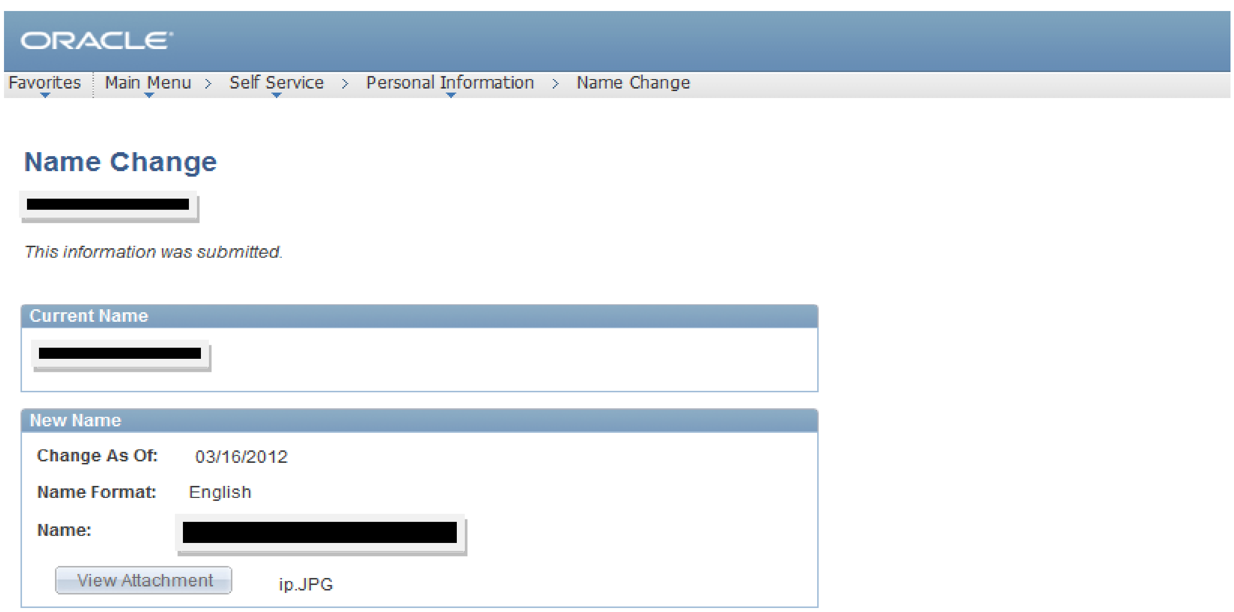
Step 6	Add Attachment if required



Step 7	Click on Submit to initiate the transaction

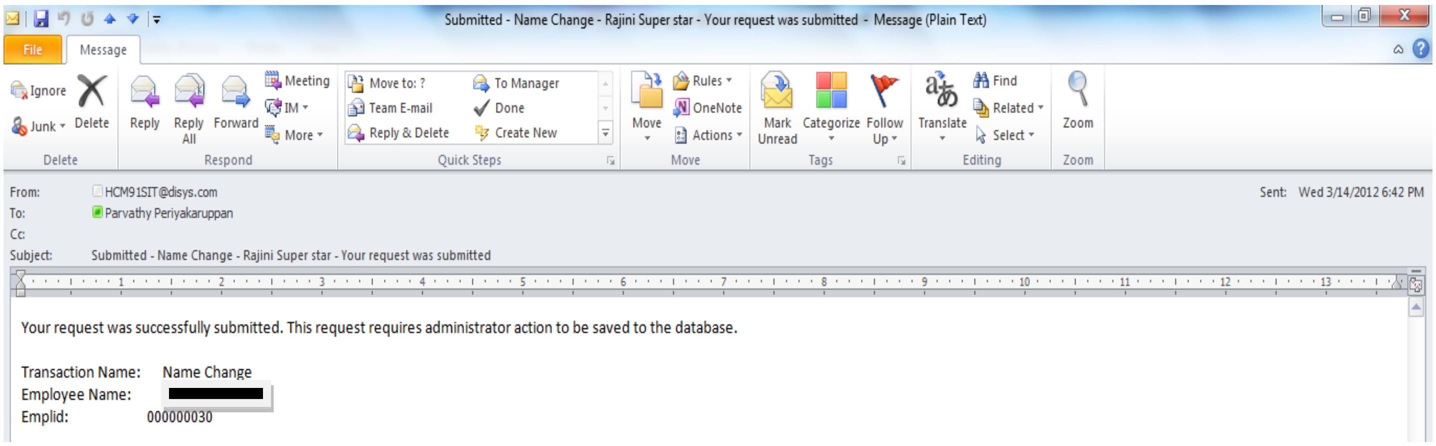


Step 8	Transaction has been submitted.

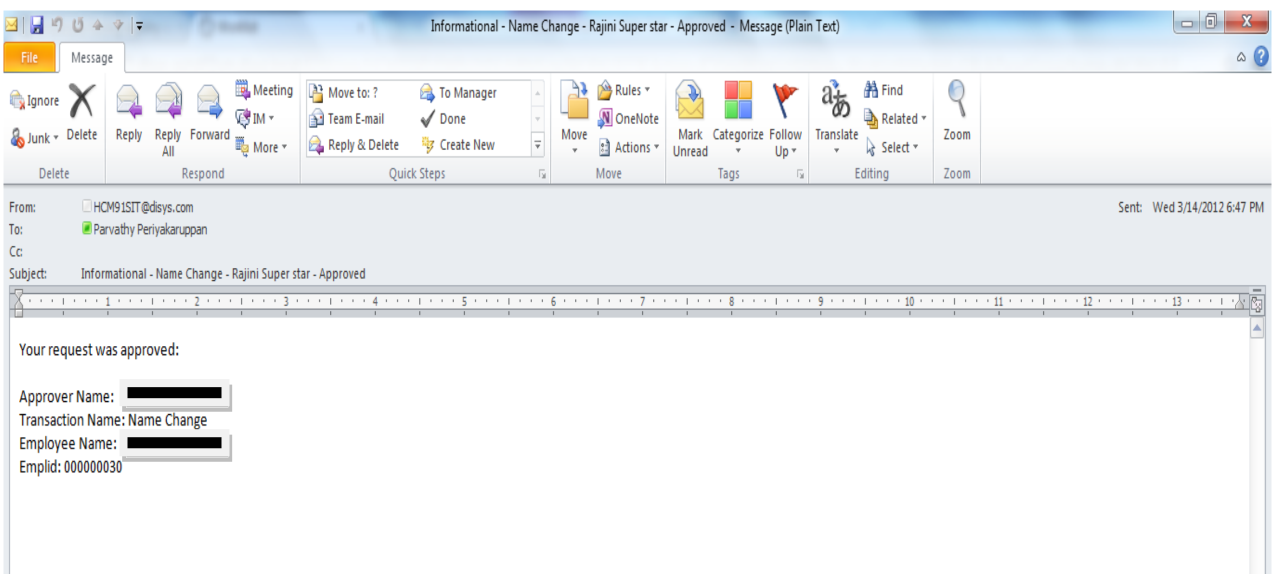


Step	DESCRIPTION
Step 9	An email is triggered to the employee for information and another email to the HR administrator to approve the Name change

Email triggered to employee for information

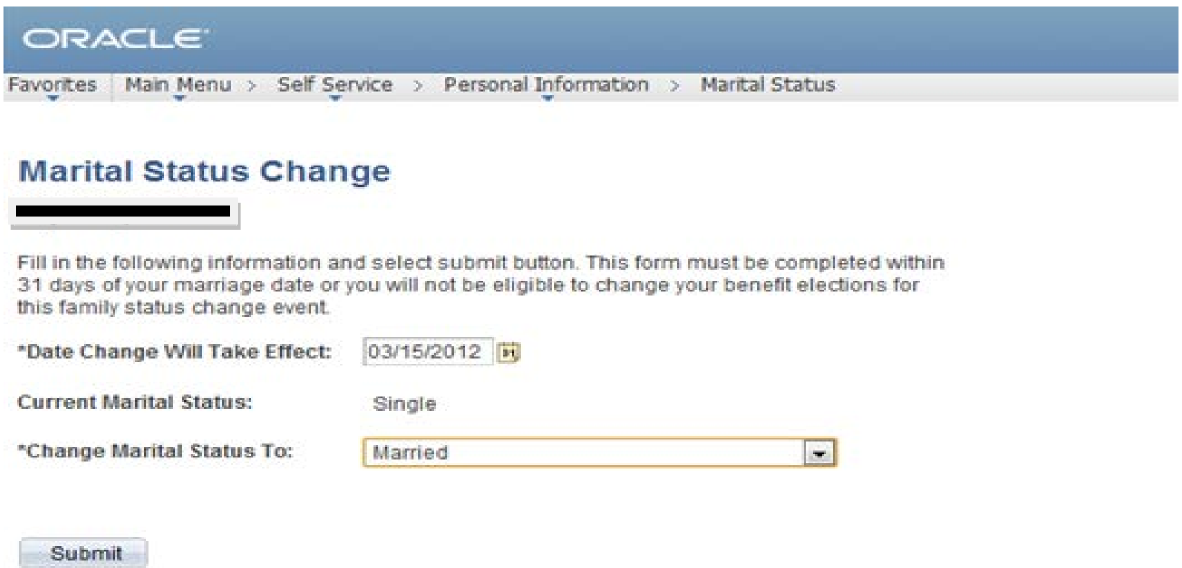


Step	DESCRIPTION
Step 10	Receipt once completed



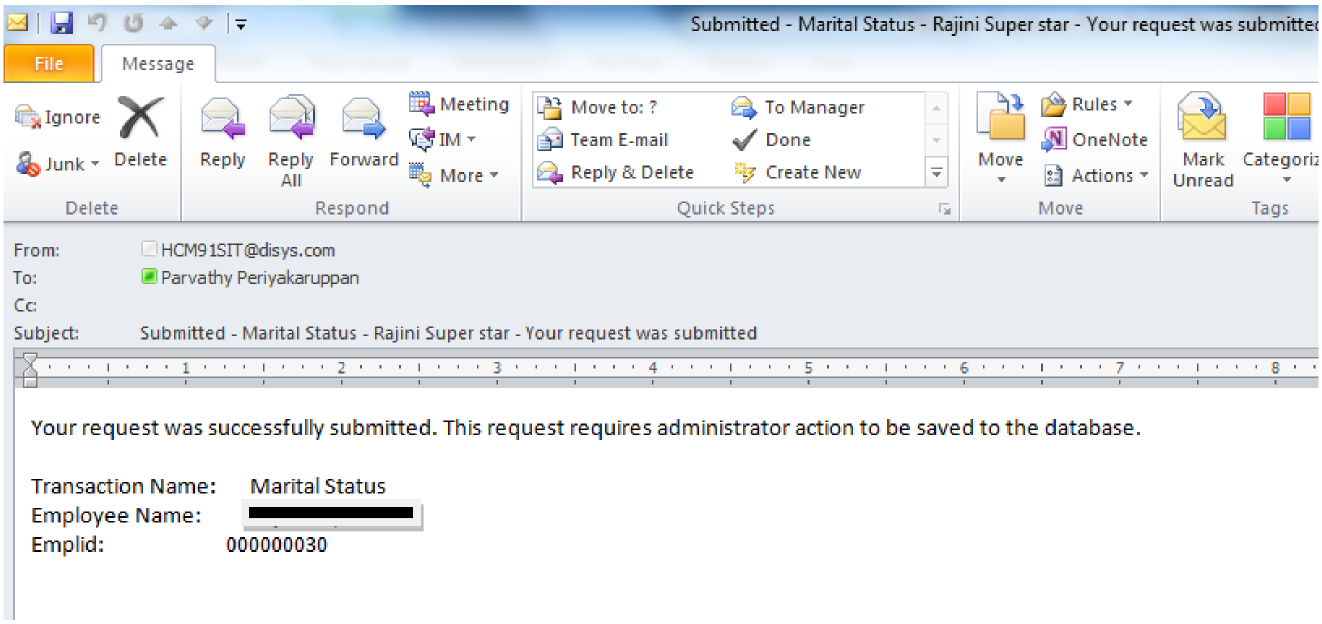
3.2 Marital Status Change

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Marital Status
Step 2	Enter an effective date on which the Marital Status change should take effect (as shown below)
Step 3	Select the new marital status from the drop down of “Change Marital Status To”

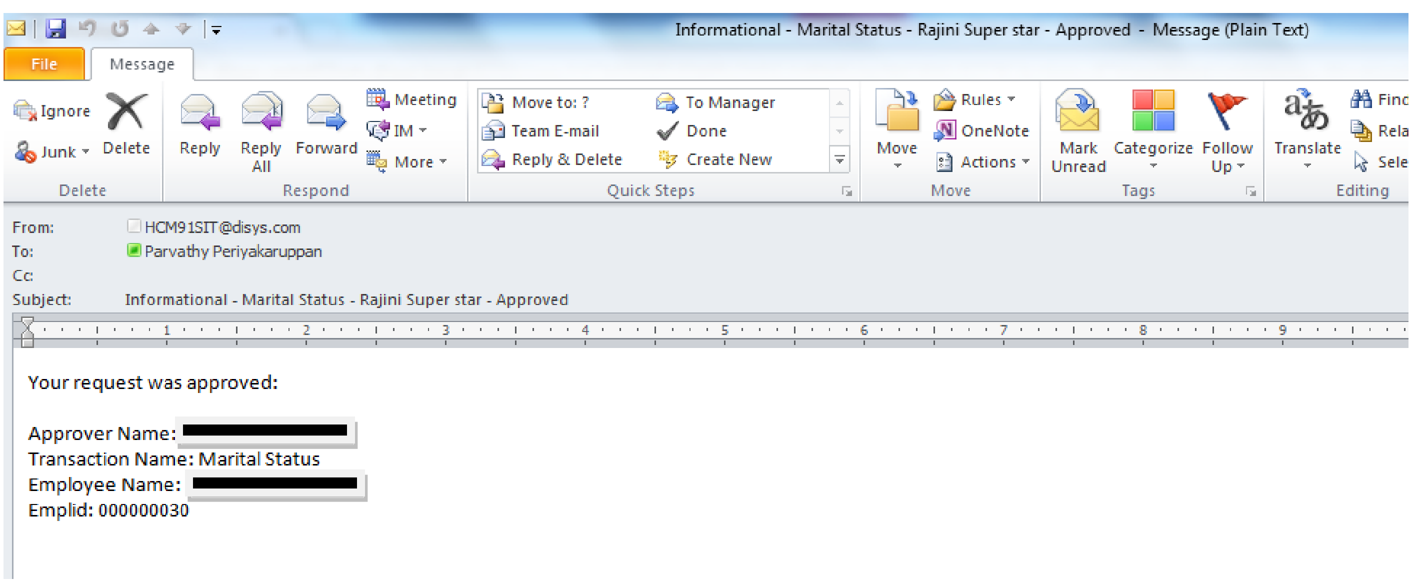


Step	DESCRIPTION
Step 4	Click on Submit. This initiates a marital status change transaction

Step	DESCRIPTION
Step 5	An email is triggered to the employee for information and another email to the HR administrator to approve the marital status change

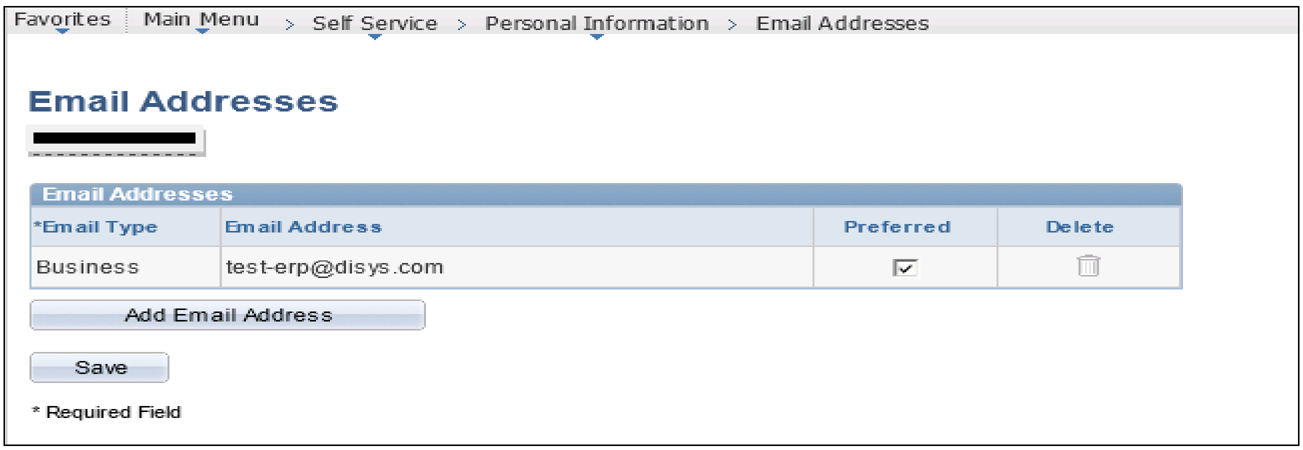


Step	DESCRIPTION
Step 6	A confirmation email is sent to the employee indicating the requested marital status change

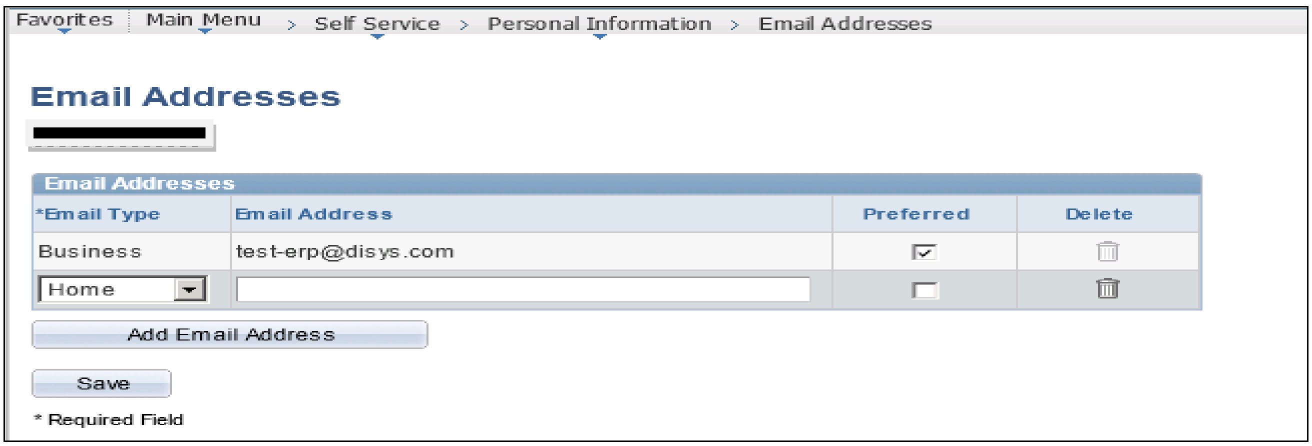


3.3 Maintaining Email Address

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Email Addresses
Step 2	Use the Email Addresses page to view, add, update, or delete email addresses.
Step 3	You can modify existing rows by updating the fields and clicking the Save button.



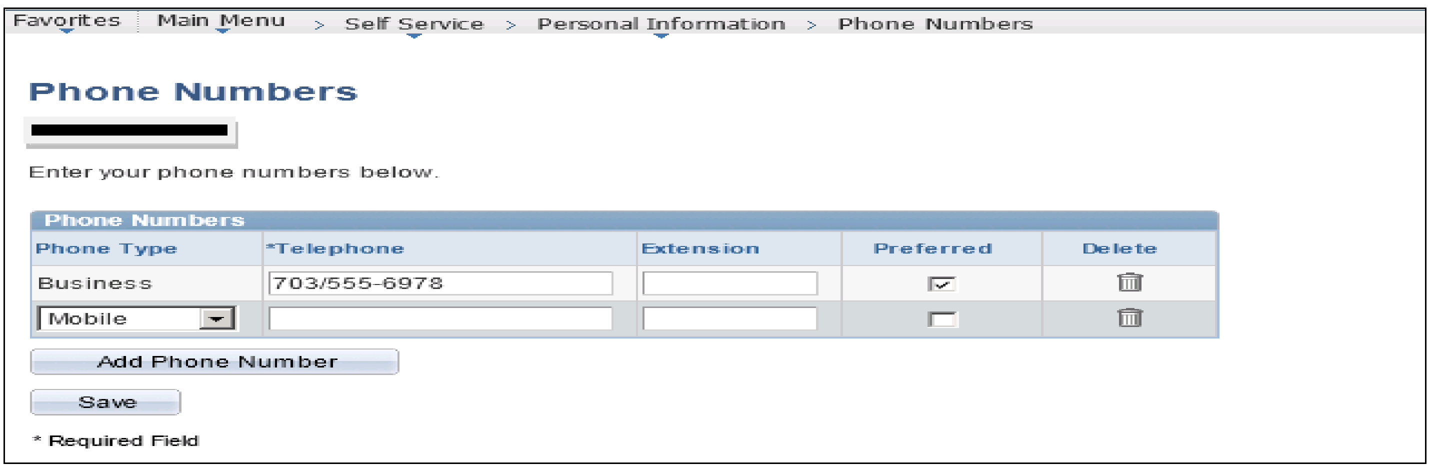
Step 4	Click the Add Email Address button. Use the Email Type field to select the type of email address you are adding. Click the Email Type list.
Step 5	Click the Home list item.
Step 6	Use the Email Address field to enter your home email address. Click in the Email Address field. Enter the desired information into the Email Address field. Enter a valid value e.g. "test-erp@gmail.com". Select the Preferred check box to indicate this email address as your primary email address. Click the Preferred option. Click the Save button.



Step 7	Use the Save Confirmation page to acknowledge that your new entries have been successfully saved.
Step 8	Click the OK button.
Step 9	Your new email address has been added. If you want to delete an address, you click the Delete button to remove the row. Note that employees cannot delete business email addresses, only the system administrator can do this.
Step 10	You have successfully updated your email address information.

3.4 Maintaining Phone Number

Step	DESCRIPTION
Step 1	Login as Employee and navigate to Main Menu > Self Service > Personal Information > Phone Numbers
Step 2	Use the Phone Numbers page to view, add, update, and delete phone numbers. You can modify existing rows by updating the fields and clicking the Save button.
Step 3	Click the Add Phone Number button. Use the Phone Type list to select the type of phone number you will be entering.



Step 4	For an example: Click the Mobile list item.
Step 5	Use the Telephone field to enter your mobile phone number. Enter the desired information into the Main field. Enter a valid value e.g. "8187571243". Click the Save button.
Step 6	You have successfully added a phone number to your personal profile.

Section 4: Expenses

4.0 Manage Expenses Processing Overview

Once the data has been uploaded, the responsible party must code the expenses. Expenses should be coded and submitted as soon as possible. Note that Out of Pocket (OOP) expenses are not paid until they have been fully coded and approved.

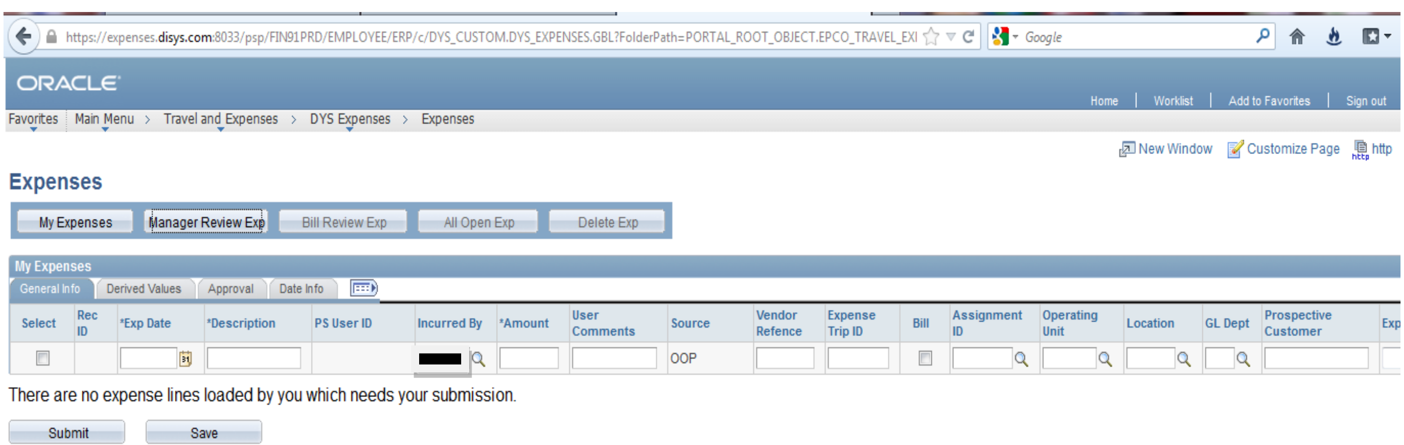
The responsible party will be the OPRID named in the expenses file. The OPRID value is set by:

1. For OOP, the user entering the data (or the OPRID entered into the file by the user)

4.1 Manage Expenses – User Input Process

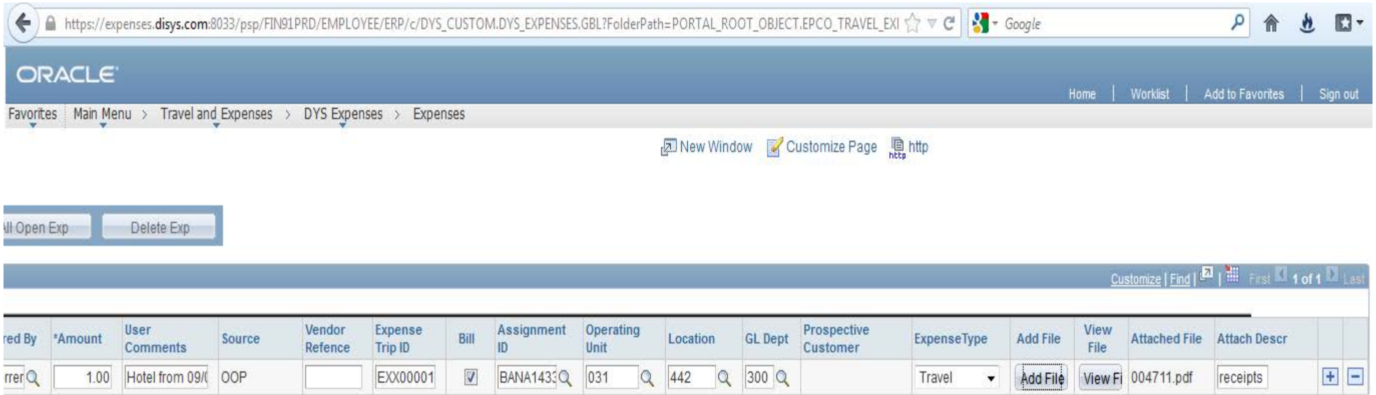
https://expenses.disys.com

Step	Description
Step 1	Login as Employee and navigate to Main Menu > Travel and Expenses > DYS Expenses > Expenses Page will default to “My Expenses” display. Otherwise click on “My Expenses” button. Note there are several sub-tabs on the My Expenses page. The small icon at the right end of the sub-tabs row can be used to display all data for the row in one page. 



Step 2	For each expense row, enter or validate the following data fields

Field	Uploads	User Input
General Info Tab		
Checkbox		Used to select rows for “Submission”, as described at the end of the process section.
Record ID	Assigned	Assigned by system
Source	Uploaded	Select OOP
Date	Uploaded	Input date of expense
Description	Uploaded	Enter description of expense (e.g. purpose of expense – not type of expense)
Incurred by	Uploaded	Defaults to user OPRID. Can be changed to assign to someone else. Must be a valid, active OPRID with an EMPLID. If the OPRID is changed, the user entering the expense can complete the coding (if they can access the related assignments if needed) and submit the expense row. Or, they can enter the expense row and save it and the row will be displayed in the “My Expenses” for the OPRID that was entered the next time they login to the “My Expenses” page. **NOTE: IF THE OPRID IS CHANGED, THE NEW OPRID (EMPLID) WILL RECEIVE PAYMENT FOR AN OOP EXPENSE.**
Amount	Uploaded	
Vendor Reference	Uploaded	This field will be populated by the upload program. Can optionally be used for OOP expenses by the user.
Expense Trip ID		Used to associate different expense rows (or if required by customer)
Bill		If the expenses are being billed back to customer
Assignment ID		Select assignment if expense is related to a project
Prospective Customer		If expense is for a prospective customer (or other non-project related activity) enter prospect name or other description. *Note: If the “EXP_ASSIGN_ID” is populated, this field is grayed out (not eligible for data entry).*
Expense Type		Select from drop down (see list and acct codes below)
User Comments		Enter comments as needed to explain / document expenses. You can enter long descriptions if needed.
Add Attachment button		Click to popup the attachment entry window. Note: See attachments requirements discussion at the end of this process section.
Attachment Description		Enter the description for an attached document, such as “Receipts” or “Customer Approval”, etc.



Step 3	Periodically “SAVE” the data as you work on the coding using the “SAVE” button at the bottom of the page. You can save the file as you are working on it in case you need to stop or leave your computer.
Step 4	As each expense row is completed, you can select the row for “Submission” by clicking the check box at the beginning of each row. You can submit all selected rows when you are done.
Step 5	“SUBMIT” completed and selected rows by clicking on “SUBMIT” at the bottom of the page

4.1.1 Submission Errors

When you “Submit” rows, if there are any errors (e.g. missing required values) in the rows you have selected to be submitted, the system will provide you with an error message and the ID(s) for the row(s) with errors.

When the “Submit” button is clicked, the following validations are performed on all rows:

1. All validations listed in the EXP Record table earlier in this document
2. All required values are present, as documented in the EXP Record table earlier in the document.

4.1.2 Successful Submission

In the event there are no errors, the following actions are taken by the system:

- The updated rows are committed to the database
- The current system date/time is loaded to the EXP_SUB_DATE
- The system refreshes the display with no data displayed (same select criteria as the default display)
- A “Successful Submission” message is displayed