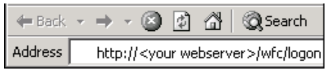
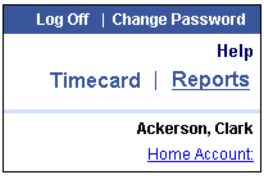
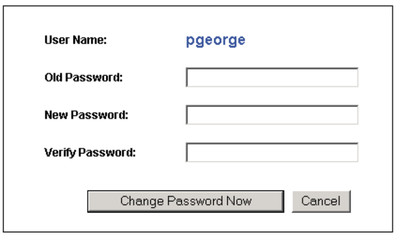
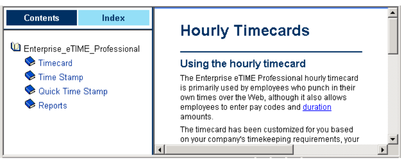
# Quick Reference Card: Project View Employee

## HTML Workspace

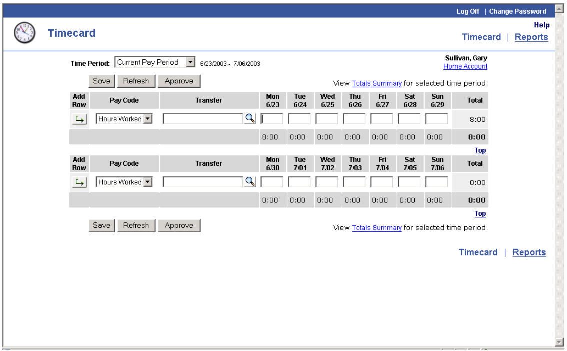
Enterprise eTIME

| Action | Where | How |
|---|---|---|
| **Opening Enterprise eTIME** | Browser: Internet Explorer or Netscape Navigator<br> | 1. Open your Web browser.<br>2. Enter the URL to access Enterprise eTIME.<br><br>The Enterprise eTIME Logon page is displayed. |
| **Logging On** | Enterprise eTIME Logon page<br><br>Enterprise eTIME Timeout page<br> | 1. Enter your User Name and Password (case sensitive).<br>2. Click **Log On**.<br>Enterprise eTIME opens your Timecard workspace (where you enter/edit your durations and amounts, log off, change passwords, view reports, or launch the on-line Help system).<br><br>If your workstation is inactive for a period of time, Enterprise eTIME will automatically log you off. You will be prompted to reenter your password if you want to continue.<br>1. Enter your Password (case sensitive).<br>2. Click **Log On**. |
| **Logging Off** | Navigation links<br> | 1. Click **Log Off**.<br>2. Click **Close** ☒ in the upper-right corner of the browser window.<br>*Note: If you do not Log Off before you close your browser, your connection to Enterprise eTIME may remain open and others may be able to view your information.* |
| **Changing Password** | Change Password page<br> | 1. Click **Change Password**.<br>2. Enter old password.<br>3. Enter new password.<br>4. Enter new password again in the Verify Password text box.<br>5. Click **Change Password Now**. |
| **Using Online Help** | Enterprise eTIME Help<br> | 1. Click **Help**.<br>The Enterprise eTIME Help is displayed. |

| Action | Where | How |
|---|---|---|

## Entering/Editing Worked Time (Durations)

Timecard workspace



*Note: You may also transfer amounts. See Transferring Labor Account and Transferring Work Rule.*

To enter durations in a home labor account:

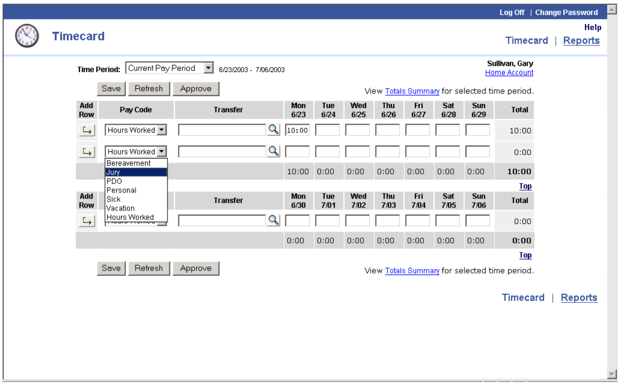
1. If the Timecard workspace is not already open, click **Timecard**.
2. Select **Hours Worked** from the Pay Code drop-down list.
3. Press the **TAB** key and move to the appropriate date cell.
4. Enter an amount (in hours and minutes).
5. Press the **TAB** key to move to another cell, if desired and repeat step 4.
6. Click **Save**.

To edit durations in a home labor account:

1. If the Timecard workspace is not already open, click **Timecard**.
2. Click in the cell that you want to edit.
3. Enter the new amount (in hours and minutes). The new duration replaces the previous duration.
4. Press the **TAB** key to move to another cell, if desired and repeat step 3.
5. Click **Save**.

## Entering/Editing Nonworked Hours or Money

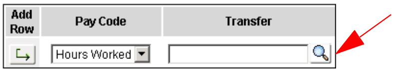
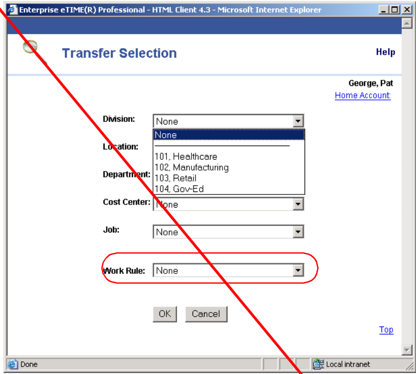
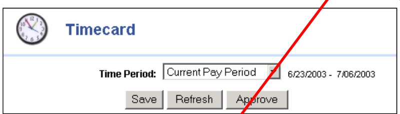
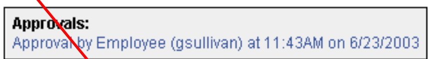
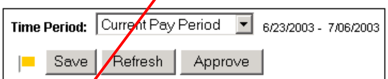
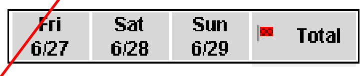
Timecard workspace: Pay Code column



*Note: You may also transfer amounts. See Transferring Labor Account and Transferring Work Rule.*

Nonworked time, such as sick, vacation, or personal time, must be entered on a separate row. Use a new row for each type of nonworked time.

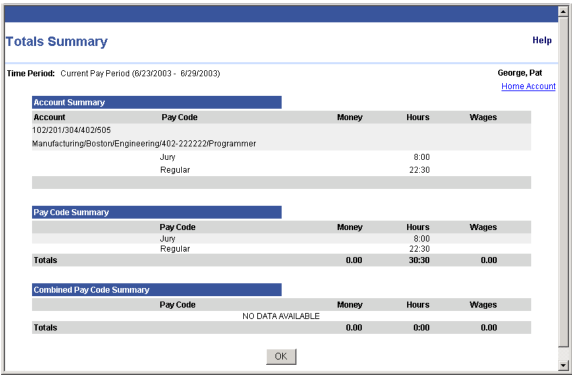
1. Click the **Add Row** button to insert a new row.
2. Select the appropriate pay code from the drop down list.
3. Press the **TAB** key to move to the date cell.
4. Enter the number of hours.
   *Note: If you enter a partial hour, separate the hours and minutes with either a decimal point or a colon. For example, enter 8 and a half hours as either 8.5 or 8:30.*
5. Click **Save**.

| Action | Where | How |
|---|---|---|
| **Transferring Labor Account** | Transfer Select button<br><br>Transfer Selection window<br> | If your rights permit, you can transfer each duration to a different labor account.<br>1. In the Timecard workspace, click the **Transfer Select** button associated with the punch or amount that you want to transfer.<br>The Transfer Selection window is displayed.<br>2. Using one or more of the Labor Level list boxes, select the entries that best describe the Labor Account to which time should be billed.<br>For example, specify entries in all the list boxes, or just one or two (such as Division and Cost Center).<br>3. Click **OK** to return to the Timecard work space.<br>4. Click **Save**. |
| **Transferring Work Rule** | | If your rights permit, you can transfer each duration to a different work rule.<br>1. In the Timecard workspace, click the **Transfer Select** button associated with the punch or amount that you want to transfer.<br>The Transfer Selection window is displayed.<br>2. Select the desired rule from the Work Rule list box.<br>3. Click **OK** to return to the Timecard work space.<br>4. Click **Save**. |
| **Approving Timecard** | Timecard workspace: Approve button<br> | 1. Select the desired pay period from the Time Period drop-down list.<br>2. Click **Approve**.<br>The Timecard is disabled preventing further changes and an Approvals message is displayed.<br> |
| **Saving and Refreshing** | Yellow flag<br><br>Red flag<br> | When you edit durations or amounts, the Enterprise eTIME displays a yellow flag adjacent to the Save button and a red flag adjacent to the Total column to indicate that the timecard needs to be saved. Saving the timecard recalculates it.<br>1. To save a timecard after editing, click **Save**.<br>The yellow and red flags are removed.<br>2. Click **Refresh** after saving to ensure that your page reflects the most recent database changes.<br>*Note: To cancel edits, click* ***Refresh*** *before you click* ***Save****. Any edits that you made but did not save are cancelled.* |

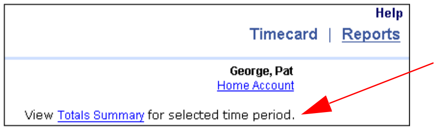
| Action | Where | How |
|---|---|---|

## Viewing Totals Summary

Totals Summary page



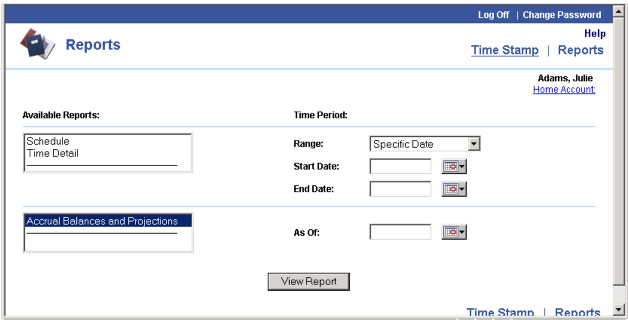

1. Click the **Totals Summary** link.




The Totals Summary page is displayed. It contains Account, Pay Code, and Combined Pay Code Summaries.

## Printing Reports

Reports page




1. Click the **Reports** navigation link to display the Reports page.
2. Select the name of the report you want to run.
3. Using the available controls, describe the time period for which you want the report to run. For example, click the As of Calendar icon to specify a time period for the Accrual report.
4. Click **View Report** to run the report.
5. Click the **Printer** icon from your **Browser** toolbar to print a hard copy of the report.