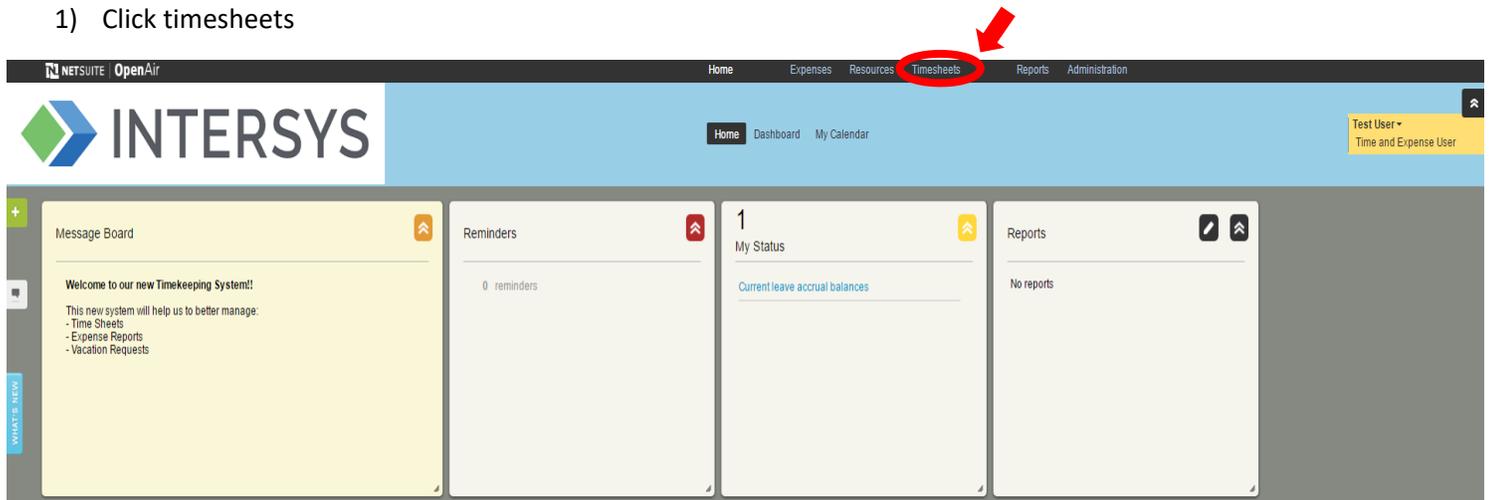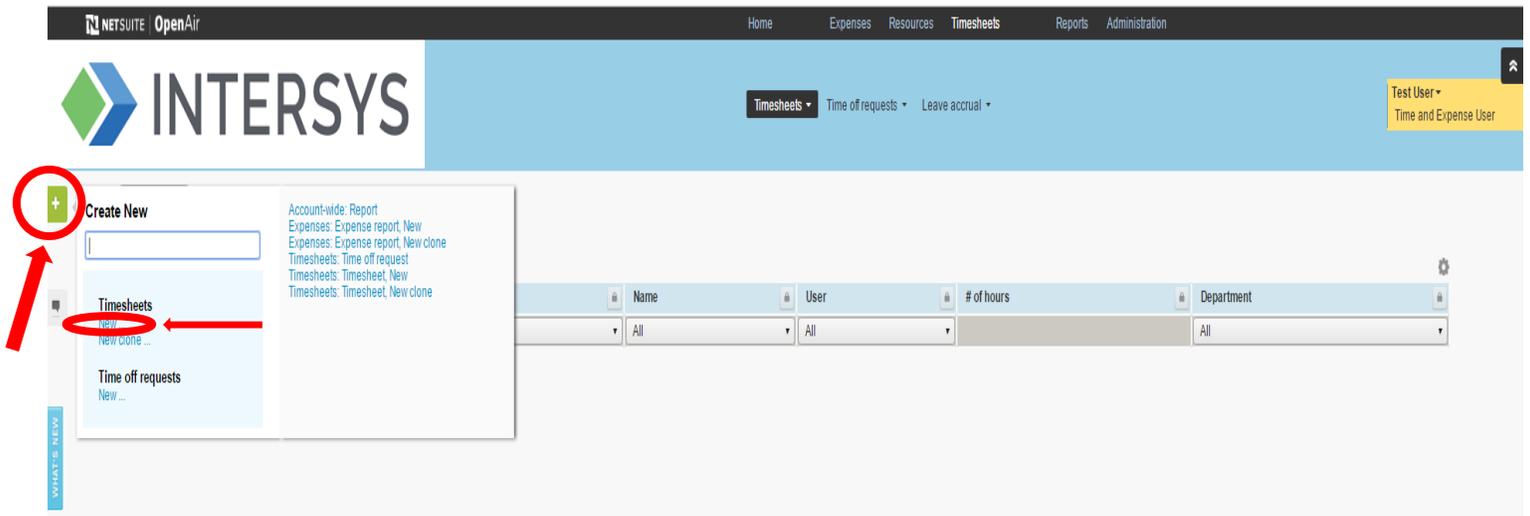After logging in and changing your password you will land on the Home Page shown below:

1) Click timesheets



2) Click green "+" sign
3) Select "Timesheets: New"



4) Select "Timesheet starting date."

Note: Intersys timesheet periods are semi-monthly (2 time periods per month), with periods running from the 1st – 15th of the month and 16th – last day of the month.  The "timesheet starting date" you select should be the first date of the time period in which you need to enter time.  For example: if you began work for Intersys on 11/20/16, select 11/16/16 from the drop-down menu to enter hours for the 11/16/16 – 11/30/16 time period.

5) Select "Default Client Project"
6) Click "Save"
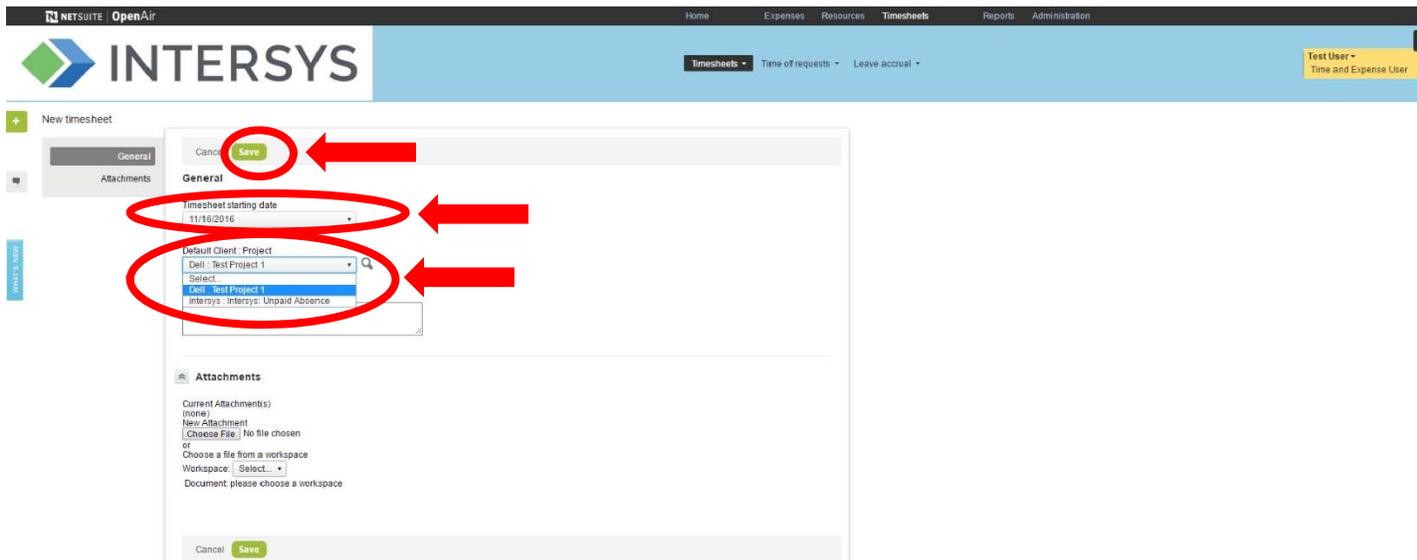
7) The default "Client : Project" selected on the previous page should auto-populate on the first line of the timesheet. Enter your hours worked on that project in the grid. Each time you enter time on a line, a new row is added to the timesheet, if needed. You can use the new row to enter time for projects other than the default project or any time off.



If you see the schedule exception icon ⚠ above a date in the date in the timesheet, only enter time if you completed work on a billable project on that date. If you didn't complete any billable project work on that date, leave that date's time entry blank.

8) Please contact the Intersys accounting department for assistance (accounting@intersysconsulting.com) if a project to which you've been assigned doesn't appear in the "Client: Project" drop list.

9) If you take time off on a day, use the "Intersys: Unpaid absence" time code and enter the number of hours you took off that day.

10) For each date in the time period in which you enter time off, use the "notes" feature to explain the reason for your time off. To open the notes feature, click the gray speech bubble located to the right of the time entry. A field will pop up in which you can enter text. After you've entered text, click the green "ok" button to save your entry and close the field.

Note: You will not be able to submit your timesheet until you complete this step.



11) If you wish to enter hours and save as you go, click the Save button. You can return to your timesheet by clicking the Timesheets menu at the top of the screen and then Timesheets from the menu in the blue section, choosing "All" to see a summary of timesheets. Click on the timesheet link (under the Name column) to go back into the timesheet to edit it.
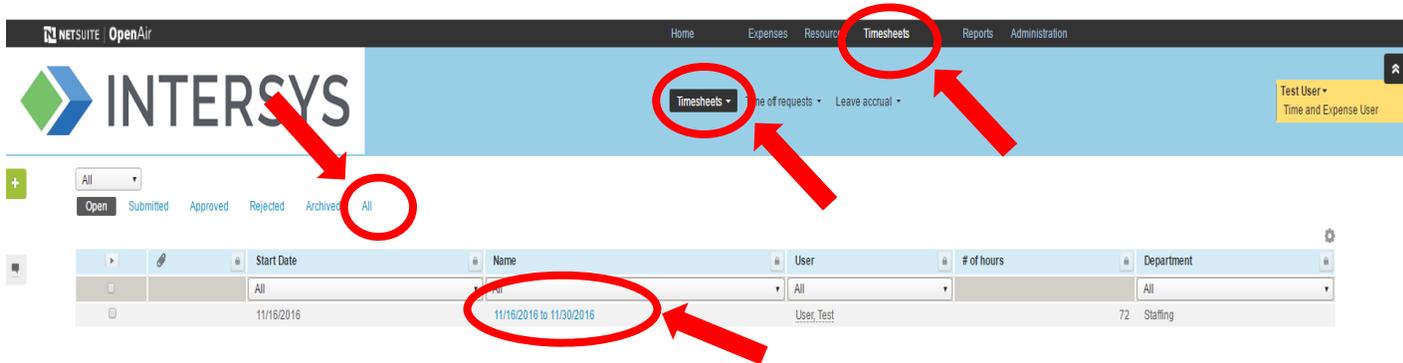
12) After you've finished entering your hours, please review your entire timesheet to make sure that the total hours from all of your timesheet entries are equal to **at least** the minimum total number of hours required for the time period.

| **Minimum total number of hours** | = | [number of weekdays in a time period - number of schedule exception days in a time period] | X | 8 hours/day |

13) If your timesheet meets the minimum number of hours, click "Save and Submit."

Your timesheet will be routed to your timesheet approver (the approver will receive an e-mail notifying him/her that your timesheet needs to be approved). Once your timesheet is completely approved, you'll receive an e-mail notifying you that the timesheet was approved.
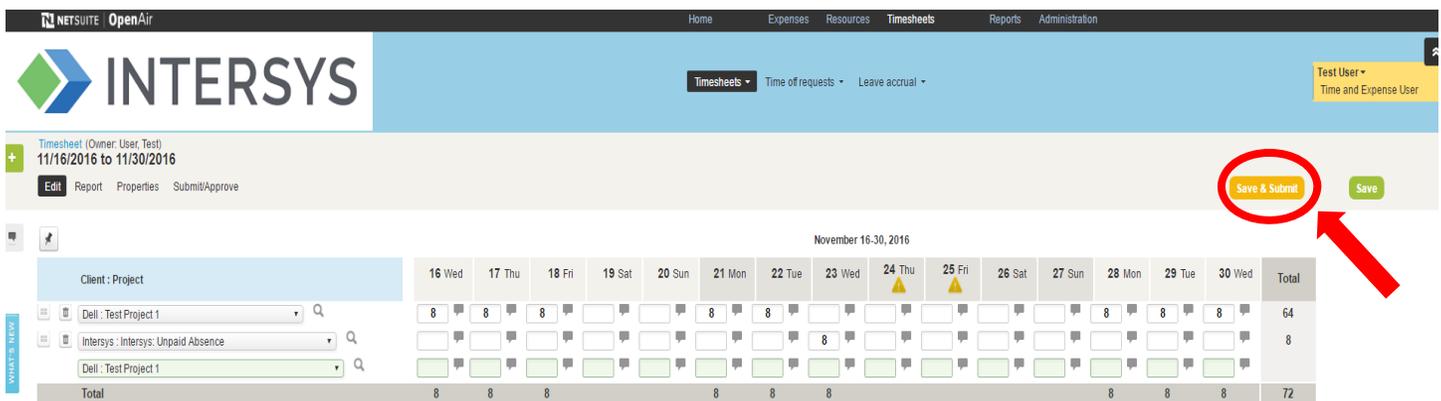


14) If your timesheet doesn't meet the minimum number of hours and/or you haven't entered notes for all of your time off entries, you'll receive an error message.

15) If you receive one of the error messages shown above, click "edit" and return to the timesheet to correct it. If you didn't work on a particular work day, follow Steps 9 – 10 above to enter your time off.