

Computer Aid, Inc. (CAI) IT Staff Augmentation Contracts



Timesheet and Expense Report Training Guide



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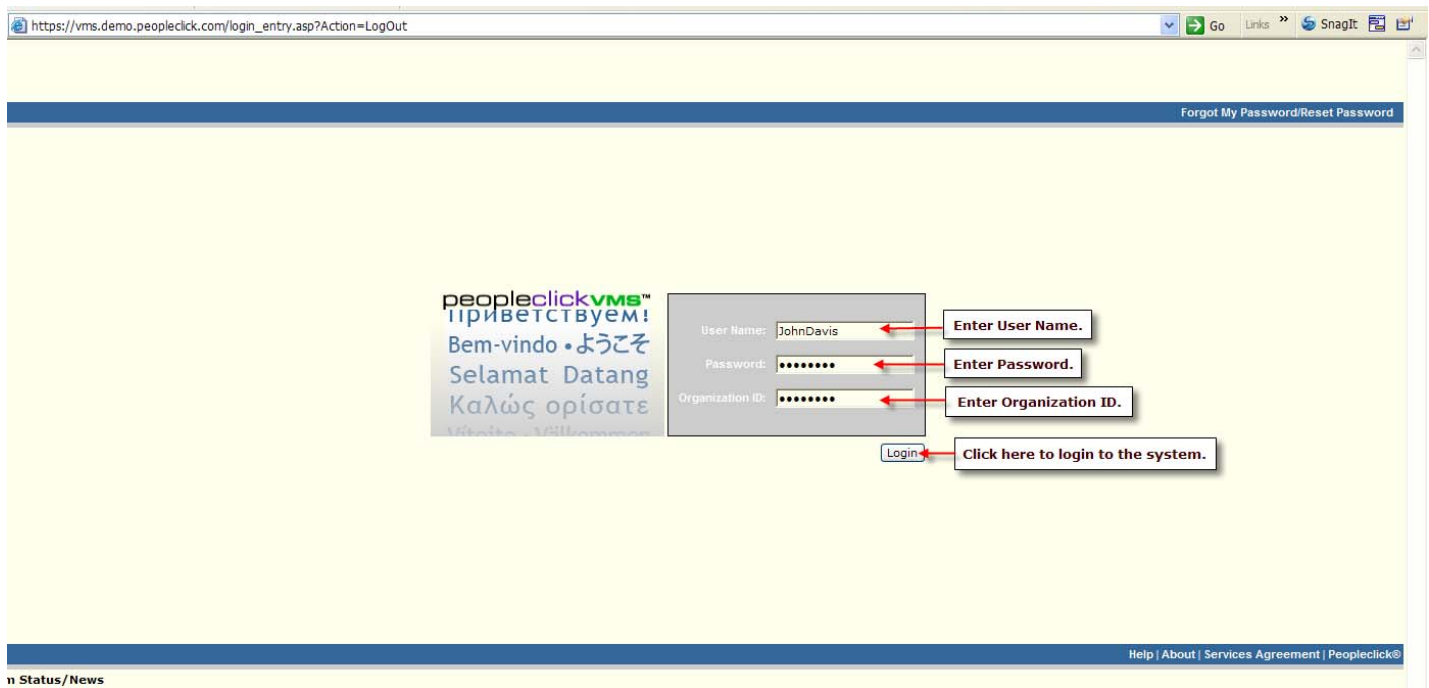
TIMESHEET ENTRY PROCESS

Every engaged candidate is required to enter weekly timesheets into the web-based system. The work week for the IT Staff Augmentation Contracts is defined as Sunday through Saturday.

Please note: Candidate timesheets must be entered by noon on Monday each week.

Login to Peopleclick

- Open internet browser
- Enter appropriate URL
- Enter Login Information



The screenshot shows a web browser window with the URL https://vms.demo.peopleclick.com/login_entry.asp?Action=LogOut. The page features a login form with the following fields and annotations:

- User Name:** JohnDavis (Annotation: Enter User Name.)
- Password:** [Redacted] (Annotation: Enter Password.)
- Organization ID:** [Redacted] (Annotation: Enter Organization ID.)
- Login:** [Button] (Annotation: Click here to login to the system.)

Additional page elements include a "Forgot My Password/Reset Password" link at the top right, a footer with "Help | About | Services Agreement | Peopleclick®", and a "Status/News" link at the bottom left.

Please note: When a candidate is engaged, the tool will automatically send a series of emails, complete with specific login information. These emails should not be deleted.

Enter and Submit Time

Each candidate will be resourced to at least one project within the web-based system. Only billable time should be entered against the project. The following screenshot illustrates how to submit a timesheet.

The screenshot shows the 'Edit Timesheet' page in the Peopleclick VMS system. The page includes a header with navigation links: 'My Peopleclick', 'Time/Expenses', 'Enter Time', 'My Timesheets', 'Missing Timesheets', and 'My Expenses'. The main content area is titled 'Edit Timesheet' and displays the following information:

- Period (Begin -> End):** Sunday, September 21, 2008 -> Saturday, September 27, 2008
- Timesheet for:** John Davis
- Client:** State of New Jersey
- Candidate ID:** 15318
- Reports To:** Hiring 1
- Requirement ID:** 18679
- Requirement Title:** Program Manager

A 'Global Message' states: 'Time should be submitted by Monday 9am. Note: Time intervals of less than 1 hour are converted to minutes. Ex: 8.5 hours will display as 8.30.'

The main table for entering time is as follows:

Project	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	Totals
DOH - 02/13/07 - PMO / 4500266528 / PROG~L00010								
Straight Time								
Overtime								
Total Billable Hours (Day)								

Below the table, there is a '+ Add New Line' link and a 'Comment:' text area. At the bottom, there are three buttons: 'Save As Draft', 'Submit', and 'Cancel'.

Callout boxes in the screenshot provide the following instructions:

- Top Left:** This line denotes the project to which the candidate is engaged.
- Top Right:** Click here to change the week. Please note: When selecting a week, please be sure to choose Saturday, as it is considered the end of the week in Peopleclick.
- Right Side:** Submit time in each white square. Please be sure to enter time in 15 minute increments.
- Bottom Left:** Click here to save as a draft and submit at a later time.
- Bottom Center:** Click here to submit the timesheet.
- Bottom Right:** Enter any comments, if necessary.
- Bottom Far Right:** Click here to cancel timesheet and submit a new one.

All timesheets will be approved by a designated Agency user. If the timesheet is rejected, a corrected timesheet may be submitted for approval. The correction/submission process will continue until the timesheet is approved.

Missing Timesheets

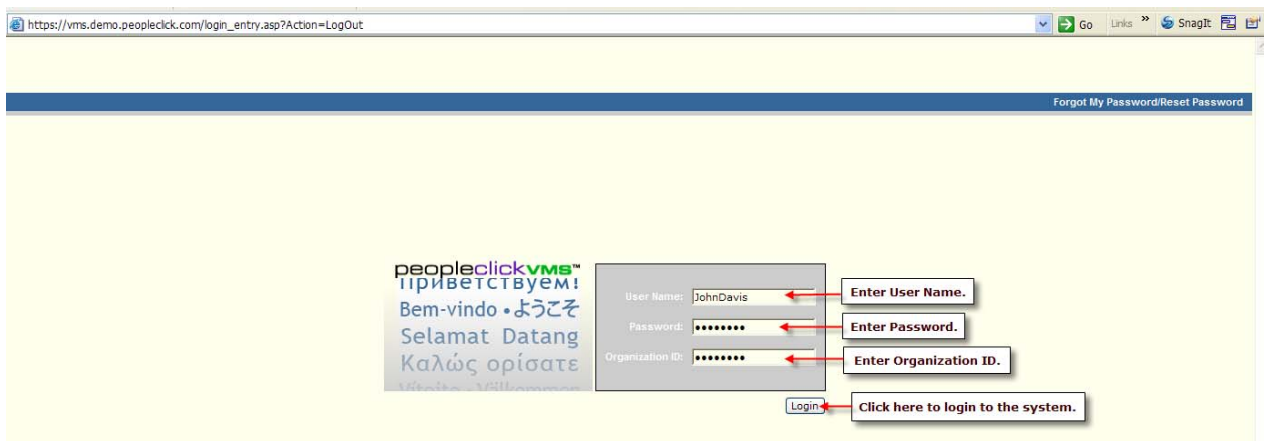
Reports will be run each Monday to determine who has not entered a timesheet for the prior week. Engaged candidates will be contacted via email and phone if timesheets are missing.

EXPENSE REPORT ENTRY PROCESS

If it is determined that a candidate's expenses are reimbursable through Peopleclick, you must enter them into the web-based tool, much like submitting a timesheet. And, like the timesheet, expenses should be entered every week by noon on Monday. This section illustrates the process.

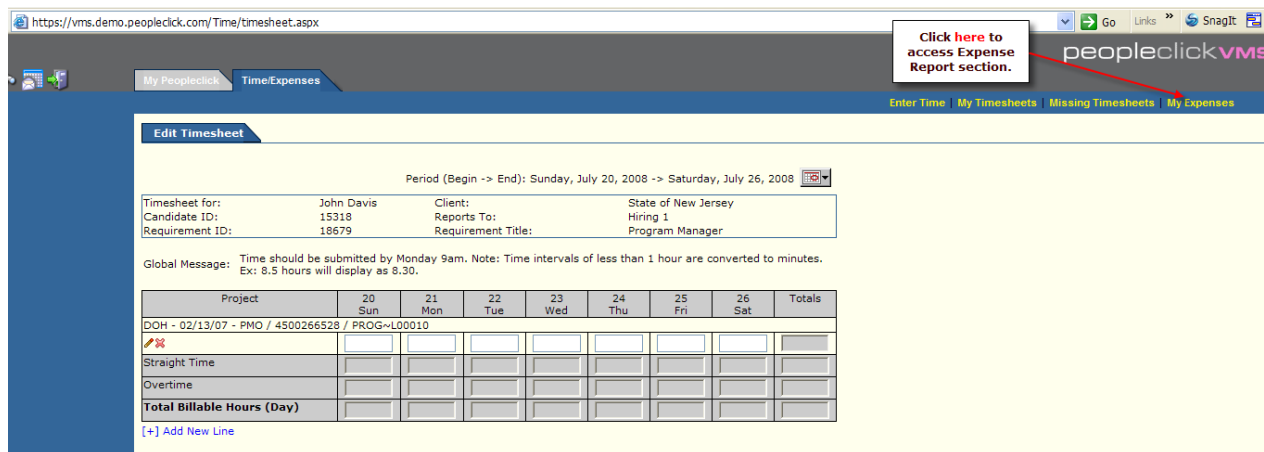
Login to Peopleclick

- Open internet browser
- Go to <https://vms.peopleclick.com>
- Enter Login Information



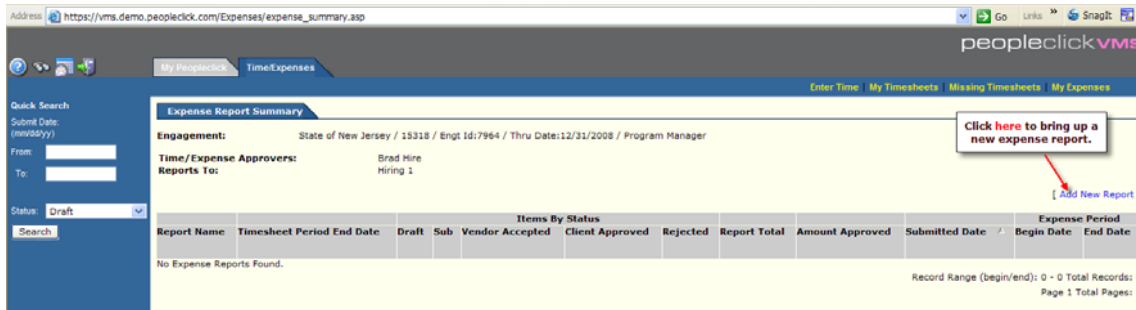
Access the Expense Report Section

You can enter the expense report section of the tool through the Timesheet page.



Add a New Expense Report

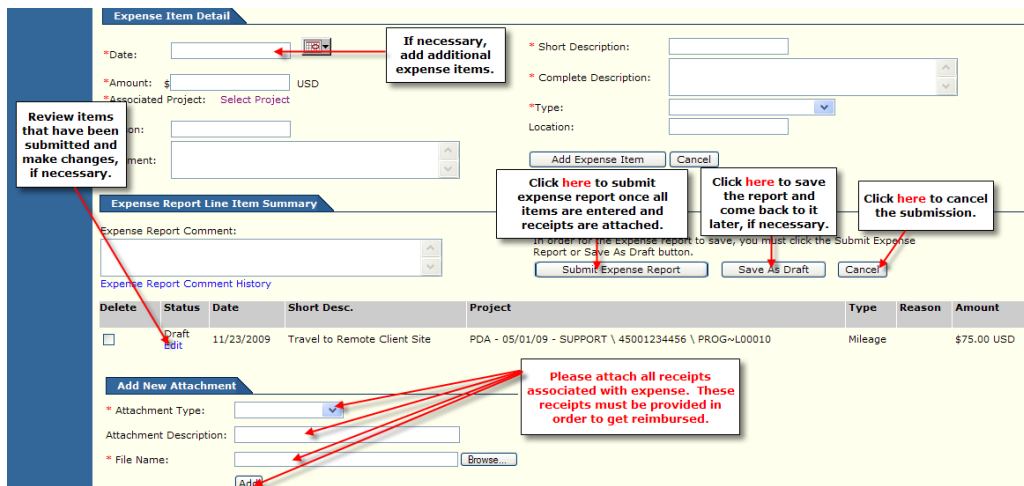
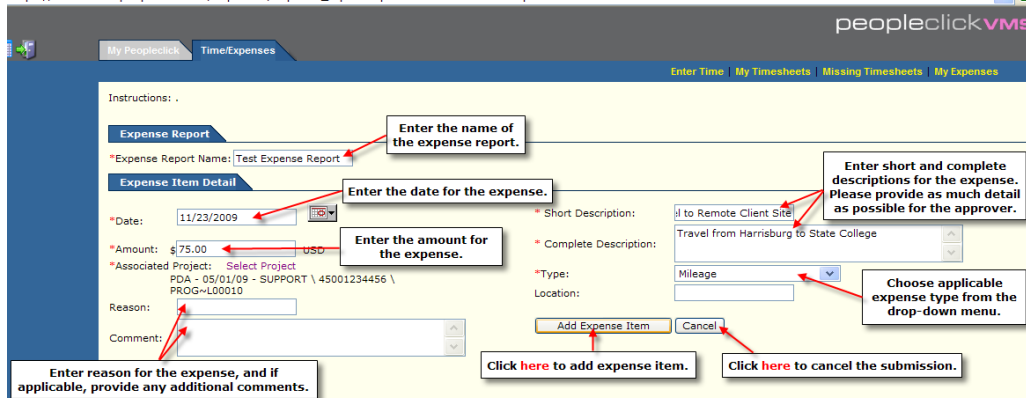
A new report can be accessed by following the screenshot below.



Enter and Submit Expense Report

The following screenshot illustrates the process for submitting an expense report. Please be sure to submit only those expenses that can be reimbursed and remember to attach all applicable receipts with your Peopleclick Expense Submission. If there is a question on what is reimbursable or what documentation is required, please contact your vendor representative.

https://vms.demo.peopleclick.com/expenses/expense_report.asp?candID=15590&newreport=True





CONTRACT ASSISTANCE

If you have any questions or need assistance, please free to contact the Help Desk that has been established for each contract. Contact information is as follows:

- **Arkansas:** Arkansas_Help@compaid.com or 800-635-5138
- **New Castle County, Delaware:** NCC_Help@compaid.com or 800-635-5138
- **New Jersey:** NJ_Help@compaid.com or 800-635-5138
- **Pennsylvania:** CWOPA_Help@compaid.com or 717-651-3221
- **Virginia:** SMSA_Help@compaid.com or 804-343-3808