

**GETMYTIME.COM / GETMYEXPENSE.COM**

## Administrative Guide

©2006 GetMyTime.com

## Table of Contents

I.	CH.1-HIGHLIGHTS	
	a.	Privacy Statement 3
	b.	GetMyTime.com (GMT) 4
	c.	GetMyExpense.com (GME) 4
	d.	Pricing 4
	e.	Contacting Us 6
II.	CH.2-GETTING STARTED	
	a.	Your 30 day free trial 7
	b.	Setting up your account 7
	c.	Setting up your account for expense tracking 8
	d.	Setting up users 9
	e.	Creating project groups 9
	f.	Maintaining your account 10
III.	CH.3-TRACKING TIME	
	a.	Entering in time 11
	b.	Time approval process 11
	c.	Re-opening/deleting time 12
	d.	Exporting time 13
IV.	CH.4-TRACKING EXPENSES	
	a.	Entering in expenses 14
	b.	Expense approval process 14
	c.	Re-opening/deleting expenses 15
	d.	Exporting expenses 16
V.	CH.5-REPORTING	
	a.	GetMyTime Reporting 17
	b.	GetMyExpense Reporting 19

# I. Highlights of GetMyTime / GetMyExpense (GMT / GME)

## a. PRIVACY STATEMENT

As an Internet user, you no doubt recognize the usefulness of this amazing medium. A medium of such great promise in one-to-one and one-to-many communications does not come without its concerns. Many members of the on-line community are rightfully concerned about maintaining a comfortable level of privacy. As active members of the on-line community, GMT/GME supports industry self-regulation. We believe all web sites should openly share their policies and practices of collecting and processing information.

- **FORMS**

We use web-based forms to collect vital information from parties interested in communicating with GMT/GME. We ask that users share as much information as deemed appropriate. This information is used for the sole purpose of serving our clients better. We will not sell, share or rent this information to any outside parties unless you have so requested. Your company information is encrypted while being uploaded to GMT/GME using a Thawte SSL Encryption License.

- **BILLING INFORMATION**

We request billing information from the user on our order page. Here, a user must provide contact information (i.e. name and shipping address) and financial information (i.e. credit card number, expiration date). This information is used for billing purposes. If we have trouble processing an order, this contact information is used to get in touch with the user. All billing information is encrypted during transit to and from our servers (using a Thawte SSL Encryption License), and while being stored.

- **COOKIES**

In many cases cookies are greatly misunderstood. When used as intended, a cookie is simply a reminder that some web sites place on your hard drive. This allows the web site in question to recognize your computer on return visits. For example, in order to view the New York Times web site, you must first register with their service. After registration, a cookie is placed on the user's machine so the web site will recognize their web browser the next time they return and will not prompt them to register again. Most standard browsers have the option of refusing all cookies - so no web site can force a cookie upon you if you do not want it. GMT/GME uses cookies to track your "session" or visit to our web site. This allows us to enhance your visit to the web site, and evaluate overall usage the GMT/GME site.

- **SERVER ACTIVITY**

Server software employed by all Internet Service Providers, is capable of detecting:

1. The browser name and version you are using (i.e. Netscape 3.1).
2. The types of plug-ins you are using (i.e. Flash, Shockwave, Real Audio).
3. Your operating system (i.e. Windows 2000, MacOS, Windows NT).
4. IP number. - IP Addresses are not linked to personally identifiable information.

This information is helpful in delivering the appropriate content to you, the end user. For example, if our software detects that you are using the Flash plug-in, you might view a much higher quality and faster-loading animation than a user without the plug-in. This information is not stored or tracked and is only used to provide you with better information. The following information can NOT be gathered from you unless you willingly submit it:

1. Your e-mail address.
2. Your credit card number.
3. Your street address or phone number.

- **LINKS**

This web site may contain links to other sites. Please be aware that GMT/GME is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

- **SECURITY**

This web site takes every precaution to protect our users' information. When users submit sensitive information via the web site, your information is protected both online and off-line. When any of our web forms ask users to enter sensitive information (such as credit card number and/or social security number), that information is encrypted and is protected with the best encryption software in the industry - SSL. While on a secure page, such as our order form, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'. While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. As policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our customers' information is protected. Finally, the servers that we store personally identifiable information on are kept in a secure environment.

- **ADVERTISING**

GMT/GME advertises on Google Adwords, Yahoo's Overture Network and MSN's ad network. Part of each company's technology allows us to know how many people found our site through these advertising networks, and eventually signed up for the free trial. It does not tell us WHICH customers found us through Google.

**b. GETMYTIME.COM**

Create and manage your existing lists of Employees, Vendors, Customers, Service Items, etc.

- Create Project Groups to control the customer and service items that a user has access to.
- Assign time entries to a project group for better reporting and tracking.
- Submit time entries for project tracking and invoicing.
- Select from multiple reports to best fit your needs.
- Export your time entries to a comma delimited file (.csv).

**c. GETMYEXPENSE.COM**

Create and manage your existing lists of Employees, Vendors, Customers, Expenses, etc.

- Create Project Groups to control the expense items to which users have access.
- Assign expenses to a project group for better reporting and tracking.
- Submit expenses for reimbursement and invoicing.
- Select from multiple reports to best fit your needs.
- Export your expenses entries to a comma delimited file (.csv).

**d. PRICING**

Everyone who signs up will receive at least 30 days of free use. While we certainly hope that you find the service valuable enough to continue using it, there is absolutely no obligation to do so. We don't even require a credit card to sign up for the free trial. If you decide to continue using the service after the free trial THEN you can enter a credit card. Our pricing structure is very straightforward. Below is a breakdown of our pricing. **Please Note:** There is a \$10 monthly minimum.

- **GMT PRICING**

Your company pays just \$2.75/month for each employee who is "Timer Enabled" You are only charged for those employees who have their "Timer Enabled" (this is a setting your company's administrator controls).

- **GME PRICING**

Your company pays just \$2.75/month for each employee who is "Expense Enabled" You are only charged for those employees who have their "Expense Enabled" (this is a setting your company's administrator controls).

- **PRICING EXAMPLES**

1. **Timer Enabled:** If your company has 10 employees, but only 7 of them are "Timer Enabled", then you are only charged \$19.25/month. (7 timer enabled users \* \$2.75).
2. **Expense Enabled:** If your company has 10 employees, but only 5 of them are "Expense Enabled", then you are only charged \$13.75/month. (5 expense enabled users \* \$2.75).
3. **Timer and Expense Enabled:** If your company has 10 employees, and 7 of them are "Timer enabled" and 5 of them are "Expense Enabled", then you are charged \$19.25/month for "Timer enabled" users and \$13.75 for "Expense enabled" users. Your total would then be \$33.00 for the month. ((7 timer enabled \* 2.75) + (5 expense enabled \* 2.75) = \$33.00).

- **SETUP COSTS**

After the initial sign-up, any new employees or any existing employees who later become "Timer Enabled" or "Expense Enabled" will be charged a \$2.75 setup fee. This setup fee does include the cost of their service for that first partial month. Note: If an employee is originally "Timer Enabled" or "Expense Enabled", then becomes "Timer Disabled" or "Expense Disabled", and later is later reactivated to become "Timer Enabled" or "Expense Enabled", they will again be subject to the \$2.75 setup charge.

As part of our initial promotional offer, we will waive the \$2.75 per employee set-up fee for all employees that are "Timer Enabled" or "Expense Enabled" when you first subscribe to the service (following the free trial). To take full advantage of this offer, be sure to "Timer Enable" or "Expense Enable" all of the employees that will be using the time or expense tracking, prior to entering your payment information.

- **ADDITIONAL MONTHLY COSTS (OPTIONAL)**

1. **Enforcing SSL (HTTPS) encryption:** GetMyTime now allows our clients to have the option to enforce SSL (https) encryption throughout the entire website. This new feature will secure all pages and data being transferred back and forth to the server during the user's visit.

On the Company Info page we have added the new option called "Enforce SSL (HTTPS) Access for each user of GMT". Below are the details of the Yes and No option.

"Yes" will enforce the entire GetMyTime.com site to be SSL enforced.

"No" will only secure key pages and its data within the website. Only these pages will have the default encryption: Company Info, Employee Roster, Vendor Roster, Signup, Upload, Export, and User Profile.

**SSL encryption Fees:** By selecting the "Yes" option on the "Company Info" page a charge of \$0.50 will be applied to each "Timer Enabled" or "Expense Enabled" user per month. If you have 10 timer enabled employees then a \$5.00 totals fee or \$.50 per user fee will be added. If you choose the option to not enforce SSL encryption through out the entire site that you will not be assessed any additional charges.

2. **Data Storage:** Starting on June 1, 2004, GetMyTime will be implementing a new "Time Entry - Data Storage" policy for a fee. This new policy will help us manage data storage and to maintain response times for the GetMyTime web site.

On the Company Info page we have added a new option called "Number of Months to store Time entries". This option will be located above your Company's billing information. The default of this Drop down will be 13 months.

**CSV file storage:** CSV file storage and purging will also be included in the monthly purge process but no additional fee will be applied. Only 2 months of CSV files will be kept on the GetMyTime system. Any CSV file older then 2 months (at the begging of the month) will be purged from the system. We strongly recommend that you keep a backup copy of your CSV files on your local machine or other machine within your own system.

**Data Storage Fees:** For each month of storage beyond the included 13 months, We add up the number of users who were active in each of these additional months. This total is then multiplied by \$0.15. This calculation is made, and the appropriate charge assessed on the first of every month. If

you have not elected to store time entries beyond the 13 month default setting, you will not be assessed any additional charges.

**Data Storage Process:** To control data storage we have implemented a process that will purge all data that is older than 13 months and will not be retrievable after the process has run. This process will run on the first of every month.

- **MONTHLY RENEWAL**

Your credit card will be automatically charged on the first of every month for as long as you are subscribed to the service. If you do not wish to use the service any more, you will need to cancel your account through the "Cancel Service" link (provided after you log in). Your credit card information is encrypted throughout the entire storage and submission process to ensure the security of your information. Switching all employees to "Timer Disabled" does not cancel your service and you will continue to be charged the monthly minimum of \$10.00.

- **REFUNDS**

If you cancel your service after the beginning of the month, you will not receive a refund for the unused time. As a rule, refunds will not be given for any reason.

- **PAYMENT OPTIONS**

GetMyTime accepts Visa, MasterCard and American Express as forms of payment. We bill all of our clients on the first of every month. If we receive an error with your Credit card on the first of the month we will notify you. You will then have until the fifth to enter a new credit card or leave the current credit card on file. If our billing process fails to successfully bill your account on the fifth of the month, your account will be disabled and your Credit Card information will be removed from our system. You may request reactivation of your account through our homepage. You must first login which will give you the prompt to begin the reactivation process. After your account has been reactivated you will be required to enter in your credit card information. Once your card is successfully charged your account will be reactivated and all users will be able to use the site again immediately. If you reactivate your account within 90 days, your data will still be available to you. After 90 days for account data will be purged from the system.

## e. **CONTACTING US**

At this time, GetMyTime does not offer Phone Support. One of our goals at GetMyTime is to provide quality service at an affordable price. We look for many ways to keep our costs to an absolute minimum. Providing sales and technical support via the web is one of the ways that we're able to keep our prices so low. We welcome your questions via email or through our web forms on the site. We do our best to get you a response within 1 business day.

- **TECHNICAL SUPPORT**

We know that you may encounter issues while using our service. Please contact us if you have questions on any part of the site. Please also use this document as your reference guide as it will answer many of your questions.

- **SALES SUPPORT**

Our Sales form can be used for any questions related to billing and pricing. Please also review the Pricing section of our website.

- **SUGGESTIONS**

Without the valuable input of our clients GetMyTime.com/GetMyExpense.com would not be as successful as it is. We welcome your suggestions for enhancements and new features. We do track and review all suggestions that are received so if you do not receive a reply to your suggestion please know that it is not being overlooked.

## II. Getting Started – Using GetMyTime / GetMyExpense

### a. YOUR 30 DAY FREE TRIAL

- During your 30 day free trail you will have access to all of the features within GetMyTime/GetMyExpense.. You will not be asked to submit your credit card information during your free trial.
- If you wish to use our service beyond your free trail you may sign up to become a paying customer by clicking on the “Payment Screen” link within the red “Company Info” menu bar.
- If you decided that you want to cancel your account during the free trial you do not need to take any action. Your account will automatically be deactivated on the first of the month when your first billing would have occurred.

### b. SETTING UP YOUR ACCOUNT

- Setting up your account can be done in several simple steps.
- From GetMyTime: Click on any of the 30 day free trial links.
- Choose the option “I am not using QuickBooks as my accounting package” on the “Choose Company Type” page.
- Setup the main administrators account and your company information.
  1. Fill out the Company profile page. This information is for GetMyTime use only and will not be distributed to any other sources at anytime for any reason. For more details on this page’s options please refer to the section “Maintaining your Account” below.
  2. Enter in a username and password for the main administrator. Remember this information because you will need to log into the system to activate your company.
  3. Email Address: Please provide a valid email address. This address will be used to send out all major communications to the company contacts. Billing information will also be sent to this email account..
  4. Please submit the form.
  5. To activate your company please click on the green link labeled “Admin Login”. This will log you out of GetMyTime.com and present you with the Home Page where your will need to log back in.
- Log back into GetMyTime and continue with setting up the rest of your account.
- Customer:Job list
  1. Use the Customer:Job listing to hold information about the people and companies to whom you sell your products and services.
    - If you have a set list of jobs for a customer, they will appear after the Customer:Job name as shown here, Customer1:Job1.
    - How you choose to create and manage your customer list depends on your business structure.
  2. On the Project List menu bar click on the Customer:Job link.
  3. To add a new customer, click on the “Add new top level Customer:Job” link.
    - Keys to naming and managing your lists.
      - i. Top level Parent Hierarchical Name can be any name desired.
      - ii. Child level Hierarchical Name includes the Parent level Hierarchical Name followed by a colon (:) and then the Child level Hierarchical Name.
  4. Enter the Top level name of your customer
    - Remember to activate the customer otherwise they will not be available for your users to enter time and expenses to.
  5. If you choose to add a child level name for the Customer:Job click on the “add child” link next to the Customer:Job name.
    - The field will populate with the Customer:Job name followed by a colon.
    - Enter the child level name after the colon (i.e. GetMyTime:NewChild1)
  6. The Customer:Job page will now list your High Level Customer:Job and the child level name. To add a new child level name to the top level Customer:Job, click on the top level Customer:Job name and repeat the process.
- Service Items
  1. Service Item can include professional fees or labor that you charge for or pay for. For example, you may charge clients for your consulting time, but pay for janitorial services. Service Item are required within GetMyTime.

2. On the Project List menu bar click on the Service Items link.
  3. To add a new service item, click on the “Add new top level Service Item” link.
    - Keys to naming and managing your lists.
      - i. Top level Parent Hierarchical Name can be any name desired.
      - ii. Child level Hierarchical Name includes the Parent level Hierarchical Name followed by a colon (:) and then the Child level Hierarchical Name.
  4. Enter the Top level name of your service item.
    - Remember to activate the Service Item otherwise they will not be available for your users to enter time and expenses to.
  5. If you choose to add a child level name for the service item, click on the “add child” link next to the Service Item name.
    - The field will populate with the Service Item name followed by a colon.
    - Enter the child level name after the colon (i.e. GetMyTime:NewChild1)
  6. The Service Item page will now list your High Level Service Item and the child level Service Item name. To add a new child level name to the top level Service Item, click on the top level Service Item name and repeat the process.
- **Classes**
    1. Classes give you a way to track different segments of your business, and to break down your income and expenses for each segment. Classes can apply to all transactions, so they are not tied to a particular client or project. Classes are optional within GetMyTime.
    2. On the Project List menu bar click on the Classes link.
    3. To add a new class, click on the “Add new top level Classes” link.
      - Keys to naming and managing your lists.
        - i. Top level Parent Hierarchical Name can be any name desired.
        - ii. Child level Hierarchical Name includes the Parent level Hierarchical Name followed by a colon (:) and then the Child level Hierarchical Name.
    4. Enter the Top level name of your Classes.
      - Remember to activate the Classes otherwise they will not be available for your users to enter time and expenses to.
    5. If you choose to add a child level name for the Classes, click on the “add child” link next to the Classes name.
      - The field will populate with the Classes name followed by a colon.
      - Enter the child level name after the colon (i.e. GetMyTime:NewChild1)
    6. The Classes page will now list your High Level Classes and the child level name. To add a new child level name to the top level Classes, click on the top level Classes name and repeat the process.

### **c. SETTING UP YOUR ACCOUNT FOR EXPENSE TRACKING**

- Expense tracking requires that you create and add your expense items and banks to the system.
- By default all expense items are included in the Basic project group. To add expense items to other project groups you can make this change through the “Project Groups” page.
- To allow your users the ability the track their expenses you are required to make each user account “Expense enabled”.
- Expense tracking is an additional cost. Please review the Pricing section on page 4.
- On the Project List menu bar click on the Expenses link.
- To add a new expense, click on the “Add new top level Expense account” link.
  1. Keys to naming and managing your lists.
    - Top level Parent Hierarchical Name can be any name desired.
    - Child level Hierarchical Name includes the Parent level Hierarchical Name followed by a colon (:) and then the Child level Hierarchical Name.
- Enter the Top level information of your Expense Account.
  1. Expense Account Number
  2. Expense Account Name
  3. Expense Account Display Name
  4. Expense Account Description
  5. Remember to activate the Expense item; otherwise they will not be available for your users to enter expenses to.

- If you choose to add a child level name for the Expenses, click on the “add child” link next to the Expense name.
  1. The field will populate with the Expenses name followed by a colon.
  2. Enter the child level name after the colon (i.e. GetMyTime:NewChild1)
- The Expenses page will now list your High Level Expenses and the child level name. To add a new child level name to the top level Expenses, click on the top level Expense name and repeat the process.

#### d. SETTING UP USERS

- To setup and maintain your employee and vendor accounts, click on the Employees or Vendors link on the Red “Company Info” menu bar. \*\*If the Red administrator menus do not appear click on the “Admin Menu” link in the Green “Timer Menu” bar.
- The administrators name should already be displayed on the employee listing page.
- Click on the “Add new employee” link.
- Fill in form with the user’s first name, last name, username, password and valid email for the employee or vendor.
- At the bottom of the form choose yes to the Timer and/or Expense enabled options.
- Other key employee/vendor form options.
  1. **Set as initial page after login:** For your users convenience you can default which page is viewed first upon login.
  2. **Show Recent Configurations Drop Down Box in Time Entry Pages:** Set this option to yes to help your users quickly choose tasks that are repeated most frequently.
  3. **Days to save unique recent time entry configurations:** Set the number of days that you want to keep recent configurations listed for use. Click the “Edit Configurations” link and choose which items to remove from the current list.
  4. **Day Which Your Work Week Begins:** Setting this option will default your weekly timesheet view and reporting options to Sunday or Monday.
  5. **Minimum Hours default:** To be set if you have a requirement that your users must have a minimum number of hours for a day.
  6. **Administrator:** This setting will give the user full access to GetMyTime. Below are the tasks that can be accomplished by the administrator:
    - Setup employees and/or vendors.
    - Update Company contact and billing information.
    - Set up project groups.
    - Confirm and approve a user time.
    - Reopen time and expenses that has not yet been exported.
  7. **Timer Enabled:** This setting will activate the users account and will allow them to track their time. Please refer to the pricing section for information on activation charges.
  8. **Expense Enabled:** This setting will activate the users expense feature and will allow them to track their expenses. Please refer to the pricing section for information on activation charges.
  9. **User Approve entries:** By default employees and vendors can only confirm their time entries. If you would like for the user to be able to confirm and approve their time entries then choose yes to this option. Otherwise the approval of time and expenses must be completed by the project or site administrator.
- Once you have setup your user’s account an email with their username only will be sent to them along with the above settings. Please make sure you communicate to your users what their password is to access GetMyTime.

#### e. CREATING PROJECT GROUPS

- Project groups can be used to manage which lists your users have access to track time to.
- Click on the "Project Groups" link in the red “Project Lists” menu bar to create project groups. The basic project already displayed is the default if you choose not to use project groups for your company. All employees and vendors will be defaulted to this basic group.
- To create a new project group, click on the "Add new Project Group" link on the Project Groups page. If using project groups deactivate the basic group or remove the employees from the basic group that are a part

of the newly created group. This will now limit the employee/vendor to see only those items that they are assigned to according to the project group.

1. Enter the Project name, status and description.
2. Select the employees to be included in the project group.
3. Select the Project Admin for this group if needed. The site admin will still have the ability to manage and approve time, so you are not required to create a Project admin. The Project admin (or site admin) will be required to approve all time entries before they can be exported to.
4. Select the Customer:Job, Service Item, Class Item for that Project Group. A user can only see and submit time for projects to which they are assigned.
5. If you are using the GetMyExpense feature you will also be able to choose which expenses are your users can track against for that project.

#### **f. MAINTAINING YOUR ACCOUNT**

- Maintaining and keeping your account up-to-date is a key to successfully using GetMyTime.
- Check your Company Profile settings regularly.
- If you need to change or update your Company name within GetMyTime please contact us using the support form which is available on the website.

### III. Tracking Time – Entering, Approving and Exporting

#### a. Entering in Time

- In order for your users to enter in time into GetMyTime their account within GetMyTime must be Timer Enabled. They also need to be assigned to a project if you have made the default “Basic” project inactive.
- There are two ways to enter your time into the system
  1. Single Time Entry:
    - Click on the “Single Time Entry” link on the green “Timer Menu” menu bar.
    - Select the Project that you need to track time to. The drop down lists will then repopulate with the correct lists to select from. All drop down lists will default to the first project listed when the page is first accessed.
    - Select the user you are entering time for. Only project and site administrators have this option available to them.
    - Select the date for which the task occurred (required).
    - Select the Customer:Job (required).
    - Select the Service item (required).
    - Select the Class: This field is optional and will depend on how you set up your company
    - Enter the Duration of time for the task. The following are acceptable formats
      - i. 8.5 will translate into 8 hours and 30 minutes.
      - ii. 8:30 will translate into 8 hours and 30 minutes.
      - iii. 8 will translate into 8 minutes.
    - Select if the time is Billable.
    - Enter in any notes about this task. Please avoid using any special characters (only letters and numbers) or carriage returns.
  2. Multiple Time entry
    - Click on the “Multiple Time Entry” link on the green “Timer Menu” menu bar.
    - This Page is to allow for the entry of multiple time entries for one specific project.
    - Select the project to enter time for. The page will repopulate all drop down lists with that project’s items.
    - Select the user you are entering time for. Only project and site administrators have this option available to them. The “Multiple Time Entry” page can only be submitted for one user.
    - Follow the directions for the single time page and proceed.
  3. Weekly Time Sheet
    - Upon entering in time form with Single or Multiple time entry pages you will be directed to the “Weekly Time sheet” report.
    - This page’s start date is based on the user’s settings for the day in which your work week begins. To review your settings click on the “User Profile” link on the green “Timer Menu” bar.
    - This page allows you to view your work week and the time that has been entered.
    - If you entered in time for Monday for a specific task and you need to enter in time for that same task on another day you can click on the green, underlined zero for that day. The single time entry page will be displayed and all of the options will be filled in for you. Enter in the amount of time for that new day and click “Add”.
    - Definitions for displayed time entries.
      - i. Blue Link – Billable Entry
      - ii. Black Link – Non-Billable Entry
      - iii. Red Link – Timer Running
      - iv. B – Billable Row
      - v. \* – Confirmed Time entry
    - This page is reviewed in more detail in the “Reporting” Section.

#### b. Time approval process

- In order for the time to be exported from the GetMyTime system it must go through a two step approval process.
- This process has been implemented to reduce the number of errors that get exported from GetMyTime.
  1. The first step is for the time to be confirmed. Time entries can be confirmed by user, Project or Site administrators.

2. The second step is for the time to be approved. By default only Project or Site administrators can approve a users time. If you want to allow your users the ability to approve their time, you will need to turn this feature on via the Employee roster page.
- Confirming time can be accomplished in 2 ways.
    1. On the “Weekly Timesheet” page the user is provided with a green “Confirm Entire Week” button. By clicking this button all time that is displayed on the page will be confirmed.
    2. To confirm one or multiple time entries click on the “Search/Approve Time” link on the green “Timer Reports” menu.
      - Choose your criteria on the time that you want to be able to confirm. The date ranges are the minimum requirements to pull data from the system.
      - Details on the time requested will be displayed. You can also edit or duplicate an entry from this page.
      - The time entries are grouped by the day the task was completed.
      - On the right side of the page you will see the “User Confirmed” heading. You have three options to select the time you want confirmed.
        - i. Select each individual item to confirm.
        - ii. Click the green “Select All” button which will only check the items in the corresponding group.
        - iii. Click the green “Confirm All” button at the bottom middle of the page.
      - To submit the page, click any the grey “Confirm” button. The page will reload and your time will show as confirmed.
  - Approving time can only be accomplished via the “Search/Approve Time” page.
    1. Click on the “Search/Approve time” link in the green “Timer reports” menu bar.
      - Choose your criteria on the time that you want to be able to approve. The date ranges are the minimum requirements to pull data from the system.
      - Details on the time requested will be displayed. You can also edit or duplicate an entry from this page.
      - The time entries are grouped by the day the task was completed.
      - On the right side of the page you will see the “Admin Approved” heading. You have three options to select the time you want approved.
        - i. Select each individual item to approve.
        - ii. Click the green “Select All” button which will only check the items in the corresponding group.
        - iii. Click the green “Approve All” button at the bottom middle of the page.
      - To submit the page, click any of the grey “Approve” buttons. The page will reload and your time will show as approved.
  - **Please note:** The grey Confirm and Approve button will process only that action. Each process must be done individually.

### c. Re-opening / deleting time

- Time can be re-opened only if the item has not already been exported. Only Project and Site administrators can re-open time.
  1. To re-open time click on the “Confirmed/Unexported Time” link in the green “Timer Reports” menu bar.
  2. The page will auto populate with all time for all users that has been Confirmed and Unexported.
  3. At the right of the time entry you will see the “Re-Open” column. Choose the time you would like to re-open and submit the page.
  4. If an item has been confirmed and approved the item will need to be re-confirmed and re-approved before it can be exported.
  5. **Please note:** If a time entry has been exported it can not be re-opened.
- Deleting time
  1. Time entries can be deleted via the “Search/Approve Time” page.
  2. Items can only be deleted if they have not been confirmed.
  3. To delete an item access the “Search/Approve Time” page and select your criteria to be displayed on the report.
  4. In the “Uploaded” column you will see the “Delete” checkbox. Select the item you want to delete and click the grey “Delete” button.

5. The form will then reload and the selected item(s) will be removed from the system.

#### d. Exporting time

- Please remember these key points before you run the export process.
  1. Check to make sure all time has been Confirmed and Approved. This can be done via the “Search/Approve Time” page.
  2. Once time has been confirmed, approved and exported it can not be re-exported or reopened.
- To export your user’s time, click on the “Time Export” link on the red “Data Transfer” menu bar.
- On the export page you can choose who and up to what dates should be included in the export file.
  1. The default is to export all employees’ time from the GetMyTime system. You may also choose an individual employee.
  2. Select the date that you want time exported up through.
    - If your pay week ends on a Friday then you can choose to export all time (confirmed and approved) up through Friday.
    - **Please note:** Users can still enter in and confirm time for the past dates. So you may still need to export time for the previous time frame.
  3. When the export process finishes, the page will reload and an export file with a time stamp will appear on the page.
  4. When new file name appears at the bottom of the list, Right Click on it and choose "Save Target As". Select a file name and location that will be easy for you to remember.
- CSV File storage.
  1. The export page within GetMyTime will keep all csv files that have been generated.
  2. You have the option, from this page to delete all csv files or only those older then 30 days.
  3. We recommend that you keep a local copy of all csv files that you have generated and exported from GetMyTime on your local computer and company server.

## IV. Tracking Expenses – Entering, Approving and Exporting

### a. Entering in Expenses

- In order for your users to enter in expenses into GetMyTime their account within GetMyTime must be Expense Enabled and they need to be assigned to a project if you have made the default “Basic” project inactive.
- All information can be reported on and exported via a CSV, tab delimited file.
- There are two ways to enter your Expenses into the system
  1. Single Expense Entry:
    - Click on the “Single Expense Entry” link on the green “Expense Menu” menu bar.
    - Select the Project that you need to track expenses to. The drop down lists will then repopulate with the correct lists to select from. All drop down lists will default to the first project listed when the page is first accessed.
    - Select the user you are entering expenses for. Only project and site administrators have this option available to them.
    - Select the date for which the expense occurred (required).
    - Customer:Job (required).
    - Service item (optional).
    - Class: This field is optional and will depend on how you set up your account.
    - Expense Account Item: Choose the expense item being expensed; Mileage, Entertainment, etc...
    - Total Expense: Enter in the amount to be reimbursed.
    - Below are other optional Expense tracking fields that can be included in the entry page by updating the each specific project group.
      - i. Billable Expense: Of the total expense, enter the amount that is billable.
      - ii. Nonbillable Expense: Of the total expense, enter the amount that is not billable.
      - iii. Employee Reimbursement Amount: Of the total expense, enter the amount that should be reimbursed to the you or the user you are entering in expenses for.
      - iv. Vendor: Enter the vendor name where the expense occurred.
      - v. Payment Method: Enter in how you paid for this expense.
      - vi. Receipt Exists: Select Yes or No if the receipt exists.
      - vii. Other’s Involved: Provide the names of others that were involved in this activity.
      - viii. Expense Event: Enter in the event name for which this expense occurred.
      - ix. Comments: Enter in any notes about this expense. Please avoid using any special characters or carriage returns. Only use letters and numbers.
  2. Multiple Expense entry
    - Click on the “Multiple Expense Entry” link on the green “Expense Menu” menu bar.
    - This Page is to allow for the entry of multiple time entries for one specific project.
    - Select the project to enter time for. The page will repopulate all drop-down lists with that project’s items.
    - Select the user you are entering time for. Only project and site administrators have this option available to them. The “Multiple Expense Entry” page can only be submitted for one user.
    - Follow the directions for the single expense page and proceed.
  3. Search/Approve Expense
    - Upon submitting your expenses form with Single or Multiple expense entry pages you will be directed to the “Search/Approve Expense” report.
    - This pages start date is based on the user’s settings for the day which your work week begins. To review your settings click on the “User Profile” link on the green “Timer Menu” bar.
    - This page allows you to view all the expenses entered in for the work week.
    - Expenses can be confirmed, edited or deleted from this page.

### b. Expense approval process

- In order for the expenses to be exported from the GetMyTime system it must go through a two step approval process.
- This process has been implemented to reduce the number of errors that get exported from GetMyTime.

1. The first step is for the expenses to be confirmed. Expense entries can be confirmed by user, Project or Site administrators.
  2. The second step is for the expenses to be approved. By default only Project or Site administrators can approve a user's expense. If you want to allow your users the ability to approve their expenses, you will need to turn this feature on via the Employee roster page.
- Confirming expenses can be accomplished via that "Search/Approve Expense" page
    1. To confirm one or multiple expense entries click on the "Search/Approve Expense" link on the green "Expense Reports" menu.
      - Choose your criteria on the expenses that you want to be able to confirm. The date ranges are the minimum requirements to pull data from the system.
      - Details on the expense's requested will be displayed. You can also edit or duplicate an entry from this page.
      - The expense entries are grouped by the day the expense occurred.
      - On the right side of the page you will see the "User Confirmed" heading. You have three options to select the item you want confirmed.
        - i. Select each individual item to confirm.
        - ii. Click the green "Select All" button which will only check the items in the corresponding group.
        - iii. Click the green "Confirm All" button at the bottom middle of the page.
      - To submit the page, click any of the grey "Confirm" buttons. The page will reload and your selected expenses will show as confirmed.
  - Approving expenses can only be accomplished via the "Search/Approve Time" page.
    1. Click on the "Search/Approve Expense" link in the green "Expense Reports" menu bar.
      - Choose your criteria on the expenses that you want to be able to approve. The date ranges are the minimum requirements to pull data from the system.
      - Details on the expenses requested will be displayed. You can also edit or duplicate an entry from this page.
      - The expense entries are grouped by the day the expense occurred.
      - On the right side of the page you will see the "Admin/User Approved" heading. You have three options to select the time you want approved.
        - i. Select each individual item to approve.
        - ii. Click the green "Select All" button which will only check the items in the corresponding group.
        - iii. Click the green "Approve All" button at the bottom middle of the page.
      - To submit the page, click any of the grey "Approve" buttons. The page will reload and your selected expenses will show as approved.
  - **Please note:** The grey Confirm and Approve button will process only that action. Each process must be done individually.

### c. Re-opening/deleting expenses

- Expenses can be re-opened only if the item has not already been exported. Only Project and Site administrators can re-open expenses.
  1. To re-open expenses click on the "Confirmed/Unexported Expense" link in the green "Expense Reports" menu bar.
  2. The page will auto populate with all expenses for all users that have been Confirmed and Unexported.
  3. At the right of the expense entry you will see the "Re-Open" column. Choose the expense item you would like to re-open and submit the page.
  4. If an item has been confirmed and approved the item will need to be re-confirmed and re-approved before it can be exported.
  5. **Please note:** If a time entry has been exported it can not be re-opened.
- Deleting expenses
  1. Expense entries can be deleted via the "Search/Approve Expense" page.
  2. Items can only be deleted if they have not been confirmed.
  3. To delete an item access the "Search/Approve Expense" page and select your criteria to be displayed on the report.
  4. In the "Exported" column you will see the "Delete" checkbox. Select the item you want to delete and click the grey "Delete" button.

5. The form will then reload and the selected item(s) will be removed from the system.

#### d. Exporting expenses

- Exporting expenses is the key to successfully reimbursing your employees and invoicing your clients.
- Please remember these key points before you run the export process.
  1. Check to make sure all expenses have been Confirmed and Approved. This can be done via the “Search/Approve Expense” page.
  2. Once an expense item has been confirmed, approved and exported it can not be re-exported or reopened.
- To export your user’s expenses, click on the “Expense Export” link on the red “Data Transfer” menu bar.
- On the export page you can choose who and up to what dates should be included in the export file.
  1. The default is to export all employees’ time from the GetMyTime system. You may also choose an individual employee.
  2. Select the date that you want expenses exported up through.
    - If your pay week ends on a Friday then you can choose to export all expenses (confirmed and approved) up through Friday.
    - **Please note:** Users can still enter in and confirm expenses for past dates. So you may still need to export expenses for the previous time frame.
  3. When the export process finishes the page will reload and two files with a time stamp will appear on the page.
    - CSV Files: The CSV file will contain all information that the users entered into the system.
  4. When new files appear at the bottom of the list, Right Click on either file and choose "Save Target As". Select a file name and location that will be easy for you to remember.
- IIF File storage.
  1. The export page within GetMyTime will keep all csv files that have been generated.
  2. You have the option, from this page to delete all csv files or only those older then 30 days.
  3. We recommend that you keep a local copy of all csv files that you have generated and exported from GetMyTime on your local computer and company server.

## V. Reporting

### a. GetMyTime Reporting

- **Search/Approve Time**

1. The “Search/Approve Time” page can be used to Confirm and Approve time as well as indicating which iif file a time entry has been exported to.
2. In order for the time to be exported it must go through a two step approval process. This process has been implemented to reduce the number of errors that get exported.
  - The first step is for the time to be confirmed. Time entries can be confirmed by user, Project or Site administrators.
  - The second step is for the time entries to be approved. By default only Project or Site administrators can approve a user’s time. If you want to allow your users the ability to approve their time, you will need to turn this feature on via the Employee roster page.
3. Running the Report
  - Choose your criteria on the time that you want to be able to approve. The date ranges are the minimum requirements to pull data from the system.
  - Other Key criteria options to help narrow your results:
    - i. Unconfirmed Time: Selecting “Yes” will display time that has not yet been confirmed.
    - ii. Unapproved Time: Selecting “Yes” will display time that has not yet been confirmed or approved.
    - iii. Billable Time: Select if you desire to see billable or non-billable time exclusively.
  - Key Features of this Report
    - i. Edit or duplicate any time entry that is displayed.
    - ii. Confirm Time.
    - iii. Approved Time.
    - iv. Delete time entries from the GetMyTime system. **Please note:** once a time entry has been deleted it can not be retrieved.
4. Confirming Time
  - On the right side of the page you will see the “User Confirmed” heading. You have three options to select the time you want confirmed:
    - i. Select each individual item to confirm.
    - ii. Click the green “Select All” button which will only check the items in the corresponding group.
    - iii. Click the green “Confirm All” button at the bottom middle of the page.
  - To submit the page, click any the grey “Confirm” button. The page will reload and your time will show as confirmed.
5. Approving Time
  - On the right side of the page you will see the “Admin Approved” heading. You have three options to select the time you want approved.
    - i. Select each individual item to approve.
    - ii. Click the green “Select All” button which will only check the items in the corresponding group.
    - iii. Click the green “Approve All” button at the bottom middle of the page.
  - To submit the page, click any of the grey “Approve” buttons. The page will reload and your time will show as approved.
6. **Please Note:** The grey Confirm and Approve button will process only that action. Each process must be done individually.

- **Weekly Timesheet**

1. This page’s start date is based on the user’s settings for the day which your work week begins. To review your settings click on the “User Profile” link on the green “Timer Menu” bar.
2. This page allows you to view your work week and the time that has been entered.
3. Report Heading Navigation links
  - $\leq$ : Will move the timesheet view one week ahead .
  - $\leq$ : Will move the timesheet view one day back.
  - $\geq$ : Will move the timesheet view one day ahead.

- **>>**: Will move the timesheet view one week ahead.
  - 4. Quick Options
    - **New Single Time Entry**: Quick Link to a new Single Time entry screen.
    - **New Multiple Time Entry**: Quick Link to a new Multiple Time entry screen.
    - **Confirm Entire Week**: Quick Option to confirm all the time for the displayed work week without having to use the “Search/Approve Time” page.
    - **Printable Version**: A new webpage will open with no images so that you can easily print out your timesheet. We recommend that you print your timesheet out in landscape view.
  - 5. Definitions for displayed time entries.
    - Blue Link – Billable Entry
    - Black Link – Non-Billable Entry
    - Red Link – Timer Running
    - B – Billable Row
    - \* – Confirmed Time entry
- **Activity Reports**
    1. This page provides six types of reports, all of which are available in a printable format. Each report will give details about user’s time in relationship to jobs within a specific date range. The reports can generate data for a specific user or a specific Customer:Job as well as multiple users and all Customer:Job’s.
    2. **Please Note**: The “User Profile” page contains several default settings that can be updated to pre set some of the criteria for this report.
    3. Key Reporting criteria options
      - Include Comments: Show the comments that were logged by the user. **Please Note**: The “Include comments” option is only available on the “User Focus” reports.
      - Users: Select which specific users you would like to be included on the report.
      - Create CSV File for Download: Select this option and a CSV file (tab delimited) will be generated available for you to download.
    4. Available report types
      - **User Focus by Date**: Track your user’s time by the date, who worked on that date and what they worked on.
      - **User Focus by User**: Track your user’s time by the user and what tasks they completed.
      - **Project Focus Report by Date**: View the hours logged to a specific project by the date the task was worked.
      - **Project Focus Report by User**: View the hours logged to a specific project by the user and what the user worked on.
      - **Job Focus Report by Date**: Show a Customer the time logged for their jobs by the date the task was worked.
      - **Job Focus Report by User**: Show a Customer the time logged for their jobs by the user and what tasks the user worked on.
  - **User Project Time Report**
    1. This page allows the administrator to either see a report of User’s time entries or a Project time report for a specific date range. The User’s report allows that admin to set excluded days and minimum work hours per day. It will give the admin the chance to send an email to any or all users to remind them of their time entries. The report will show hours worked per day per user and indicate if the hours are adequate to meet the minimum time per day and also if the time entries per day have been approved. The Project report will return a date range selected for all or selected users related to a specific Customer:Job. The profile page contains some default settings that can be selected to pre set some of the criteria for these reports.
  - **Confirmed/Unexported Time**
    1. Time can be re-opened only if the item has not already been exported. Only Project and Site administrators can re-open time.
      - To re-open time click on the “Confirmed/Unexported Time” link in the green “Timer Reports” menu bar.

- The page will auto populate with all time for all users that has been Confirmed and Unexported.
- At the right of the time entry you will see the “Re-Open” column. Choose the time you would like to re-open and submit the page.
- If an item has been confirmed and approved the item will need to be re-confirmed and re-approved before it can be exported.
- **Please note:** If a time entry has been exported it can not be re-opened.

## b. GetMyExpense Reporting

- **Search/Approve Expense**

1. The “Search/Approve Expense” page can be used to Confirm and Approve expenses as well as indicating which if file an expense entry has been exported to.
2. In order for the expenses to be exported it must go through a two step approval process. This process has been implemented to reduce the number of errors that get exported from the system.
  - The first step is for the expenses to be confirmed. Expense entries can be confirmed by user, Project or Site administrators
  - The second step is for the expenses to be approved. By default only Project or Site administrators can approve a user’s expense. If you want to allow your users the ability to approve their expenses, you will need to turn this feature on via the Employee roster page.
3. Running the Report
  - Choose your criteria on the expenses that you want to be able to approve. The date ranges are the minimum requirements to pull data from the system.
  - Other Key criteria options to help narrow your results.
    - i. Unconfirmed Expenses: Selecting “Yes” will display expenses that have not yet been confirmed.
    - ii. Unapproved Expenses: Selecting “Yes” will display expenses that have not yet been confirmed or approved.
    - iii. Billable Expenses: Select if you desire to see billable or non-billable expenses exclusively.
  - Key Features of this Report
    - i. Edit or duplicate any expense entry that is displayed
    - ii. Confirm Expenses
    - iii. Approved Expenses
    - iv. Delete expenses from the GetMyTime system. **Please note:** once an expense entry has been deleted it can not be retrieved.
  - Details on the expenses requested will be displayed. You can also edit or duplicate an entry from this page.
  - The expense entries are grouped by the day the expense occurred.
4. Confirming expenses
  - On the right side of the page you will see the “User Confirmed” heading. You have three option to select the item you want confirmed:
    - i. Select each individual item to confirm.
    - ii. Click the green “Select All” button which will only check the items in the corresponding group.
    - iii. Click the green “Confirm All” button at the bottom middle of the page.
  - To submit the page, click any the grey “Confirm” button. The page will reload and your selected expenses will show as confirmed.
5. Approving expenses
  - On the right side of the page you will see the “Admin/User Approved” heading. You have three options to select the time you want approved.
    - i. Select each individual item to approve.
    - ii. Click the green “Select All” button which will only check the items in the corresponding group.
    - iii. Click the green “Approve All” button at the bottom middle of the page.
  - To submit the page, click any of the grey “Approve” buttons. The page will reload and your selected expenses will show as approved

6. **Please note:** The grey Confirm and Approve button will process only that action. Each process must be done individually.
- **Expense Reports**
    1. This page allows the user to tailor an expense report based on Project and Expense account information. The report can include one or all users as well as a range of expense dates.
    2. Key Reporting criteria options.
      - Choose a specific user or all users
      - Project Group: Run the report based on a specific Project group.
      - Expense Account: Run the report based on a specific Expense Account.
    3. The results can be sorted based on the result columns and each expense entry is available to be viewed.
    4. The report is also available in a printable format.
    5. A CSV file will be generated by default for the convenience of downloading and working with the data offline.
  - **Confirmed/Unexported Expense**
    1. Expenses can be re-opened only if the item has not already been exported. Only Project and Site administrators can re-open expenses.
      - To re-open expenses click on the “Confirmed/Unexported Expense” link in the green “Expense Reports” menu bar.
      - The page will auto populate with all expenses for all users that have been Confirmed and Unexported.
      - At the right of the expense entry you will see the “Re-Open” column. Choose the expense item you would like to re-open and submit the page.
      - If an item has been confirmed and approved the item will need to be re-confirmed and re-approved before it can be exported.
      - **Please note:** If a time entry has been exported it can not be re-opened.