



myTE Process Document

STEPS TO RAISE ACCESS

Once you receive onboarding details, please reach out to your Supervisor for WBS Code (WBS Code is based on the Project assigned).

Drop email to myWizard Bizops Team
<myWizard.bizops@accenture.com> for WBS Code Enablement.
(Note – Always keep your Supervisor in loop)

Once Access is enabled, go to myTE
-
<https://myte.accenture.com/OGTE/secure/TimesheetPage.aspx?action=Login>

STEPS TO ADD WBS_e IN myTE

STEP 1: Go to myTE -> Click on “Assignments” Tab -> Add the WBS_e Code in the search box -> Click on “Add”

myTimeandExpenses

Record | Review | Reports | Print | Represent | Authorize

< 6/15/2021 > Status: [Processed](#)

Time Expenses Locations Adjustments Summary **Assignments**

Assignments	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Total
Work Location	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	
Assigned Location	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	
Company Code/Cost Center	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	

myTimeandExpenses

Record | Review | Reports | Print | Represent | Authorize

< 6/15/2021 > Status: [Processed](#)

Time Expenses Locations Adjustments Summary **Assignments**

☒ All ☐ Chargeable ☐ Business Development ☐ Training/Recruiting/Absence ☐ Other

Enter WBS_e Code and Click on Add

Add

Display	Type	SubType	Client	Country/Region	Description	ChargeCode	Owner
---------	------	---------	--------	----------------	-------------	------------	-------

STEP 2: Go to Locations -> Click on “Add a Location” -> Add location details -> Select all Dates -> Click on “Save Locations”

myTimeandExpenses

Record | Review | Report

< 6/15/2021 > Status: [Processed](#)

Time Expenses **Locations** Adjustments Summary Assignments

Locations	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15
Add a Location															

Per [Policy 0063](#) when traveling for business, you must accurately reflect your work location. When traveling outside your home country/region, you must record locations for all days. When traveling within your home country/region, leave your default home office location for non-workdays.

[Locations Help](#)

Save Locations

❖ **This needs to be updated every fortnight, while submitting time report.**

Note – You can check your location details in workday -
<https://wd3.myworkday.com/wday/authgwy/accenture/login.html?returnTo=%2faccenture%2fd%2fhome.html%23%2F> –

myTimeandExpenses

Record | Review

< 6/15/2021 >

Status: [Processed](#)

Time

Expenses

Locations

Adjustments

Summary

Assignments

Locations

Add a Location

Country/Region: India

Location 1: Mumbai

Location 2: MDC5A - Airoli-Twr A | COMPANY CC

Add

Cancel

Tue 01

Wed 02

Thu 03

Fri 04

Sat 05

Sun 06

Mon 07

Tue 08

Wed 09

Thu 10

Fri 11

Sat 12

Sun 13

Mon 14

Tue 15

Per [Policy 0063](#) when traveling outside your home country/region, you must record locations for all days. When traveling outside your home country/region, you must record locations for all days for non-workdays.

[Locations Help](#)

Save Locations

Add Location Details

V

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< 6/15/2021 >

Status: [Processed](#)

Select all dates

Time Expenses Locations Adjustments Summary Assignments

Locations	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15
MDC2B - Godrej COMPANY CODE 8102 - Mum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a Location															

Per [Policy 0063](#) when traveling for business, you must accurately reflect your work location. When traveling outside your home country/region, you must record locations for all days. When traveling within your home country/region, leave your default home office location for non-workdays.

[Locations Help](#)

Save Locations

STEP 3: Click on your Name -> Enter Supervisor Enterprise ID (Highlighted in yellow) -> Click on ">" to add selected name -> Click on "Save"

myTimeandExpenses

Admin | Reports | Print | Import | myReceipts | Circle | Log Out | Help

1. PERSONAL INFORMATION

EMPLOYEE NAME ▾

< 2/15/2018 >

Status: New

Submit

2. CALENDER NAVIGATION

Submit

Time Expenses Locations Adjustments Summary Assignments

Personal

Time Report Reviewer(s):

> <

(e.g. John.A.Smith)

Notify of Submission:

> <

(e.g. john.a.smith@accenture.com)

Delegate(s): ⓘ

> <

(e.g. John.A.Smith)

Approver(s): ⓘ

> <

(e.g. John.A.Smith)

Selected Reviewers:

> <

Selected Notifications:

> <

Selected Delegates:

> <

Selected Approvers:

> <

Fill your Supervisor details

STEP 4: Click on Time -> Select assigned WBSe -> Enter Hours (for all working days) -> Click on "Submit"

myTimeandExpenses

Record | Review | Reports

< 6/15/2021 >

Status: [Processed](#)

Time

Expenses

Locations

Adjustments

Summary

Assignments

Assignments	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Total
Work Location	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	
Assigned Location	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	
Company Code/Cost Center	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	8102	
<div><div></div></div>	9.0	5.0		9.0			9.0	9.0	9.0	9.0	9.0			9.0	9.0	86.0

STEPS TO CLAIM INTERNET & OTHER EXPENSE

STEP 1: Click on “Expenses” -> Click on Add Expense -> Select Expense Category (which you want to claim) -> Fill all details and Save -> Upload relevant documents -> Click on Submit

The screenshot displays the 'myTimeandExpenses' web application. At the top, there is a navigation bar with the application name and several icons. Below this is a purple header bar containing the links: Record | Review | Reports | Represent | Authoriz. The main content area has a sidebar with tabs: Time, Expenses (highlighted with a red box), Locations, Adjustments, Summary, and Assignments. Below the tabs, there is a checkbox labeled 'Group By Trip'. The central part of the screen features a table with the following columns: No., Source, Status, From, To, Trip/Assignment, Expense Type, Amount, and Additional Info. The table is currently empty. At the bottom of the screen, there is a 'Total Reimbursement' section showing '0.00 INR'. Below this, there is a row of buttons: Select Trip, Create Trip, Delete, Split, Copy, Edit, Amex Import, and Add Expense (highlighted with a red box). A large red arrow points from the text 'Click on Add Expense' to the 'Add Expense' button.

myTimeandExpenses

Record | Review | Reports | Represent | Authoriz

< 6/30/2021 > Status: [New](#) Submit

Time **Expenses** Locations Adjustments Summary Assignments

☐ Group By Trip

No.	Source	Status	From	To	Trip/Assignment	Expense Type	Amount	Additional Info
-----	--------	--------	------	----	-----------------	--------------	--------	-----------------

Total Reimbursement 0.00 INR

Select Trip Create Trip Delete Split Copy Edit Amex Import Add Expense

Click on Add Expense

Example – Steps to submit Internet Expenses

Record | Review | Reports | Represent | Authorize

< 6/30/2021 >

Status: [New](#)

Submit

Time

Expenses

Locations

Adjustments

Summary

Assignments

☐ Group By Trip

No.	Source	Status	From	To	Trip/Assignment	Expense Type	Amount	Additional Info
-----	--------	--------	------	----	-----------------	--------------	--------	-----------------

Click on Expense which you want to claim

Accommodation - Apartment

Accommodation - Hotel

Car Expense (Parking, Toll, Fuel)

Meals and Entertainment

Other Allowances

Other Expense

Per Diem - International

Per Diem - Local

Startup Allowance

Telecom/Internet

Travel - Public, Limo, & Other

Travel - Rail

Search Expenses...

Total Reimbursement

Select Trip

Create Trip

Delete

Split

Copy

Edit

Amex Import

Telecom/Internet

Save Cancel

Amount

Assignment InternetExpenses only-Do not charge time (AMKCO04V)

Country/Region of
Expense

India

Currency

INR

India

Conversion Rate

1

From 6/1/2021

To 6/30/2021

Number of Days 30

INR

0.00

Type

Internet

Connection Type

Service Provider

Invoice Number

Vendor GST Number

SGST(INR)

CGST/IGST(INR)

☐ No Vendor GST Number on Invoice

Other Provider

Internet bill submitted is billed in your name. Do you confirm?

☐

Yes

IMPORTANT: Once this checkbox is selected, Accenture will be liable to pay additional GST.
It is advisable that you deal **ONLY** with GST registered vendors.

Comments

Important Points to be followed:

- Select Assignment as Internet Expense.
- Add Start Date and End Date.
- Select Type as "Internet".
- Select Connection Type as "Prepaid or Postpaid".
- Update all highlighted mandatory fields as per details mentioned in Invoice copy.
- Add Amount and Click on Save.

❖ **Similarly, you can add details for other expense claims and Submit.**

- Once details are saved -> Upload relevant expense receipt -> Once receipt is uploaded click on Submit

❖ **Preserve physical copies of the bill for future audits.**


myTimeandExpenses

Record | Review | Reports | Represent | Authorize

< 6/30/2021 > Status: Draft Submit

Time Expenses Locations Adjustments Summary Assignments

☐ Group By Trip

No.	Source	Status	From	To	Trip/Assignment	Expense Type	Amount	Additional Info	Upload/Drag Receipt
1	Manual	Receipt Required	6/1/21	6/30/21	InternetExpenses only-Do not charge time (AMKC	Telecom/Internet	900.00	Internet	

Upload Receipt




myTimeandExpenses

Record | Review | Reports | Represent | Authorize

Krishna Panchsheel Purbey < 6/30/2021 > Status: Draft Submit

Time Expenses Locations Adjustments Summary Assignments

☐ Group By Trip

No.	Source	Status	From	To	Trip/Assignment	Expense Type	Amount	Additional Info	Upload/Drag Receipt
1	Manual	Complete	6/1/21	6/30/21	InternetExpenses only-Do not charge time (AMK	Telecom/Internet	900.00	Internet	

After successfully uploading Receipt, Click on Submit



TIME ENTRY SCREEN

The screenshot shows the 'myTimeandExpense' application interface. At the top, there's a navigation bar with links: Admin, Reports, Print, Import, myReceipts, Circle, Log Out, and Help. Below this, the main header includes 'EMPLOYEE NAME', a date selector set to '2/15/2018', and a 'Status: New' dropdown. A 'Submit' button is in the top right. The main content area has tabs for Time, Expenses, Locations, Adjustments, Summary, and Assignments. The 'Assignments' tab is active, showing a table with columns for days of the week (Thu 01 to Sun 15) and rows for 'Work Location' and 'Payroll Function - TE (F4018001)'. The table contains numerical values representing hours. At the bottom, there are sections for 'Total Hours', 'Work Schedule', and 'Daily Overtime'. A 'Delete' button and a 'Time Entry Template' dropdown are at the bottom left, and a 'Calculate / Save Hours' button is at the bottom right. Numbered callouts 1 through 9 are overlaid on the screen with blue arrows pointing to specific elements: 1. PERSONAL INFORMATION (points to the employee name dropdown), 2. CALENDER NAVIGATION (points to the date selector), 3. LOCATION BY DAY (points to the 'Work Location' dropdown in the table), 4. WORK SCHEDULE (points to the 'Work Schedule' dropdown at the bottom), 5. TIME REPORT STATUS (points to the 'Status: New' dropdown), 6. TIME ENTRY TEMPLATE (points to the 'Time Entry Template' dropdown at the bottom), 7. WBSe List/Assignments (points to the 'Payroll Function' row), 8. CALCULATE/SAVE HOURS (points to the 'Calculate / Save Hours' button), and 9. SUBMIT (points to the 'Submit' button in the top right).

2. Time Entry Screen:

- 1. Personal Information:** Click on your name to see Personal info; Add/Modify: **Supervisor(s)**, **Copy to(s)**, and **Home Office Location**.
- 2. Calendar Navigation:** Navigate current, future, and prior time reporting periods.
- 3. Location by Day:** Enables users to indicate by day the **location** in which they worked. All users must do this.
- 4. Work Schedule:** Daily scheduled hours. You can modify your work schedule directly in your Time Report.
- 5. Time Report Status:** Reflects Time Report status: **Draft**, **Submitted**, **Draft Adjustment**, **Submitted Adjustment**.
- 6. Time Entry Template:** Allows you to define a recurring time entry with a specific WBSe and number of hours.
- 7. WBSe List/ Assignments:** Manage WBSe(s)/Assignments
- 8. Calculate / Save Hours:** Calculates your Over Time hours and saves Time entries without submitting.
- 9. Submit Time Report:** Submit your Time Report.

NOTE:

- Always check with your Supervisor for correct WBS code.
- If you have WBS access and still face issue while updating timesheet, please clear cookies and open myTE in new Chrome Tab.
- For WBS access and any issue related to it, please reach out to myWizard Bizops Team <myWizard.bizops@accenture.com>
- Update “Location” details every time you submit time report.
- Preserve physical copies for future audit purpose.