myTE Process Document

STEPS TO RAISE ACCESS

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

Drop email to myWizard Bizops Team <myWizard.bizops@accenture.com > for WBSe 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

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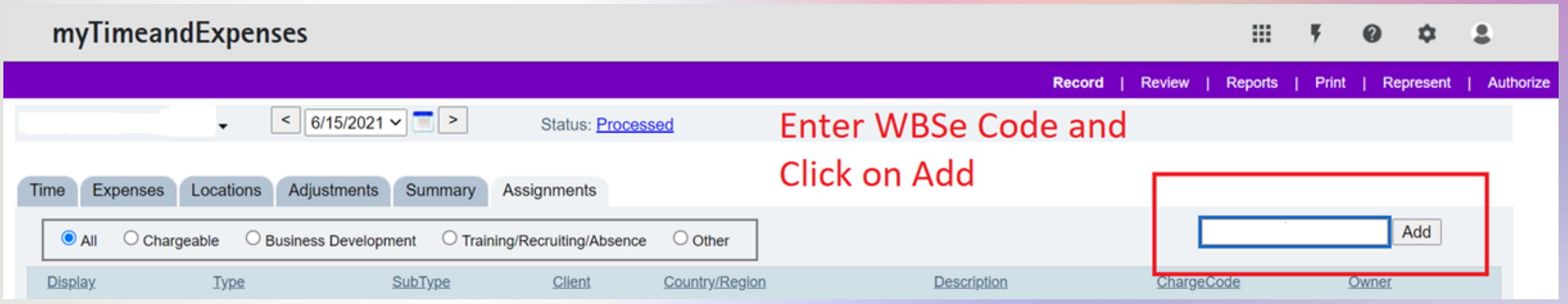
STEPS TO ADD WBSe IN myTE

<u>STEP 1:</u> Go to myTE -> Click on "Assignments" Tab -> Add the WBSe Code in the search box -> Click on "Add"



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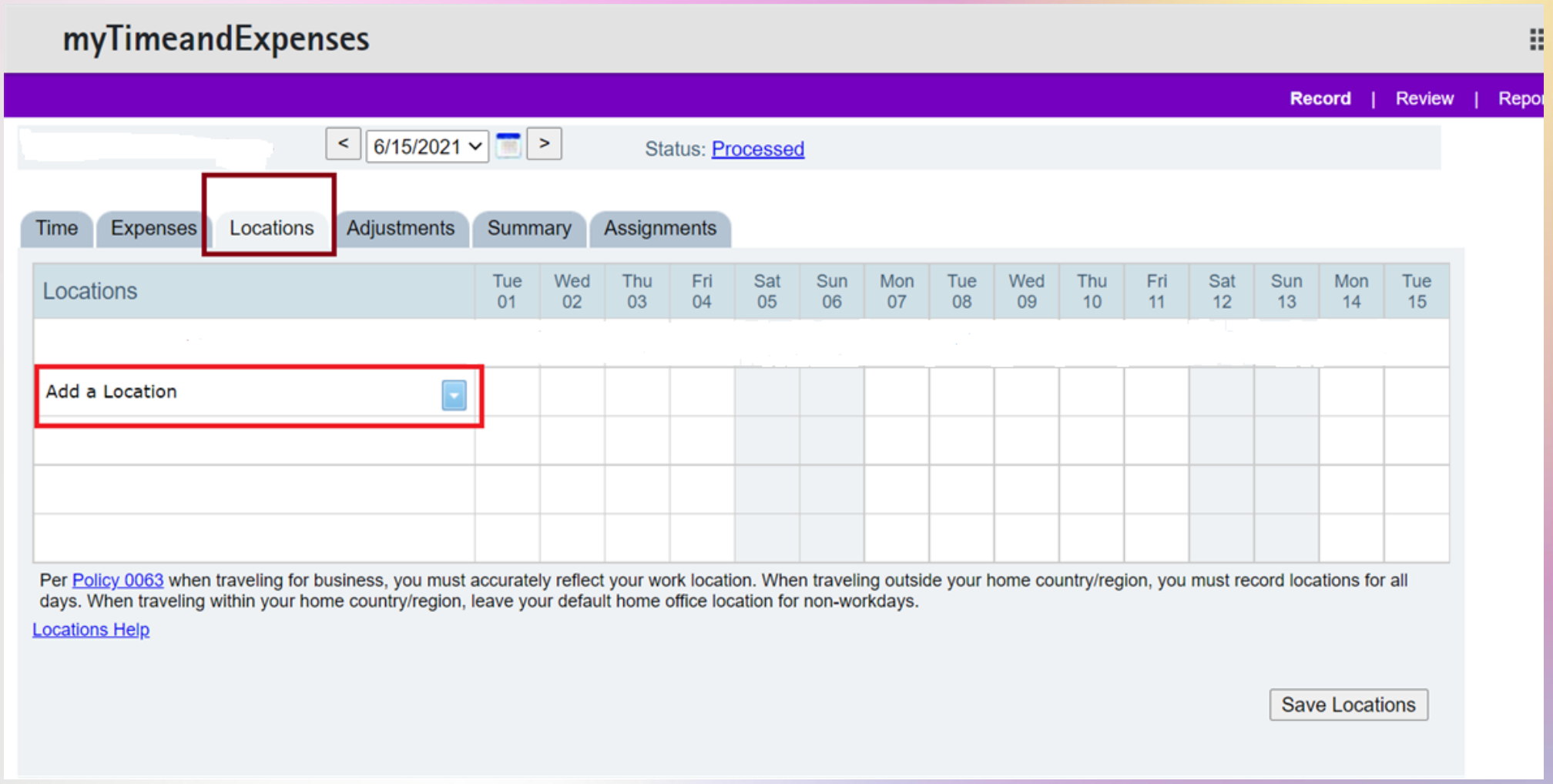
STEP 2: Go to Locations -> Click on “Add a Location” -> Add location details -> Select all Dates -> Click on “Save Locations”



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

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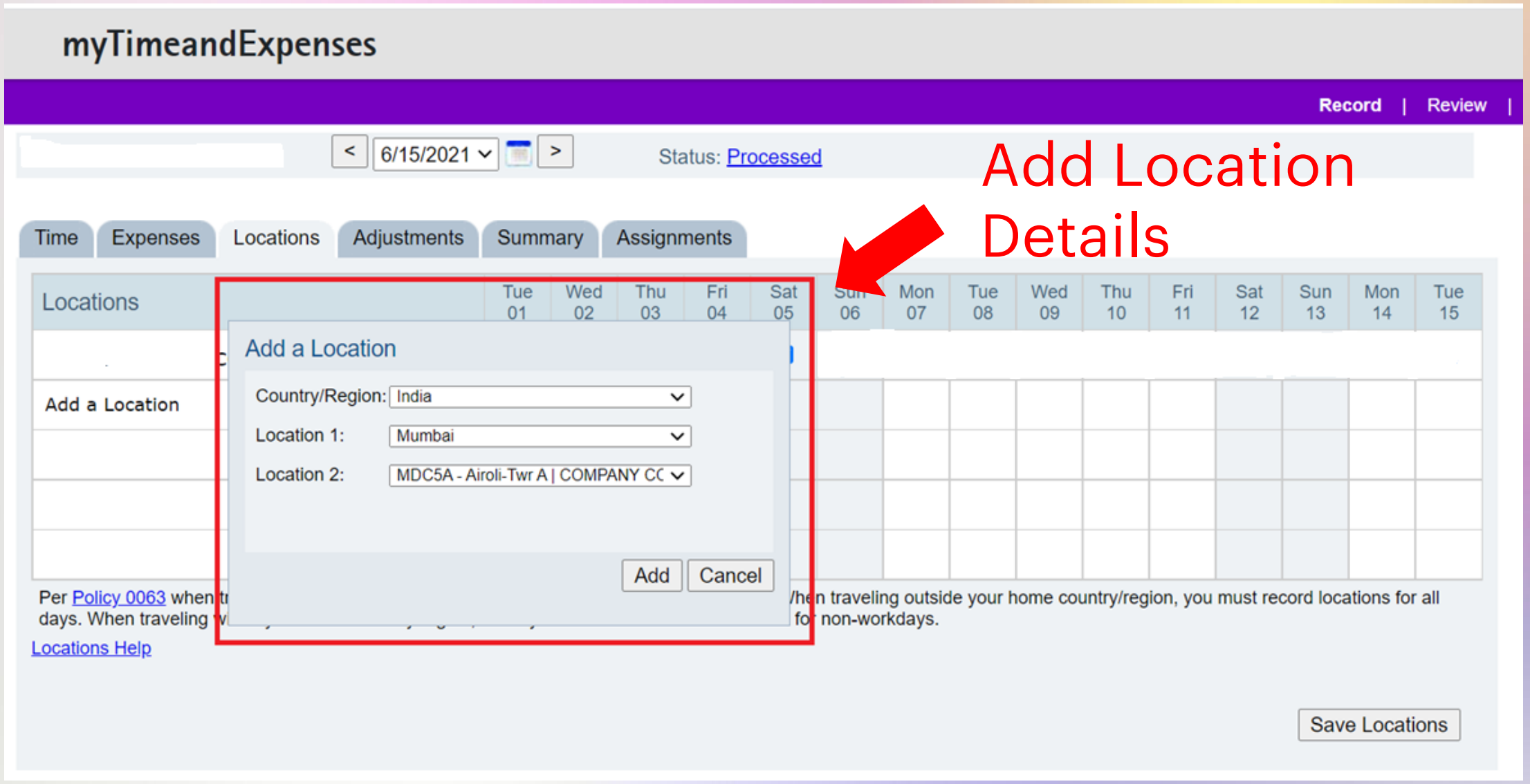
Note – You can check your location details in workday - https://wd3.myworkday.com/wday/authgwy/accenture/login.htmld?returnTo=%2faccenture%2fd%2fhome.htmld%23%2F –



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myTimeandExpenses

Record | Review |

< 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	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
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

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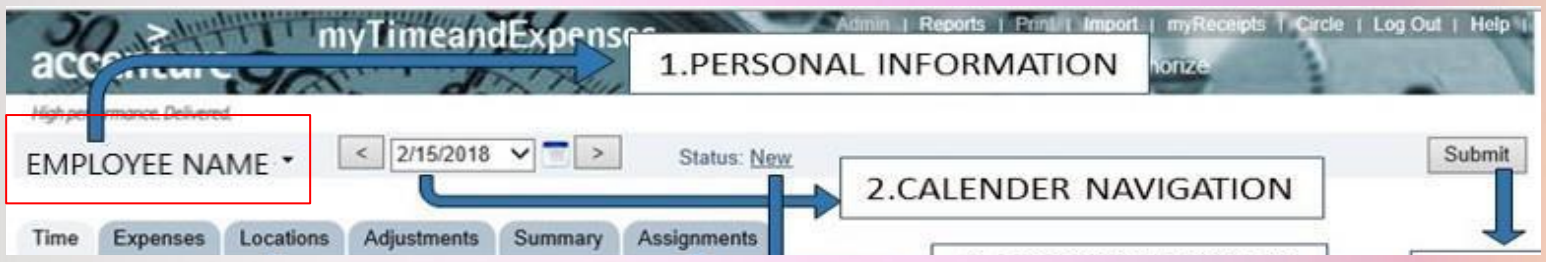
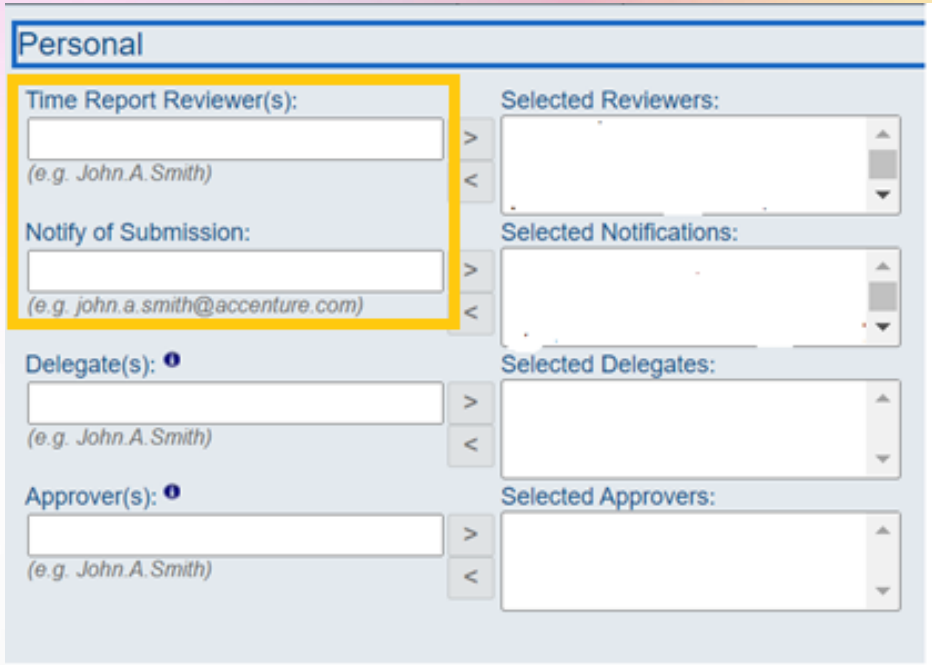
STEP 3: Click on your Name -> Enter Supervisor Enterprise ID (Highlighted in yellow) -> Click on ">" to add selected name -> Click on "Save"





Fill your Supervisor details

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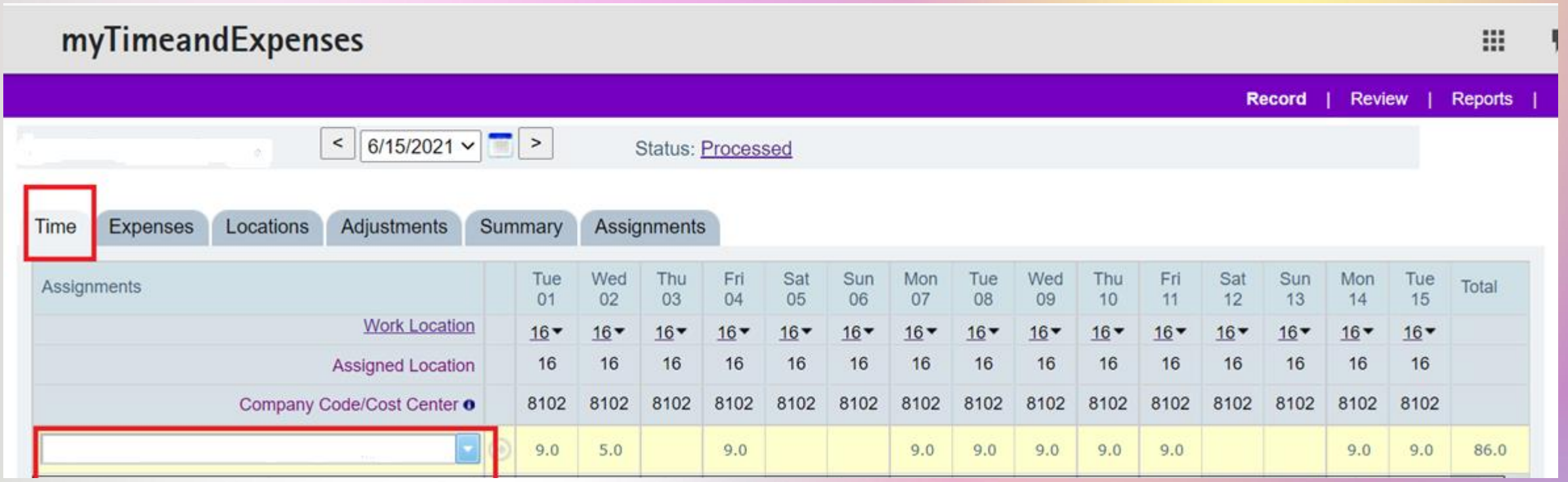
STEP 4: Click on Time -> Select assigned WBSe -> Enter Hours (for all working days) -> Click on “Submit”



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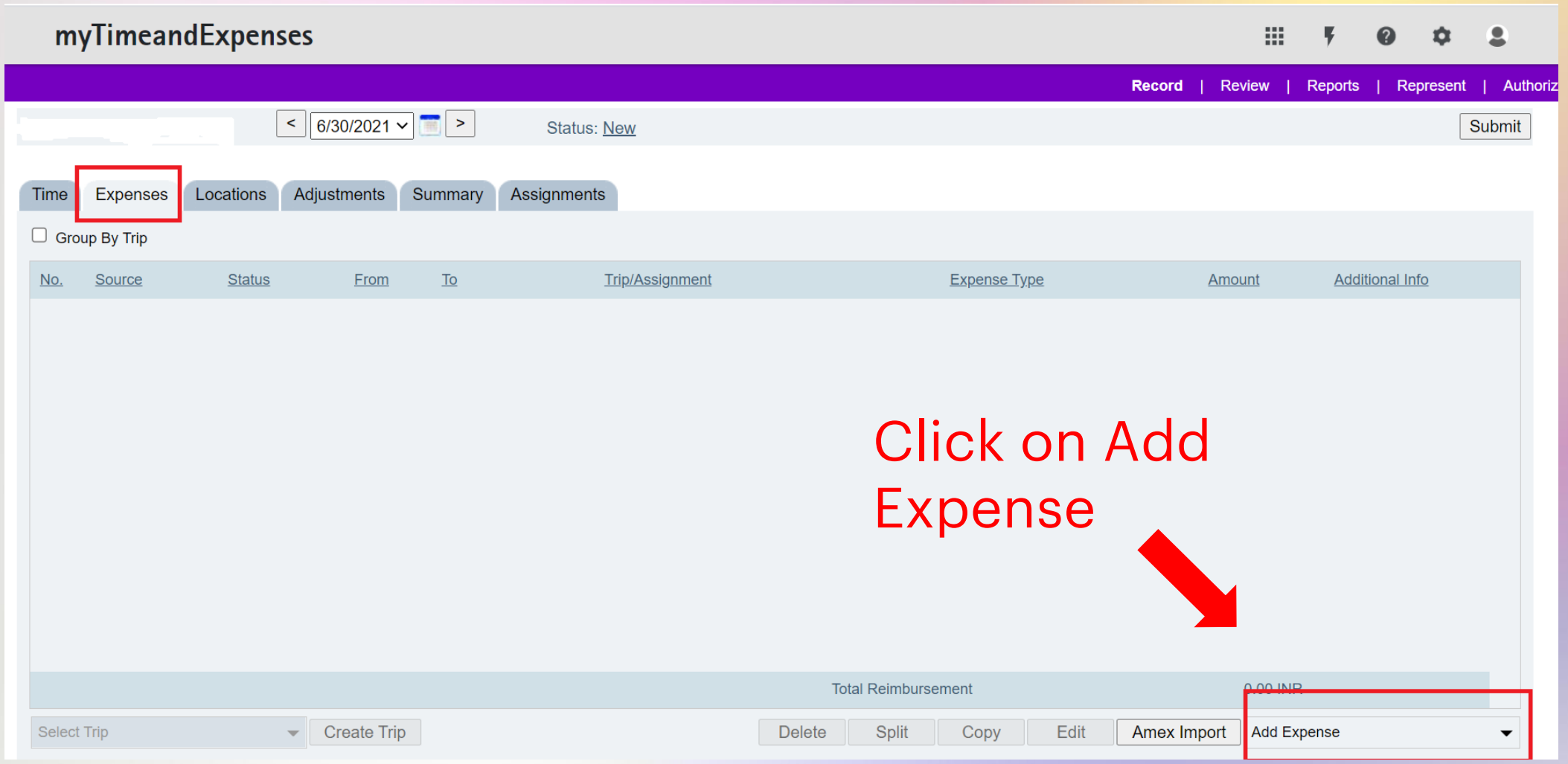
STEPS TO CLAIM INTERNET & OTHER EXPENSE

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



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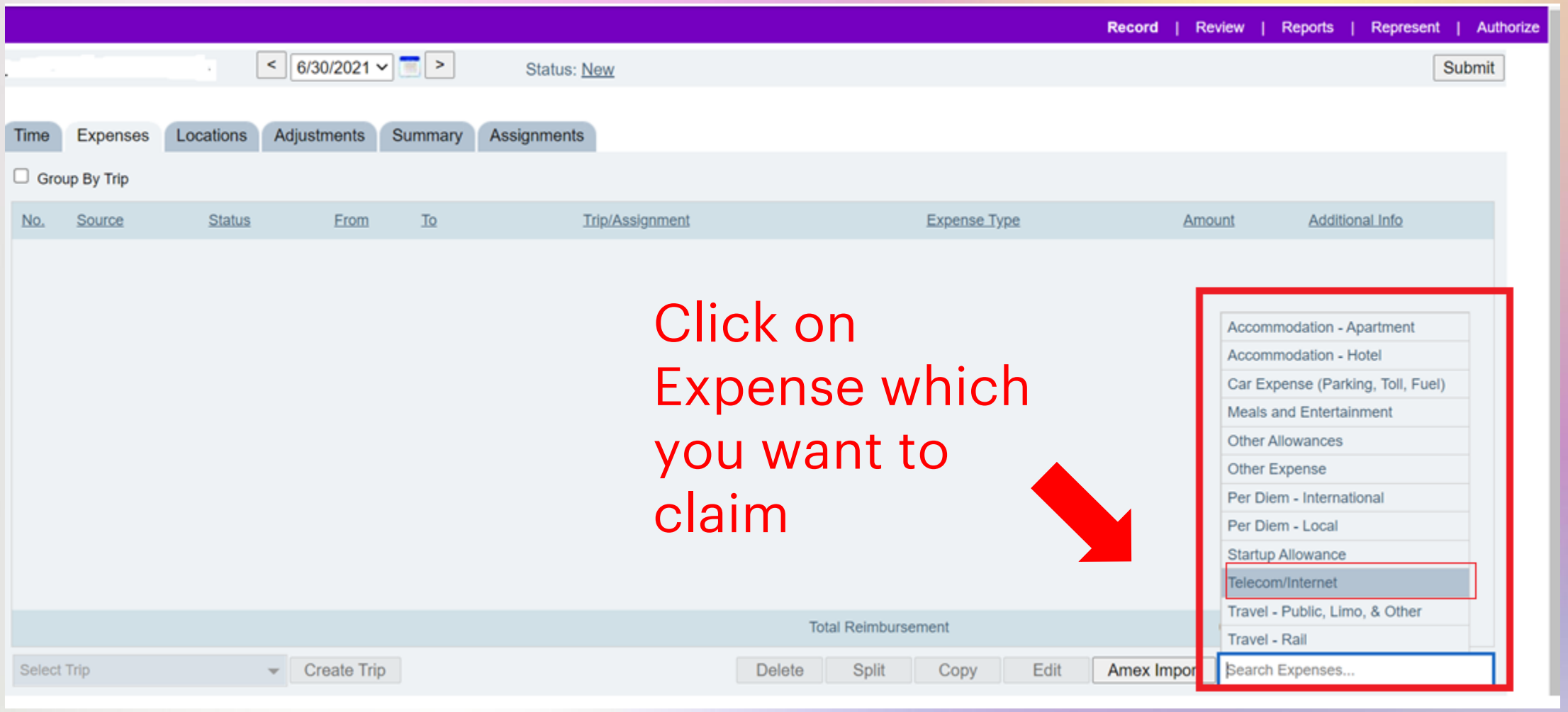
Example – Steps to submit Internet Expenses



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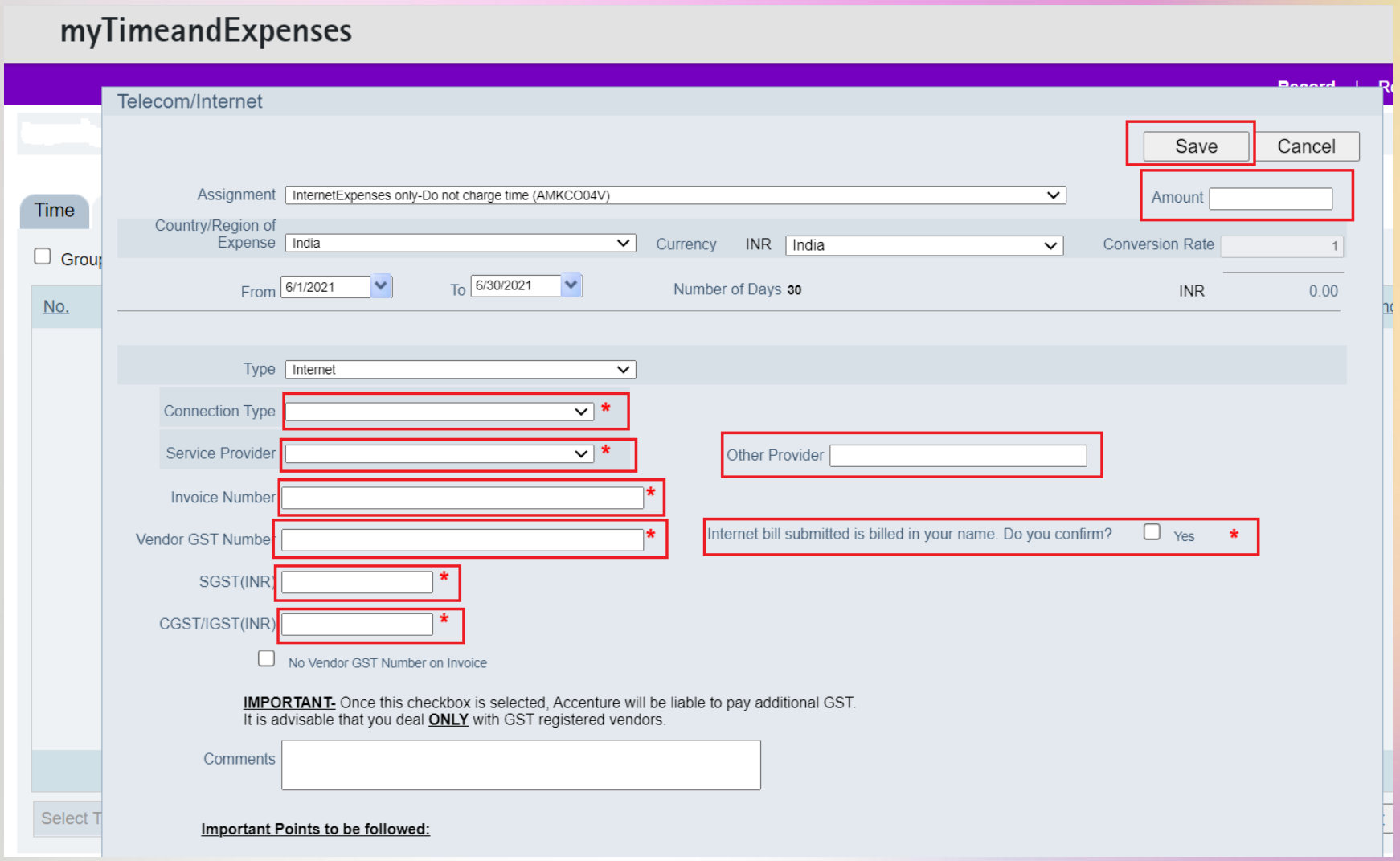

- Select Assignment as Internet Expense.
- Add Start Date and End Date.
- Select Type as “Internet”.
- Select Connection Type as “Prepaid or Postpaid”.
- Update all highlighted mandatory fields as per details mentioned in Invoice copy.
- Add Amount and Click on Save.

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

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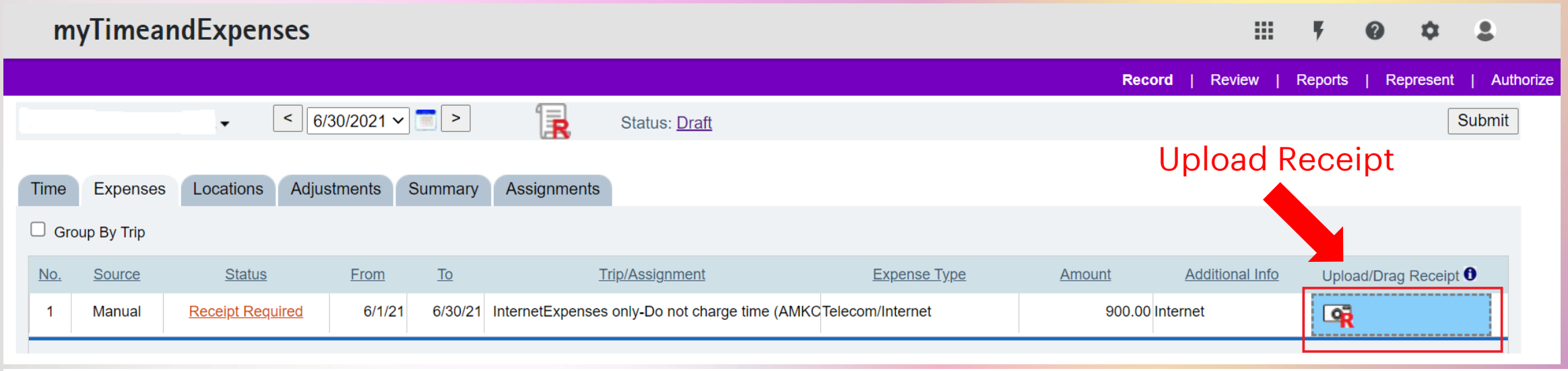
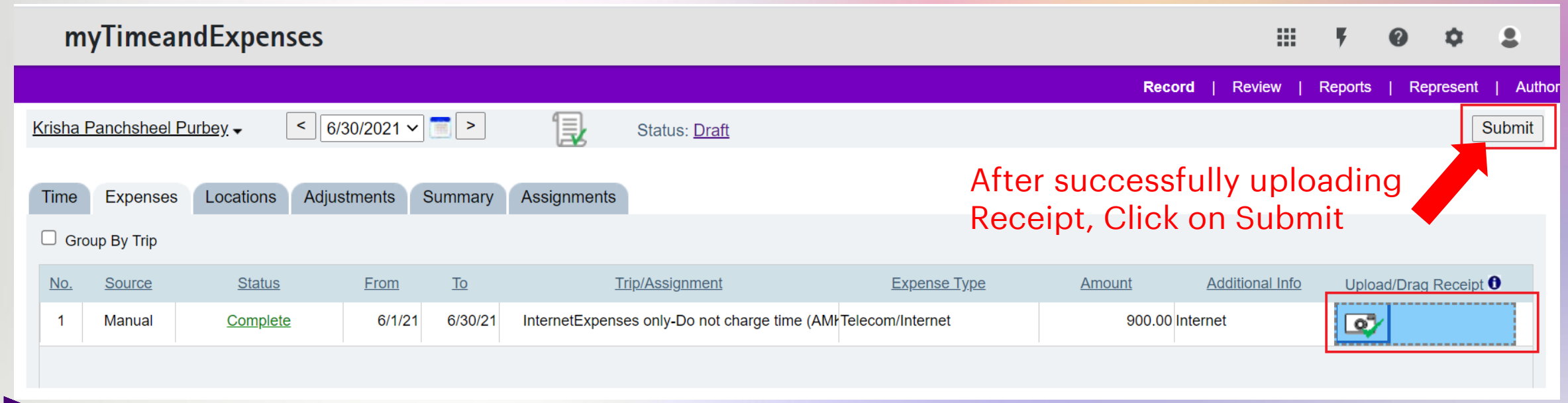
- Once details are saved -> Upload relevant expense receipt -> Once receipt is uploaded click on Submit

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





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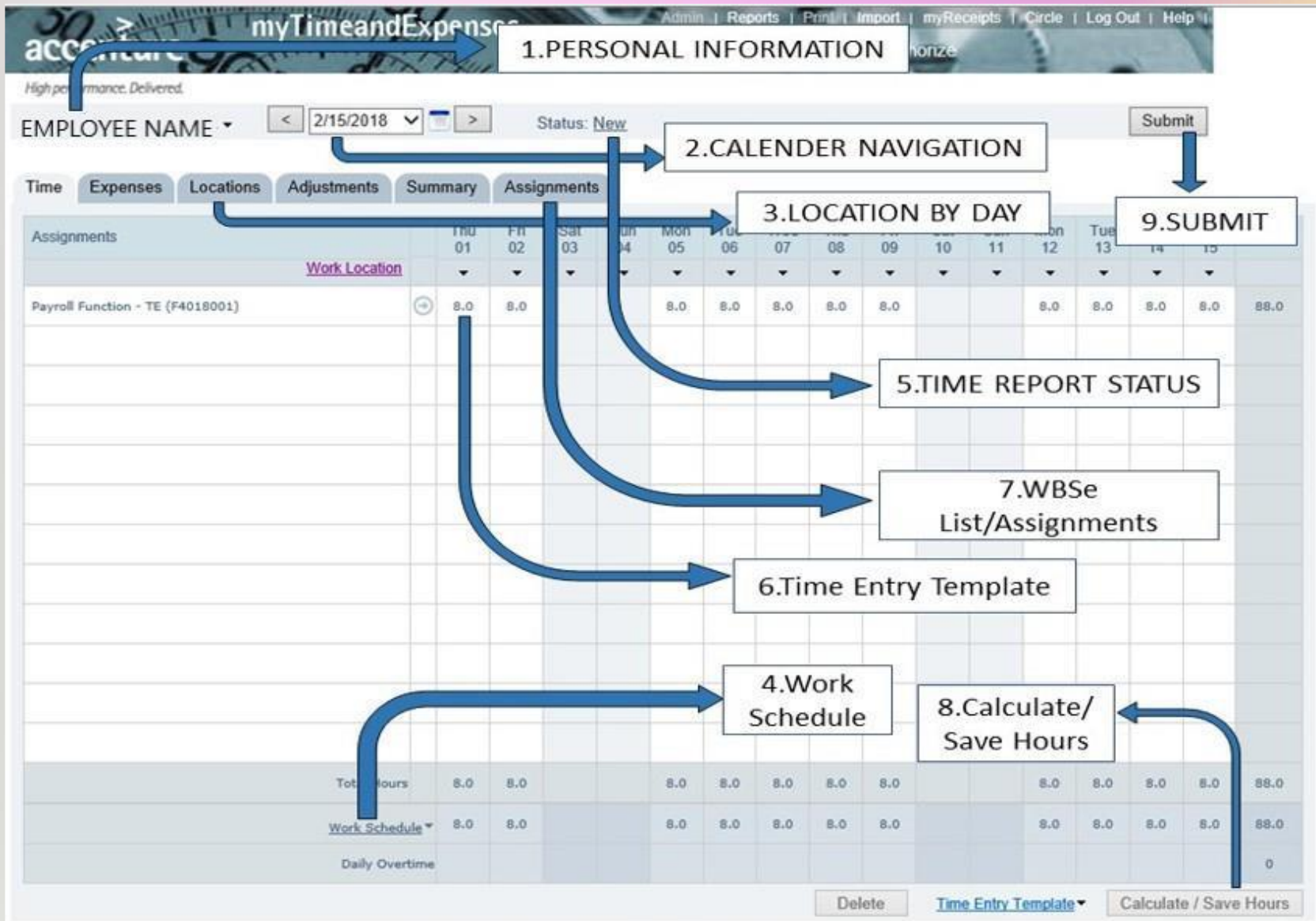
TIME ENTRY SCREEN



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.

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NOTE:

- Always check with your Supervisor for correct WBSe code.
- If you have WBSe access and still face issue while updating timesheet, please clear cookies and open myTE in new Chrome Tab.
- For WBSe 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.

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