

## Beeline Time Entry Process

### Step 1:

Login to Beeline using your username and password.

- Beeline Username is your “**Amazon Employee number**”
- If you have any issues with your password, please contact your agency

### Step 2:

Once you logged in successfully, your homepage will be displayed. Your homepage provides a summary of all outstanding timesheets and will display the current week’s timesheet for submission.

Select the month for which you are entering your timesheet.

#### Navigation to select a month:

- The directional arrows on the right side of the date picker will move you month to month through your timesheets.
- You can also click directly on the date picker to see hours and statuses across several weeks to help identify and select the timesheet you are looking for.
- To quickly return to this week's timesheet, simply click the 'today' link located on the right side of the date picker.
- If you see any previous months’ timesheets not in Approved status, ensure to get your manager to approve it.
- **Best Practice** : Ensure there is NEVER a pending timesheet for submission or approval..

search Mar 01 - Mar 31, 2018  
not submitted  
183.5 hours

Approved by Import User Apr 27 2018, 2:41 AM PDT

Comments:

Save Changes Submit for Approval More Actions ▼

cancel

### Step 3:

Once you select the week for which you are entering the time, click on “Pay Code”. Select the appropriate Pay Code from the dropdown menu.

The screenshot shows the time entry interface. At the top, there is a 'Project' field with a dropdown menu and a 'remove' button. To the right, there are checkboxes for '\* Holiday' and 'Weekend'. Below this, there is a 'Pay Code\*' dropdown menu. A red box highlights this dropdown menu, which is open, showing a list of options: 'Non-Billable Time', 'Regular Time', 'Overtime', 'Bank Holiday', 'Holiday', and 'Sick Leave'. To the right of the dropdown menu, there is a table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'TOTAL' column. The dates are 02/25, 02/26, 02/27, 02/28, 03/01, 03/02, and 03/03. The 'TOTAL' column shows a value of 0. Below the table, there is a 'TOTAL HOURS' row with values 0, 0, 0, 0, 0, 0, 0, and 0.

### Step 4:

Choose Regular time (RT) pay code for entering your daily working hours.

Click on the box against each date to enter the IN time, OUT time and BREAK time and ensure the total hours is “8”

*Note:* Format example to enter IN time and OUT time is 8:00 AM

BREAK time to be entered in minutes using the dropdown menu (optional)

The screenshot shows the time entry interface with the 'Pay Code' dropdown menu set to 'Regular Time'. The table shows the following values: Sun (02/25) is empty, Mon (02/26) is 8, Tue (02/27) is empty, Wed (02/28) is empty, Thu (03/01) is empty, Fri (03/02) is empty, Sat (03/03) is empty, and the 'TOTAL' column is 8. Below the table, there is a 'TOTAL HOURS' row with values 0, 8, 0, 0, 0, 0, 0, and 8. A red box highlights the time entry form for Monday, 02/26, which includes fields for 'In' (9:00 AM), 'Out' (6:00 PM), and 'Break' (60 minutes).

### Step 5:

If you are entitled to enter Overtime, Sick leave or National holiday, click on “+” in the Pay Code section and select appropriate Paycode.

Enter IN time and OUT time and ensure the total hours is reflecting “8” for Sick leave or National holiday

Project\*

Reporting to 

Project

remove

\* Holiday

Weekend

Pay Code*	Sun 02/25	Mon 02/26	Tue 02/27	Wed 02/28	Thu 03/01	Fri 03/02	Sat 03/03	TOTAL
<div><div>📌</div><div>🗑</div><div></div></div>								0
<div><div>📌</div><div>🗑</div><div></div></div>								0
<div><div>+</div></div>								

If you are entitled for overtime, ensure you enter 8 hours using “Regular time” and the remaining hours using “Overtime” as mentioned below

Project\*

Reporting to 

Project

remove

\* Holiday

Weekend

Pay Code*	Sun 02/25	Mon 02/26	Tue 02/27	Wed 02/28	Thu 03/01	Fri 03/02	Sat 03/03	TOTAL
<div><div>📌</div><div>🗑</div><div>Regular Time</div></div>					8			8
<div><div>📌</div><div>🗑</div><div>Overtime</div></div>					2			2
<div><div>+</div></div>								

Add new project

In 6:00 PM

Out 8:00 PM

Break

TOTAL HOURS

0

0

0

0

10

0

0

10

### Step 6:

Navigate to each of the weeks and enter time before submitting time. Screen shot for your reference below.

Feb 01 - Feb 03 17 hours	Feb 04 - Feb 10 45 hours	Feb 11 - Feb 17 41 hours	Feb 18 - Feb 24 41 hours	Feb 25 - Feb 28 24 hours
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As best practice, enter the time at the end of every week and save it and ensure to submit on the last working day of the month.

search Mar 01 - Mar 31, 2018 ▲ today  
not submitted  
183.5 hours ▼

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Comments:

Save Changes  
cancel

Submit for Approval

More Actions ▼

- **Save Changes** – this will put the timesheet into a draft status to return to later
- **Submit for Approval** – submit the timesheet for your manager to approve

Once the timesheet has been approved by your manager, you may not be able to edit, unless you ask your manager to reject the timesheet.

Approved timesheet are locked at the end of the month after the invoice cycle. No edits can be made at that stage.

### Important Note:

- Enter 8 hours only under Pay Code “**Regular Time**”
- Select “**Overtime**” pay code and enter the extra hours worked, if Overtime is allowed by your business team and the resource is entitled to Overtime.
- Select “**Non-Billable Time**” Pay code it is not billable to client
- Select “**Bank Holiday**” Pay code and enter 8 hours (**if NOT worked**) on National holiday
- Select “**Overtime**” pay code and enter 8 hours (**if Worked**) for any National holiday
- Select “**Holiday**” pay code and enter 8 hours for any approved Earned leave
- Select “**Sick Leave**” pay code and enter 8 hours for any sick leave

**For any queries, please contact your agency.**

