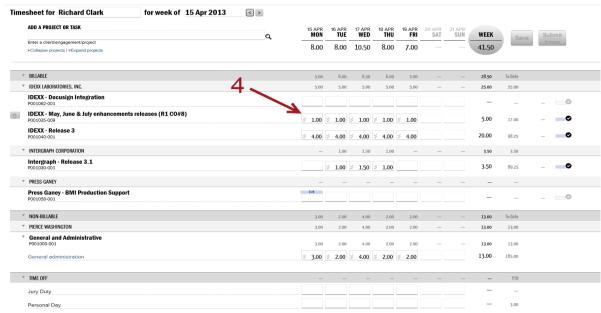


To ensure that you are paid on time and to enable Pierce Washington, LLC (PW) to bill our clients in a timely manner for the services you perform, it is important that you understand and closely adhere to our Time Card Policy. As part of your new hire orientation, you should receive a login and password to Projector, so that you can access the system.

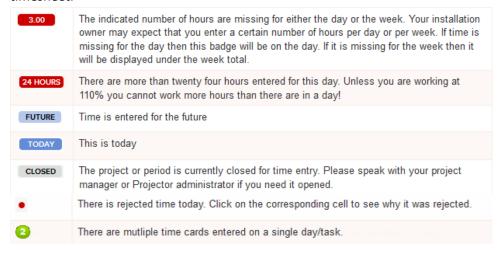
- 1. Time cards must be submitted by 5 pm on the last working day of the week for the month in which you are billing. You are required to record eight hours at a minimum. We recommend that you accurately record your hours daily, rounded to the nearest ¼ hour.
- 2. Navigate https://secure.projectorpsa.com/login.aspx?ReturnUrl=%2fDefault.aspx and login.
- 3. Within Projector, please navigate to the "Current Timesheet" link, located on the middle of the screen.



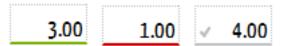
4. Enter all necessary time report information. By default your project list contains projects that you are scheduled to perform that week or projects that you may have added by searching for them. You can enter billable and non-billable time, as well time off.



5. Badges that are displayed for days of the week. These badges give you a quick idea of the status of your timesheet.

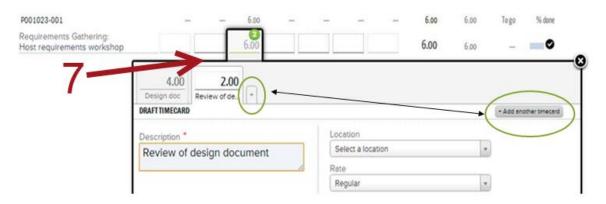


6. In time entry, you may see a cell underlined with green, red or gray lines.



Color	Notes
Green	Draft time. This is time that has not yet been submitted for approval. Click the submit button to begin the approval process.
Gray	Time has been submitted for approval or has been already approved.
Red	Time has been rejected. Click the cell to see additional comments.

7. For multiple entries on a single date, Projector treats each time card as a separate tab. (ie. preparing a presentation vs. giving a presentation in the same day.) A green icon appears to show the number of time cards entered on a given day.



8. Click "Save" to save the entry.



9. When you have completed the full weeks' worth of work, submit your time card for approval.



10. Your time will be reviewed and approved/rejected by your Project Manager. If your time has been rejected, please review and re-submit immediately, so that you keep in compliance with the policy.