

Projector

Time Entry

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.

Dashboard for Stacy Kent for week of 22 Apr 2013

ANNOUNCEMENTS
Approved expenses are processed for immediate payment every Thursday afternoon/Friday morning. You should expect to see payment hit your back account within 3-5 days, depending on your banks processing time. If you have any questions, please contact Karl Blair.
Don't forget that time should be entered each Monday for the previous week.

TIME & EXPENSES

TIMESHEETS **EXPENSE REPORTS** **STATS (Based on approved time)**

Current timesheet View expense reports | Create expense report

You don't have any stats to display

MY SCHEDULE

THIS WEEK							NEXT WEEK							FOLLOWING WEEKS							
22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	12	13	19	20	26	27	02
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
PROJECTS																					
TIMEOFF																					
Memorial Day 8.0																					
SUMMARY																					
Total scheduled hours 8.0																					
PROJECTOR TIPS AND NEWS																					
Entering expense reports in Projector Web just got easier. Version 4.5.1 of Projector includes a new expense import tool that gives users the ability to upload files—such as those downloadable from credit card providers—to populate expense reports. To learn more, please visit www.projectorpsa.com/release_notes.html																					
We'd love your input as we continue our effort to redesign Projector. If you're interested in fielding an occasional question, giving us feedback in design reviews, or participating in usability and beta tests, please reach out to David Katz at david@projectorpsa.com .																					

Time and Billing Policy | Business Expense Policy | How To Enter Expenses | How To Enter Time | Projector Help | Projector Support

- 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.

Timesheet for **Richard Clark** for week of **15 Apr 2013** ◀ ▶

ADD A PROJECT OR TASK 🔍

Enter a client/engagement/project
▶ Collapse projects | ▶ Expand projects

	15 APR MON	16 APR TUE	17 APR WED	18 APR THU	19 APR FRI	20 APR SAT	21 APR SUN	WEEK	
BILLABLE	8.00	8.00	10.50	8.00	7.00	—	—	41.50	Save Submit
▼ IDXX LABORATORIES, INC.	5.00	6.00	6.50	6.00	5.00	—	—	28.50	To Date
IDEXX - DocuSign Integration P001062-001	5.00	5.00	5.00	5.00	5.00	—	—	25.00	25.00
IDEXX - May, June & July enhancements releases (R1 CO#8) P001035-009	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	✓ 1.00	—	—	5.00	17.00
IDEXX - Release 3 P001040-001	✓ 4.00	✓ 4.00	✓ 4.00	✓ 4.00	✓ 4.00	—	—	20.00	98.25
▼ INTERGRAPH CORPORATION	—	1.00	1.50	1.00	—	—	—	3.50	3.50
Intergraph - Release 3.1 P001030-001	—	✓ 1.00	✓ 1.50	✓ 1.00	—	—	—	3.50	89.25
▼ PRESS GANEY	—	—	—	—	—	—	—	—	—
Press Ganey - BMI Production Support P001058-001	Due	—	—	—	—	—	—	—	—
▼ NON-BILLABLE	3.00	2.00	4.00	2.00	2.00	—	—	13.00	To Date
▼ PIERCE WASHINGTON	3.00	2.00	4.00	2.00	2.00	—	—	13.00	13.00
General and Administrative P001000-001	3.00	2.00	4.00	2.00	2.00	—	—	13.00	13.00
General administration	✓ 3.00	✓ 2.00	✓ 4.00	✓ 2.00	✓ 2.00	—	—	13.00	185.00
▼ TIME OFF	—	—	—	—	—	—	—	—	YTD
Jury Duty	—	—	—	—	—	—	—	—	—
Personal Day	—	—	—	—	—	—	—	—	3.00

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

3.00	The indicated number of hours are missing for either the day or the week. Your installation owner may expect that you enter a certain number of hours per day or per week. If time is missing for the day then this badge will be on the day. If it is missing for the week then it will be displayed under the week total.
24 HOURS	There are more than twenty four hours entered for this day. Unless you are working at 110% you cannot work more hours than there are in a day!
FUTURE	Time is entered for the future
TODAY	This is today
CLOSED	The project or period is currently closed for time entry. Please speak with your project manager or Projector administrator if you need it opened.
●	There is rejected time today. Click on the corresponding cell to see why it was rejected.
2	There are mutiple time cards entered on a single day/task.

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

<u>3.00</u>	<u>1.00</u>	✓ 4.00
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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.

The screenshot shows a time entry interface for project P001023-001. A calendar view displays dates from 22 APR to 28 APR. A green icon with the number '3' is shown above the date 23 APR, indicating three time cards were entered. A red arrow points to this icon. Below the calendar, a 'DRAFTTIMECARD' form is visible for the date 23 APR. The form includes a description field with 'Review of design document', a location dropdown, and a rate dropdown set to 'Regular'. A green circle highlights the 'Add another timecard' button.

8. Click "Save" to save the entry.

The screenshot shows a timesheet for 'Stacy Kent' for the week of 22 Apr 2013. The interface includes a search bar for 'ADD A PROJECT OR TASK' and a weekly calendar view. The calendar shows hours for each day: 22 APR (8.00), 23 APR (8.00), 24 APR (—), 25 APR (—), 26 APR (—), 27 APR (—), and 28 APR (—). A red arrow points to the 'Save' button.

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

The screenshot shows the same timesheet for 'Stacy Kent' for the week of 22 Apr 2013. The calendar view now shows hours for each day: 22 APR (8.00), 23 APR (8.00), 24 APR (—), 25 APR (—), 26 APR (—), 27 APR (—), and 28 APR (—). A red arrow points to the 'Submit' button.

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.