



# **BIG TIME**

# **User Guide**

BigTime is the platform we use at Kopius to manage project time tracking, talent, and billing. It helps us work more efficiently and provides visibility into our operations to better support our clients and teams.

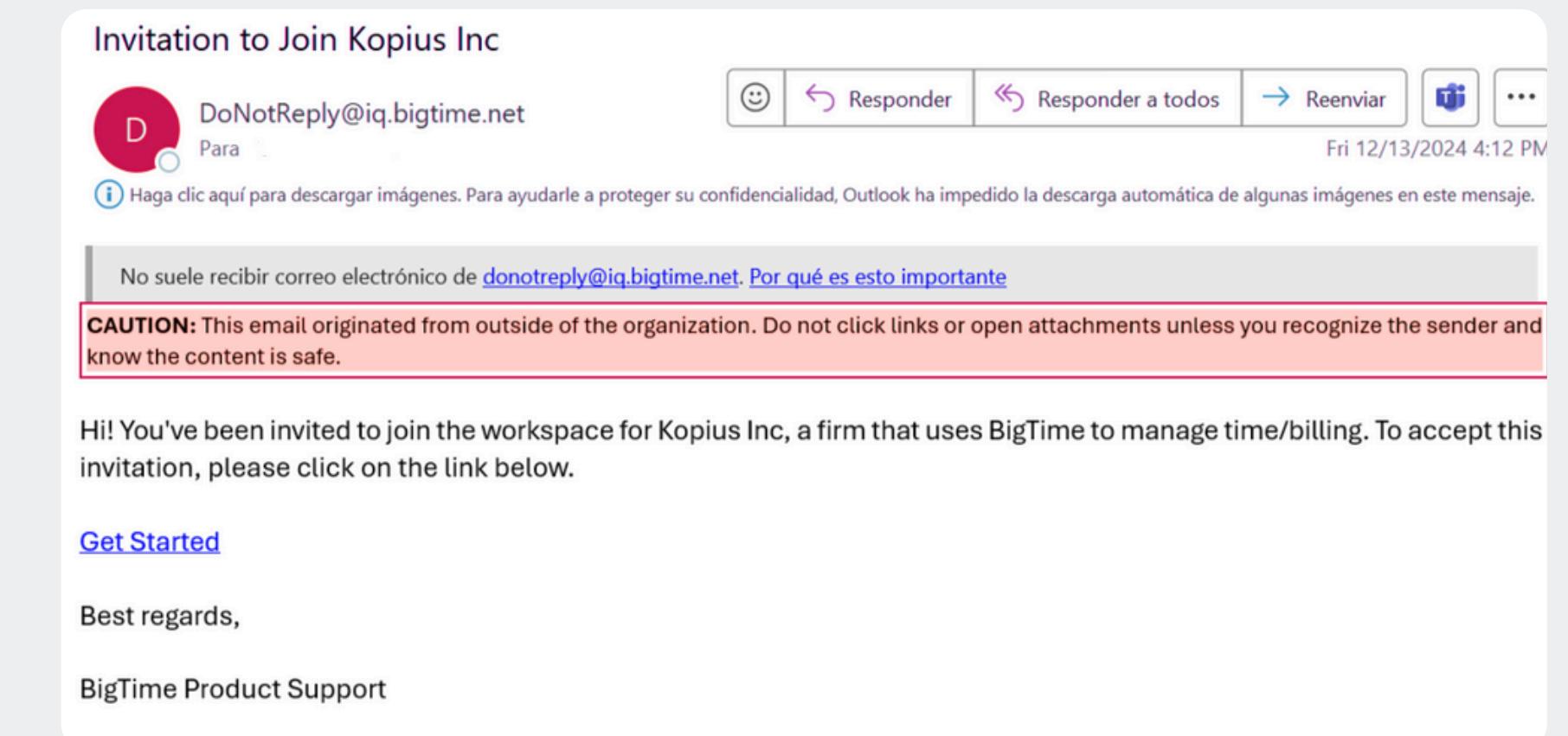


## GET STARTED

1. You will receive an email invitation from bigtime.

2. Select get started and enter:

- First Name
- Last Name
- KOPIUS Email Address
- Create A Password
- Re-enter Password

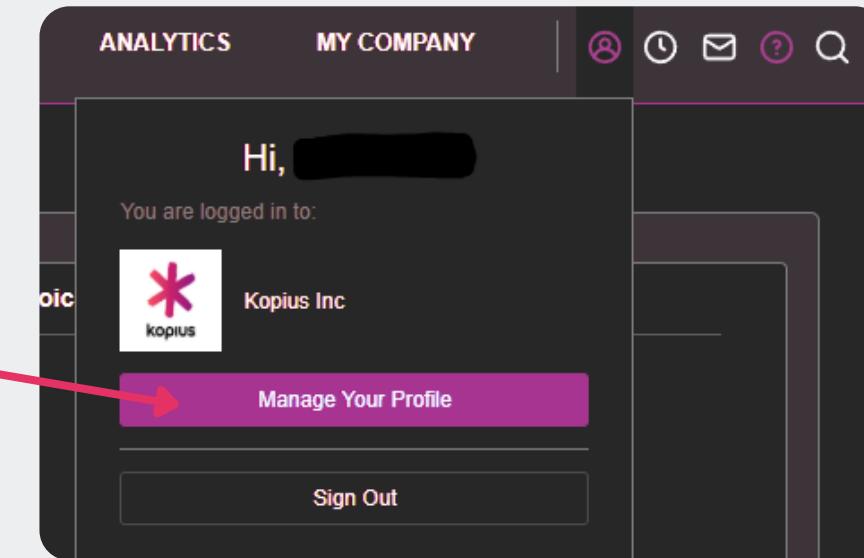


## NOTIFICATIONS

- Please go to "Manage your profile", select notifications settings and check:
  - Enable email notification
  - Receive emails while logged in



This way, if there is a problem with your hours, you will receive an email.



Profile   Contact Information   **Notification Settings**

**Notification Settings**

**Enable EMail Notification**  
Whenever a new activity is added to your BigTime inbox, we can notify you via email. Turning on this option will take effect for any new/unread items added to your inbox.

**Receive Emails While Logged In**  
You may opt out of Notification Emails while you are logged in to BigTime by unchecking this box.  
BigTime will always make a notification available to you in your BigTime Inbox.

## SKILL MATRIX SURVEY!

- To enhance our profiles on BigTime, we invite you to complete a brief survey. Marking your current skills will only take a few minutes, and you can access the questionnaire through this [link](#)!
- We appreciate your participation and kindly request that you **submit your responses upon your first access to BigTime.**

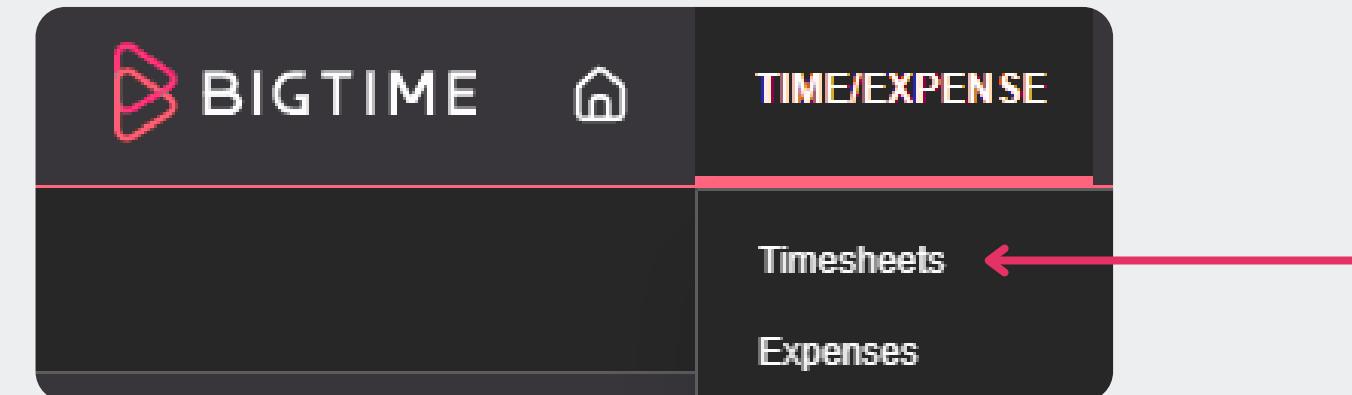
*Thank you for your collaboration in keeping  
our profiles up to date!*



**Step 1 - Go to time/Expense**

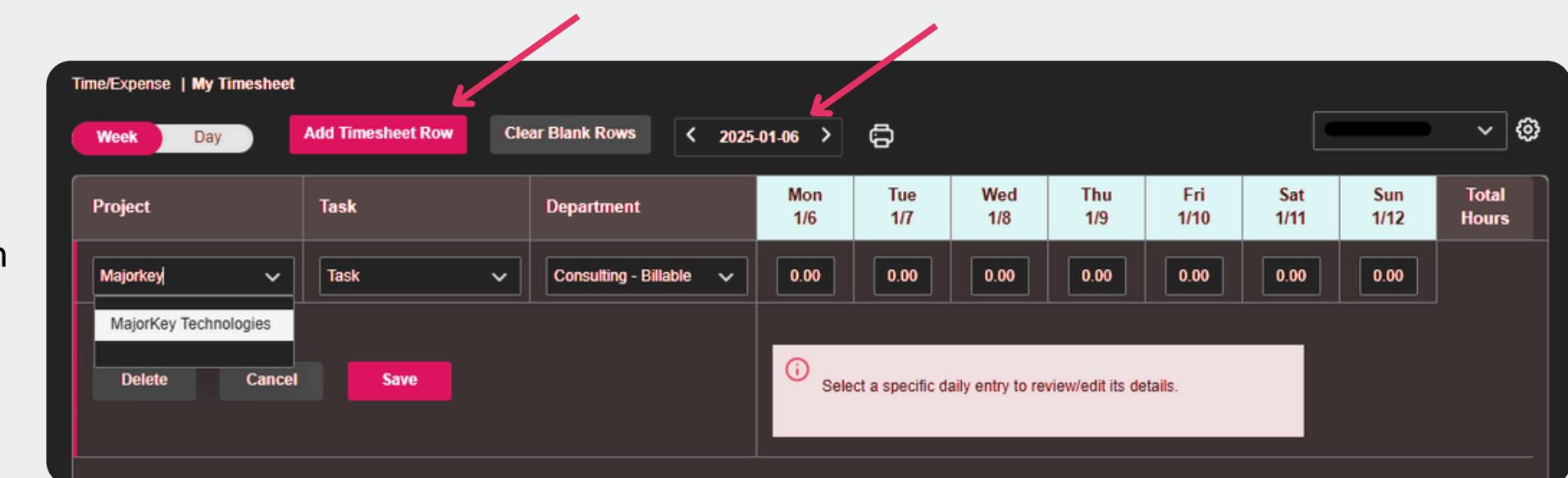
1

- Select Timesheets

**Step 2 - Select "Add Timesheet Row"**

2

Select the week you want to upload hours. Then the dropdown arrow under Projects, and click on your billable Project (Ex:MajorKey) →



The screenshot shows the 'Time/Expense | My Timesheet' screen. At the top, there are tabs for 'Week' and 'Day', and a pink button labeled 'Add Timesheet Row'. Below the tabs, there's a date selector showing '2025-01-06'. The main area is a grid for entering weekly hours. The first row has columns for 'Project', 'Task', 'Department', and days from Monday to Sunday. The 'Project' column dropdown is open, showing 'Majorkey' and 'MajorKey Technologies'. At the bottom left are 'Delete' and 'Cancel' buttons, and at the bottom right is a 'Save' button. A note in the bottom right corner says 'Select a specific daily entry to review/edit its details.'



If you can't see any project or the correct one, please contact [payroll@kopiusotech.com](mailto:payroll@kopiusotech.com)

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### Step 3 - Activity & Work Category

Select "Task" and choose the option  
"Consulting-Billable."

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### Step 4 - Enter your hours

- Enter all your available hours (your full capacity) from Monday to Sunday.
  - If you are on **Vacation, Sick Leave, Bereavement**, or taking **Personal Time Off**:
    - Add a new timesheet row.
    - Log your hours under: "**Kopius Inc: FTE: Flexible PTO**".
    - Don't forget to submit the [Leave Request Form](#) first.
  - If you're taking a **Holiday**:
    - Add a new timesheet row.
    - Log your hours under: "**Kopius Inc: FTE: Holiday**".
- IMPORTANT**
- Please don't forget to email [payroll@kopustech.com](mailto:payroll@kopustech.com) if you decide to work on a holiday or need to log overtime.  
*(Please make sure to get prior approval from the client or lead).*



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## Step 5 - Save your hours

- Before saving, carefully review your timesheet to ensure all hours are entered correctly and categorized properly.
- Once you've confirmed everything is accurate, click "Save" to store your hours.

Project	Task	Department	Mon 12/30	Tue 12/31	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Total Hours
Kopius Inc:FTE: Misc Non-billable time - Internal	Training		-	-	-	-	1.00	-	-	1.00
Kopius Inc:FTE: Flexible PTO			-	-	-	8.00	-	-	-	8.00
MajorKey Technologies:MajorKey Technologies	Task	Consulting - Billable	8.00	8.00	-	-	7.00	-	-	23.00
Kopius Inc:FTE: Holiday			-	-	8.00	-	-	-	-	8.00

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## Step 6 - Submit your hours

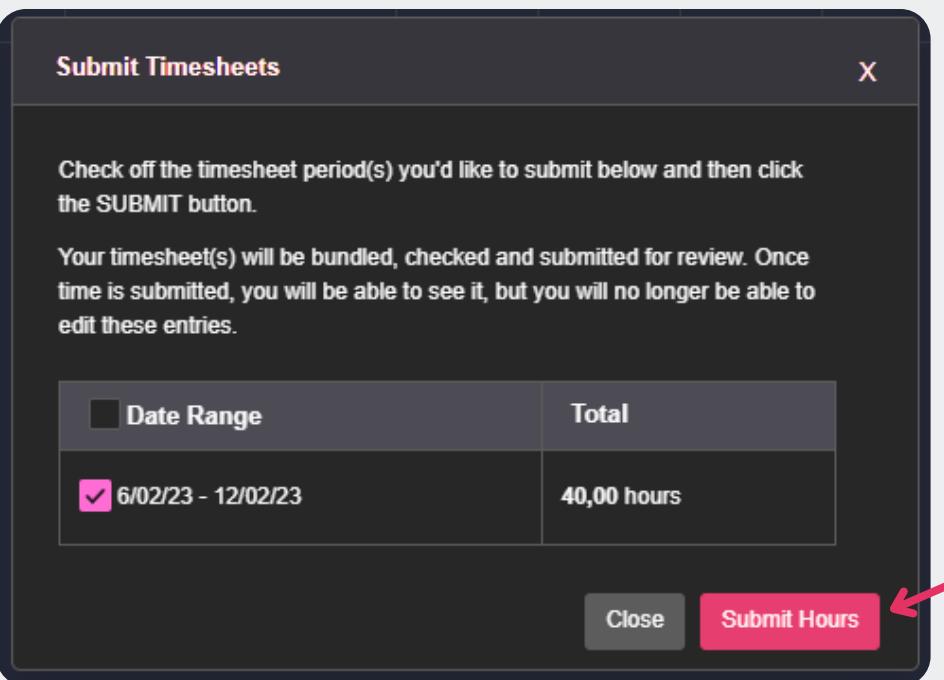
- Scroll to the bottom of the page and click "Submit Hours."

Timesheets To Submit. You have 40,00 unsubmitted hours in this period and -- unsubmitted hours in other weeks.

[Submit Hours](#)



- The Submit Timesheets screen will pop up. Review your hours and dates, then click "Submit Hours."



The modal window has a dark background and contains the following text and controls:

**Submit Timesheets**

Check off the timesheet period(s) you'd like to submit below and then click the SUBMIT button.

Your timesheet(s) will be bundled, checked and submitted for review. Once time is submitted, you will be able to see it, but you will no longer be able to edit these entries.

Date Range	Total
<input checked="" type="checkbox"/> 6/02/23 - 12/02/23	40,00 hours

[Close](#) [Submit Hours](#)

A red arrow points to the "Submit Hours" button at the bottom right of the modal.



**Important:** You must submit your timesheet every week by **Friday**.





## End of Month Guidelines

When the last week of the month includes days from two different months (e.g., April — see image below), you must:

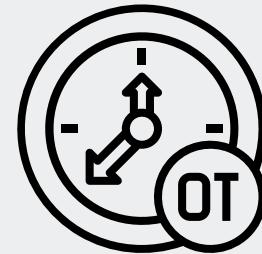
- Submit one timesheet on **the last day of the month** including the hours for 4/28 and 4/30.
- Submit a new timesheet **by Friday** with the remaining hours from that week, which belong to May (5/1 and 5/2).



Project	Task	Department	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Total Hours
MajorKey Technologies:MajorKey Technologies	Task	Consulting - Billable	8.00	8.00	8.00	—	—	—	—	24.00
MajorKey Technologies:MajorKey Technologies	Task	Consulting - Billable	—	—	—	8.00	8.00	—	—	16.00

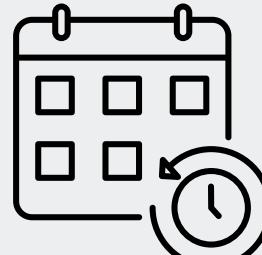
### Overtime Hours

1. Validate with the client/lead.
2. Send an email to [payroll@kopius.tech](mailto:payroll@kopius.tech).
3. Submit your hours in BigTime.



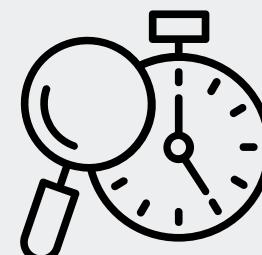
### Time Off - If you need a day/s off, please follow these steps:

1. First check the dates with the client/manager/lead.
2. Notify HR by completing the [\*\*Leave Request Form\*\*](#).
3. Enter 8 hours in BigTime for that day(s) under the project:  
"Kopius Inc: FTE: Flexible PTO"

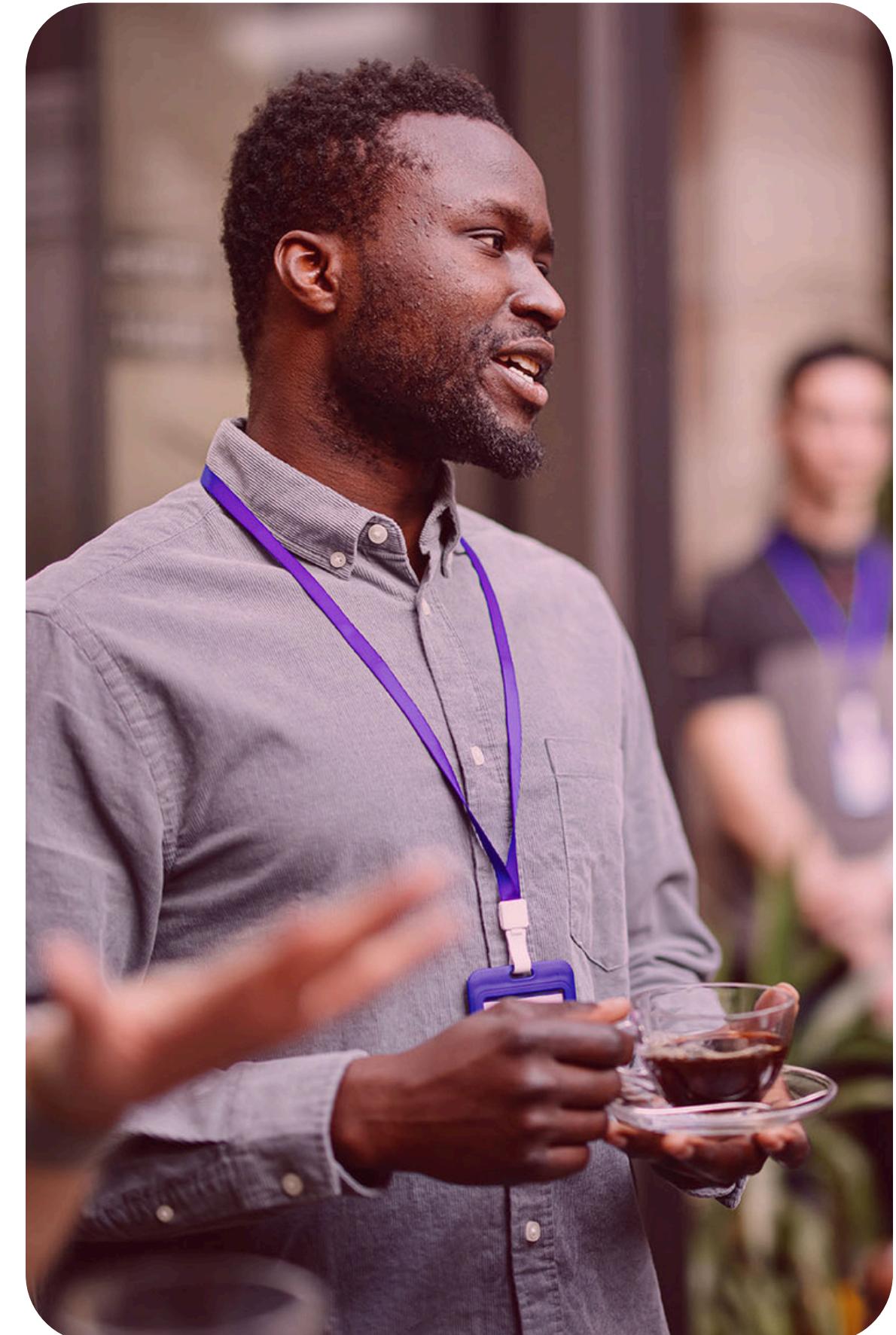


### Time Tracking Acknowledgement

- Please select below to confirm your acknowledgement of the new timekeeping updates: [\*\*CLICK HERE\*\*](#)



You don't need to submit the leave request for Argentina holidays.



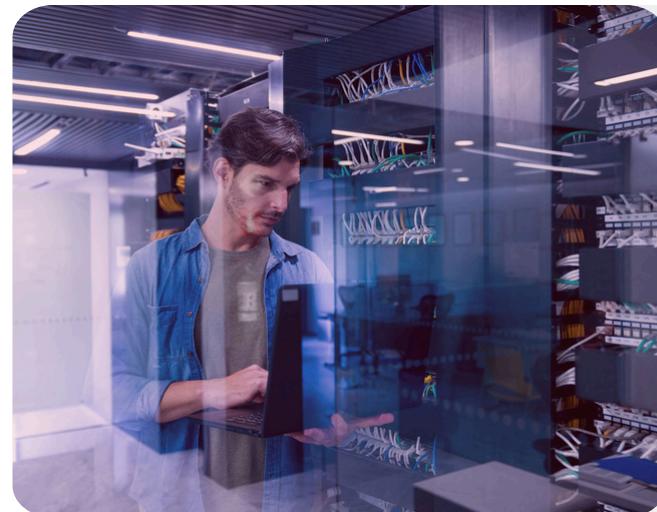
# Contact Us!

For assistance, please reach out to the appropriate contact based on your issue →



## PROJECT OR TIMESHEET ISSUES

People Operations Team  
[payroll@kopius.com](mailto:payroll@kopius.com)



## CREDENTIAL OR PASSWORD ISSUES

IT Team  
[helpdesk@kopius.com](mailto:helpdesk@kopius.com)



THANK  
YOU!

\* kopi.us