CATW Timesheet Guidelines

L-ES Employees Only

08-Apr-2020
Version 1.0

Executive Summary

This presentation provides step by step approach to submit Timesheets for Legacy ES employees

- **All Scenarios**

  - New Employee to DXC

  - Forgot Password

  - Existing employees

- **Videos for all above scenarios**

If you are in …

DXC office location

1. Employees working from DXC Office Location

- **Step 1.1:** Click here to go to Login Screen of CATW
- **Step 1.2:** If **new user** or **forgot password** refer the manual given in the below slides
- **Step 1.3:** Go to 'Time Entry' under the Time Tracking Tab on the displayed page.
- **Step 1.4:** Select the week
- **If** you are working in a Project(s) (account chargeable or internal chargeable)
  - **Step 1.5.1:** Use project WBS Code provided by Accounts team/ Project Manager
  - **Else**
  - **Step 1.5.2:** Use 700 – General Attendance
- **Step 1.6:** If you have used a WBS code then click on 'Validate WBS' and then save the time sheet, else just save the time sheet.

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Remote Location

2. Employees working from Remote Location

- **Step 2.1:** Login to "Pulse Secure" with your Login credentials. Click here for details
- Follow Steps 1.1 (Refer previous slide) to 1.6

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April 8, 2020

1. Employees working from DXC Office Location
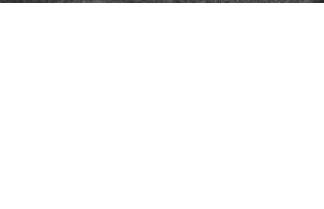

- **Step 1.1:** <u>Click here</u> to go to Login Screen of CATW

- **Step 1.2:** If **new user** or **forgot password** refer the manual given in the below slides

- **Step 1.3:** Go to 'Time Entry' under the Time Tracking Tab on the displayed page.

- **Step 1.4:** Select the week

- **If** you are working in a Project(s) (account chargeable or internal chargeable)

    Step 1.5.1: Use project WBS Code provided by Accounts team/ Project Manager

    Else

    Step 1.5.2: Use 700 – General Attendance

- **Step 1.6:** If you have used a WBS code then click on 'Validate WBS' and then save the time sheet, else just save the time sheet.

2. Employees working from Remote Location

- **Step 2.1:** Login to "Pulse Secure" with your Login credentials. Click <u>here</u> for details
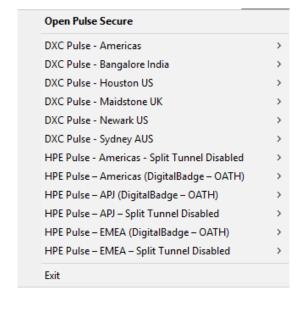
- Follow Steps 1.1 (Refer previous slide) to 1.6

2.1. "Pulse Secure" Login Steps

Step 2.1.1: Open the Pulse secure option and select the location you want to get connected (good to select the local country option, for example DXC Pulse – Bangalore India for people working in India)

Open Pulse Secure	
DXC Pulse - Americas	>
DXC Pulse - Bangalore India	>
DXC Pulse - Houston US	>
DXC Pulse - Maidstone UK	>
DXC Pulse - Newark US	>
DXC Pulse - Sydney AUS	>
HPE Pulse - Americas - Split Tunnel Disabled	>
HPE Pulse – Americas (DigitalBadge – OATH)	>
HPE Pulse – APJ (DigitalBadge – OATH)	>
HPE Pulse – APJ – Split Tunnel Disabled	>
HPE Pulse – EMEA (DigitalBadge – OATH)	>
HPE Pulse – EMEA – Split Tunnel Disabled	>
Exit	

Step 2.1.2: Once you select the option you will get a window to enter your login credentials, after entering click on 'Connect'.

For new User, **click here**

For Forgotten Password, **click here**

For Time Entry, **click here**

Pulse Secure DXC.technology

Connect to: DXC Pulse - Americas

Global Pass User ID:

sample

Password and 6 Digit VIP MFA Security Code
(e.g. Password123456):

••••••••••••••••••••

☐ Save settings

Connect   Cancel

NEW USERS GUIDELINES

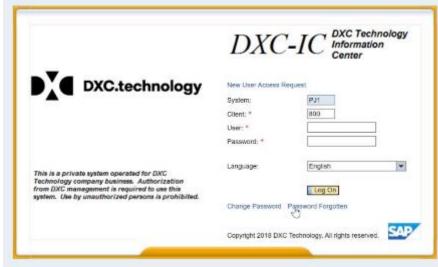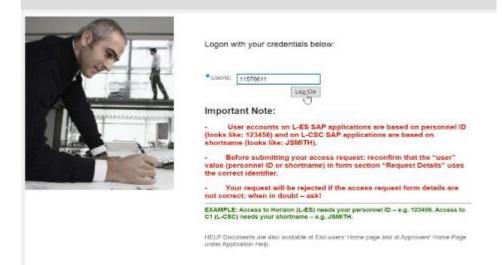# 1.2.1 Steps to be followed by New Users

Step 1.2.1.1: Open the Login page using the link: https://pj1.sapnet.entsvcs.net/hps-ic and click on 'Password Forgotten'.

Step 1.2.1.2: Once you select the option you will get a window to enter your login credentials(Employee ID)
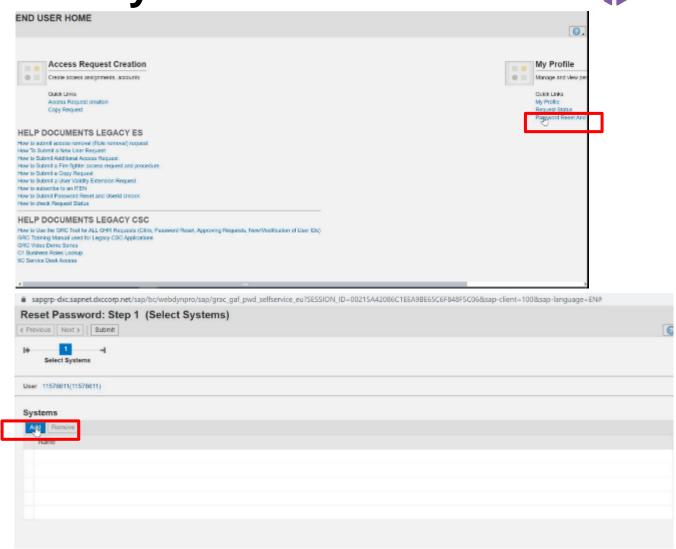
1.2.1. Steps to be followed by New Users

Step 1.2.1.3: A new window named 'END USER HOME' will open up. select 'Password reset' under My Profile.

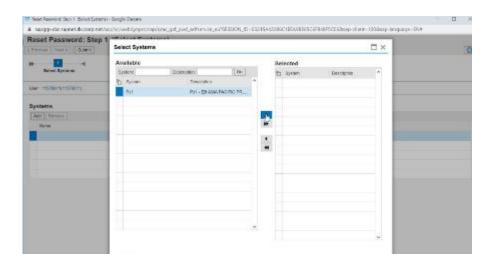**Step 1.2.1.4:** Another window will come up, under 'Systems' click on 'Add'.
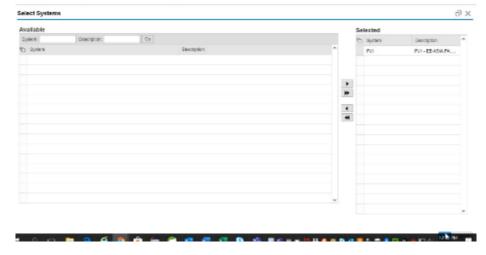
1.2.1 Steps to be followed by New Users

Step 3.5: A new pop up named 'Select Systems' is displayed, select 'PJ1' and move it to the right side using the arrow and click on 'Ok'.

Step 3.6: You will see an entry 'PJ1' under Systems, after this click on 'Submit'. After this, you will receive a mail with a generated password.

1.2.1. Steps to be followed by New Users

Step 1.2.1.7: Go back to the Login page using the link: https://pj1.sapnet.entsvcs.net/hps-ic, enter your employee ID in the 'User' field and the password you received through mail in the password field**.**

Step 1.2.1.8: In the new window, enter the current password and new password, click on 'Change'. Once the password is successfully changed, click on 'Continue'.
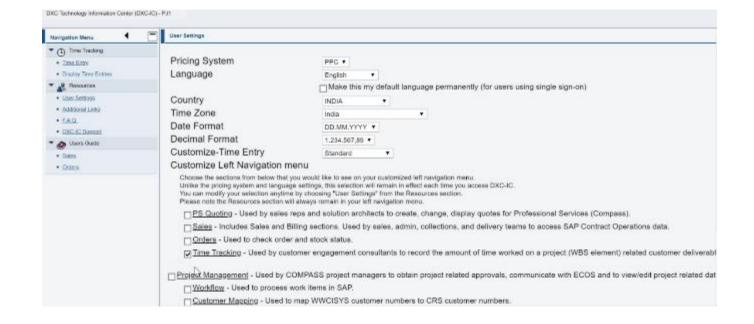
1.2.1. Steps to be followed by New Users

Step 1.2.1.9: Once the new window opens up, go to 'User Settings' under the 'Resources' tab. Select the 'Time Tracking' check box and select appropriate Country and Time Zone. For example, people working in India will select Country as 'India' and Time Zone as 'India'.

To proceed to time entry click here

FORGOT PASSWORD GUIDELINES

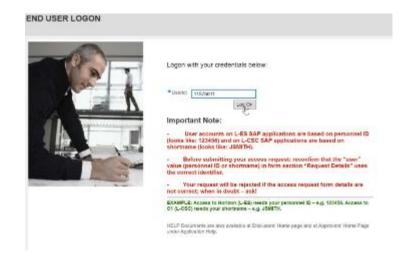# 1.2.2 Steps to be followed for 'Forgot Password'

1/4

Step 1.2.2.1: Open the Login page using the link: https://pj1.sapnet.entsvcs.net/hps-ic and click on 'Password Forgotten'.

Step 1.2.2.2: Once you select the option you will get a window to enter your login credentials(Employee ID)

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1.2.2 Steps to be followed for 'Forgot Password'

Step 1.2.2.3: A new window named 'END USER HOME' will open up select 'Password reset' under My Profile.

Step 1.2.2.4: Another window will come up, under 'Systems' click on 'Add'.
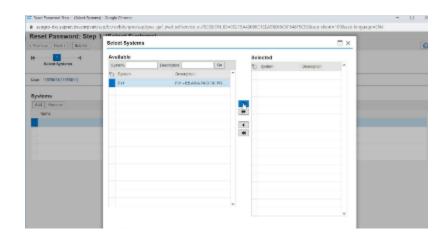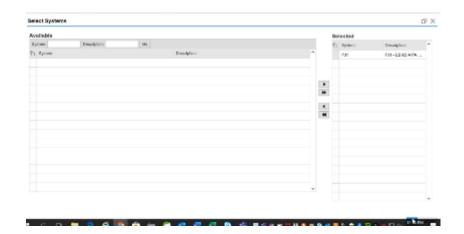
1.2.2 Steps to be followed for 'Forgot Password'

Step 1.2.2.5: A new pop up named 'Select Systems' is displayed, select 'PJ1' and move it to the right side using the arrow and click on 'Ok'.

Step 1.2.2.6: You will see an entry 'PJ1' under Systems, after this click on 'Submit'. After this, you will receive a mail with a generated password.

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Step 1.2.2.7: Go back to the Login page using the link: https://pj1.sapnet.entsvcs.net/hps-ic, enter your employee ID in the 'User' field and the password you received through mail in the password field.

Step 1.2.2.8: In the new window, enter the current password and new password, click on 'Change'. Once the password is successfully changed, click on 'Continue'.
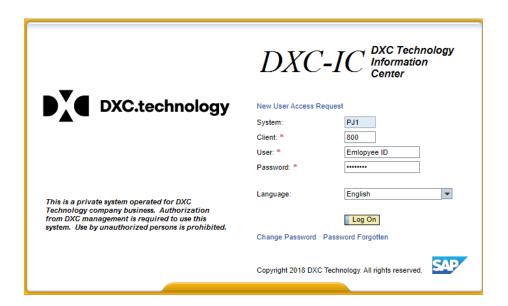
CATW Time Entry
GUIDELINES

1.3 Steps to be followed for CATW Time Entry

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Step 1.3.1: Login to CATW with your credentials (Employee ID & Password) :

Login to Pulse secure if you are working from home before Step 1.3.1

Step 1.3.2: Select Option "Time Entry" in the menu under Time Tracking Tab
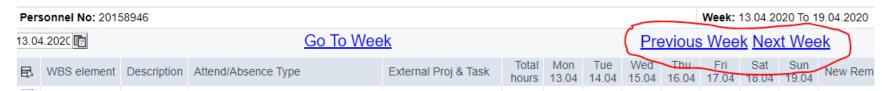
Steps to be followed for CATW Time Entry

Step 1.3.3: You will be able to navigate to the week by clicking "Previous Week"/ "Next Week" link
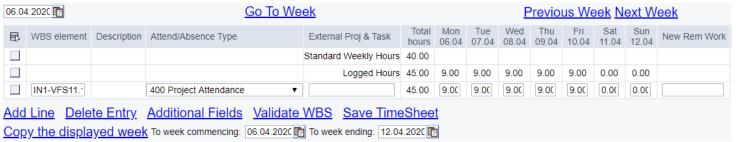
Step 1.3.4: Once you selected the week

- – "If you are not in Project (Not allocated WBS code) you need to select 700-General Attendance" and enter 9 hours each day and save (or actual hours you have put in)

- – "If you are working in Project you need to enter the Project WBS code and select 400 Project Attendance

Steps to be followed for CATW Time Entry

– If you are working in Internal Project you need to enter the Internal Project WBS code and select 400 Project Attendance

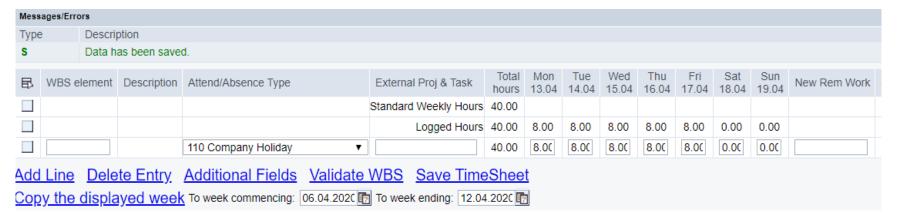| 06.04.2020				Go To Week								Previous Week Next Week	
	WBS element	D	Attend/Absence Type	External Proj & Task	Total hours	Mon 06.04	Tue 07.04	Wed 08.04	Thu 09.04	Fri 10.04	Sat 11.04	Sun 12.04	New Rem Work
☐				Standard Weekly Hours	40.00								
☐				Logged Hours	45.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	
☐	IN1-ITOI5.0		400 Project Attendance ▼		45.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	

Add Line   Delete Entry   Additional Fields   Validate WBS   Save TimeSheet
Copy the displayed week To week commencing: 06.04.2020 To week ending: 12.04.2020

– If you are on vacation you need to select appropriate code in the dropdown list and enter the time (provided One for example)

Messages/Errors

Type	Description
S	Data has been saved.

	WBS element	Description	Attend/Absence Type	External Proj & Task	Total hours	Mon 13.04	Tue 14.04	Wed 15.04	Thu 16.04	Fri 17.04	Sat 18.04	Sun 19.04	New Rem Work
☐				Standard Weekly Hours	40.00								
☐				Logged Hours	40.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	
☐			110 Company Holiday ▼		40.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	

Add Line   Delete Entry   Additional Fields   Validate WBS   Save TimeSheet
Copy the displayed week To week commencing: 06.04.2020 To week ending: 12.04.2020

Videos

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Video Links for Time Entry Update

- **First time users and forgot password**

- **Time sheet entry**

Download the video for high resolution (direct viewing - resolution will depend on internet bandwidth)

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