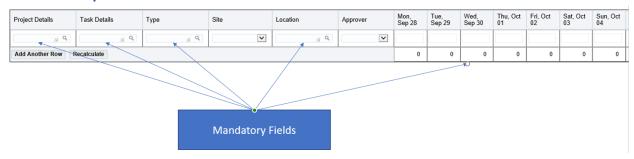
Global Time Entry (GTE) Helpful Hints

Mandatory Fields



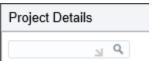
When creating a timecard in GTE, these fields are MANDATORY:

- 1. Project Details
- 2. Task Details
- 3. Type
- 4. Location
- 5. Number of hours worked per day

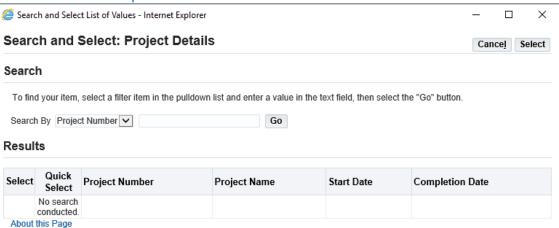
The search feature in GTE (magnifying glass) Q may be used to find the Project Details, Task Details, Type, and Location.

Project Details:

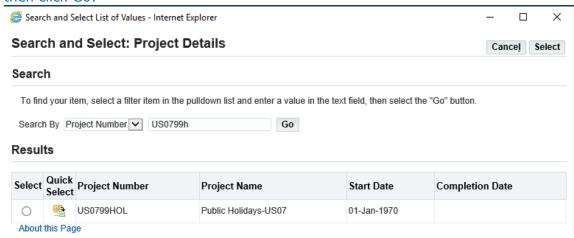
• To search for the Project Details, click on the magnifying glass next to the Project Details field:



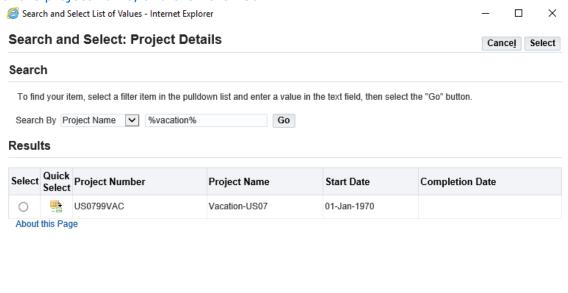
A new window will open:



- You may search by Project Number, by Project Name, and/or use the % as a wildcard.
- Example of searching by project number. Enter all or part of the project number, and then click Go:



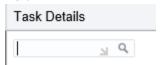
• Example of searching by project name and using the wildcard (%). Enter all or part of the project name, and then click Go:



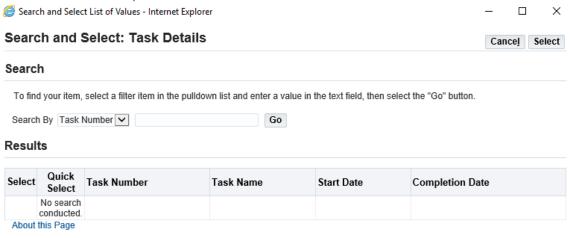
 Once you have found the appropriate project, use "Quick Select" to add it to your timecard.

Task Details

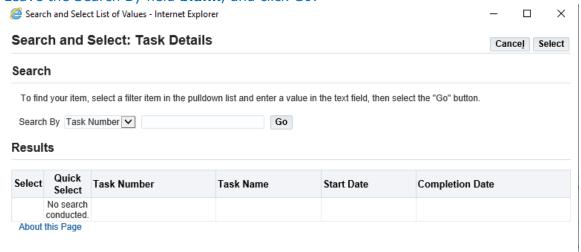
• To search for the Task Details, click on the magnifying glass next to the Task Details field:



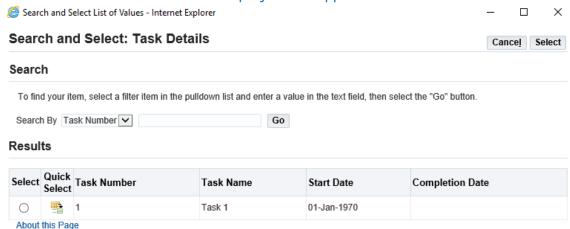
• A new window will open:



• Leave the Search By field **blank**, and click Go:



• All available Tasks for the selected project will appear.



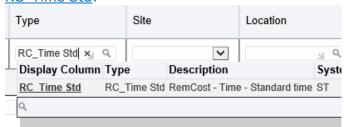
Note, in this example, there is only one task. Other project numbers may have more tasks.

 Once you have found the appropriate Task, use "Quick Select" to add to your timecard.

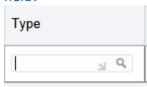
Type

Most employees will use the type RC_Time Std for Standard Time.

 You may enter "RC_Time Std" in the Type field, wait a moment, and then click on RC_Time Std:



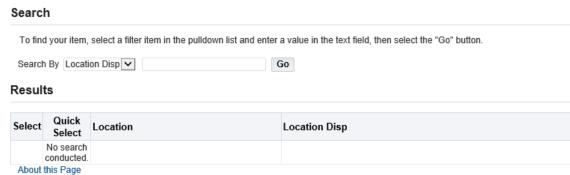
 Alternately, to search for the Type, click on the magnifying glass next to the Type field:



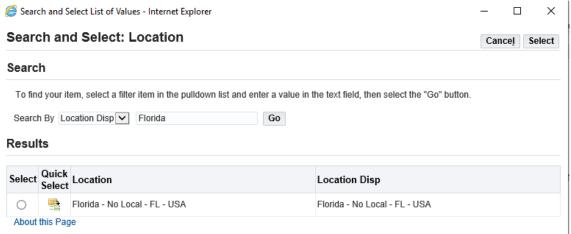
A new window will open, enter RC_Time Std in the search by field, and click Go: Search and Select List of Values - Internet Explorer \times Search and Select: Type Cancel Select Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Display Column RC_Time Std Go Results Select Quick Select Display Column Description System Linkage Function Type ○ RC_Time Std RC_Time Std RemCost - Time - Standard time ST About this Page Use "Quick Select" to add to your timecard.

Location

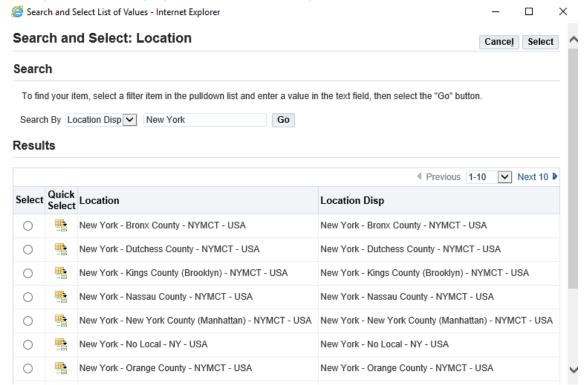
To search for the Location, click on the magnifying glass next to the Location field: Location A new window will open: Search and Select List of Values - Internet Explorer \times Search and Select: Location Cancel Select



• Example of searching by State with no local tax jurisdiction. Enter state and click Go:

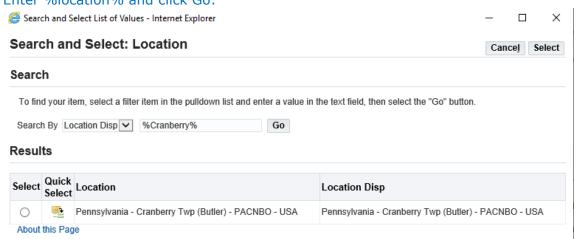


• Example of searching by State with local tax jurisdictions: Enter state and click Go:

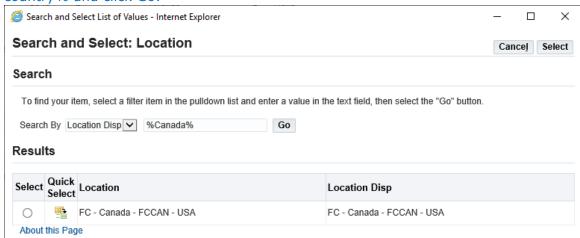


NOTE: you may have to scroll through several screens to find the specific location as the screen displays 10 items at a time. Click on **Next 10** to see additional options.

• Example of searching for local tax jurisdiction directly and using the wildcard %. Enter %location% and click Go:



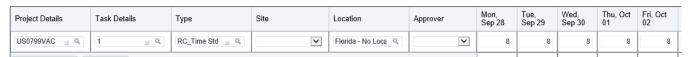
• Example of searching for another Country and using the wildcard %. Enter %name of country% and click Go:



NOTE: FC stand for Foreign Country. Only the Country needs to be selected, not a specific region or city within that country.

• Once you have found the correct location, use "Quick Select" to add to your timecard.

Here is an example of the timecard filled out with all the Mandatory Fields completed:



Site and Approver are optional and can be left blank.

Thank You!