

Global Time Entry (GTE) Helpful Hints


Mandatory Fields

Project Details	Task Details	Type	Site	Location	Approver	Mon, Sep 28	Tue, Sep 29	Wed, Sep 30	Thu, Oct 01	Fri, Oct 02	Sat, Oct 03	Sun, Oct 04
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Add Another Row Recalculate						0	0	0	0	0	0	0

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)  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:

Project Details



- A new window will open:

 Search and Select List of Values - Internet Explorer

—□×

Search and Select: Project Details

[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

Project Number

Go

Results

Select	Quick Select	Project Number	Project Name	Start Date	Completion Date
<input type="checkbox"/>	No search conducted.				

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- 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:

Search and Select List of Values - Internet Explorer


Search and Select: Project Details 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 Project Number US0799h Go

Results

Select	Quick Select	Project Number	Project Name	Start Date	Completion Date
<input type="radio"/>		US0799HOL	Public Holidays-US07	01-Jan-1970	

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

Search and Select List of Values - Internet Explorer


Search and Select: Project Details 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 Project Name %vacation% Go

Results

Select	Quick Select	Project Number	Project Name	Start Date	Completion Date
<input type="radio"/>		US0799VAC	Vacation-US07	01-Jan-1970	

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- 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:

Task Details

- A new window will open:

Search and Select List of Values - Internet Explorer

Search and Select: Task Details

CancelSelect

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 Task NumberGo

Results

Select	Quick Select	Task Number	Task Name	Start Date	Completion Date
	No search conducted.				

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

Search and Select List of Values - Internet Explorer

Search and Select: Task Details

CancelSelect

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 Task NumberGo

Results

Select	Quick Select	Task Number	Task Name	Start Date	Completion Date
	No search conducted.				

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- All available Tasks for the selected project will appear.

Search and Select List of Values - Internet Explorer


Search and Select: Task Details 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 Task Number Go

Results

Select	Quick Select	Task Number	Task Name	Start Date	Completion Date
<input type="radio"/>		1	Task 1	01-Jan-1970	

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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](#):

Type	Site	Location
RC_Time Std <input type="text"/>	<input type="text"/>	<input type="text"/>

Display Column	Type	Description	System
RC_Time Std	RC_Time Std	RemCost - Time - Standard time	ST

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

Type

- 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

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	Type	Description	System Linkage Function
<input type="radio"/>		RC_Time Std	RC_Time Std	RemCost - Time - Standard time	ST

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- 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

Search and Select: Location 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 Location Disp Go

Results

Select	Quick Select	Location	Location Disp
<input type="radio"/>	No search conducted.		

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

Search and Select List of Values - Internet Explorer

Search and Select: Location

[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 Location Disp [Go](#)

Results

Select	Quick Select	Location	Location Disp
<input type="radio"/>		Florida - No Local - FL - USA	Florida - No Local - FL - USA

[About this Page](#)

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

Search and Select List of Values - Internet Explorer

Search and Select: Location

[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 Location Disp [Go](#)

Results

◀ Previous 1-10 ▼ Next 10 ▶

Select	Quick Select	Location	Location Disp
<input type="radio"/>		New York - Bronx County - NYMCT - USA	New York - Bronx County - NYMCT - USA
<input type="radio"/>		New York - Dutchess County - NYMCT - USA	New York - Dutchess County - NYMCT - USA
<input type="radio"/>		New York - Kings County (Brooklyn) - NYMCT - USA	New York - Kings County (Brooklyn) - NYMCT - USA
<input type="radio"/>		New York - Nassau County - NYMCT - USA	New York - Nassau County - NYMCT - USA
<input type="radio"/>		New York - New York County (Manhattan) - NYMCT - USA	New York - New York County (Manhattan) - NYMCT - USA
<input type="radio"/>		New York - No Local - NY - USA	New York - No Local - NY - USA
<input type="radio"/>		New York - Orange County - NYMCT - USA	New York - Orange County - NYMCT - USA

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:

Search and Select List of Values - Internet Explorer

Search and Select: Location 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 Location Disp %Cranberry% Go

Results

Select	Quick Select	Location	Location Disp
<input type="radio"/>		Pennsylvania - Cranberry Twp (Butler) - PACNBO - USA	Pennsylvania - Cranberry Twp (Butler) - PACNBO - USA

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

Search and Select List of Values - Internet Explorer

Search and Select: Location 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 Location Disp %Canada% Go

Results

Select	Quick Select	Location	Location Disp
<input type="radio"/>		FC - Canada - FCCAN - USA	FC - Canada - FCCAN - USA

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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:

Project Details	Task Details	Type	Site	Location	Approver	Mon, Sep 28	Tue, Sep 29	Wed, Sep 30	Thu, Oct 01	Fri, Oct 02
US0799VAC	1	RC_Time Std		Florida - No Loca		8	8	8	8	8

Site and Approver are optional and can be left blank.

Thank You!

