

## **GPI Time Sheet Procedures**

- Login to GPI Intranet and locate Time and Expense link
    - Make sure windows authentication check box is checked
  - Locate search project field and enter BAB-2016041.00
    - Select TMC Operations Personnel -> Traffic Signals -> Task 00000
    - Labor Code 00000
  - Add line for holiday code search HOL-BAB0004.00
    - Select Holiday Babylon
    - Labor Code 00000
  - Add line for personal time code search PER-BAB0003.00
    - Labor code 00000
  - Add line for sick and vacation search SVX-BAB0002.00
    - Labor code 00000
  - Save time and submit time sheet
  - Print time sheet and sign for Ashley to approve
  - Scan approved time sheet and email to Lisa Passaqua
- \* Add line for training code search TRN-BAB0005.00\*
- Select Internal Training if you have been by GPI to charge for company training
  - Labor Code 00000

Example: GPI departmental meeting / ITE event