Submitting and approving time reports in PSA Finance 9.2

CGI partners (except CGI Federal) use PSA Finance 9.2 to track hours worked. Time reports must be submitted weekly according to local SBU deadlines. Contact your manager for more information.

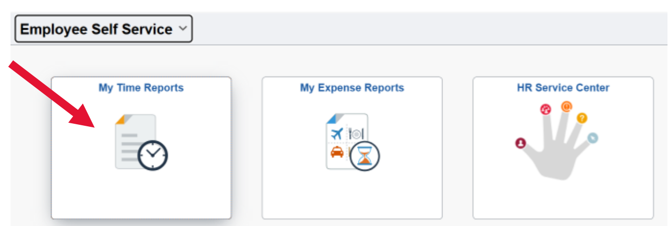
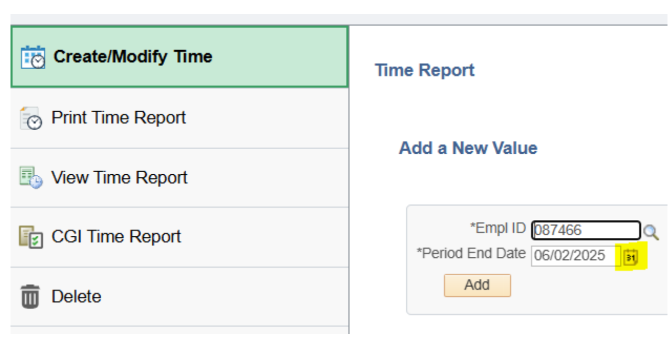
Access PSA Finance 9.2 via the CGI Intranet > CGI Partner Portal (menu) > My Time Reports or use this link to connect to the PSA Finance Home Page.

Use your CGI credentials to log onto PSA. Choose the **timesheet** tile from the home screen or navigate to *Employee Self Service > My Time Reports > Create/Modify* on the menu.

Submitting a Time report

This procedure will explain how to submit a time report. There are two menus available:

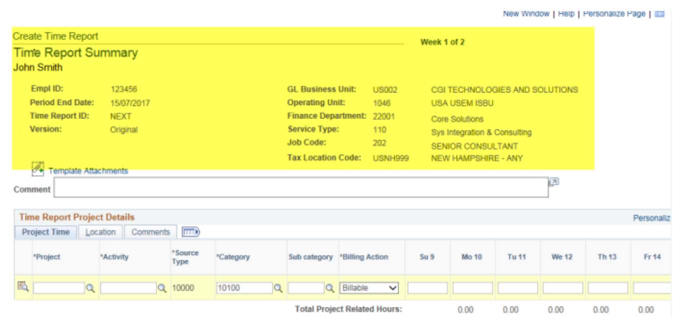
- **Find an Existing Value:** this tab allows you to search for and modify an existing time report which has not been submitted.
- **Add a new value**: this tab enables you to create a new time report.

1	On the Homepage, click the **My Time Reports** tile.	
2	Click the calendar date icon to select the Period End Date for the timesheet you want to submit. Timesheet periods always end on a Saturday. In the case you click another day, PSA will display the timesheet period containing that date. Click **Add.**	

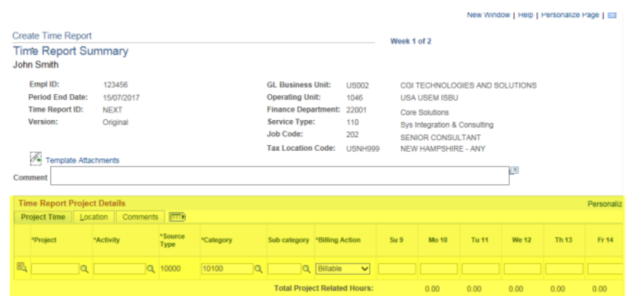
3 Choose a creation method:

- Open a Blank Time report
- Copy from an Existing Time Report which will display the parameters of an existing time report

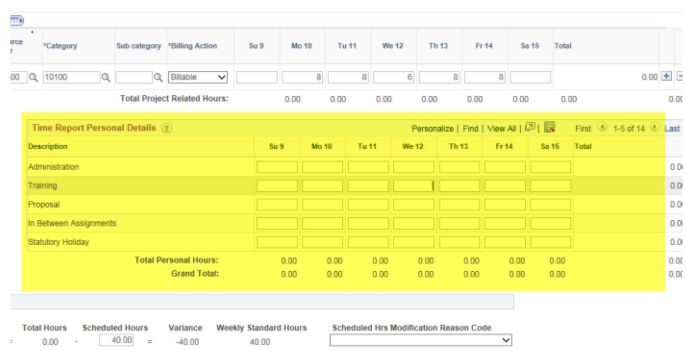
4 The Time Report Summary displays the partner's organizational data information.



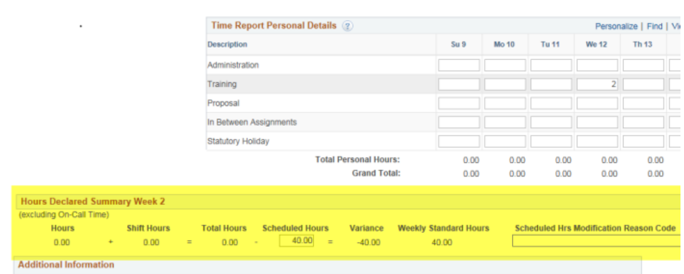
5 Time Report Project Details: enter hours worked on a project.



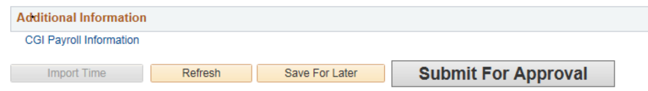
6 Time Report Personal Details: enter hours which are not related to a project.



7 The Hours Declared Summary section displays the hours the partner is scheduled to work.



Once you have entered the information in a time report you can save the timesheet to complete at a later date by clicking on the **Save For Later** button.



To submit your time report for approval, click the **Submit For Approval** button.

Items to Check before submitting the time report

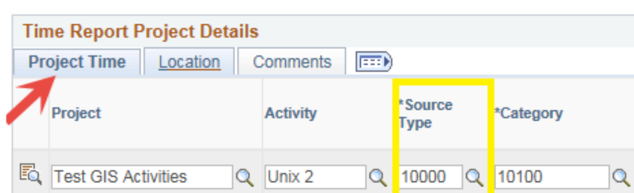
Period End Date	Ensure that the right date has been selected
Project ID	Is the project code part of the list of Projects?
Activity ID	Is the right Activity ID list part of the list?
Source type*	Select the right source type (see guidance below)
Billing Action	Ensure the appropriate billing type is selected (Billable, Attributable or Internal)
Scheduled Hours	Verify if the Working hours are equal or greater than the Scheduled Hours

Source Type*

All GTO transactions need to be tagged to a tower using the Source Type.

- This will impact the Timesheet, Expenses & Eproc, as well as JE that will be booked against GTO projects
- Source Type field will identify the tower involved in each transaction of a GTO project. They are the same as the GTO department

Partners who will be charging time and expenses on a project identified as Tier 1 will have to select the Source Type involved.

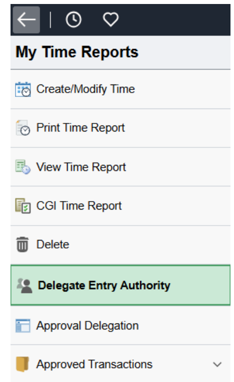


The 10000 Source Type is available by default when entering a time report. For a Tier 1 project (technology management) you must select the Source Type available for your project/activity. If the appropriate Source Type is not selected, the message will prompt an error message.

For more information, please contact your Project Manager.

Delegation Proxy

Add a delegation:



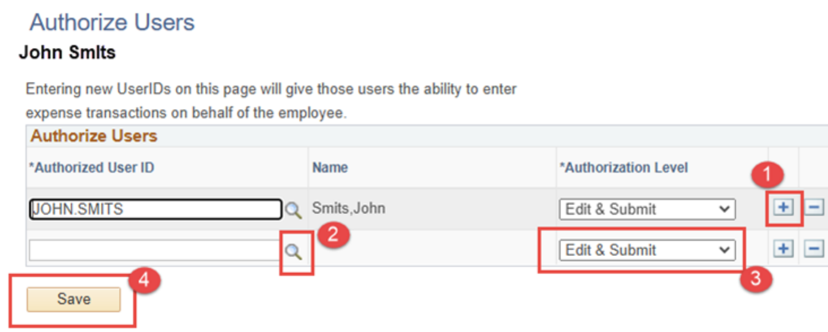
1 Follow the path to Delegate Entry Authority.

Click ⊞ to add a line

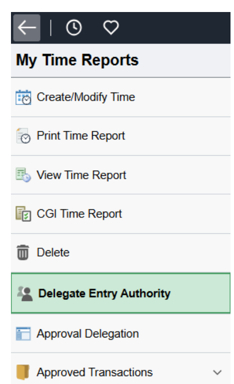
2 Click on the magnifying glass to search for the partner's name

3 Choose the Authorization Level

4 Confirm the authorization



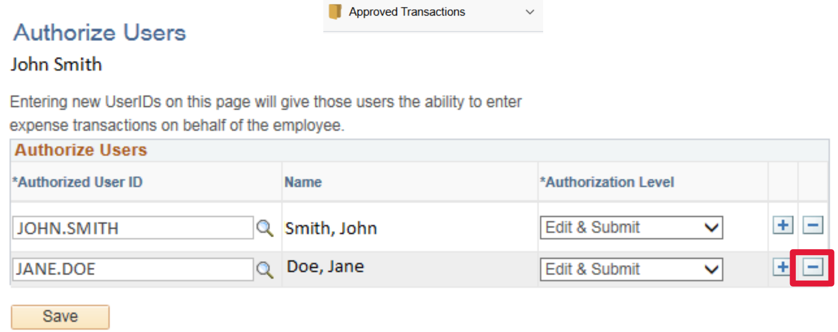
Remove a delegation*:



1 Follow the path to Delegate Entry Authority.

Click ⊟ to remove the partner's name

Confirm the removal.



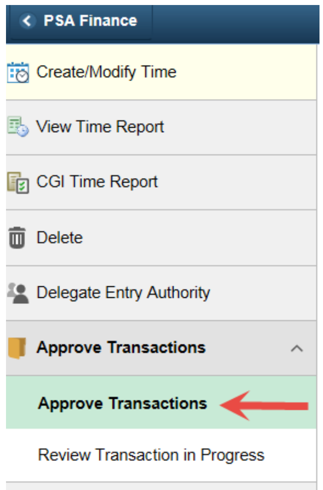
Remove a delegation*:
If you delete your USERD ID, you will no longer be able to access your Time Report. You need to delegate yourself or wait until the next day for the system to add your name back onto the list.

Approving a Time report

This procedure will explain how to approve a time report.

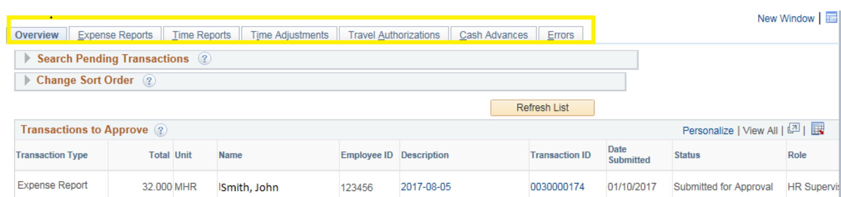
1 Access the **CGI Time Reports** module.

2 Access the menu **Approve Transactions**

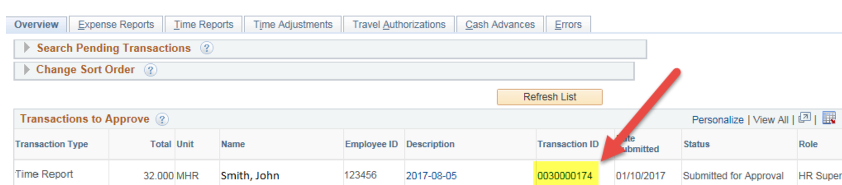


3 Listed are all items that are awaiting your revision (time report, time adjustment, expense reports, etc.)

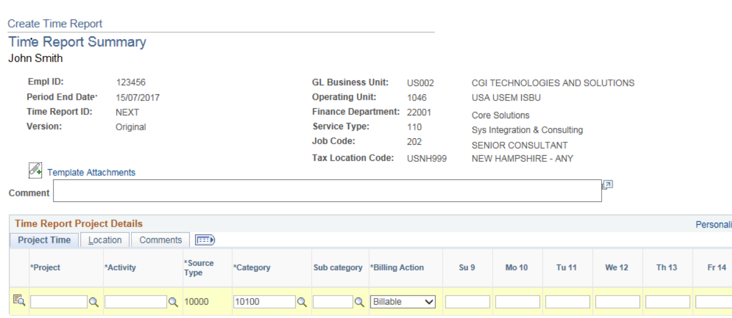
Filter for different types of reports by clicking the tabs at the top.

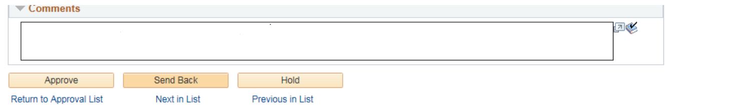


4 To access the report to be approved click the link



5 Validate the information contained in the time report



6	When you have finished validating the information and wish to approve the time report click the **Approve** button. You can also **Send Back** the time report for revision.	

Report Status

Pending	The report has been saved. The report can be modified, but only by the partner or proxy who created it.
Submitted	The report has been submitted by the partner for manager approval. It can no longer be modified. If changes are necessary, a manager must send back the report. The partner will then have access to modify and resubmit the report.
Approved (by manager)	The report has been approved by the manager.
Send back (by manager)	The manager has sent back your report for revision and you will be notified by e-mail.

Additional assistance

- Further help is available to partners through PSA Finance 9.2 UPK - an online self-learning environment guiding the partner through each step of completing the Time report. You can access the UPK from any screen within PSA Finance 9.2 by clicking the **Help** link near the top right of the screen.
- For more information regarding the creation, approvals, as well as any additional details in regards to the Time report, please contact your local Time Superuser.

Local guidelines

For local policies and guidance in relation to the **Time** module click on the respective link below:

Country	Link
Australia	AUS HR Overtime Management Rule
France	PSA Time - Tous les documents
Germany	PSA Timesheet
UK	GBR HR Overtime Policy