



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.

<p>1 On the Homepage, click the My Time Reports tile.</p> <p>2 Click the calendar date icon to select the Period End Date for the timesheet you want to submit.</p> <p>Timesheet periods always end on a Saturday. In the case you click another day, PSA will display the timesheet period containing that date.</p> <p>Click Add.</p>	<p>The screenshot shows the homepage of the CGI Partner Portal. At the top right is a dropdown menu labeled "Employee Self Service". Below it are three tiles: "My Time Reports" (with a clipboard and clock icon), "My Expense Reports" (with a briefcase and hourglass icon), and "HR Service Center" (with a hand icon). A red arrow points to the "My Time Reports" tile.</p> <p>The screenshot shows the "Create/Modify Time" menu. It includes options: "Print Time Report", "View Time Report", "CGI Time Report", and "Delete". Above the menu is a green header bar with the title "Employee Self Service" and a dropdown arrow. To the right of the menu is a sidebar with "Time Report" and "Add a New Value" sections, and a search bar at the bottom.</p> <p>*Empl ID 087466 *Period End Date 06/02/2025 [calender icon] Add</p>
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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

Create Time Report

Choose a Creation Method

123456 Employee

[Open a Blank Time Report](#)

[Copy from an Existing Time Report](#)

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

Employee details:
Empl ID: 123456
Period End Date: 15/07/2017
Time Report ID: NEXT
Version: Original

Organizational details:
GL Business Unit: US002 CGI TECHNOLOGIES AND SOLUTIONS
Operating Unit: 1046 USA USEM ISBU
Finance Department: 22001 Core Solutions
Service Type: 110 Sys Integration & Consulting
Job Code: 202 SENIOR CONSULTANT
Tax Location Code: USNH999 NEW HAMPSHIRE - ANY

Comment: []

Time Report Project Details

Project	Activity	*Source Type	Category	Sub category	*Billing Action	Su 9	Mo 10	Tu 11	We 12	Th 13	Fri 14
[]	[]	[]	[]	[]	[] Billable []	0.00	0.00	0.00	0.00	0.00	0.00

Total Project Related Hours: 0.00 0.00 0.00 0.00 0.00 0.00

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

Employee details:
Empl ID: 123456
Period End Date: 15/07/2017
Time Report ID: NEXT
Version: Original

Organizational details:
GL Business Unit: US002 CGI TECHNOLOGIES AND SOLUTIONS
Operating Unit: 1046 USA USEM ISBU
Finance Department: 22001 Core Solutions
Service Type: 110 Sys Integration & Consulting
Job Code: 202 SENIOR CONSULTANT
Tax Location Code: USNH999 NEW HAMPSHIRE - ANY

Comment: []

Time Report Project Details

Project	Activity	*Source Type	Category	Sub category	*Billing Action	Su 9	Mo 10	Tu 11	We 12	Th 13	Fri 14
[]	[]	[]	[]	[]	[] Billable []	0.00	0.00	0.00	0.00	0.00	0.00

Total Project Related Hours: 0.00 0.00 0.00 0.00 0.00 0.00

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

Time Report Personal Details

Description	Su 9	Mo 10	Tu 11	We 12	Th 13	Fri 14	Sa 15	Total
Administration								0.0
Training								0.0
Proposal								0.0
In Between Assignments								0.0
Statutory Holiday								0.0

Total Personal Hours: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Grand Total: 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Total Hours: 0.00 - [] = 40.00 Weekly Standard Hours: 40.00 Scheduled Hrs Modification Reason Code: []

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

Hours Declared Summary Week 2 (excluding On-Call Time)

Hours	Shift Hours	Total Hours	Scheduled Hours	Variance	Weekly Standard Hours	Scheduled Hrs Modification Reason Code
0.00	*	= 0.00	- [] = 40.00	= -40.00	40.00	[]

Additional Information
CGI Payroll Information

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.

Additional Information		
CGI Payroll Information		
Import Time	Refresh	Save For Later
Submit For Approval		

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 screenshot shows a software interface titled "Time Report Project Details". At the top, there are tabs for "Project Time", "Location", "Comments", and a dropdown menu. Below the tabs, there are two main input fields: "Project" and "Activity". To the right of these are "Source Type" and "Category" fields. Underneath the "Project" and "Activity" fields are search bars with placeholder text ("Test GIS Activities" and "Unix 2"). The "Source Type" field contains the value "10000" and has a yellow box around it. A red arrow points from the text above to the "Project" tab. The "Category" field contains the value "10100".

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.

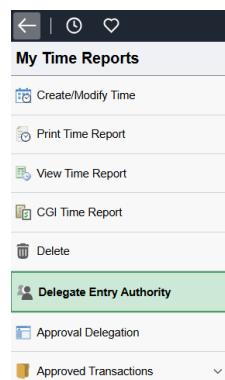
For more information, please contact your Project Manager.

Delegation Proxy

Add a delegation:

- Follow the path to Delegate Entry Authority.

Click to add a line



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

- Choose the Authorization Level

- Confirm the authorization

Authorize Users

John Smits

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users		Name	*Authorization Level
<input type="text" value="JOHN SMITS"/>		Smits, John	<input type="button" value="Edit & Submit"/>
<input type="text"/>			<input type="button" value="Edit & Submit"/>

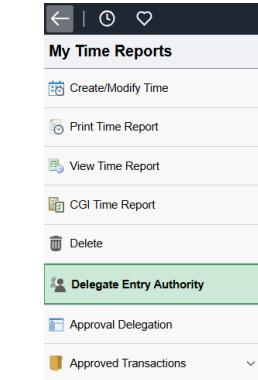
① ② ③ ④

Remove a delegation*:

- Follow the path to Delegate Entry Authority.

Click to remove the partner's name

Confirm the removal.



Authorize Users

John Smith

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users		Name	*Authorization Level
<input type="text" value="JOHN.SMITH"/>		Smith, John	<input type="button" value="Edit & Submit"/>
<input type="text" value="JANE.DOE"/>		Doe, Jane	<input type="button" value="Edit & Submit"/>

①

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.

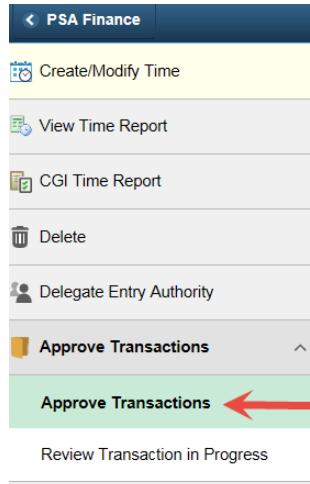
Approving a Time report

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.

Transactions to Approve								Personalize	View All	Print	
Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role			
Expense Report	32.000 MHR	Smith, John	123456	2017-08-05	0030000174	01/10/2017	Submitted for Approval	HR Supervisor			

- 4 To access the report to be approved click the link

Transactions to Approve								Personalize	View All	Print	
Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role			
Time Report	32.000 MHR	Smith, John	123456	2017-08-05	0030000174	01/10/2017	Submitted for Approval	HR Supervisor			

- 5 Validate the information contained in the time report

Create Time Report											
Time Report Summary											
John Smith											
Empl ID:	123456	GL Business Unit:	US002	CGI TECHNOLOGIES AND SOLUTIONS							
Period End Date*	15/07/2017	Operating Unit:	1046	USA USEM ISBU							
Time Report ID:	NEXT	Finance Department:	22001	Core Solutions							
Version:	Original	Service Type:	110	Sys Integration & Consulting							
		Job Code:	202	SENIOR CONSULTANT							
		Tax Location Code:	USNH999	NEW HAMPSHIRE - ANY							
Template Attachments											
Comment											
Time Report Project Details											
Project Time	Location	Comments	Personalize								
*Project	*Activity	*Source Type	*Category	Sub category	*Billing Action	Su 9	Mo 10	Tu 11	We 12	Th 13	Fr 14

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