

# ACP Time Sheets

## A Quick Guide for Contractors

04/29/2010

Version 3

The logo for eVA is positioned vertically on the left side of the page. It features the letters 'eVA' in a bold, green, sans-serif font. The 'e' is lowercase and positioned below the 'VA'. The letters are enclosed within a white, curved shape that resembles a stylized 'C' or a partial circle. This white shape is set against a background of concentric, curved lines in shades of blue and green, creating a sense of motion or a globe. The overall design is modern and professional.

Copyright © 2010, CGI Solutions and Technologies, Incorporated. All rights reserved. These materials contain the intellectual property of CGI Solutions and Technologies and are therefore proprietary and confidential. These materials also contain information that is the intellectual property of Ariba, Inc. and therefore proprietary and confidential. These materials can be copied and distributed to authorized COVA users for the exclusive use of participation in eVA. Any other copying and distribution of these materials is strictly prohibited.





**TABLE OF CONTENTS**

**REVISIONS TO THIS DOCUMENT** ..... 2

**INTRODUCTION**..... 3

**ACCESSING THE TIME SHEET** ..... 4

    LOGGING IN VIA EMAIL ..... 5

    LOGGING IN EVA ..... 6

    NAVIGATION..... 7

**TIME SHEETS**..... 8

    CREATING AND SUBMITTING A TIME SHEET ..... 8

    EDITING A TIME SHEET ..... 14

DRAFT



## REVISIONS TO THIS DOCUMENT

NOTE: This section is used to account for changes made to this document.

Date Changed	Changed By	Area	Item	Description
April 2, 2010	Brandon Hopkins			Initial Creation
4/19/2010	A Rodriguez			Clarification. If the time sheet is approved, then an email notification will be sent to The supplier
4/29/10	A Rodriguez			Inserted note to clarify how to enter partial time.

DRAFT

## INTRODUCTION

A time sheet is used to track the hours that you work while under contract; depending on the contracting organization's policy you can either create a time sheet for yourself or the work supervisor will create and submit it on your behalf. To create a time sheet for yourself, you must be defined as a contractor in the eVA system and have at least one labor line item from a purchase order assigned to you. When you log-in to the system, the time sheet will be automatically populated with purchase order information based upon your user profile.

The following sections outline the process in eVA for creating and submitting a time sheet for approval. The steps and actions involved in the overall process of creating/approving a time sheet include:

1. The user (you) creates a time sheet (or another person, known as the preparer, creates the time sheet on your behalf) and submits it for approval.
2. The approver/s (usually the work supervisor) receives an email notification to review the time sheet.
3. The approver reviews the time sheet.
  - o If the time sheet is denied, then an email notification will be sent to the user that submitted it. Any comments from the approver can be included. The user is then able to edit and resubmit the time sheet, if necessary.
  - o If the time sheet is approved, an email notification will be sent to the supplier. When the order is fully received and an email notification will be sent to the Agency Security officer indicating that the contractor's engagement has ended. An invoice will then be sent to the hiring agency.



## ACCESSING THE TIME SHEET

Again depending on the contracting organization's policy, if you are given the option to create a time sheet, you will be granted access to the eVA system by the organization's security officer. The security officer will create a user account with the appropriate permissions; you will receive your **username** and **password** via an email notification or you will be given to by the security officer. The email also will include a link to the eVA portal and the **username** and **password** that you will use to log-in to the system.

Sample 'Welcome to eVA' email:

Welcome to eVA! Your eVA account has been set up and you can now begin using the system.

To login, please proceed to <https://portal-web-st11.epro.cgipdc.com/login/index.jsp>. Your username is ebunny, and your password is buy1sense. As a security measure you will be required to change your password upon initial login.

If you have any questions regarding your account or how to use the system, please contact eVA eVA Customer Care at (866) 289-7367 or email us at [EVACustomerCare@dgs.virginia.gov](mailto:EVACustomerCare@dgs.virginia.gov) <<mailto:EVACustomerCare@dgs.virginia.gov>>

Thank you for joining eVA!

After you have received the 'Welcome to eVA' email containing your username and password, click the link that is included in the email. Your browser displays the eVA sign-on page.

Welcome to eVA

To access the system, you must first sign in.

[Help! Forgot Username/Account Blocked](#)

**Browser Requirements**  
In accordance with the Commonwealth of Virginia Information Technology Investment Board Personal Computing recommendation of March 2004, all eVA applications are certified to perform correctly when accessed using Internet Explorer on Microsoft 2000 or XP systems.  
 Click [Supported Browsers](#) for a complete list of supported browser configurations for specific eVA components.

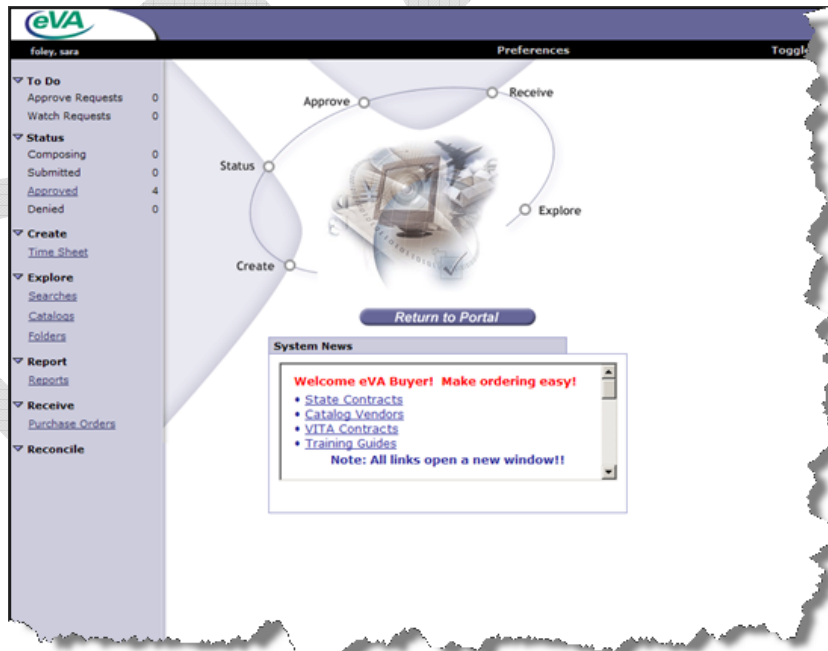
**Test Network Bandwidth to COVA server**  
Click [Speed test](#)

## Logging In via eMail

Enter the Username and Password using the credentials that were provided in the welcome email to log-in to eVA.



After you have successfully logged in, the Shop Now Home Page displays.



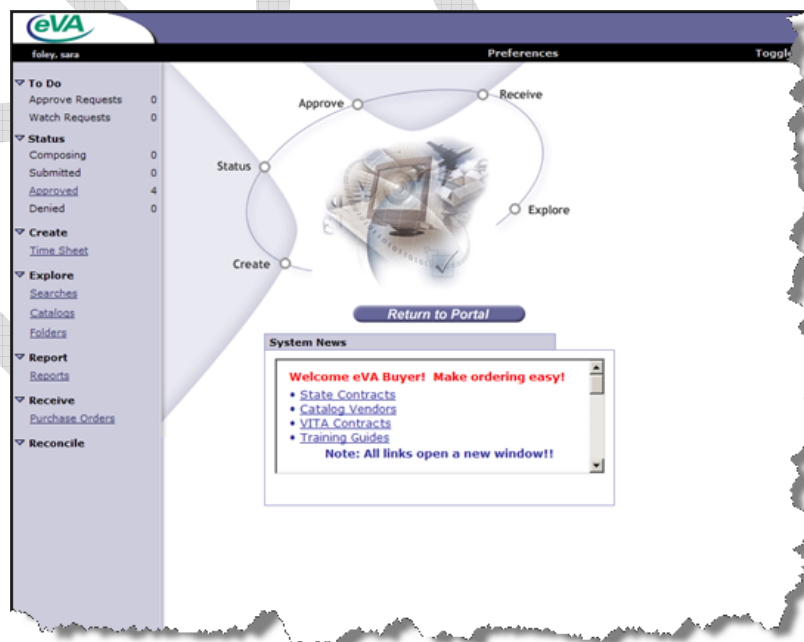


### Logging In eVA

Go to <http://www.eva.virginia.gov/> and login in the buyer section using your Username and Password.



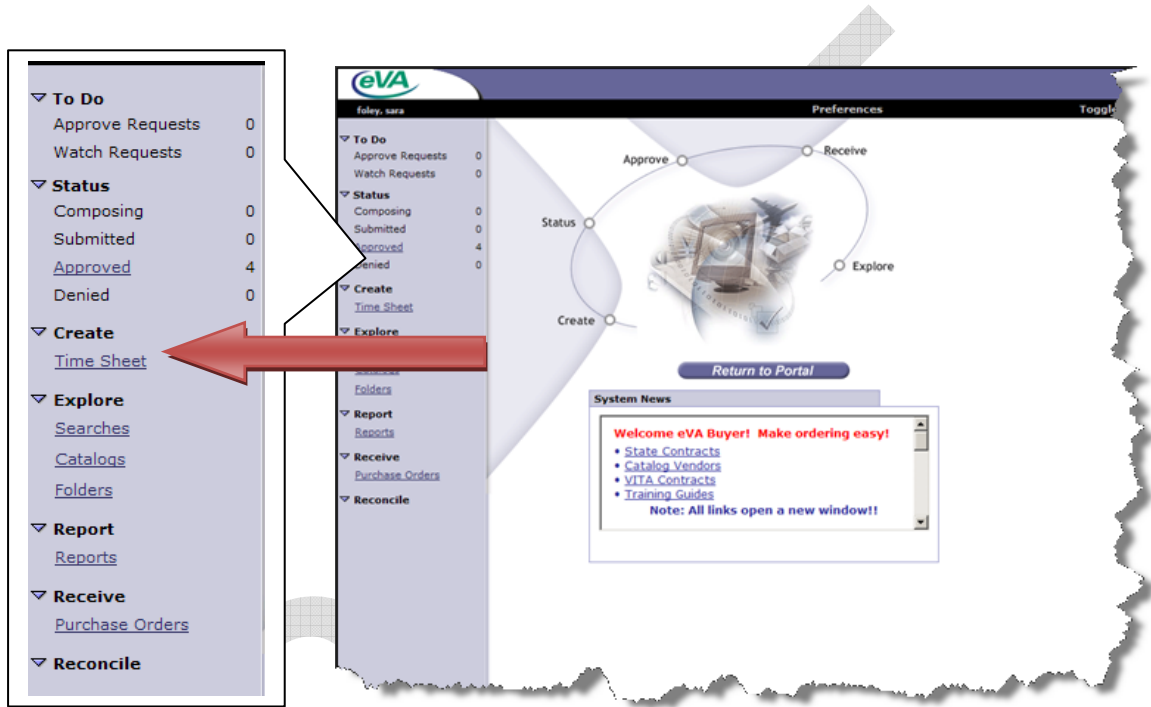
After you have successfully logged in, the Shop Now Home Page displays.



### Navigation

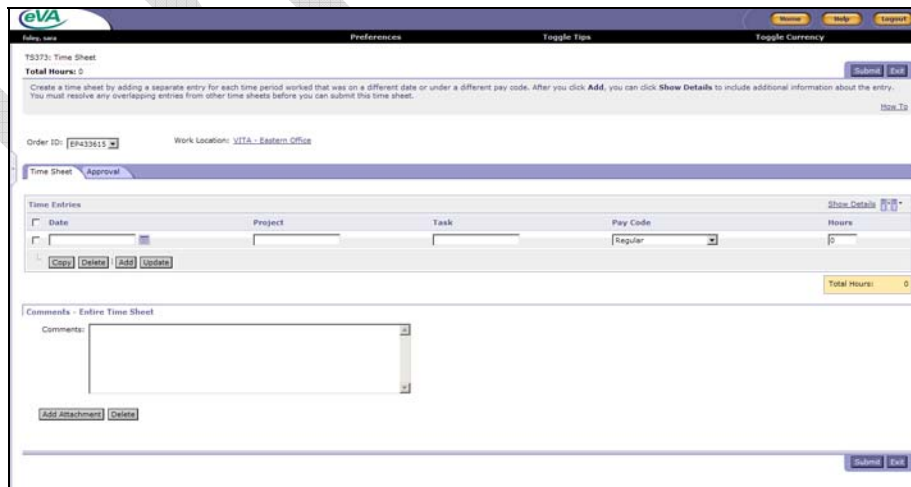
Navigating to the Time Sheet module is simple. From the Shop Now Home page, you select from the options listed in the Navigation Panel located on the left-hand side of the screen. In most situations, as an eVA contractor, you will have access to only the **Time Sheet** option listed under the **Create** action menu.

Click the create Time Sheet link from the menu.



*Note: Depending upon the configuration of the agency, some menu items shown to the left may not be displayed.*

The Time Sheet module page displays.



# TIME SHEETS

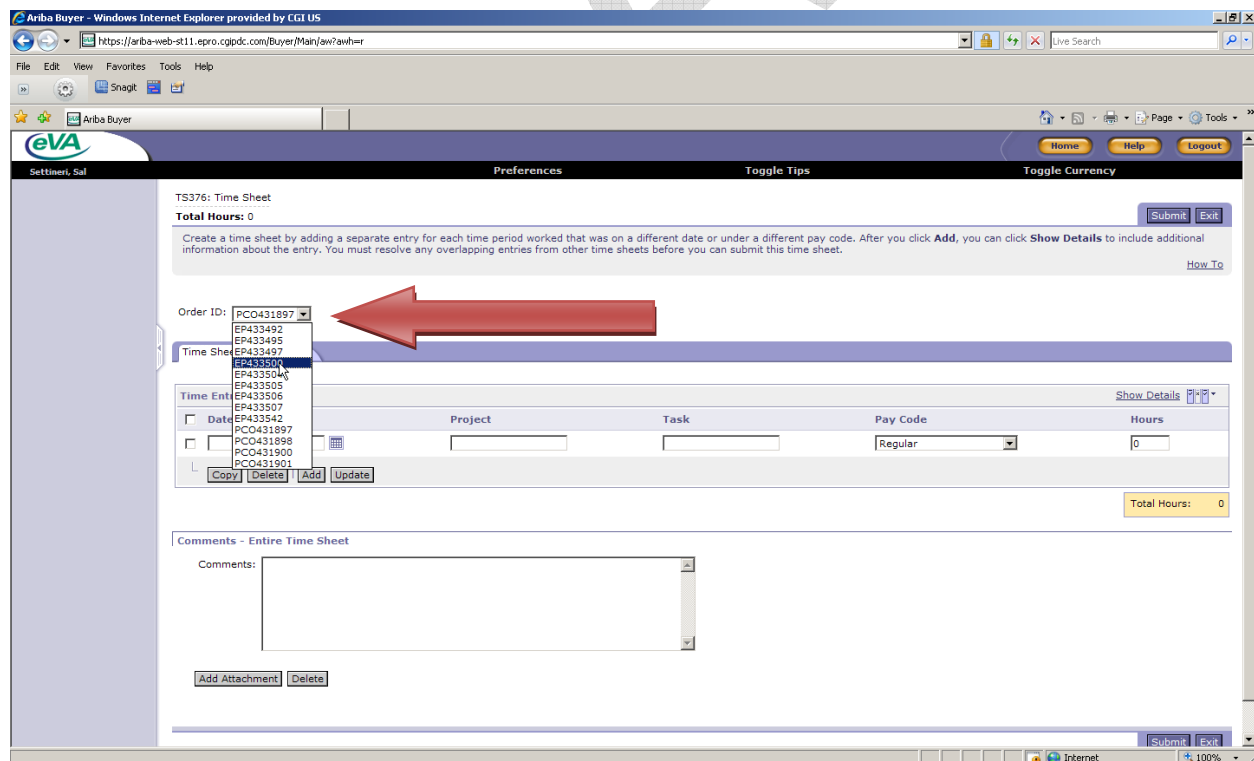
Each time sheet that you submit tracks the hours for one work week. The starting day of the work week is determined by the hiring agency’s policy. If the regular starting day of the work week is before the start date on your contract, the starting day on your initial time sheet is the start date on the contract. Likewise, if the regular ending day of the work week is later than the end date on your contract, the ending day on your final time sheet is the end date on the contract.

If you work more hours than were specified on your contract, then the quantity or end date on the contract must be changed so that you can continue to submit time sheets. If your hours are different every day, you should enter your hours at the end of every work day and save the time sheet instead of waiting until the end of the week to create all the entries at the same time.

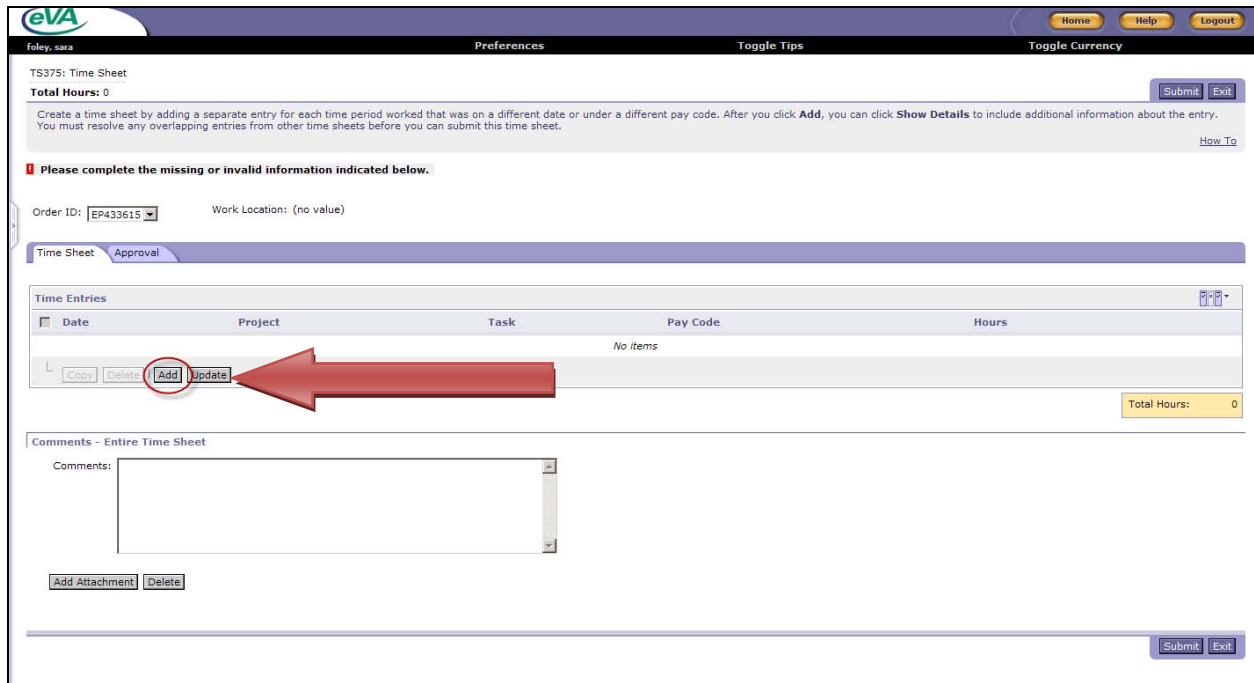
## Creating and Submitting a Time Sheet

Follow the steps described below to create a Time Sheet.

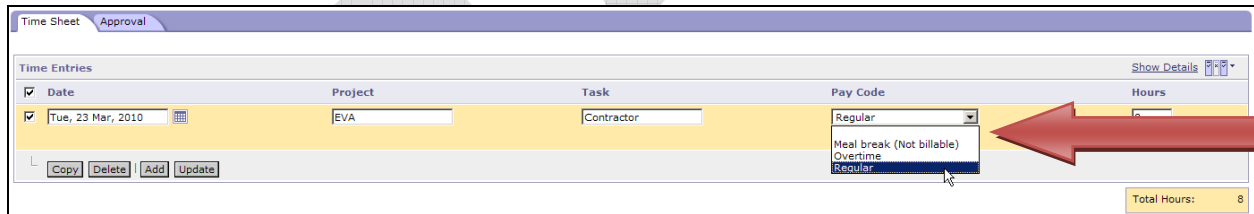
1. As described above, click the **Time Sheet** link from the Create menu on the Shop Now home page to reach the Time Sheet module.
2. If you are associated with more than one purchase order, you must specify the purchase order against which you are creating the time sheet.



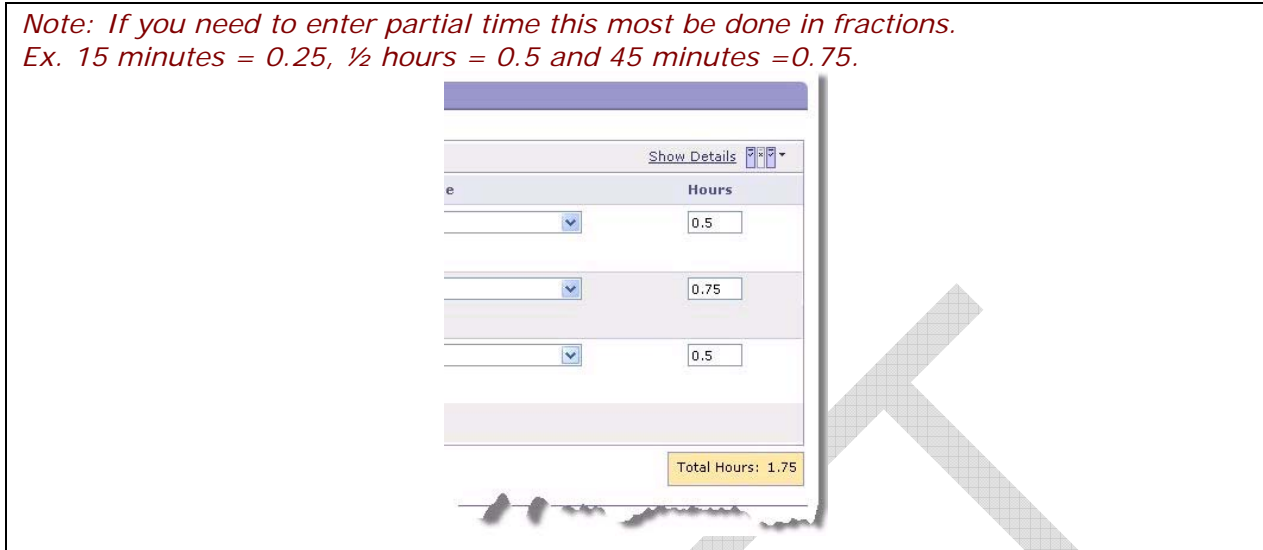
3. On the Time Sheet tab, click **Add**.



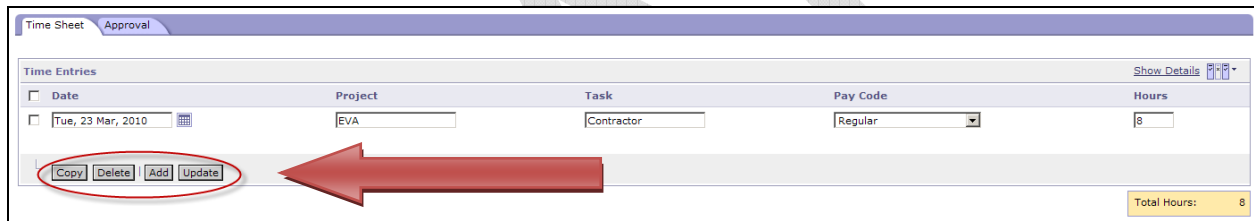
4. Enter the Date, Pay Code, and Hours worked in the Time Sheet tab. If needed, enter the name of the project and the task you worked on during the time period.



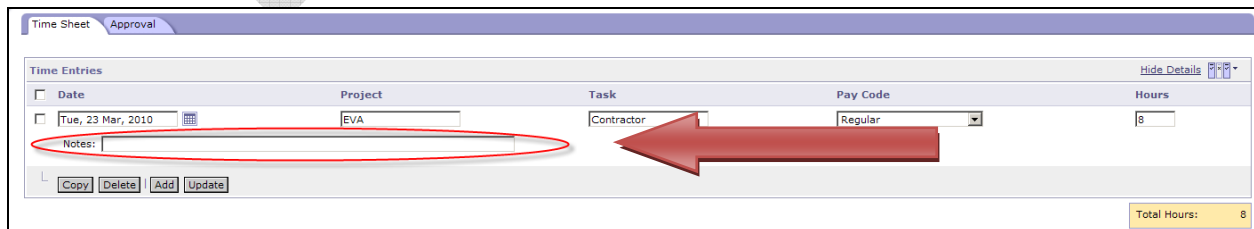
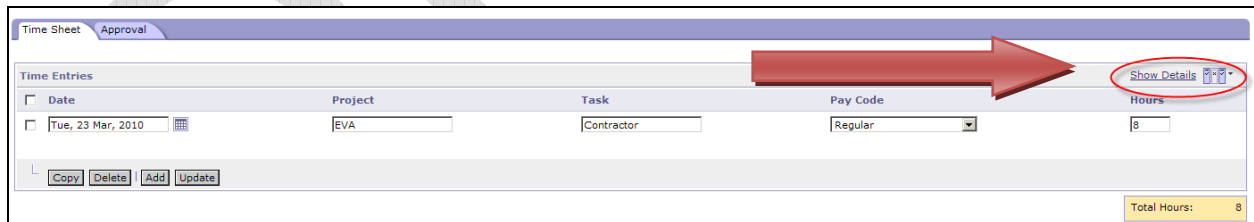
*Note: If you need to enter partial time this must be done in fractions.  
Ex. 15 minutes = 0.25, ½ hours = 0.5 and 45 minutes = 0.75.*



5. Click **Update** after each entry that you make. To add more entries, click **Add** or click the check box next to one or more entries and then click **Copy**.



6. To enter more detailed information about an entry, click **Show Details**, and then enter the information in the Notes field. To hide the detailed information, click **Hide Details**.



7. If you receive an error indicating that the hours overlap with another time entry:

- Scroll to the area showing the number of entries currently assigned to this time period, click the arrow to display the entries, and then compare the existing entries with the entries you are creating. You can click a time sheet link to view the time sheet that contains that overlapping entry.

The screenshot shows the EVA Time Sheet interface for user 'foley, sara'. The 'Total Hours' is 16. The 'Time Entries' table has the following data:

Date	Project	Task	Pay Code	Hours
Tue, 23 Mar, 2010	EVA	Contractor	Regular	8
Tue, 23 Mar, 2010	EVA	Contractor	Regular	8

Below the table, there is a section titled 'Overlapping Entries From Other Time Sheets' with a dropdown arrow and the text 'There are 1 item(s) to display.' A red arrow points to this section.

- Delete or edit the overlapping entry on your current time sheet. To delete an entry, click the check box next to it and click **Delete**.

This screenshot shows the 'Overlapping Entries From Other Time Sheets' section expanded. The table below has the following data:

ID	Project	Task	Status	Pay Code	Hours
TS372		Composing		Regular	8

A red arrow points to the ID 'TS372' in the first row of this table.

- In the Comments box, enter comments as needed.

The screenshot shows the EVA Time Sheet interface. At the top, there are navigation buttons for Home, Help, and Logout. Below that, the user's name 'foley, sara' and various system options like Preferences, Toggle Tips, and Toggle Currency are visible. The main content area displays the time sheet details for 'foley, sara: Order...'. It shows a 'Total Hours: 16' and a 'Time Period' from 'Tue, 23 Mar, 2010' to 'Wed, 24 Mar, 2010'. There are also fields for 'Order ID: EP433615' and 'Work Location: VITA - Eastern Office'. The 'Time Entries' section contains a table with columns for Date, Project, Task, Pay Code, and Hours. Two entries are listed for 'Tue, 23 Mar, 2010', both for 'EVA' project and 'Contractor' task, with a pay code of 'Regular' and 8 hours each. Below the table, there are buttons for 'Copy', 'Delete', 'Add', and 'Update'. A section for 'Overlapping Entries From Other Time Sheets' indicates 'There are 1 item(s) to display'. The 'Comments - Entire Time Sheet' section has a text area with the placeholder 'Enter comments to be included in the time sheet here.' and buttons for 'Add Attachment' and 'Delete'. The 'Add Attachment' button is circled in red.

- If you want to add an attachment, such as an external time sheet document required by the supplier, click **Add Attachment** and specify the file to attach.

This screenshot is identical to the one above, showing the EVA Time Sheet interface. The 'Add Attachment' button in the 'Comments - Entire Time Sheet' section is circled in red.

10. After you have finished creating the time sheet, do one of the following:
  - a. To send the time sheet for approval, click **Submit**.

The screenshot shows the eVA Time Sheet interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' buttons. Below this, the user's name 'foley, sara' and various settings like 'Preferences', 'Toggle Tips', and 'Toggle Currency' are visible. The main content area displays the time sheet details for 'TS375: 3/23/2010 - 3/24/2010 Hours For foley, sara: Order...'. The 'Total Hours' is 17. A 'Submit' button is circled in red. Below the header, there is a 'Time Period' section with dates 'Tue, 23 Mar, 2010' and 'Wed, 24 Mar, 2010'. The 'Order ID' is 'EP433615' and the 'Work Location' is 'VITA - Eastern Office'. A 'Time Sheet' tab is active. The 'Time Entries' table has columns for Date, Project, Task, Pay Code, and Hours. The table contains three entries: one for Tue, 23 Mar, 2010 (8 hours, Regular pay code), one for Tue, 23 Mar, 2010 (1 hour, Meal break (Not billable) pay code), and one for Wed, 24 Mar, 2010 (8 hours, Regular pay code). Below the table are buttons for 'Copy', 'Delete', 'Add', and 'Update'. A 'Total Hours' summary shows 17. There is also a section for 'Overlapping Entries From Other Time Sheets' and a 'Comments - Entire Time Sheet' section with a text area and 'Add Attachment' and 'Delete' buttons. At the bottom right, there are 'Submit' and 'Exit' buttons.

Date	Project	Task	Pay Code	Hours
<input type="checkbox"/> Tue, 23 Mar, 2010	EVA	Contractor	Regular	8
<input checked="" type="checkbox"/> Tue, 23 Mar, 2010	EVA	Contractor	Meal break (Not billable)	1
<input type="checkbox"/> Wed, 24 Mar, 2010	EVA	Contractor	Regular	8

# TIME SHEET QUICK GUIDE

## TIME SHEETS



To save the time sheet so that you can edit it later before submitting it, click **Exit**, and then click **Save**.

The screenshot shows the eVA Time Sheet interface. At the top, there are navigation buttons: Home, Help, and Logout. The user is logged in as 'foley, sara'. The page title is 'TS375: 3/23/2010 - 3/24/2010 Hours For foley, sara: Order...'. The 'Total Hours' is 17. There is a 'Submit' button and an 'Exit' button circled in red. Below this, there is a 'Time Period' section with 'From: Tue, 23 Mar, 2010' and 'To: Wed, 24 Mar, 2010'. The 'Order ID' is EP433615 and the 'Work Location' is VITA - Eastern Office. The main section is 'Time Entries' with a table:

Date	Project	Task	Pay Code	Hours
<input type="checkbox"/> Tue, 23 Mar, 2010	EVA	Contractor	Regular	8
<input checked="" type="checkbox"/> Tue, 23 Mar, 2010	EVA	Contractor	Meal break (Not billable)	1
<input type="checkbox"/> Wed, 24 Mar, 2010	EVA	Contractor	Regular	8

Below the table are buttons for Copy, Delete, Add, and Update. The total hours are 17. There is also a section for 'Overlapping Entries From Other Time Sheets' and a 'Comments - Entire Time Sheet' section with a text area and 'Add Attachment' and 'Delete' buttons. At the bottom right, there are 'Submit' and 'Exit' buttons.

The screenshot shows the 'Confirm Exit' dialog box. It contains the following text:

You have asked to exit a request you are editing. Select an action to take with this request.

You are in the process of editing TS375 - 3/23/2010 - 3/24/2010 Hours For foley, sara: Order EP433615. Choose what you would like to do next.

- [Save](#) this request
- [Delete](#) this request
- [Continue](#) working on this request
- [Print](#) a copy of this request

A red arrow points to the 'Save this request' option.

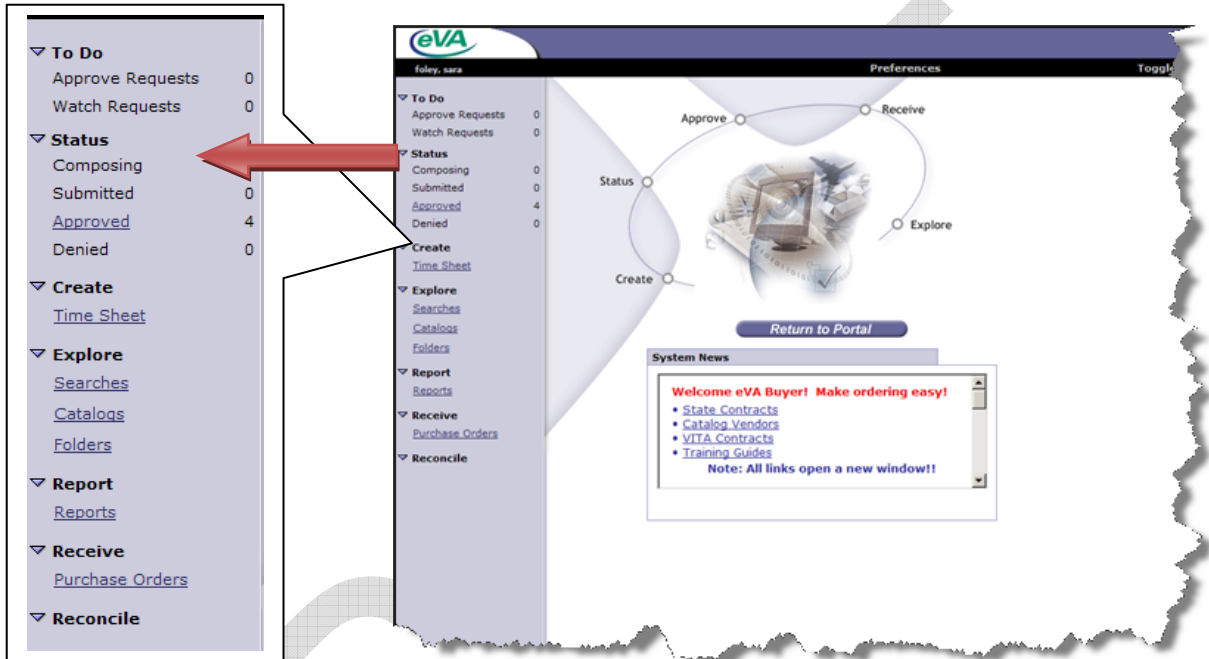
## Editing a Time Sheet

If you saved a time sheet without submitting it, you can edit it to add more entries before submitting it. You can also edit a time sheet that you have already submitted and then resubmit it for approval.

If there is only one entry on a time sheet, you can change the date to another time period (week). If there are multiple entries, you cannot change any of the dates to be outside of the sheet's time period.

Follow the steps described below to Edit a Time Sheet.

1. In the Navigation Panel of the home page, click the **Composing** or **Submitted** link, depending on whether the time sheet you want to edit was saved or submitted.



2. Click the ID (prefaced by TS) for a time sheet.

Requests in progress: 2							Total
<input type="checkbox"/>	Type	ID	Date Created	Requester	Status	Title	
<input type="checkbox"/>		TS375	Wed, 7 Apr, 2010, 3:35 PM	foley, sara	Composing	3/23/2010 - 3/24/2010 Hours For foley, sara: Order EP433615	
<input type="checkbox"/>		TS374	Wed, 7 Apr, 2010, 12:20 PM	foley, sara	Composing	Time Sheet	

Move to Folder:

3. Click **Edit** to display the Summary screen.

4. Make any necessary changes to the time sheet and click **Update** to view the results.

5. Click **Submit** to resubmit the time sheet for approval, or click **Exit** and then **Save** to save it so you can edit it again before submitting it.