

# COMPLETING TIME SHEETS (Contractor)

Each time sheet 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, 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, instead of waiting until the end of the week to create all the entries enter your hours at the end of every work day save the time sheet.

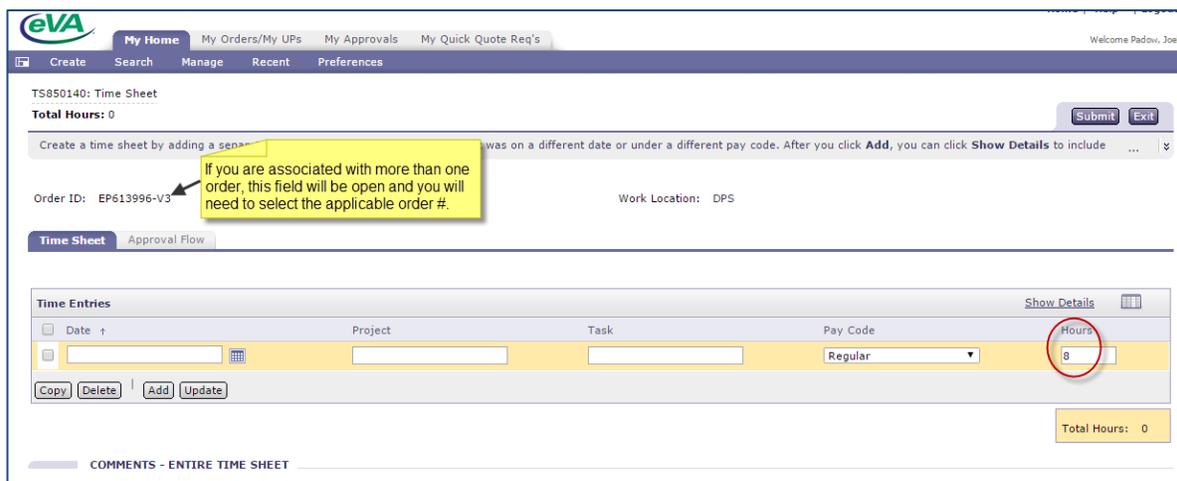
*NOTE: The supplier receives approved time sheets so hours can be tracked against the order.*

To create a Time Sheet:

1. Log into eVA and click the **Time Sheet** link, as shown in the Common Actions box:



2. If you're entering a worksheet at the end of a five day work week, and worked the same number of hours each day, enter the number in the Hours field, along with any other applicable fields (e.g Project or Task).



3. Check box to the left of the line and click the COPY button. The screen will appear and populate the first field with the current date.

TS850140: 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order...  
**Total Hours:** 8

Create a time sheet by adding a separate entry for each time period worked that was on a different date or under a different pay code. After you click **Add**, you can click **Show Details** to include ...

**Time Period:** From: Mon, 14 Sep, 2015  
 To: Fri, 18 Sep, 2015

Order ID: EP613996-V3 Work Location: DPS

**Time Entries**

<input checked="" type="checkbox"/>	Date ↑	Project	Task	Pay Code	Hours
<input checked="" type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8

(Copy) Delete | Add Update

Total Hours: 8

4. Check the line item box again and click copy button until you see a new line for each day you worked. Your screen might appear as shown:

TS850140: 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order...  
**Total Hours:** 40

Create a time sheet by adding a separate entry for each time period worked that was on a different date or under a different pay code. After you click **Add**, you can click **Show Details** to include ...

**Time Period:** From: Mon, 14 Sep, 2015  
 To: Fri, 18 Sep, 2015

Order ID: EP613996-V3 Work Location: DPS

**Time Entries**

<input type="checkbox"/>	Date ↑	Project	Task	Pay Code	Hours
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8

(Copy) Delete | Add Update

Total Hours: 40

5. When all dates have been adjusted, your timesheet might look like the below:

TS850140: 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order...  
**Total Hours:** 40

Create a time sheet by adding a separate entry for each time period worked that was on a different date or under a different pay code. After you click **Add**, you can click **Show Details** to include ...

**Time Period:** From: Mon, 14 Sep, 2015  
 To: Fri, 18 Sep, 2015

Order ID: EP613996-V3 Work Location: DPS

**Time Entries**

<input type="checkbox"/>	Date ↑	Project	Task	Pay Code	Hours
<input type="checkbox"/>	Mon, 14 Sep, 2015			Regular	8
<input type="checkbox"/>	Tue, 15 Sep, 2015			Regular	8
<input type="checkbox"/>	Wed, 16 Sep, 2015			Regular	8
<input type="checkbox"/>	Thu, 17 Sep, 2015			Regular	8
<input type="checkbox"/>	Fri, 18 Sep, 2015			Regular	8

(Copy) Delete | Add Update

Total Hours: 40

6. To enter more detailed information about an entry, click **Show Details**, and then enter 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:
  - a. 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 timesheet that contains that overlapping entry.

**TS850141: 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order...**

Total Hours: 8

Create a time sheet by adding a separate entry for each time period worked that was on a different date or under a different pay code. After you click **Add**, you can click **Show Details** to include ...

**Time Period:** From: Mon, 14 Sep, 2015  
To: Fri, 18 Sep, 2015

Order ID: EP613996-V3 Work Location: DPS

**Time Entries**

Date	Project	Task	Pay Code	Hours
Fri, 18 Sep, 2015			Regular	8

Copy Delete Add Update

Total Hours: 8

**OVERLAPPING ENTRIES FROM OTHER TIME SHEETS**

There are 5 item(s) to display.

ID	Date	Project	Task	Status	Pay Code	Hours
TS850140	Mon, 14 Sep, 2015			Submitted	Regular	8
TS850140	Tue, 15 Sep, 2015			Submitted	Regular	8
TS850140	Wed, 16 Sep, 2015			Submitted	Regular	8
TS850140	Thu, 17 Sep, 2015			Submitted	Regular	8
TS850140	Fri, 18 Sep, 2015			Submitted	Regular	8

- b. 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**.)
  - c. In the Comments box, enter comments as needed.
8. 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.
9. Upon completing the time sheet, do one of the following:
  - a. To save the time sheet so it can be edited later before submitting it, click **Exit** and then, click **Save**.
  - b. To send the time sheet for approval, click **Submit**. The following screen appears and you have options to view the approval, as shown:

**Time Sheet - Submitted**

The time sheet has been submitted for approval. You can view the status or the approval flow to see where the time sheet is in the process.

TS850140 - 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order EP613996-V3 has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Buyer Home Page

To view the approval needed for your timesheet, click **View link**.

TS850140 - 9/14/2015 - 9/18/2015 Hours For Padow, Joel: Order EP613996-V3 **Status: Submitted**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Withdraw Edit Print

Summary Receiving **Approval Flow** History

Legend: Active

TS850140 [Active] Padow, Joel [Active] Approved

Active - Manager must approve

Add Approver