

CA Services Timesheets – Points to Note

- Time must be entered to the correct project and task using the PM-directed PO number
- Timesheets are based on:
 - A work week starting on Sunday and ending on Saturday
 - A calendar month
- Timesheets must be submitted **weekly**—typically, on a Friday (unless weekend work has been approved), and **at month end**
- Timesheets are required for each time period work has been performed
- Time periods can be viewed under the Time Period dropdown existing on the Timesheet page; for example—

- Timesheets can be accessed by:
 - Clicking the Timesheet icon present on the toolbar—which takes you to your current timesheet


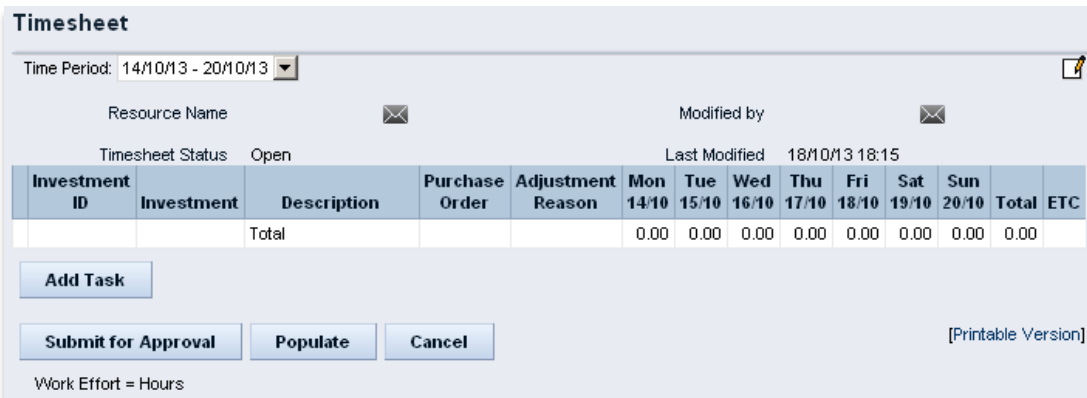























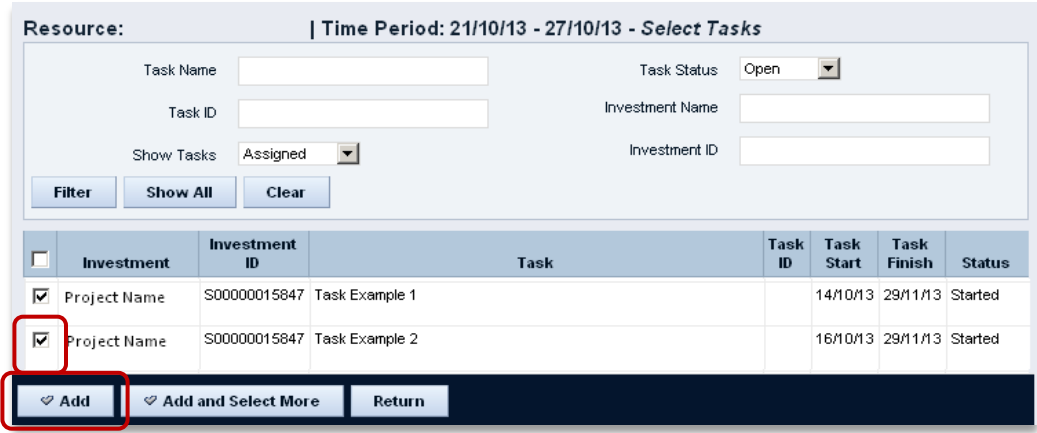

- Clicking the appropriate time period in the Time Period dropdown present on a Timesheet page

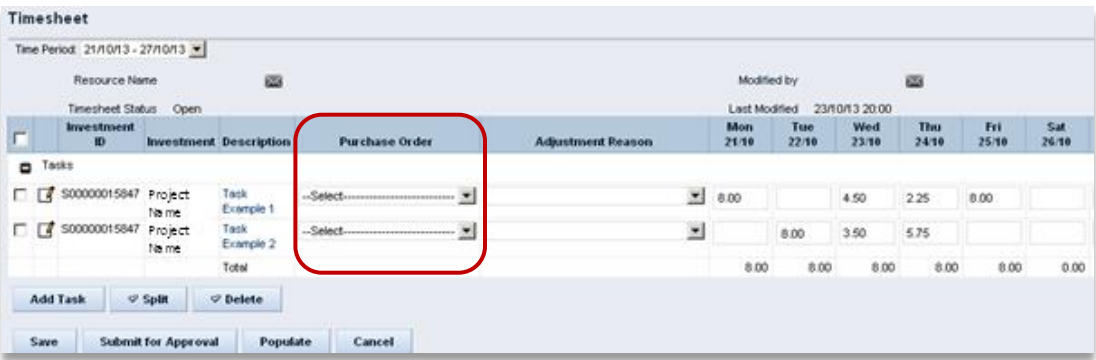
- Clicking the Timesheets link accessible under Home—this enables you to view a list of timesheets and filter to retrieve a timesheet



To enter time:

Step	Action																
1.	Access PPM.																
2.	<p>Click the Current Timesheet icon.</p>  <p>The Timesheet page for the current week opens. For example—</p> 																
3.	<p>Click the appropriate button.</p> <table> <tr> <th><i>If you want to ...</i></th><th><i>Click ...</i></th></tr> <tr> <td>– View a full list of tasks you are assigned to from which specific tasks can be selected and added to the timesheet</td><td></td></tr> <tr> <td>– Autopopulates the timesheet with all tasks assigned to you for the current time period</td><td></td></tr> <tr> <td>– Duplicates the selected time entry rows to allow different line settings; e.g., if you need to use two different POs for the same task on the timesheet</td><td></td></tr> <tr> <td>– Delete tasks present on the timesheet that will have no time entered against them</td><td></td></tr> <tr> <td>– Save entries made to the timesheet</td><td></td></tr> <tr> <td>– Saves and submits a completed timesheet for approval</td><td></td></tr> <tr> <td>– Leave the timesheet page</td><td></td></tr> </table>	<i>If you want to ...</i>	<i>Click ...</i>	– View a full list of tasks you are assigned to from which specific tasks can be selected and added to the timesheet		– Autopopulates the timesheet with all tasks assigned to you for the current time period		– Duplicates the selected time entry rows to allow different line settings; e.g., if you need to use two different POs for the same task on the timesheet		– Delete tasks present on the timesheet that will have no time entered against them		– Save entries made to the timesheet		– Saves and submits a completed timesheet for approval		– Leave the timesheet page	
<i>If you want to ...</i>	<i>Click ...</i>																
– View a full list of tasks you are assigned to from which specific tasks can be selected and added to the timesheet																	
– Autopopulates the timesheet with all tasks assigned to you for the current time period																	
– Duplicates the selected time entry rows to allow different line settings; e.g., if you need to use two different POs for the same task on the timesheet																	
– Delete tasks present on the timesheet that will have no time entered against them																	
– Save entries made to the timesheet																	
– Saves and submits a completed timesheet for approval																	
– Leave the timesheet page																	

Step	Action
4.	<p>If you click Add Task, select the appropriate task or tasks in the list returned and click Add.</p> 
5.	<p>If you need to delete a task or task from the timesheet, select the task or tasks and click Delete.</p> 

Step	Action
6.	<p>When applicable tasks are present on the timesheet—</p> <ul style="list-style-type: none"> Select the correct PO number in the Purchase Order field—this value is required unless you are instructed otherwise Enter time worked—partial hours worked must be entered in 15-minute increments using the decimal format of .25, .50, or .75.  <p>Notes:</p> <ul style="list-style-type: none"> The Adjustment Reason field supplies values added when a timesheet is adjusted. A time-entry note is added by clicking the icon at the row level (📝). In the dialogue that opens, type information in the Note field, click Add and then click Return. When you refresh the page, which can be done by clicking Save, the icon changes to indicate notes have been added. (📝)
7.	<p>If the timesheet is ready for submission, click Submit for Approval.</p> <p>When a timesheet is successfully submitted, it is locked. No changes can be made.</p>

Error Messages/Notifications

When the Submit for Approval button is clicked, the timesheet is subject to Real time validation (RTV). If the timesheet fails any of the validation rules, an error message appears immediately. The error message displayed should provide a summary of the error and, if applicable, who to contact for assistance

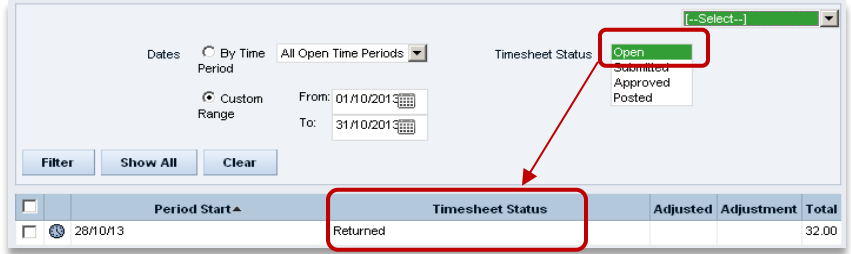
When the timesheet has been successfully submitted, it is subject to review by an approver. An approver can return a timesheet. You receive an email notification if the timesheet is returned.

When a timesheet has been approved, further validations are performed. You receive an email notification if the timesheet fails any of these validations.

For additional information on timesheet-related errors, see *Timesheet Validation* accessible at:
<http://www.ca.com/us/collateral/service-partners/na/ca-service-partner-program-tools.aspx>

Timesheets Returned by Approver

To edit a returned timesheet:

Step	Action
1.	<p>Open the timesheet to be edited. The timesheet can be accessed by—</p> <ul style="list-style-type: none"> ▪ Selecting the appropriate time period in the Time Period dropdown present on the Timesheet page ▪ Clicking the Timesheets link present under Home and setting filters to retrieve the timesheet—use Open as the status filter value applicable to returned timesheets 
2.	<p>Make changes as necessary.</p> <p>If a change results in 0 hours logged against a task, delete the task.</p> <p>When changes are made, click Submit for Approval.</p> <p>Note: The status of the timesheet updates to Submitted.</p>

Adjusted Timesheets

You can be requested to adjust timesheets which have a Posted status.

For information on how to adjust timesheets, see *Adjust Timesheets* accessible at:
<http://www.ca.com/us/collateral/service-partners/na/ca-service-partner-program-tools.aspx>