

Timekeeping & Reporting System

[Time Entry User Guide](#)




Entering Time

Time worked should be reported daily, or no later than noon of the following workday. To do so, log into the system by clicking on the [Web Timesheet](#) button on the Employee Resources page at our website (www.insolves.com), entering your [User Name](#) and [Password](#) information, and then clicking on [OK](#).

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Innovative Solutions Unlimited, LLC

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- EMPLOYEE RESOURCES**

Employee Resources

-  **Web Timesheet**
-  **Time Entry User Guide**
-  **Employee Email**

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Timekeeping & Reporting System

.... powered by TIMEFRONT

Welcome to TimeFront

Time is to be entered and accounted for on the same day that work is performed.

Enter your user name and password to sign in.

User Name:

Password: *

OK

Cancel

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Occasionally messages will be delivered to the user via this system. If messages are present, they will be displayed on the screen and will require acknowledgement before proceeding to the time collection screen. Click on the [Acknowledge](#) button to continue into the system.

Messages

Sample message

SYSADMIN 12/03/2009 09:55 AM

Miscellaneous messages will be periodically placed here.

Acknowledge

Log Out

Once into the system, dates for the current pay period (*based on the day you log in*) will be displayed.

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Timekeeping & Reporting System

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Year
 Month
 Period

None
Submitted
Rejected
Cosigned
Approved
Invoiced
 Compensated
 Ignored

10/16/2017 - 10/29/2017	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21
Fluor-BWXT - 0018657 - TOR 004 - NDA Services Support						
NDA Support	---	---	---	---	---	---
Fluor-BWXT - 0023202 - Fluor-BWXT Security Escort Support						
Security Escorting Services - Fluor-BWXT	---	---	---	---	---	---
Total	0.00	0.00	0.00	0.00	0.00	0.00

Click on the area representing the date and task you are reporting and a new window will pop up to capture your hours worked and a brief description of the work performed. Hovering the cursor over the field will display the date represented.

Year Month

None **Submitted** **Rejected** **Cosigned** **Approved** **Invoice**

10/16/2017 - 10/29/2017	Mon 10/16	Tue 10/17
Fluor-BWXT - 0018657 - TOR 004 - NDA Services Support		
NDA Support	-:--	-:--
Fluor-BWXT - 0023202 - Fluor-BWXT Security Escort Support		
Security Escorting Services - Fluor-BWXT	-:--	-:--
Total	0.00	0.00

Enter your hours and descriptive info onto the screen. Time must be entered in tenth's of an hour, NOT quarters (ex. 8.2, not 8.25).

Status
Client Innovative Solutions
Project Business
Project Task Training
Day Date 11/23/2009
Hours
Description

SAVE AND CLOSE **CLOSE**

Click on the [Save and Close](#) button to enter the time.

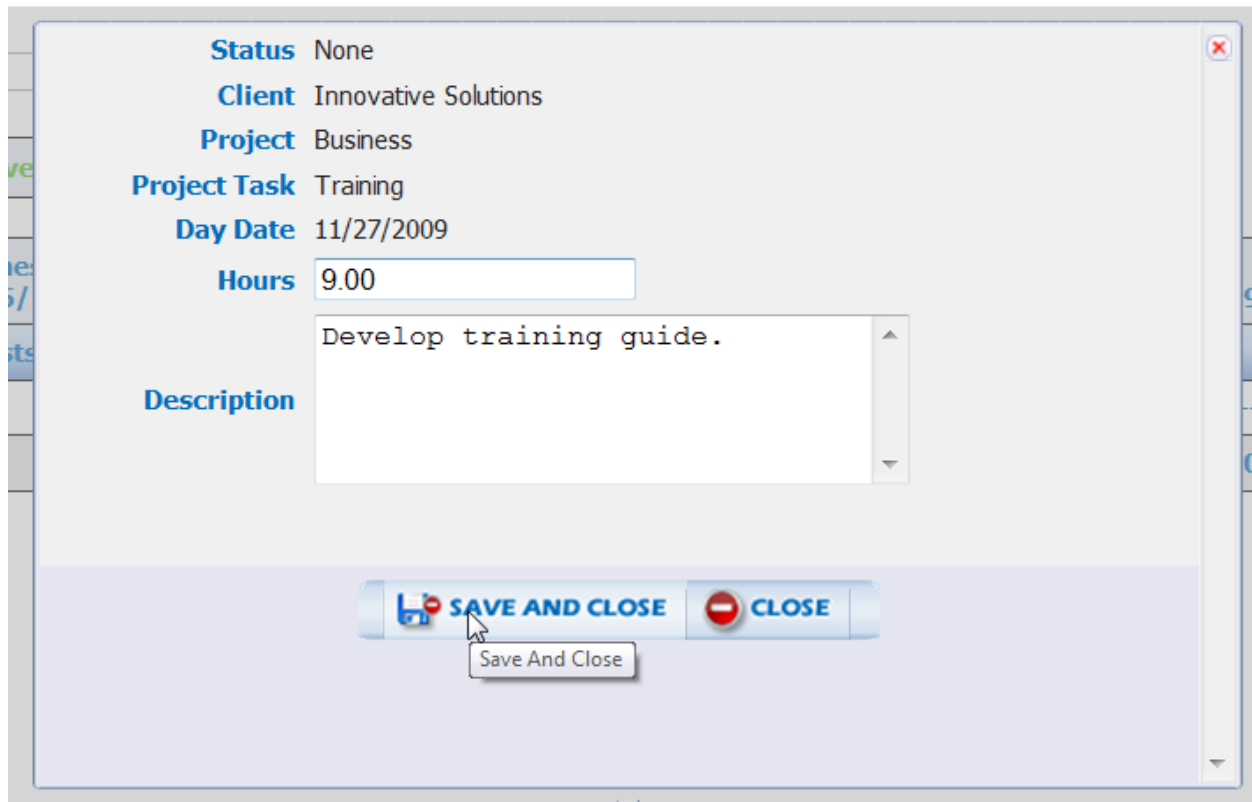
Status
Client Innovative Solutions
Project Business
Project Task Training
Day Date 11/23/2009
Hours
Description

At anytime during the pay period, **BEFORE** records have been submitted for compensation, you may edit an existing record by merely clicking on the appropriate day's entry.

Year Month Period

None	Submitted	Rejected	Cosigned	Approved	Invoiced	Compensated	
10/16/2017 - 10/29/2017		Mon	Tue	Wed	Thu	Fri	
		10/16	10/17	10/18	10/19	10/20	
Fluor-BWXT - 0018657 - TOR 004 - NDA Services Support							
NDA Support		8.00	---	---	---	---	
Fluor-BWXT - 0023202 - Fluor-BWXT Security Escort Support							
Security Escorting Services - Fluor-BWXT		---	---	---	---	---	
Total		8.00	0.00	0.00	0.00	0.00	

This will open a window with the current info displayed. Change the hours and/or descriptive info and click on [Save and Close](#). To “delete” an entry, change the hours entered to “0”.



The screenshot shows a software window with the following fields and values:

- Status:** None
- Client:** Innovative Solutions
- Project:** Business
- Project Task:** Training
- Day Date:** 11/27/2009
- Hours:** 9.00
- Description:** Develop training guide.

At the bottom of the window, there are two buttons: "SAVE AND CLOSE" and "CLOSE". A mouse cursor is hovering over the "SAVE AND CLOSE" button, and a tooltip with the text "Save And Close" is visible.

[Submitting Time for Compensation](#)

At the end of a pay period, the user must review his/her entered time and submit it for processing and compensation. To do so, log into the system as normal. Once again, the system default is to display the records for the current pay period (*as related to the day you are logging in*), therefore you may not see the records you need to submit. If so, you will need to change the information displayed across the top (Year/Month/Period) as appropriate to display the correct records as shown in the following examples.

If the pay period you want is not available in the [Period](#) drop down menu, change the month and retry until you have selected the appropriate pay period.

Home My Profile My Time Sheets Reports

Year 2009 Month 12 Period 11/23/2009 - 12/6/2009

	Monday 11/23/2009	Tuesday 11/24/2009	Wednesday 11/25/2009	Thursday 11/26/2009	Friday 11/27/2009	Saturday 11/28/2009	Sunday 11/29/2009	Monday 11/30/2009	Tuesday 12/1/2009
Innovative Solutions - Business - O									
Training	8.00			8.00	9.00	--	--	--	
Total	8.00			8.00	9.00	0.00	0.00	0.00	

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Home My Profile My Time Sheets Reports

Year 2009 Month 11 Period ** Please Select **

When the correct records are displayed, review all entries for the pay period for accuracy and correct as needed until satisfied they are correct.

Submit your time by clicking on the [Submit Timesheet](#) button located at the bottom of your task screen.

None	Submitted	Rejected	Cosigned	Approved	Invoiced	Compensated	Ignored
------	-----------	----------	----------	----------	----------	-------------	---------

1/12/2015 - 1/25/2015	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Sat 01/17
Centrus Energy Corporation - 853369 - Corporate Records Storage Services						
Records Clerk Support	-.-	-.-	-.-	-.-	-.-	-.-
Fluor-BWXT - 0018657 - TOR 004 - NDA Services Support						
NDA Support	-.-	-.-	-.-	-.-	-.-	-.-
Fluor-BWXT - 0023202 - Fluor-BWXT Security Escort Support						
Security Escorting Services - Fluor-BWXT	8.00	8.00	8.00	8.00	8.00	-.-
Total	8.00	8.00	8.00	8.00	8.00	0.00

At this point a new window will be displayed. Once again, DCAA requirements dictate that you sign (via password) your approval of the records entered. Enter your password and click on [Submit Timesheet](#) to officially submit your time.

You are about to submit this timesheet. After being submitted, the time sheet will be locked and you will be prevented from making any modifications to it (except for records that project managers and/or approvers might choose to reject).

Full Name

Password

SUBMIT TIMESHEET **CLOSE**

At this point, your entries will change color to reflect the change. These records are now locked for processing and cannot be changed by the user in the system.

None	Submitted	Rejected	Cosigned	Approved	Invoiced	Compensated	Ignored
------	-----------	----------	----------	----------	----------	-------------	---------

1/12/2015 - 1/25/2015	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Sat 01/17
Centrus Energy Corporation - 853369 - Corporate Records Storage Services						
Records Clerk Support	-.-	-.-	-.-	-.-	-.-	-.-
Fluor-BWXT - 0018657 - TOR 004 - NDA Services Support						
NDA Support	-.-	-.-	-.-	-.-	-.-	-.-
Fluor-BWXT - 0023202 - Fluor-BWXT Security Escort Support						
Security Escorting Services - Fluor-BWXT	8.00	8.00	8.00	8.00	8.00	8.00
Total	8.00	8.00	8.00	8.00	8.00	8.00

The user has now completed his/her time entry tasks for the pay period. To exit the system, click on Log Out from the upper right hand menu options.

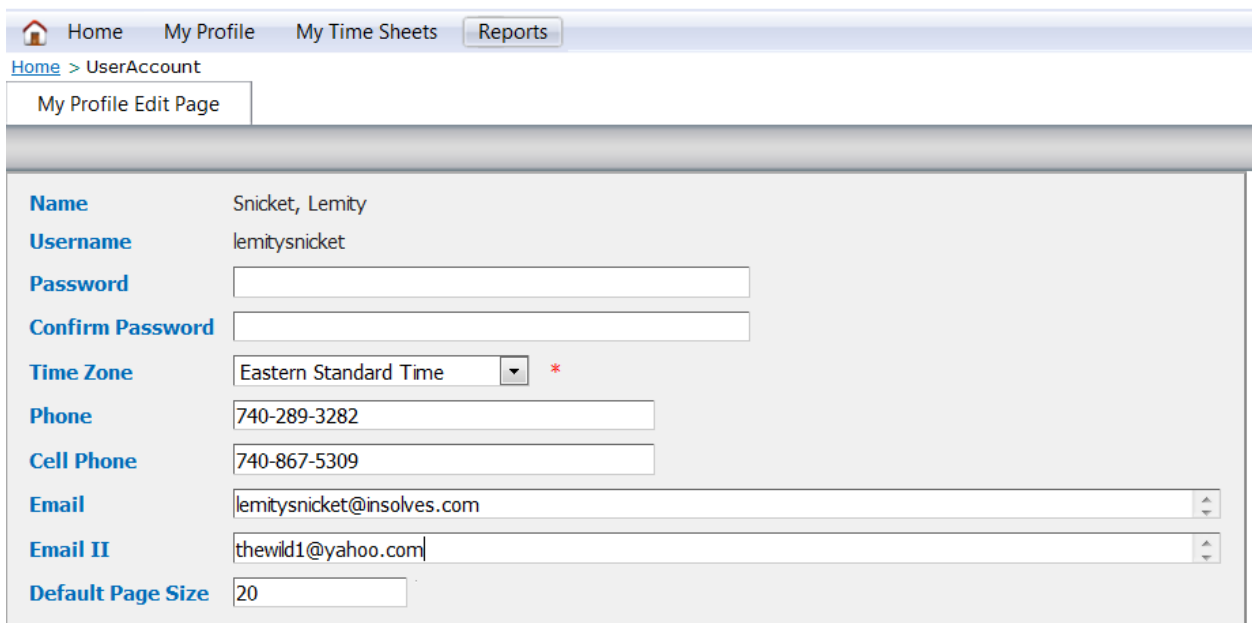
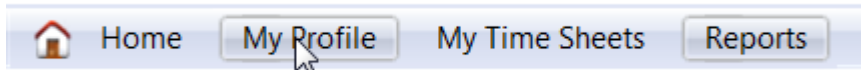
Welcome to TimeFront

Welcome Snicket, Lemity (Role: User)
 Log Out

Log Out of your Profile

Changing Passwords and Personal Contact Information

The user is requested to maintain pertinent contact information in the system. This is done by selecting [My Profile](#) from the top menu once logged into the system. This is also the mechanism used to change a password. Enter the desired information and click on [Save and Close](#) to process.



The screenshot shows the 'My Profile Edit Page' with the following fields and values:

Name	Snicket, Lemity
Username	lemitysnicket
Password	<input type="text"/>
Confirm Password	<input type="text"/>
Time Zone	Eastern Standard Time <input type="button" value="v"/> *
Phone	<input type="text" value="740-289-3282"/>
Cell Phone	<input type="text" value="740-867-5309"/>
Email	<input type="text" value="lemitysnicket@insolves.com"/>
Email II	<input type="text" value="thewild1@yahoo.com"/>
Default Page Size	<input type="text" value="20"/>

