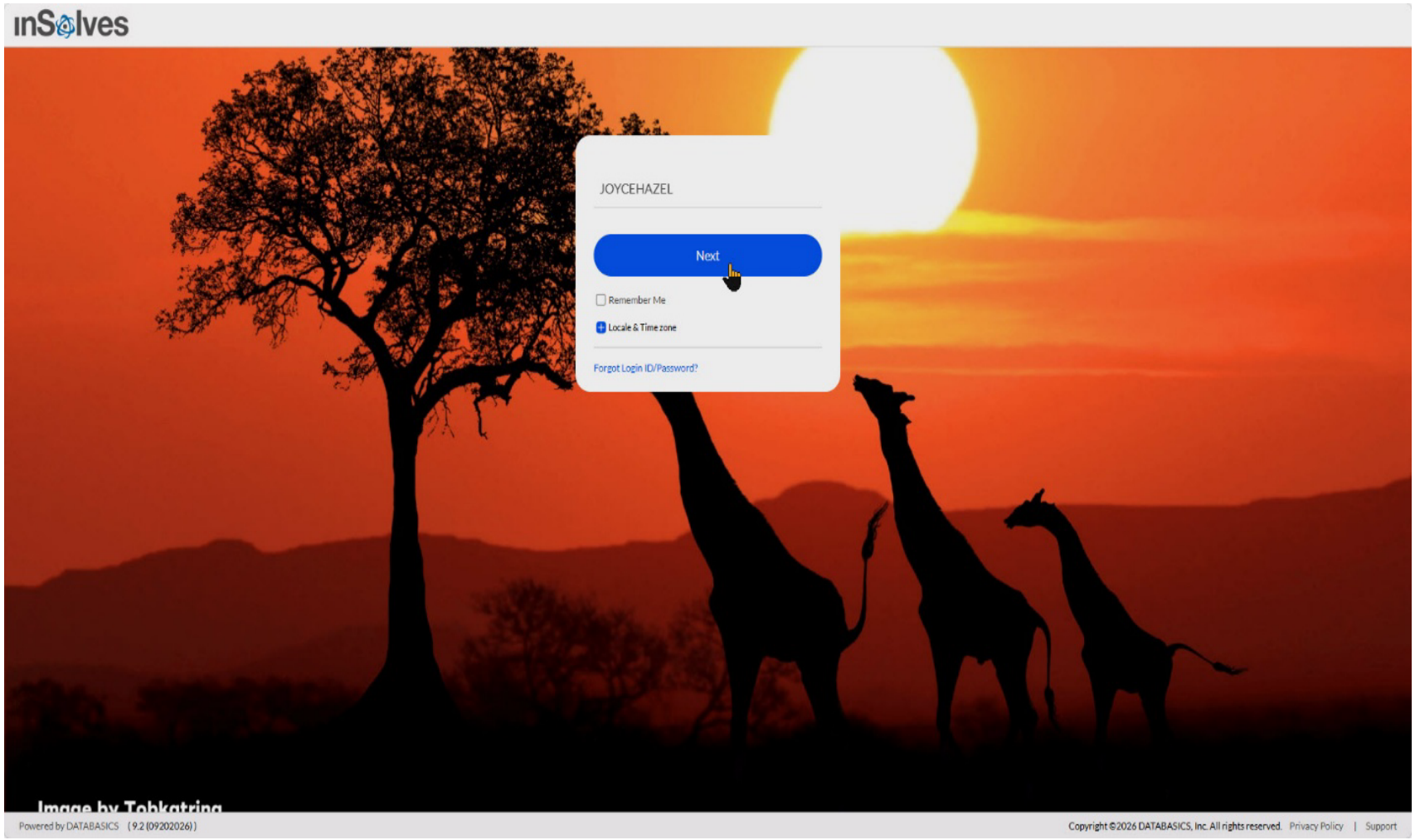
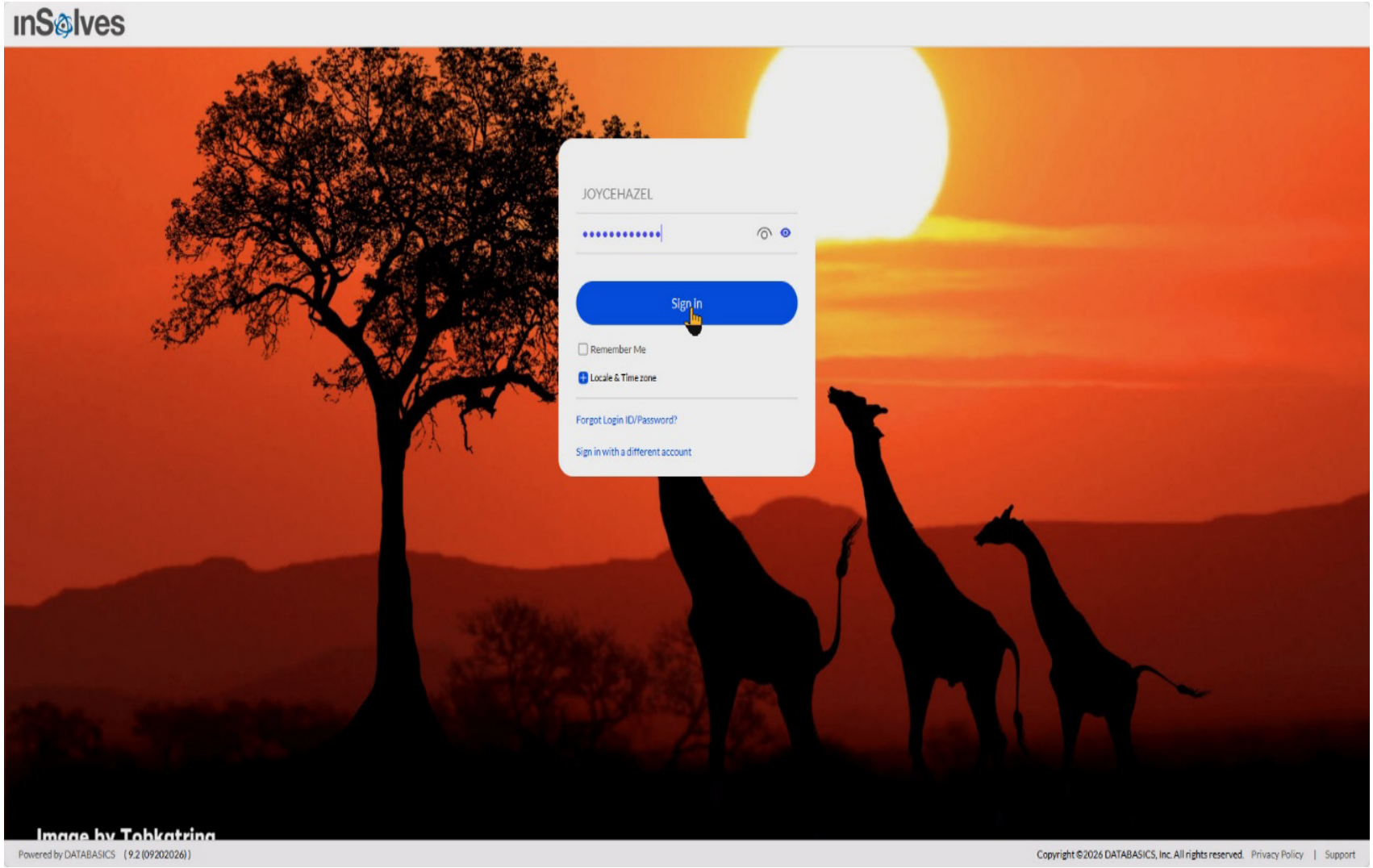


DATABASICS WEB Basic Time Entry

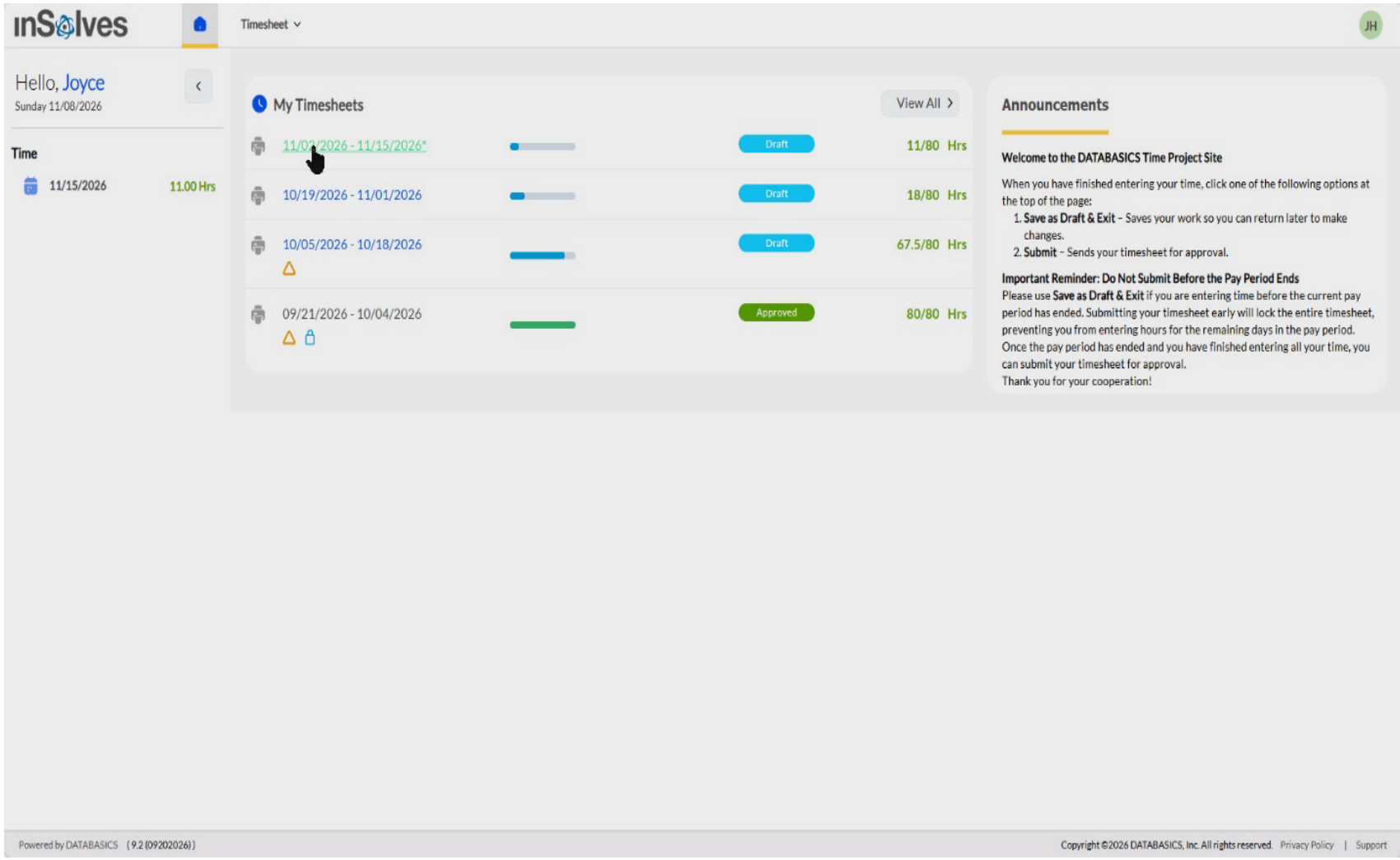
1) Login using username provided by administrator.



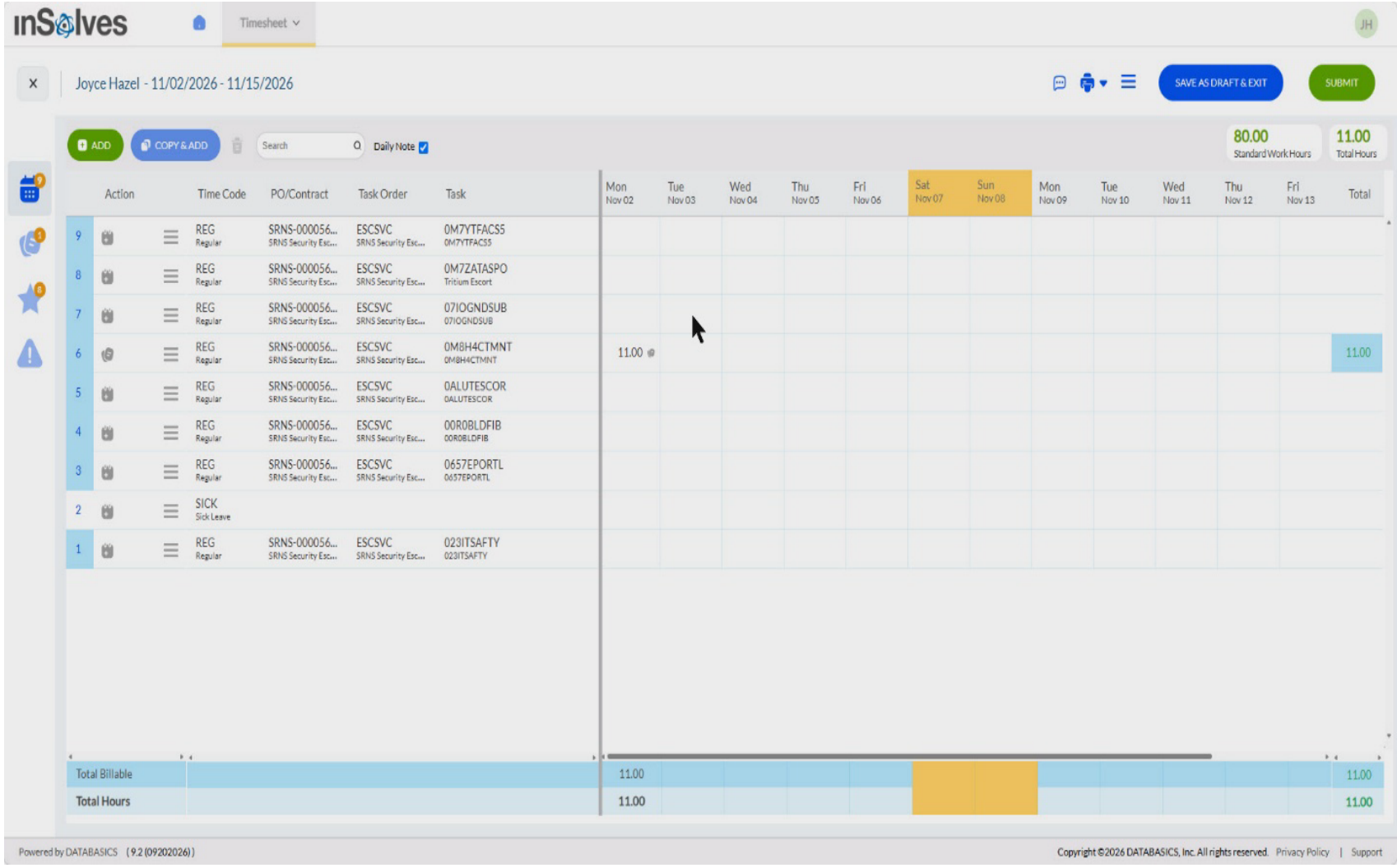
2) Enter password provided by administrator. If prompted for (primarily new users), enter a new password.



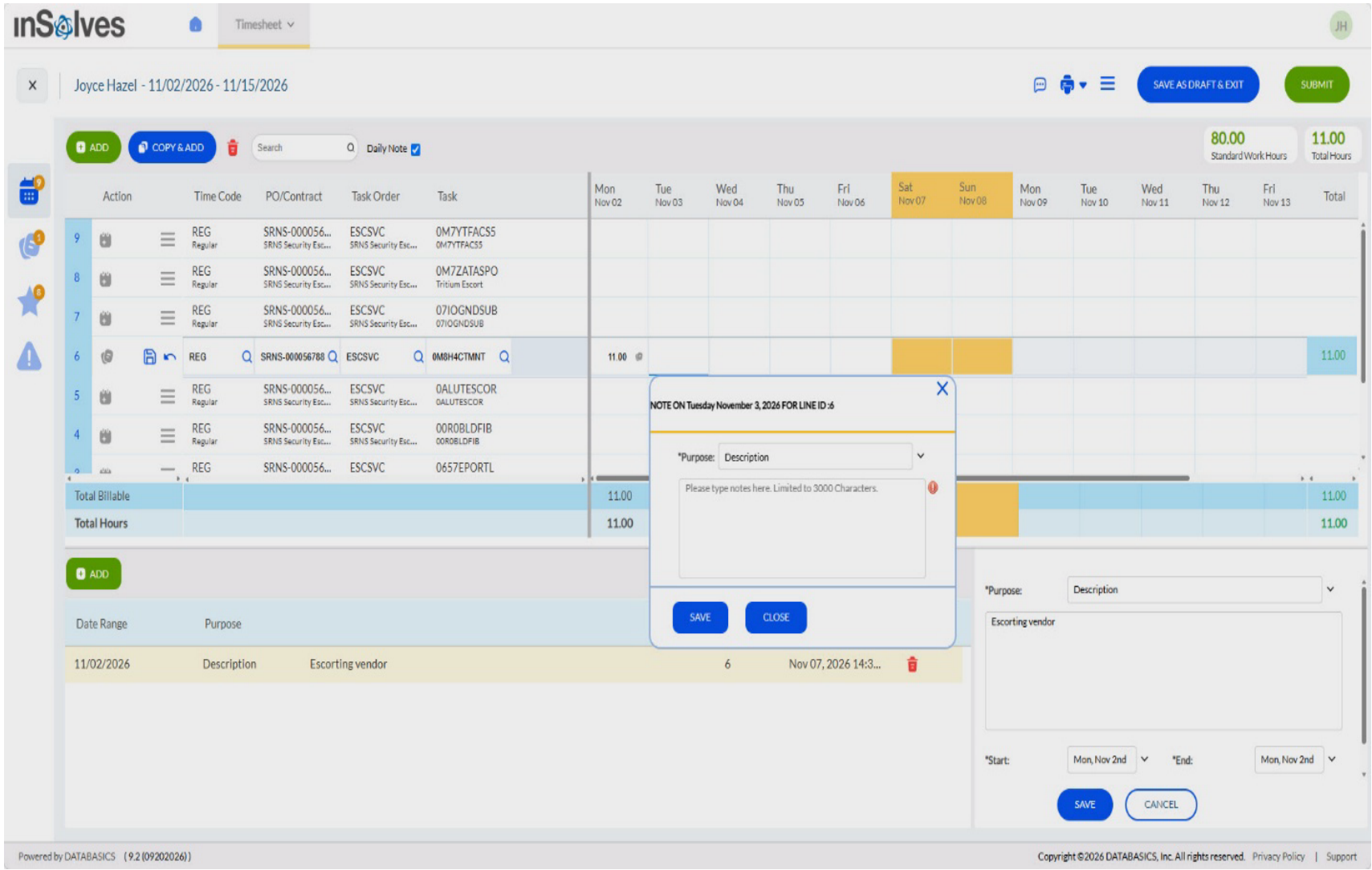
3) Select the current timesheet (pay period). Take note of any announcements displayed on the right of the screen.



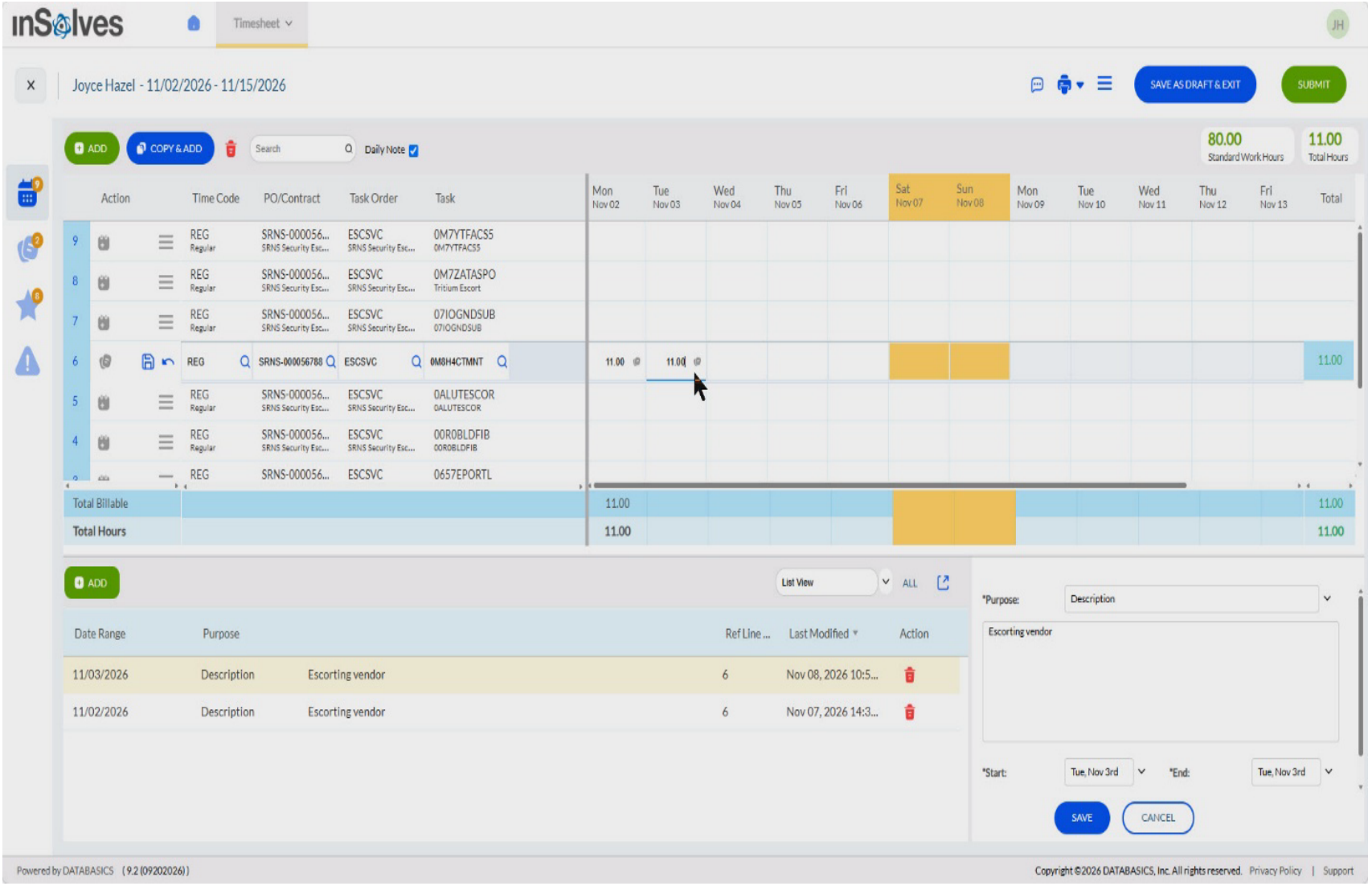
4) Select the date and task/charge to report.



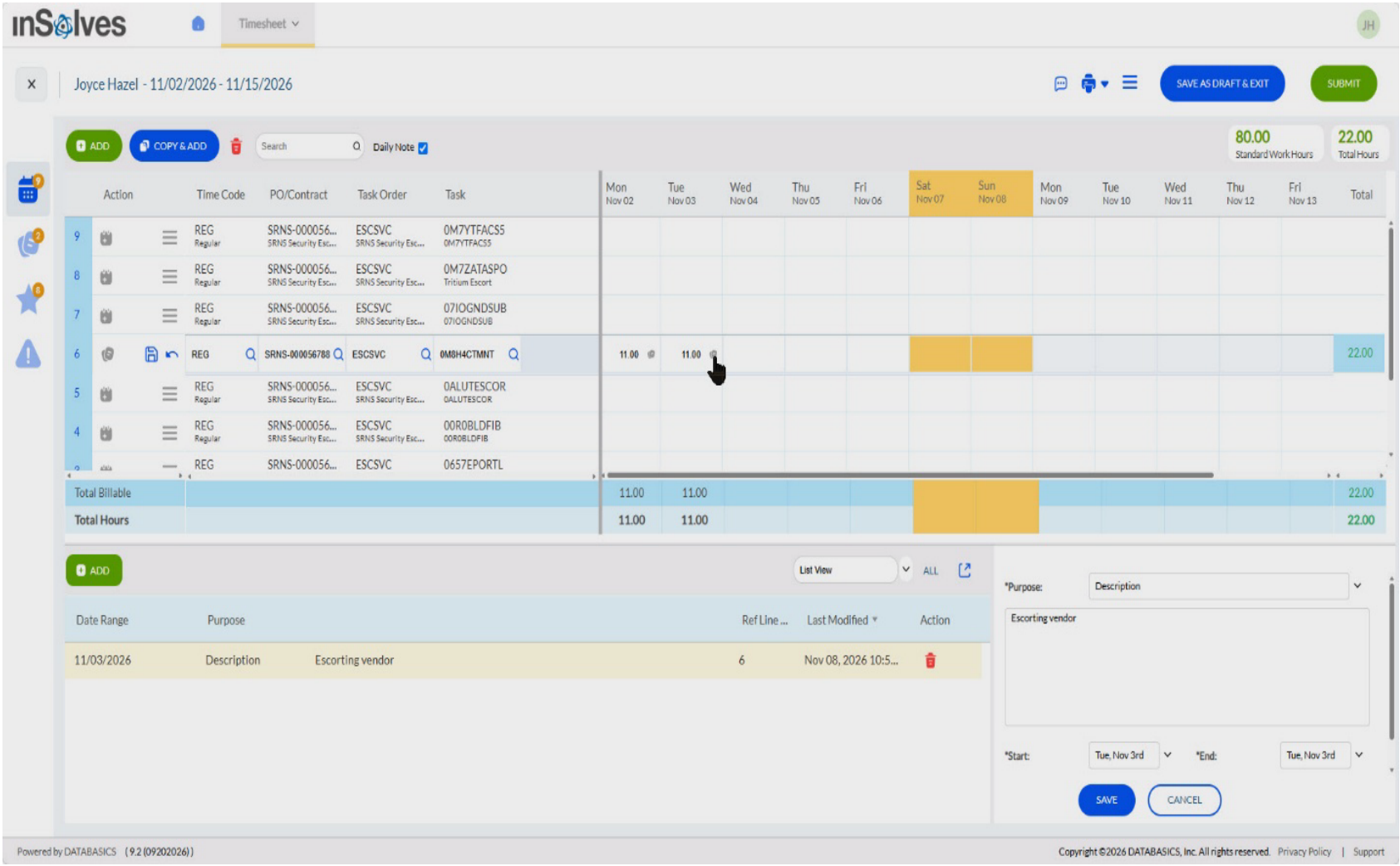
5) Enter description in pop-up.



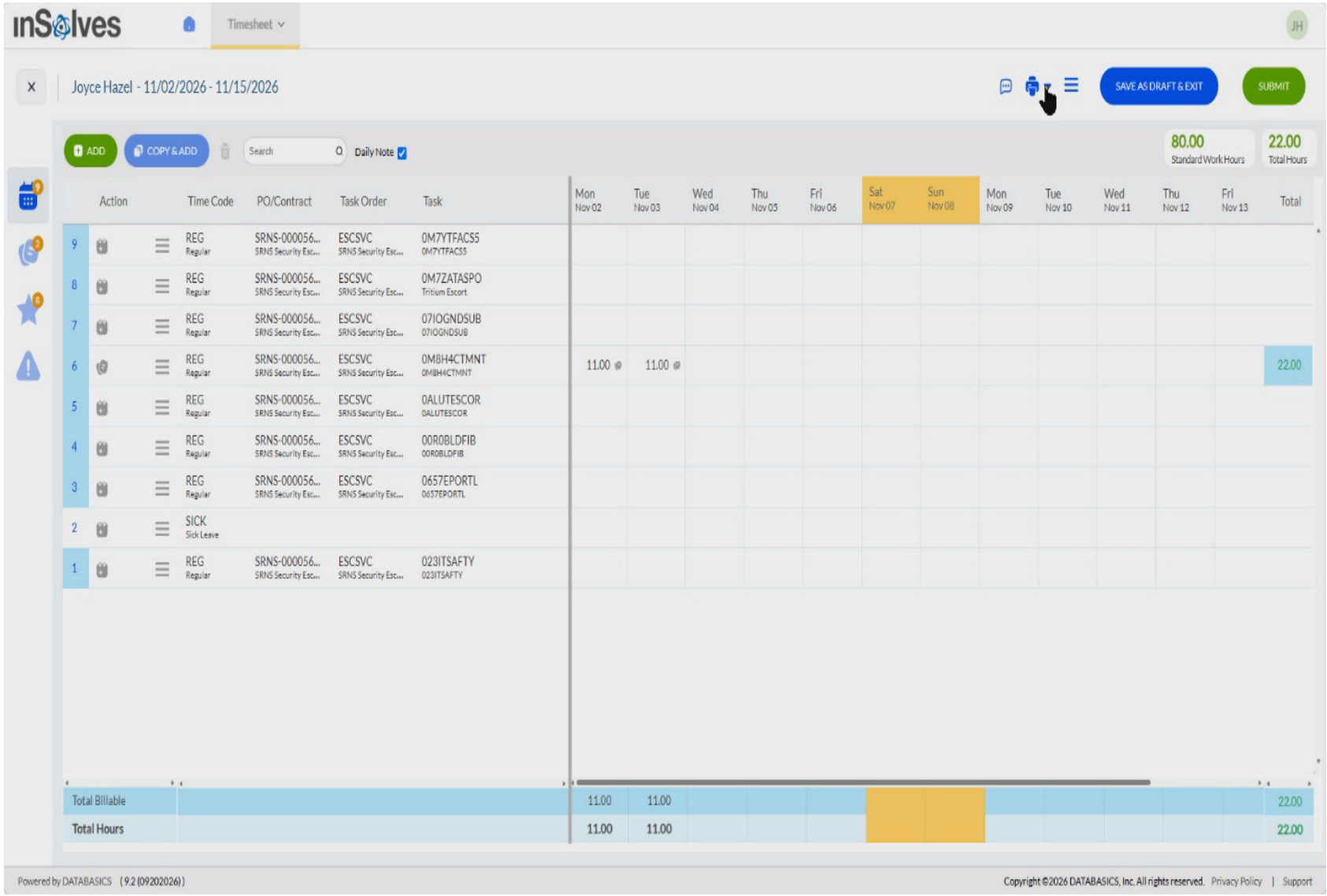
6) Enter the hours to be reported. Hours need to be entered in tenths of an hour (6-minute increments).



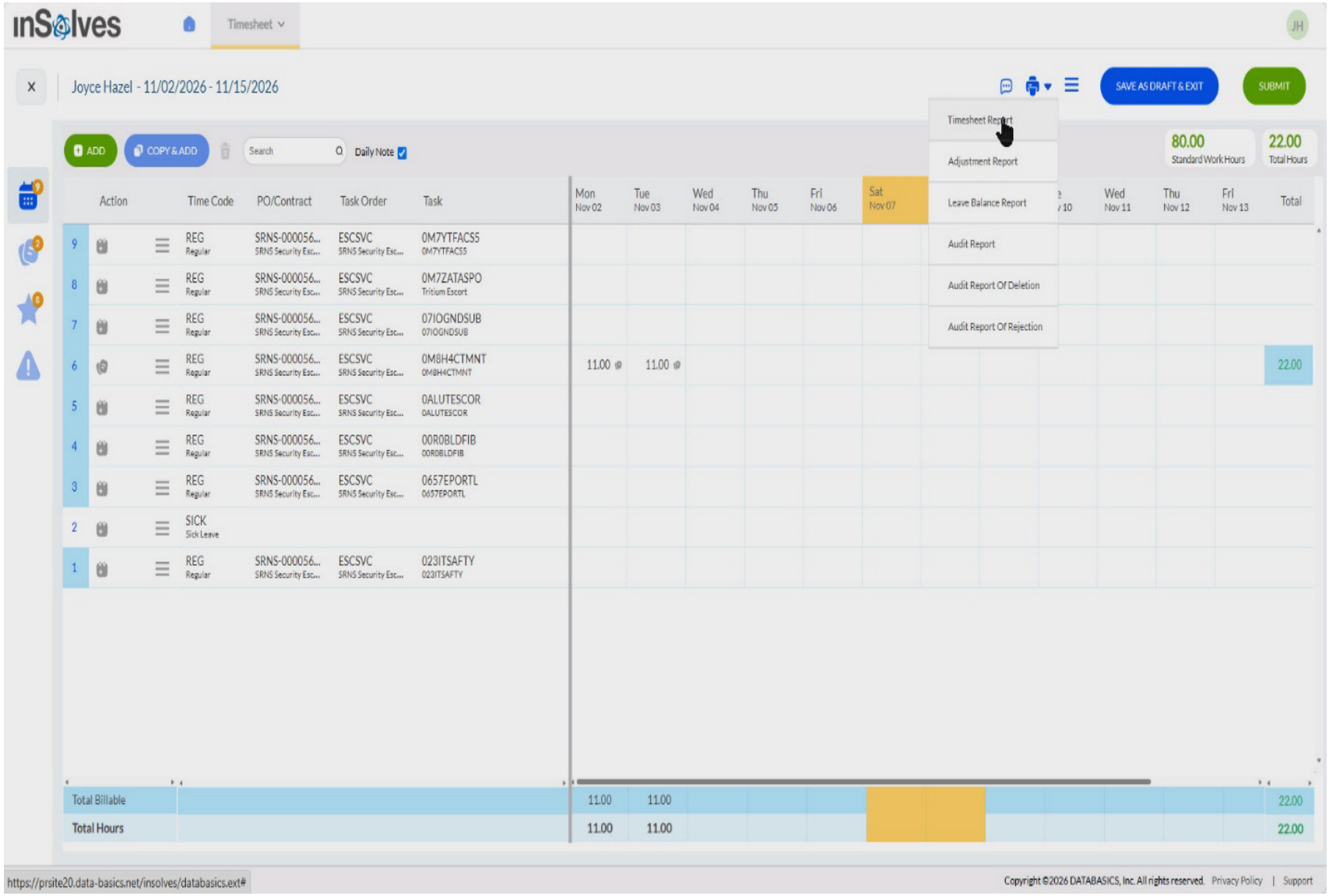
7) Save as Draft & Exit. NOTE: **DO NOT SUBMIT** at this time as it will lock the entire timesheet and prevent additional entries. This is reserved for the end of the pay period to indicate all entries have been entered and verified by the employee so they can be processed for approvals and/or corrections.



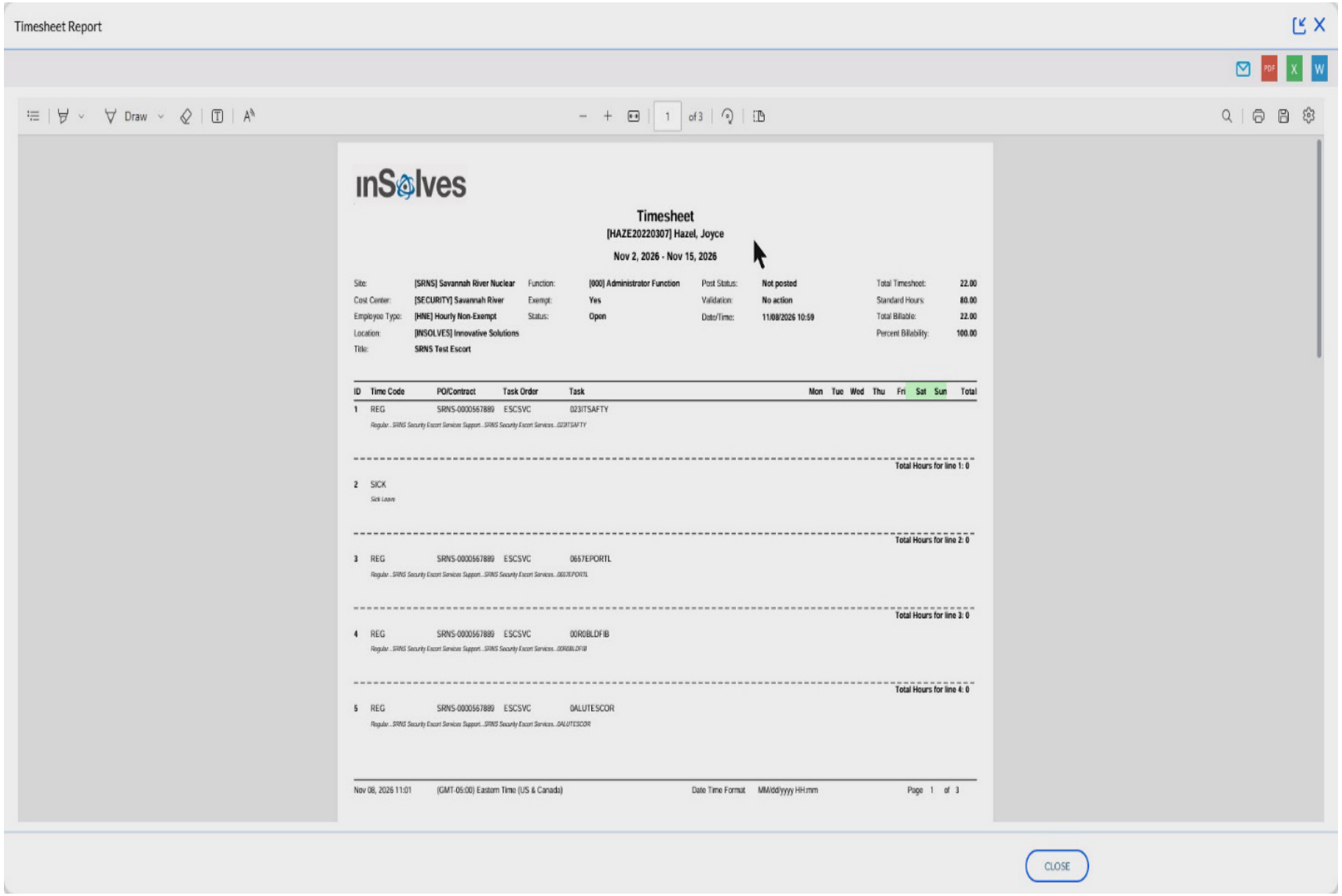
8) Review


inSolves
Timesheet
JH
Joyce Hazel - 11/02/2026 - 11/15/2026
SAVE AS DRAFT & EXIT
SUBMIT
ADD
COPY & ADD
Search
Daily Note
80.00
Standard Work Hours
22.00
Total Hours
Action
Time Code
PO/Contract
Task Order
Task
Mon Nov 02
Tue Nov 03
Wed Nov 04
Thu Nov 05
Fri Nov 06
Sat Nov 07
Sun Nov 08
Mon Nov 09
Tue Nov 10
Wed Nov 11
Thu Nov 12
Fri Nov 13
Total
9 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 0M7YTFACS5 0M7YTFACS5
8 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 0M7ZATASPO Tritium Escort
7 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 07IOGNDSUB 07IOGNDSUB
6 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 0M8H4CTMNT 0M8H4CTMNT 11.00 11.00 22.00
5 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 0ALUTESCOR 0ALUTESCOR
4 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 00R0BLDFIB 00R0BLDFIB
3 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 0657EPORTL 0657EPORTL
2 SICK Sick Leave
1 REG Regular SRNS-000056... SRNS Security Esc... ESCSVC SRNS Security Esc... 023ITSAFTY 023ITSAFTY
Total Billable 11.00 11.00 22.00
Total Hours 11.00 11.00 22.00
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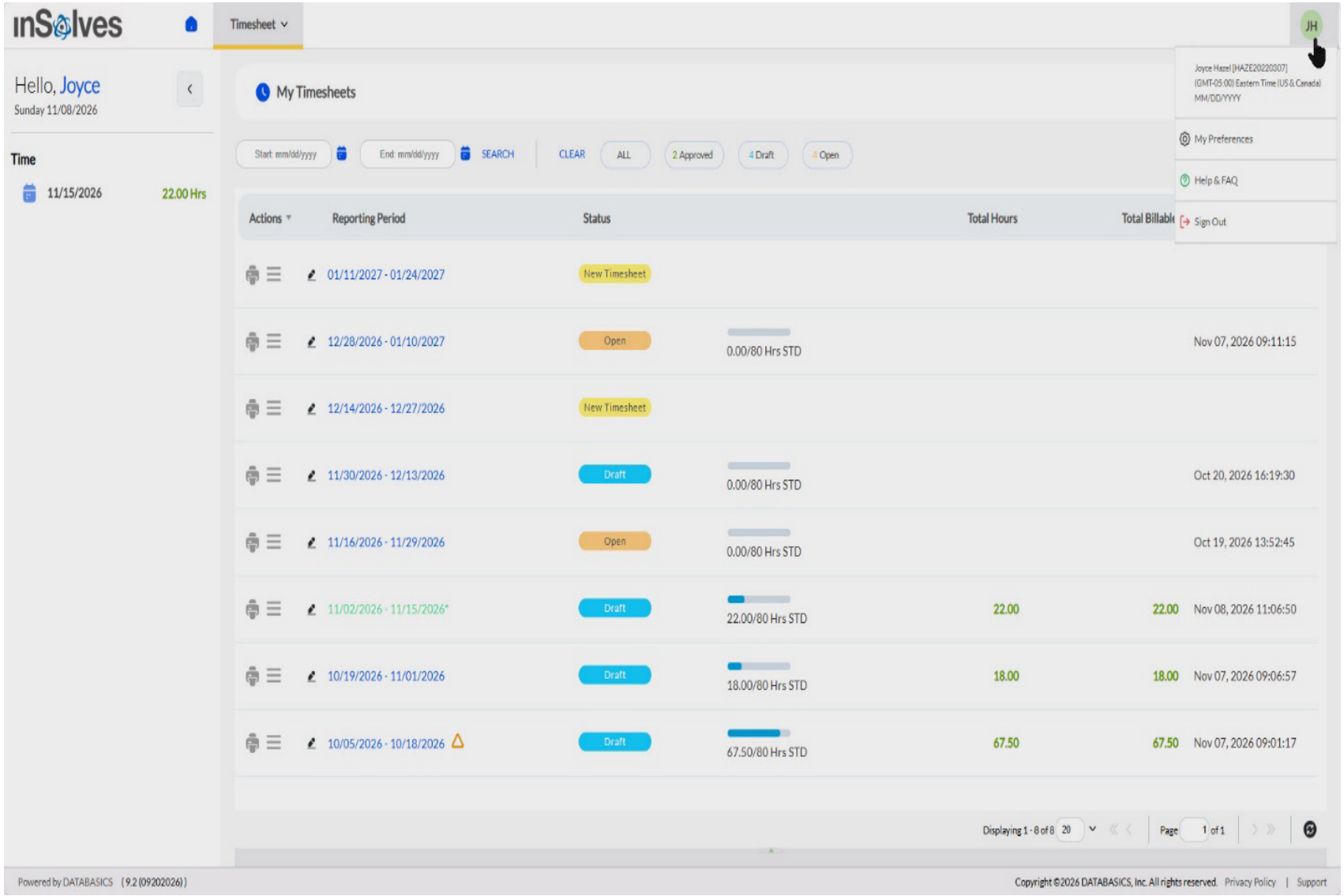
9) Generate Timesheet Report for review if desired.



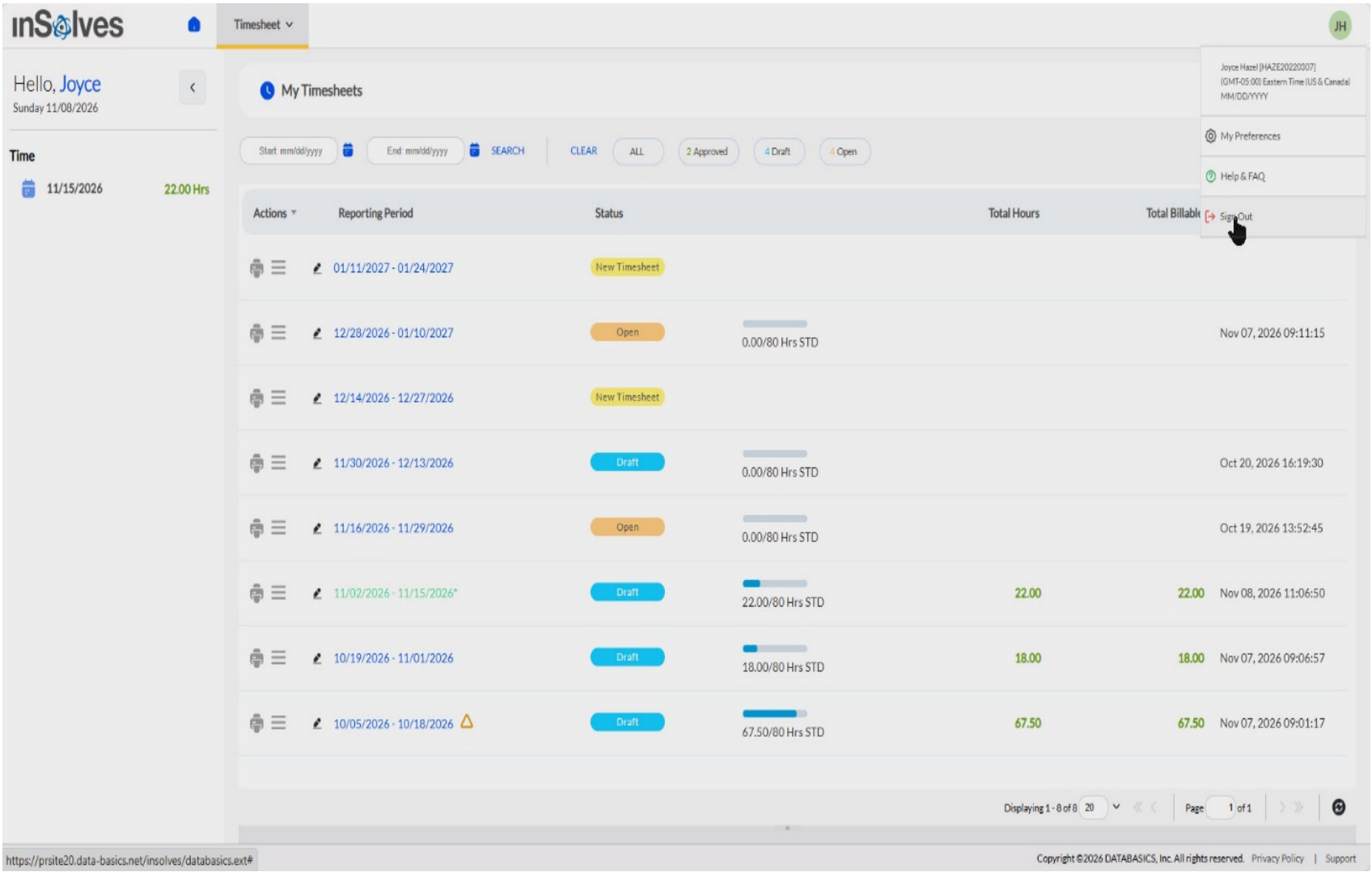
10) Example of Timesheet Report



11) Logout


inSolves
Timesheet
JH
Hello, Joyce
Sunday 11/08/2026
Time
11/15/2026
22.00 Hrs
My Timesheets
Joyce Hazel [HAZE20220307]
(GMT-05:00) Eastern Time (US & Canada)
MM/DD/YYYY
My Preferences
Help & FAQ
Sign Out
Start: mm/dd/yyyy
End: mm/dd/yyyy
SEARCH
CLEAR
ALL
2 Approved
4 Draft
4 Open
Actions
Reporting Period
Status
Total Hours
Total Billable
01/11/2027 - 01/24/2027
New Timesheet
12/28/2026 - 01/10/2027
Open
0.00/80 Hrs STD
Nov 07, 2026 09:11:15
12/14/2026 - 12/27/2026
New Timesheet
11/30/2026 - 12/13/2026
Draft
0.00/80 Hrs STD
Oct 20, 2026 16:19:30
11/16/2026 - 11/29/2026
Open
0.00/80 Hrs STD
Oct 19, 2026 13:52:45
11/02/2026 - 11/15/2026*
Draft
22.00/80 Hrs STD
22.00
22.00
Nov 08, 2026 11:06:50
10/19/2026 - 11/01/2026
Draft
18.00/80 Hrs STD
18.00
18.00
Nov 07, 2026 09:06:57
10/05/2026 - 10/18/2026
Draft
67.50/80 Hrs STD
67.50
67.50
Nov 07, 2026 09:01:17
Displaying 1 - 8 of 8
20
Page
1 of 1
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12) Confirm Logout



END OF PAY PERIOD REVIEW AND SUBMITTAL

At the end of the pay period and no more entries are to be made for it, the employee must then review his/her entries for correctness. The employee needs to then **SUBMIT** the timesheet for auditing and approval by management.

13) Submit Timesheet

