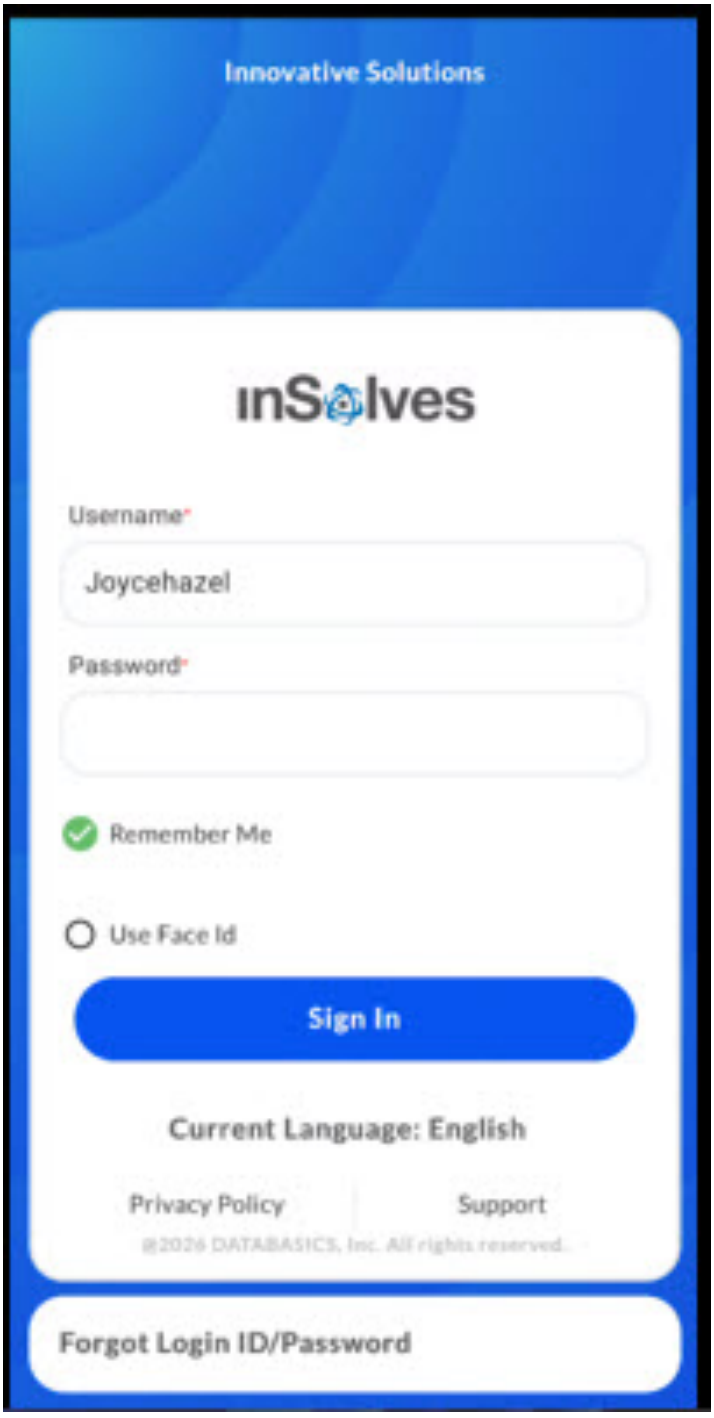


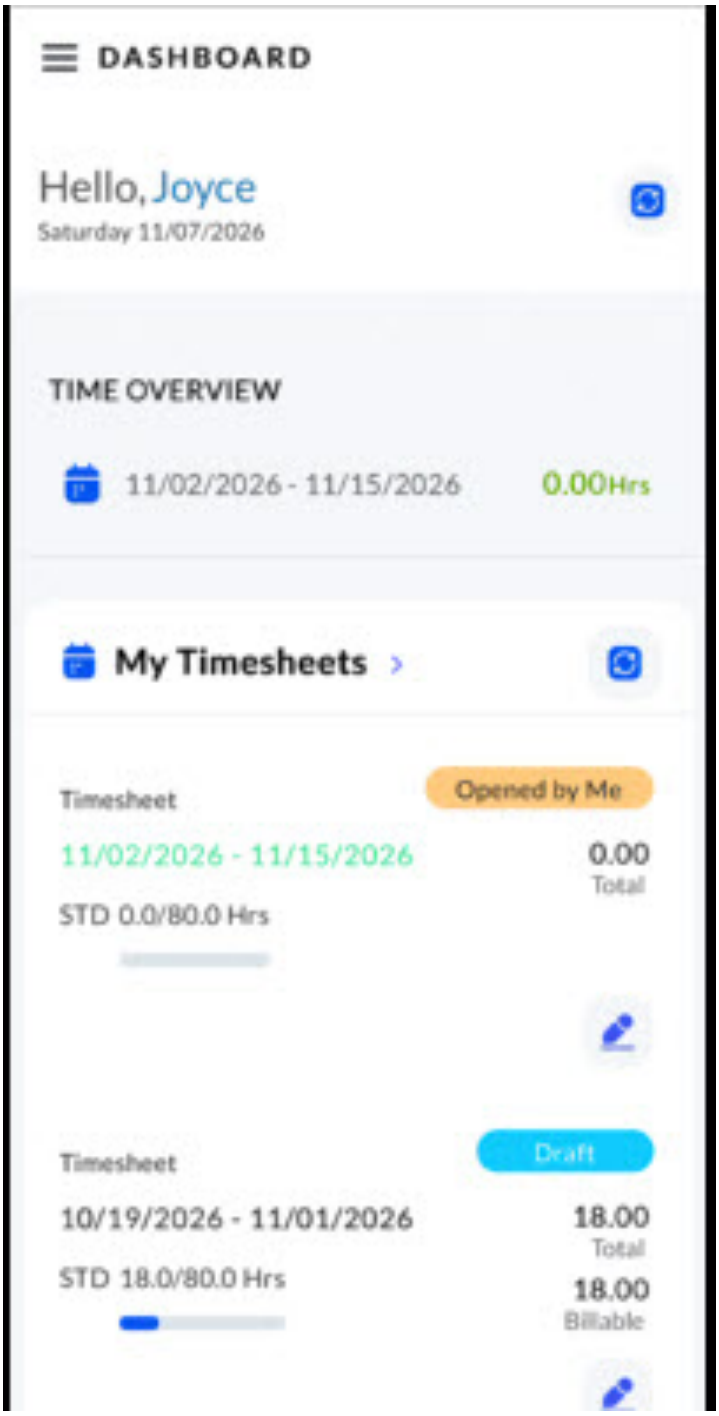
Databasics Mobile App Basic Time Entry

Although there are many nuances to entering time, this user guide is targeted to providing the employee with the basics for entering time on a daily basis using the mobile app.

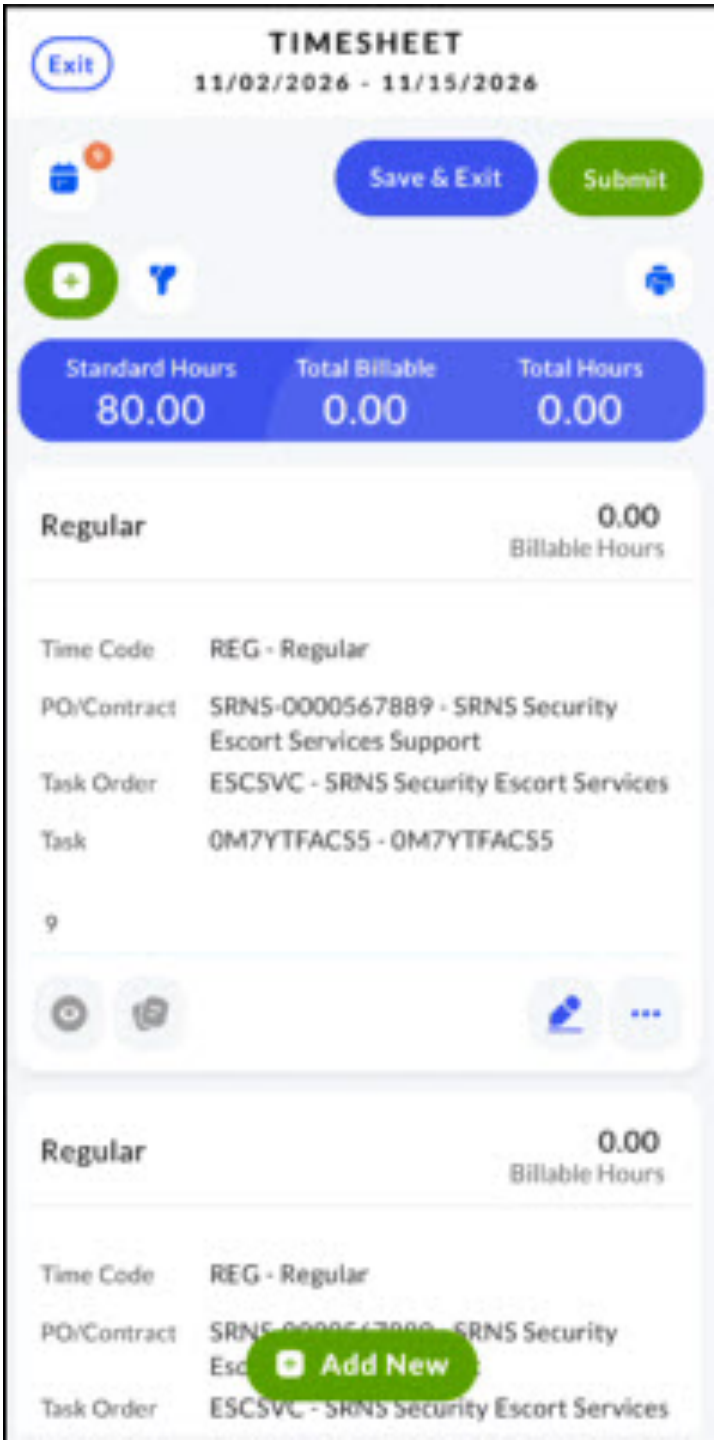
1) Log Into System with username and password provided by administrator. If prompted for (primarily new users), enter a new password. Can be set up to use face ID if desired.

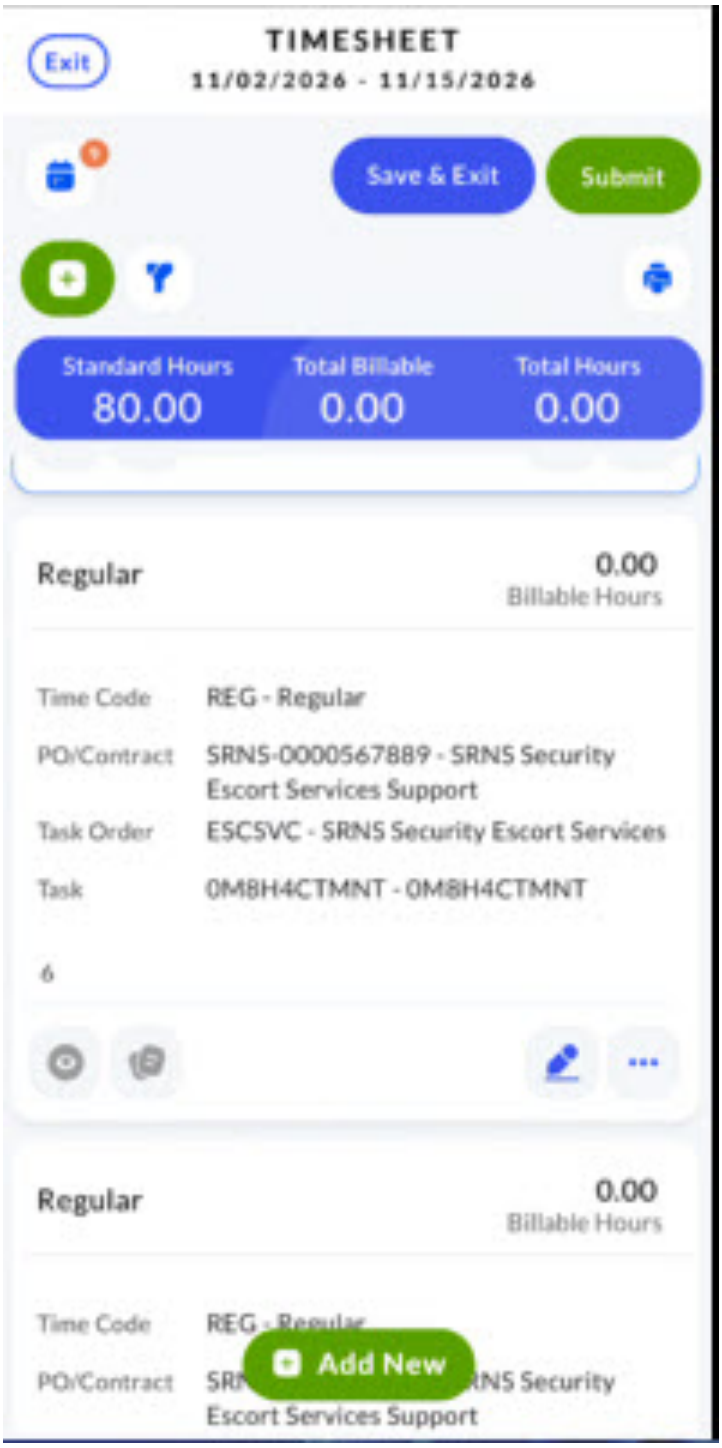


2) Select the current timesheet (pay period).

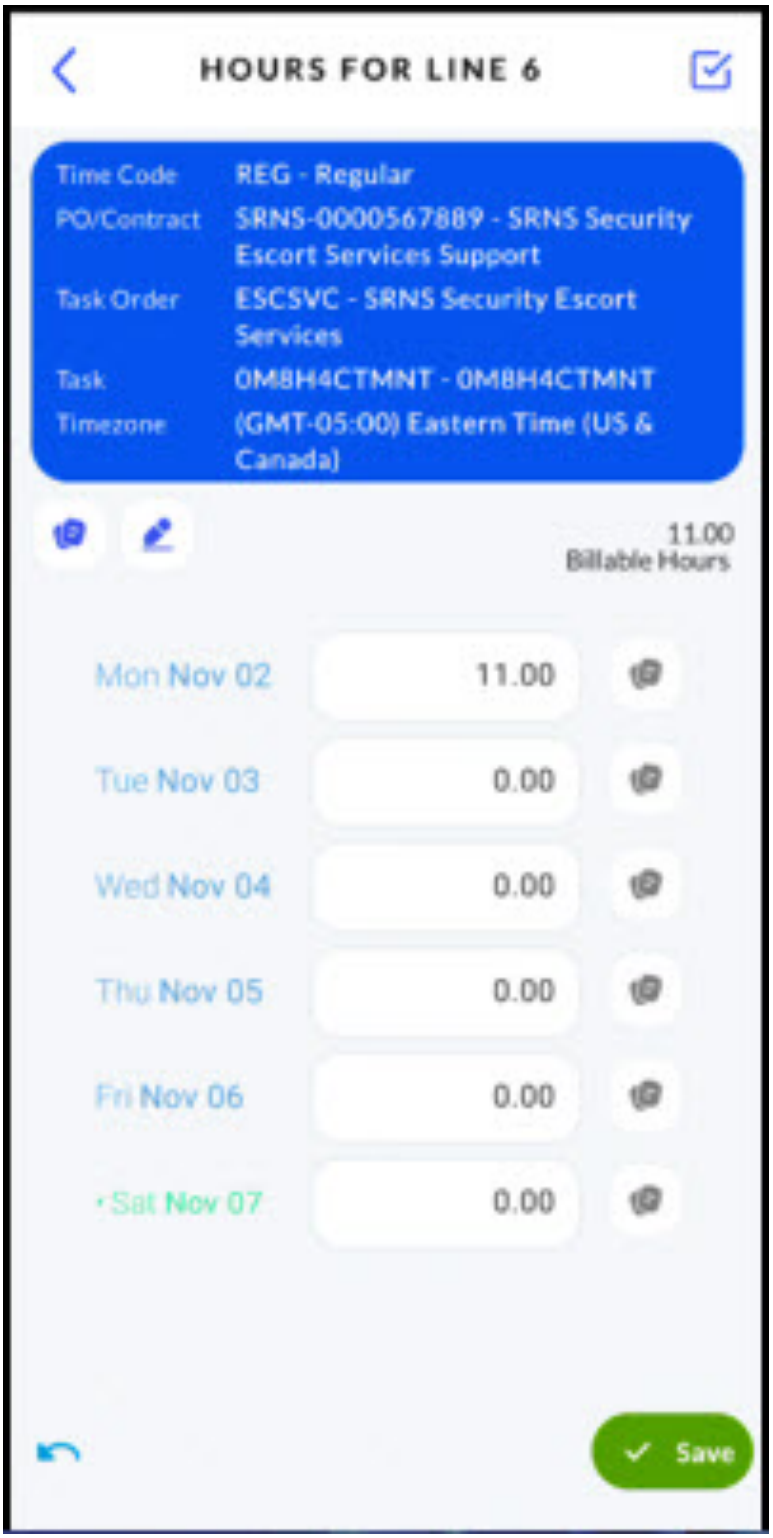


3) Select charge code to enter time against. You may have to scroll down to find it. If missing, contact your management so he/she can request its inclusion. When found, click on the pencil icon to open next screen.

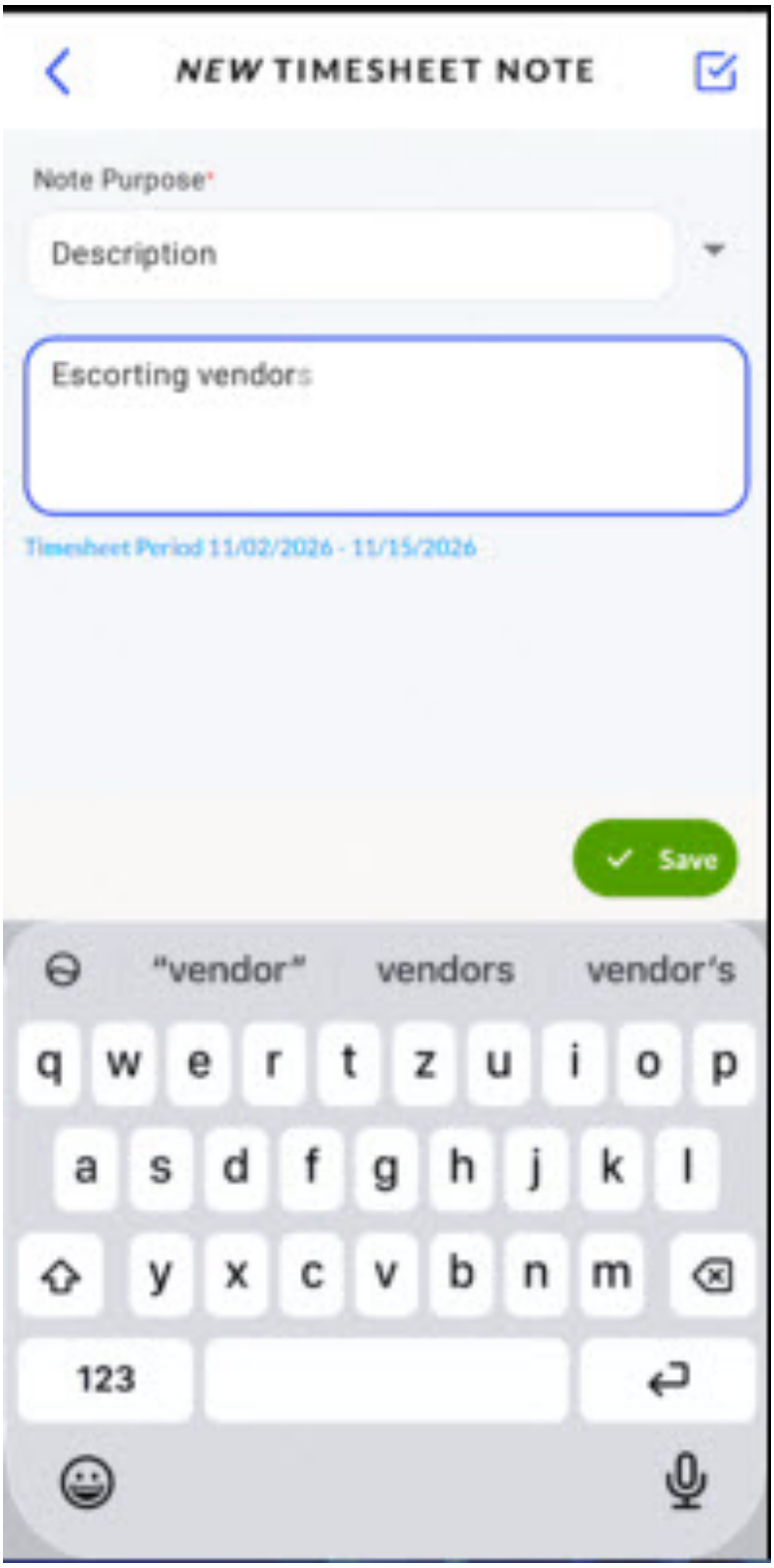



Exit
TIMESHEET
11/02/2026 - 11/15/2026
Save & Exit
Submit
Standard Hours
80.00
Total Billable
0.00
Total Hours
0.00
Regular
0.00
Billable Hours
Time Code
REG - Regular
PO/Contract
SRNS-0000567889 - SRNS Security Escort Services Support
Task Order
ESCSVC - SRNS Security Escort Services
Task
0M8H4CTMNT - 0M8H4CTMNT
6
Regular
0.00
Billable Hours
Time Code
REG - Regular
Add New
PO/Contract
Escort Services Support

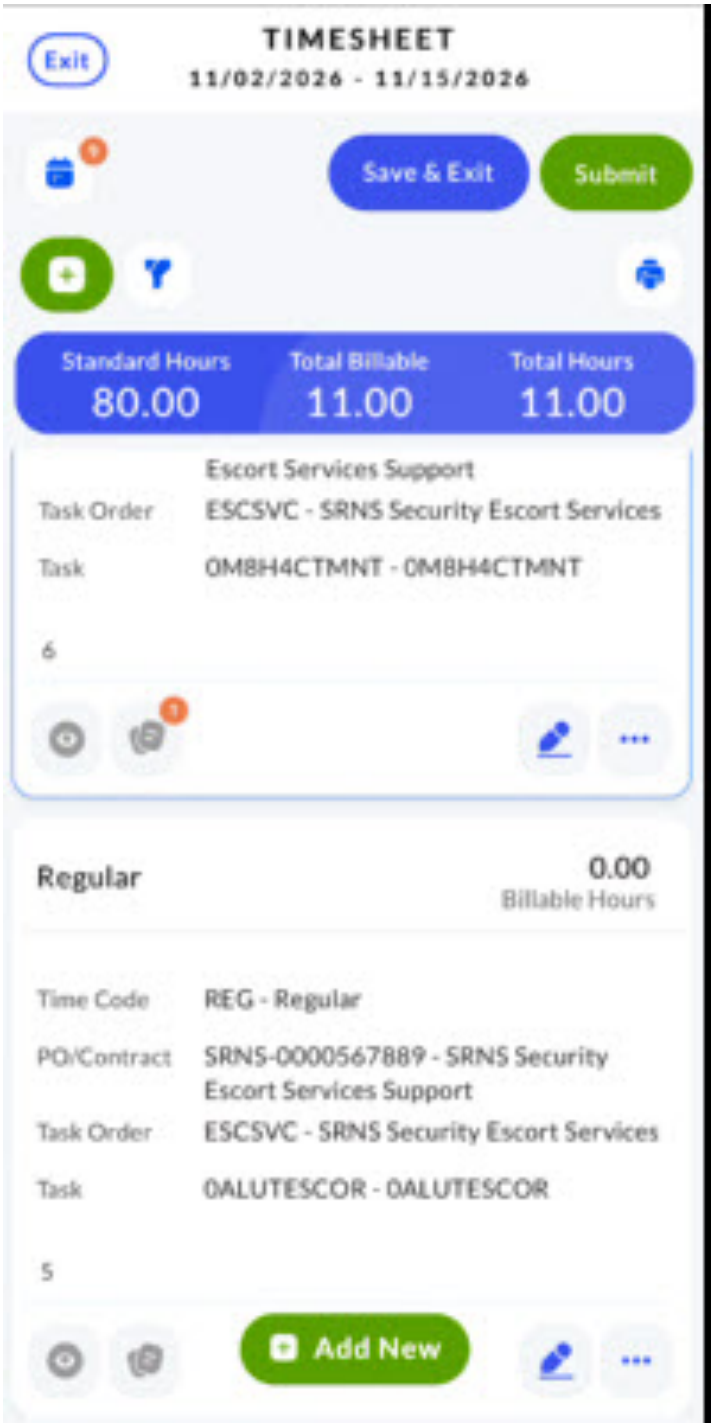
4) Add time on desired date and click Save icon.



5) Enter a description and once again click on the Save icon.



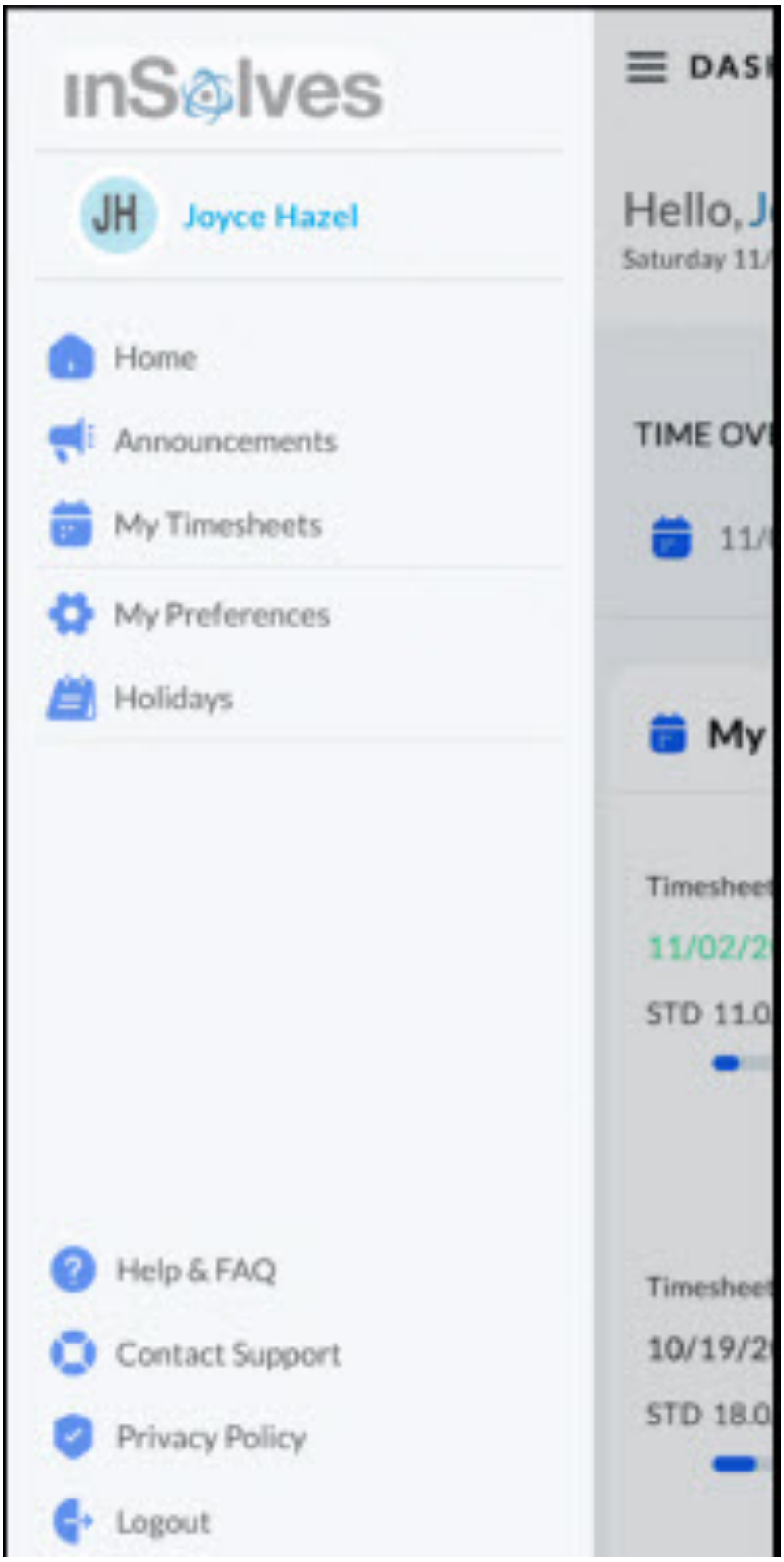
6) Next click on Save and Exit icon to save the entries. **DO NOT click on the Submit icon** at this time as it will lock the enter timesheet. This is reserved for at the end of the pay period to indicate all entries have been entered and verified by the employee so they can be processed for approvals and/or corrections.



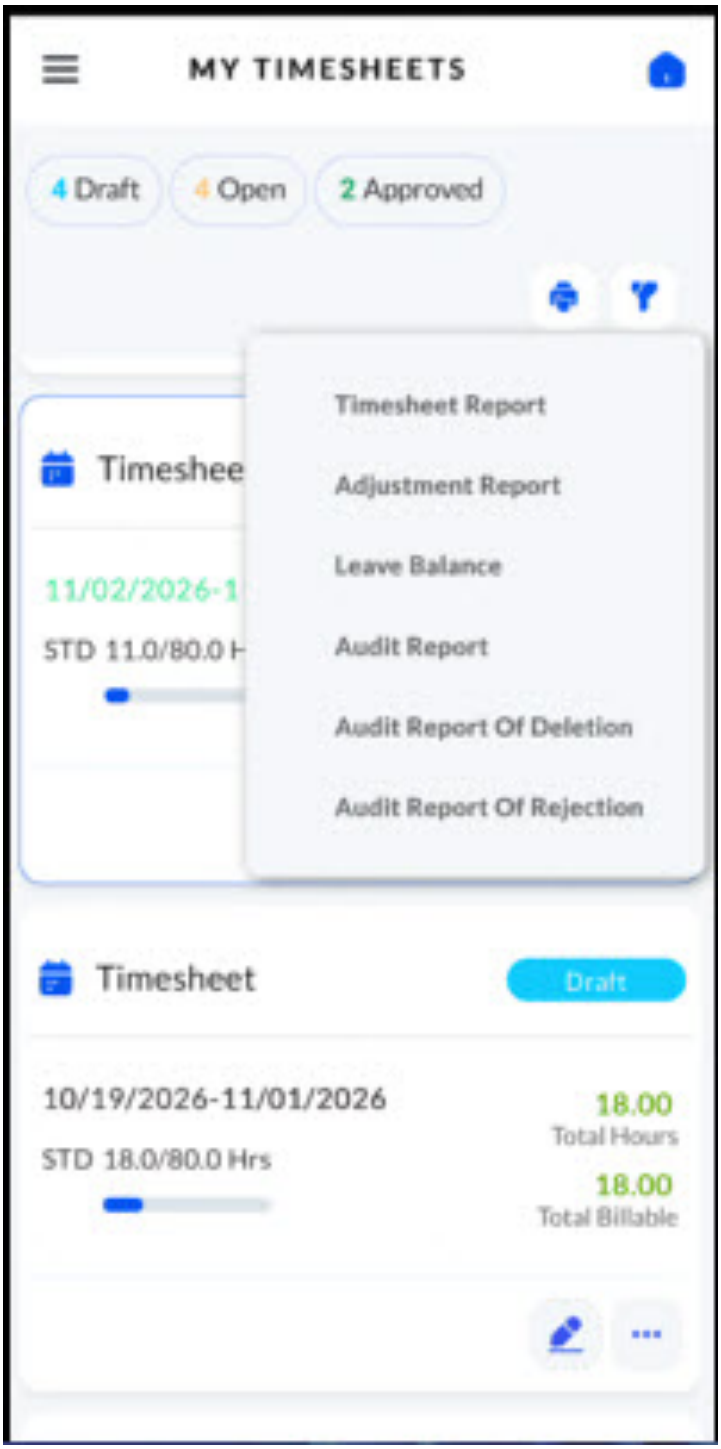
7) Respond to prompt with Yes.



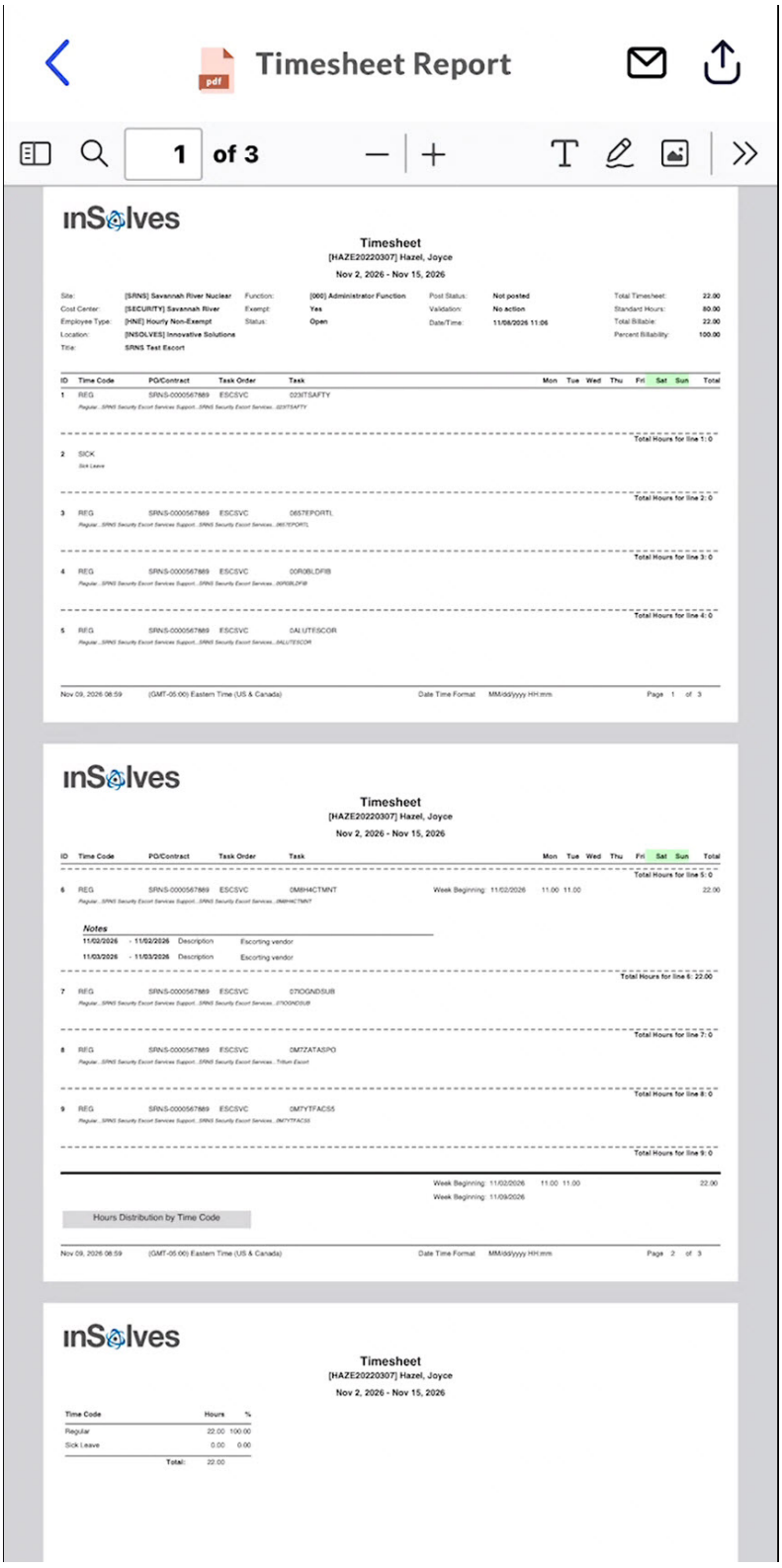
8) Log out of system.



9) To review time if desired click on the printer icon displayed below the Submit button.



10) Select Timesheet Report to generate a report of hours entered for selected timesheet (pay Period).



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.

11) Submit

