The Judge Group EaZyTyme Timesheet Application

User's Guide

Version 7.1.0

June 2005

EaZyTyme Timesheet User Instruction Guide

Table of Contents

1. Getting Started with EaZyTyme

The easiest way to get started with EazyTyme for the first time is to click on the hyperlink in your email message.

1.1 Internet Application

EaZyTyme is an Internet application, so you must have access to the Internet through an Internet Browser compatible with Internet Explorer 5.5 and above or Mozilla 1.7 and above. For best results, the preferred Security – Internet Zone setting is Medium. Scripting should not be disabled, and pop ups need to be enabled for this site. If your pop up blocker is interfering with EaZyTyme, then simply the EaZyTyme site to the exceptions list.

1.2 Logging in to EaZyTyme

To login to EaZyTyme:

1. In the address bar of your Internet Browser, type "**www.eazytyme.com**" (do not type the quotes). Press the **Go** button on the address bar or the **Enter** button on your keyboard.
   Note: to save steps in the future, create a Favorite or a Bookmark for this web page.

2. Enter the **Username** and **Password** provided to you. The password is case sensitive, so if you encounter problems, check to see if CAPS LOCK is on and that you entered everything correctly.

3. Click the **Login** button.
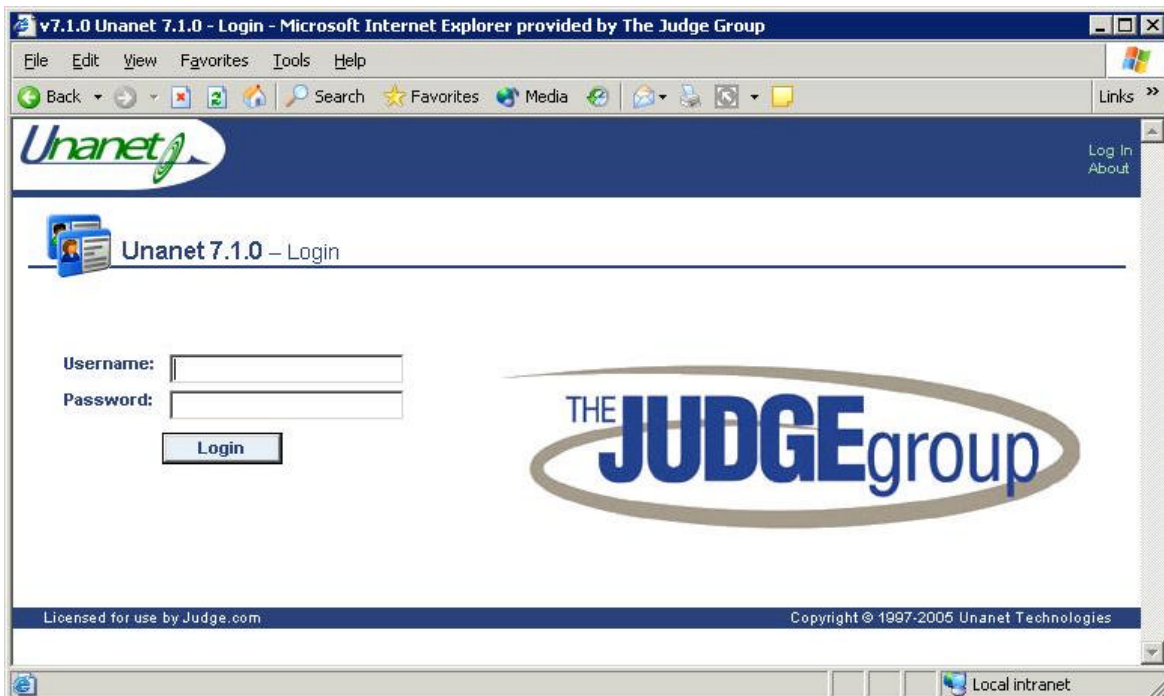
The following Home Page screen appears:
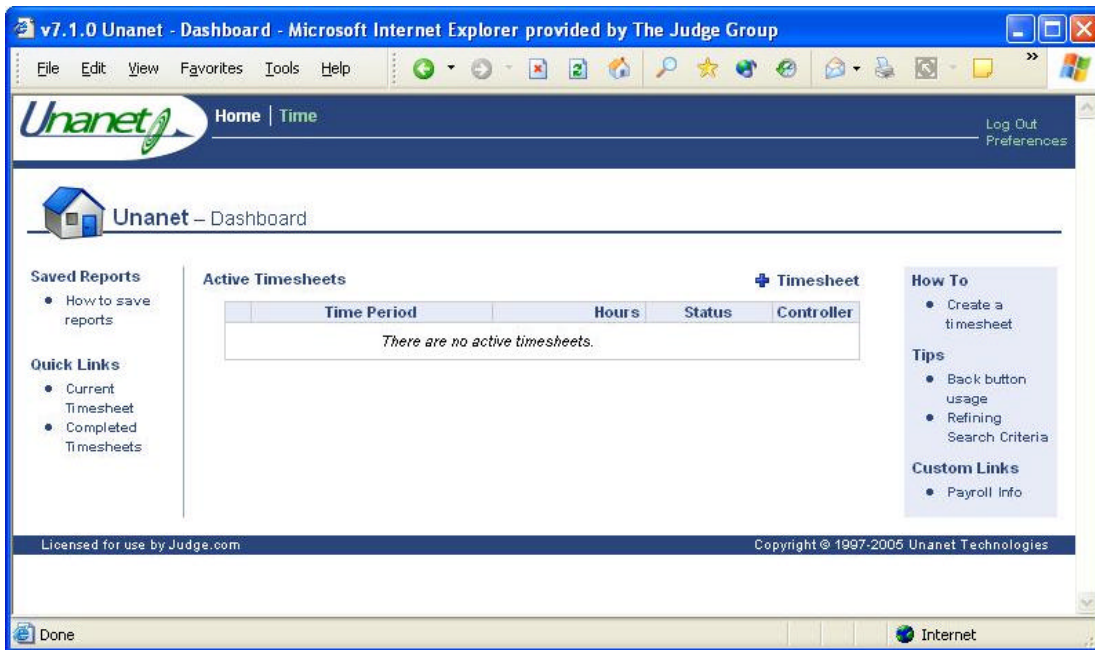
1.3   Changing Your Password

It is recommended that you change your password during your first log in, since it is so easy to guess. Additionally, you cannot view payroll information until you change your password.

To change your password:

1.   Click on **Preferences** at the top right hand side of the screen, just below **Log Out**.

2.   The following screen displays:

3. Type your current password in the **Current Password** text box. Then type your new password in the **New Password** text box and the **Confirm Password** text box.

    NOTE: Passwords ARE case sensitive and you can't see what you are typing, so, be especially careful that CAPS LOCK is not turned on and that you are typing exactly what you intend to type.

4. After you are done typing the passwords, click **Save**. The **Profile** Preferences tab displays on the screen.

5. Click on the **Home** button at the top of the screen to return to the Home Page.

1.4   How To

The How To link takes you to the help page that describes how to use the screen that is currently displayed. The How To and Tips section is on the right hand side of the screen, and changes depending on which screen is displayed. For example, on the Home Page, there is one topic listed, **Create a timesheet**.

To use How To help:

1. On the Home Page, click on **Create a timesheet** just below the words **How To**.
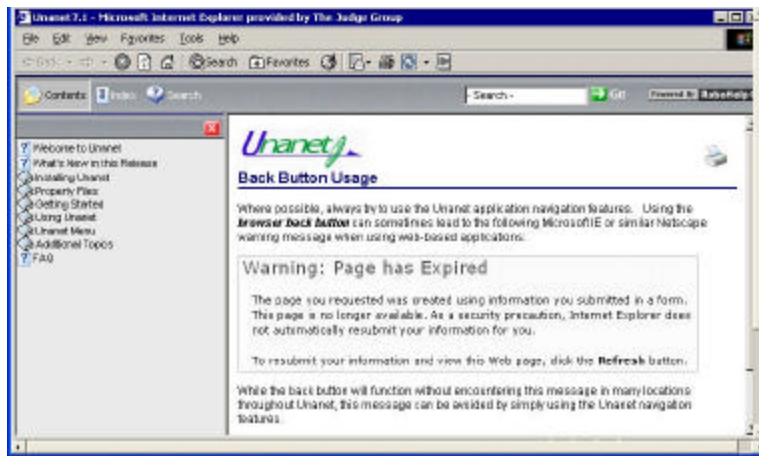
2. The following screen displays:
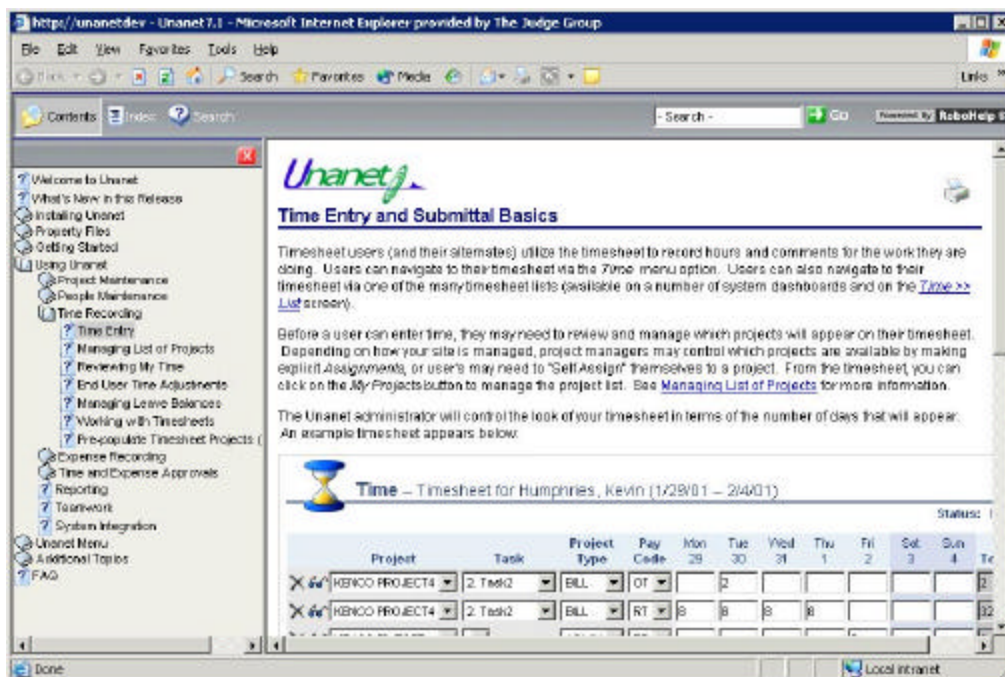
3. This How To screen is in a separate window from the EaZyTyme application, so you can simply close it when you are done with it.

1.5   Tips

Similar to the How To screens, Tips are context sensitive and help you use EaZyTyme more efficiently.

To use Tips:

1. From the Home Page, click the **Back button usage** link below the word **Tip**.

2. The Tips screen is in a separate window from the EaZyTyme application, so you can simply close it when you are done with it.

2. Timesheets

In EaZyTyme, users create a weekly timesheet and then enter hours in that timesheet. When the work week is complete, or all time is entered for the week, users submit the timesheet. Once the timesheet is submitted, it starts through the approval process. Users then create a new timesheet for the next week.
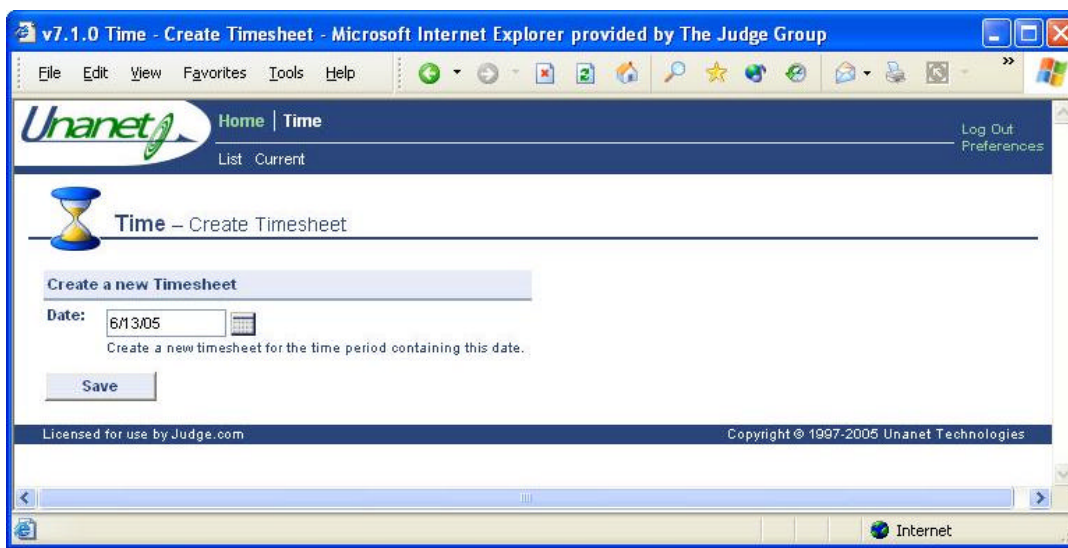
2.1 Creating a Timesheet
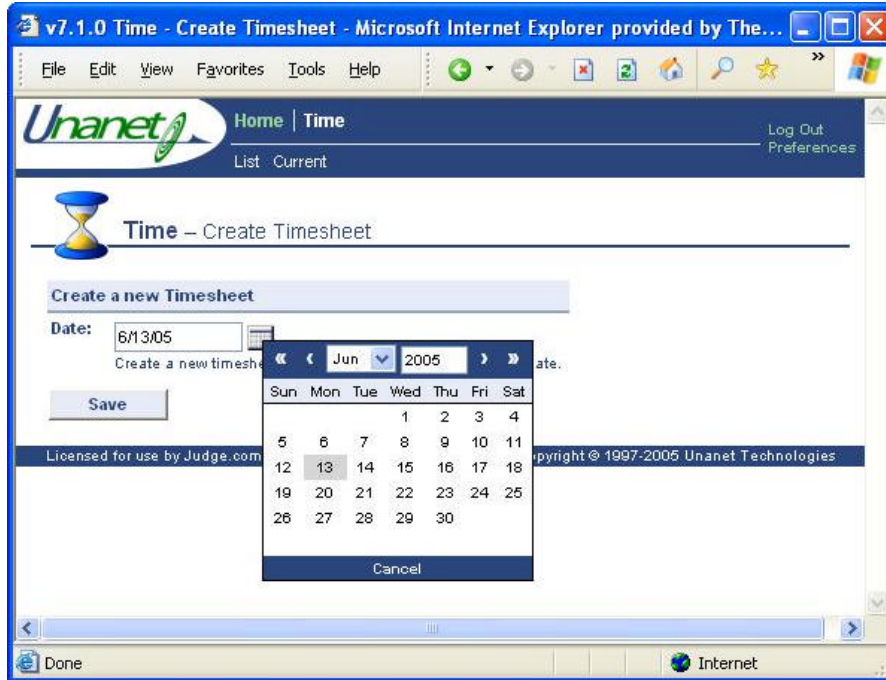
To create a timesheet:

1. From the Home Page, click on the **Add Timesheet** button.

2. The following screen appears:

3. EaZyTyme enters the current date for you and will create a timesheet for the current week. If you need a different week, type the date in M/D/YY format or use the Calendar button.

4. To save the timesheet, click the **Save** button. EaZyTyme creates the timesheet and displays it so you can start entering hours.

2.2   Entering Time in a Timesheet

If you have a timesheet for the week, EaZyTyme displays that timesheet on the Home Page after you login. If it displays the message "*There are no active timesheets",* use the Add Timesheet button to add a timesheet for the current week (see Creating a Timesheet). If you need to work with a different week, see *Working with a Timesheet for a Different Week* for more information.

To enter time in an existing timesheet:

1. From the Home Page, click the edit button ( ) in the current timesheet. The following screen should appear:
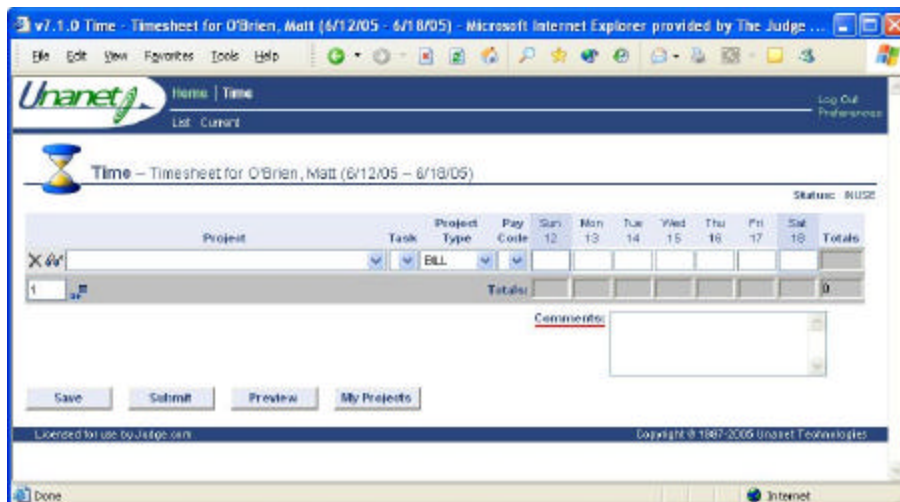
2. Select the drop down arrow under **Project**. When you select the appropriate Project, the Task, Project Type and default Pay Code are automatically filled in.

3. Type in the number of hours worked and comments for each day. Comments are optional. Please note: the comments you enter correspond with the day for the hours that were just entered (the hours box with a red underline).

4. Click the **Save** button to save your changes to the timesheet, even if you are not ready to submit the timesheet yet.

   Please note: if there are no hours worked in a week, please submit a timesheet for 0 hours.

5. If you work on more than one project or have more than one type of pay (i.e. one vacation day) during the week, insert an additional line on your timesheet. To do this, click the **Insert Row** button ( ) under the project column. EaZyTyme automatically alphabetizes the rows by Project Name, so if you have more than one project, make sure you are entering time in the correct row.

2.3   Working with a Different Timesheet

To change a timesheet that was previously saved:

1. If you have more than one timesheet that has not been submitted, they are listed in the Active Timesheets table on your EaZyTyme homepage.

2. To view completed timesheets, from the Home Page, click **Completed Timesheets** in the **Quick Links** list on the left. Or, click the **Time** link at the top of the page and then click on **Completed Timesheets**.

3. To view the timesheet, click on the View ( ) button.

4. Click **List** or **Current** in the menu at the top of the screen to go back to the list of timesheets or the current timesheet.

Note: Completed timesheets are locked. If you try to edit a timesheet that has already been submitted, you will get the following warning:
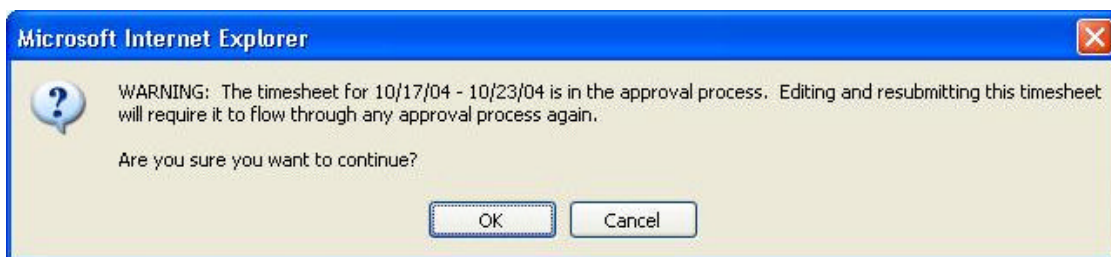
Although you can work with timesheets for the previous week, we do not recommend it as you may interrupt the payroll process and affect whether you get a paycheck that week.
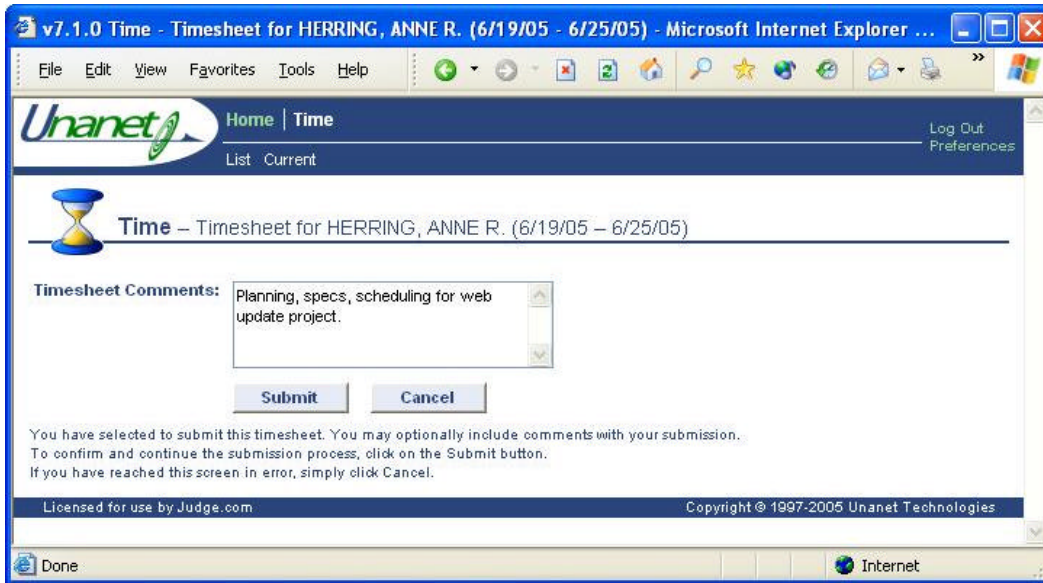
You cannot edit a timesheet that has already been approved, unless the system administrator unlocks it.

2.4   Submitting a Timesheet

Once you have completed a timesheet, you must submit it for approval in order to get paid.

To submit a timesheet:

1. From the timesheet, click the **Submit** button.

2. EaZyTyme gives you the opportunity to add a comment for the week.

3. Fill in the comments and click the **Submit** button. The timesheet status is now changed from In Use to Submitted.

    Please note: If submitting a 0 hours timesheet, please document the reason in this comments window.

Timesheets always have a status associated with them. INUSE indicates that a timesheet has been created, but not submitted. SUBMITTED indicates that the timesheet has been submitted, but the approving manager has not approved it. APPROVING indicates that a timesheet is in an approval process that includes more than one person. LOCKED indicates that a timesheet has completed the approval process. DISAPPROVED indicates that a timesheet was Submitted, but the approving manager has returned it to the originator for corrections.

Additionally, if a timesheet is not submitted by the normal due date and time, EaZyTyme keeps track of the fact that a timesheet is MISSING. If you receive an email that you have a MISSING timesheet for a specific time period, you need to add a new one, fill it out, and submit it.

2.5   Printing a Timesheet

Some organizations approve timesheets electronically. In those organizations, approving managers get notified via email that a timesheet is available for approval. Other organizations do not use this EaZyTyme capability. If your organization does not approve timesheets electronically, you need to print out your timesheet when it is completed.

To print a timesheet:

1. Once the active timesheet is submitted, click on the **Signature** button.

2. EaZyTyme displays a web page that has places for signatures and terms and conditions.
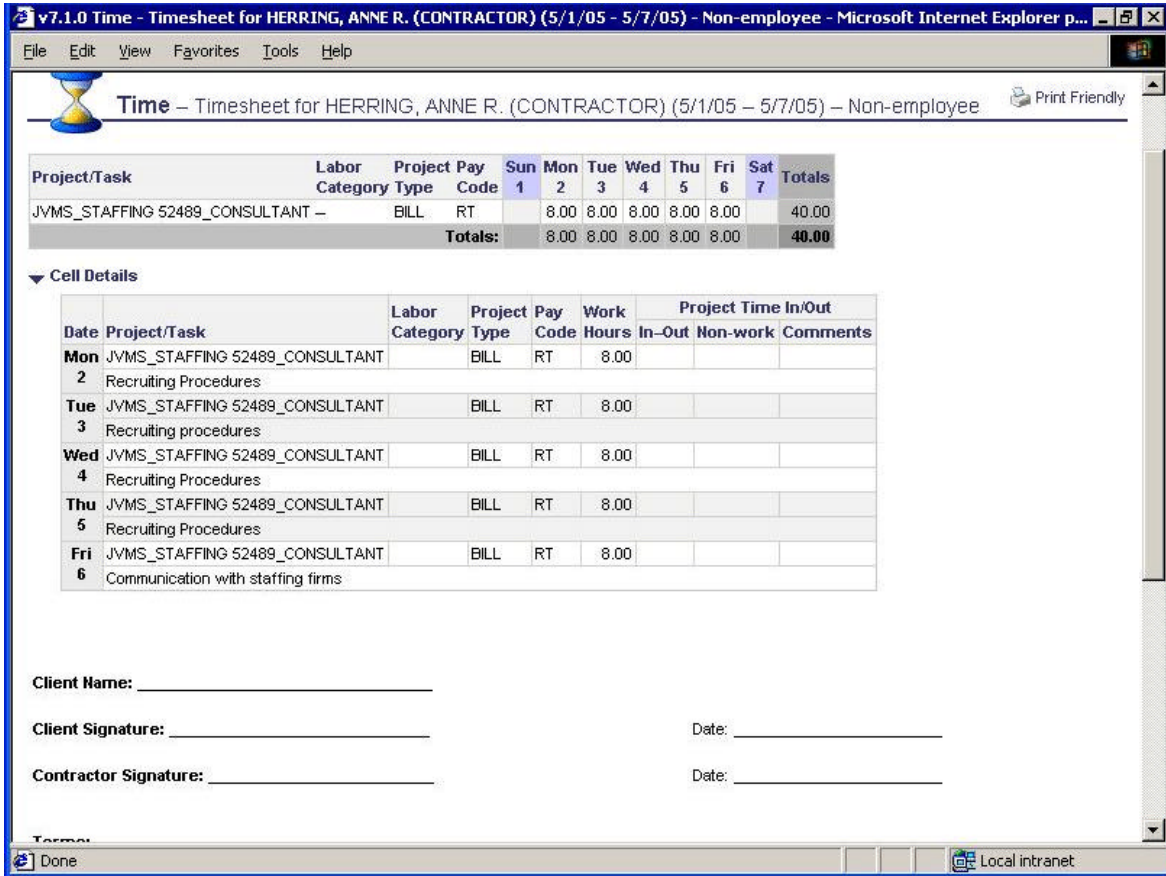
3. Click the **Print Friendly** button ( ) in the upper right hand corner. This screen is formatted better for printing.

4. Use the Print command in your Internet Browser to print the timesheet (File, Print, or the printer button on the toolbar).

2.6   Timesheet History

Timesheets that are submitted can be viewed, including details and approval history. You can get to them either through the Quick Links area at the left hand side of the Home Page or by clicking on Time in the top menu bar.

To view a completed timesheet from the Quick Links menu:

1. From the Home Page, click on **Completed Timesheets** in the Quick Links menu on the left. You should see a page similar to the screen shot below with the Completed Timesheets part of the page expanded.

2. If you want to see Active Timesheets, simply click on those words to expand that part of the page.

3. To view the details of any timesheet listed, click the View button (👓) in the appropriate row.

4. You can view Cell Details and Approval History by clicking on those items. The screen shot below is an example of viewing all details.
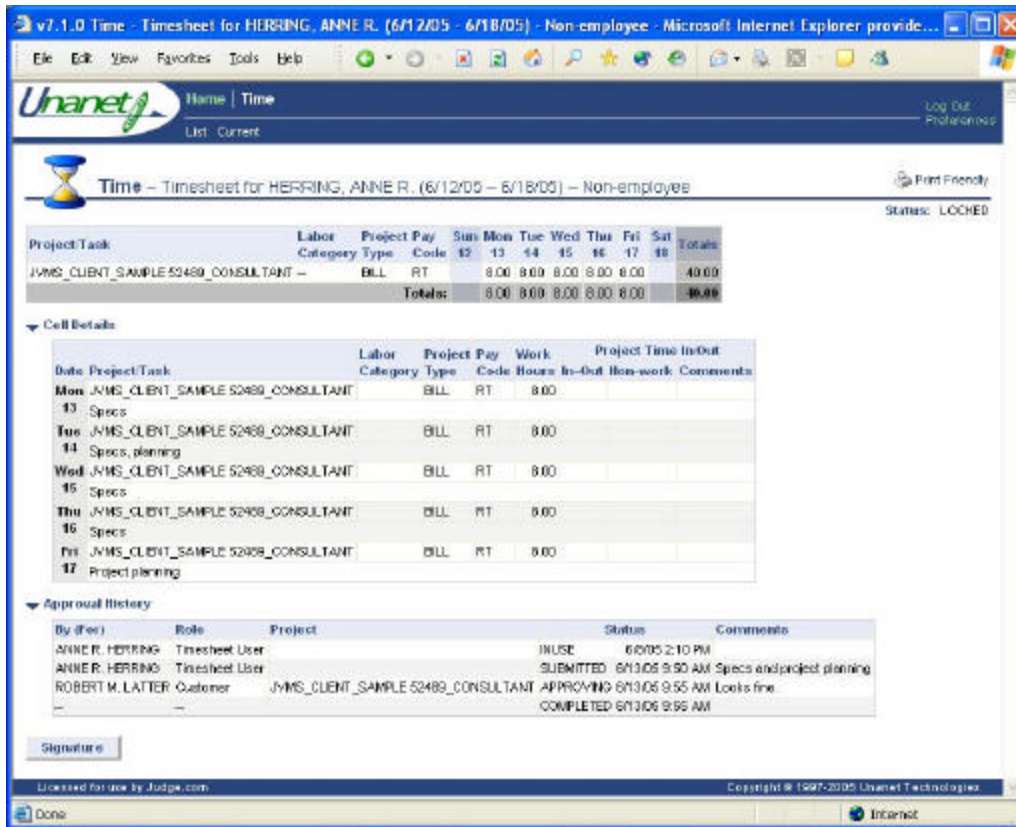
5. To view a different timesheet, click the **List** menu item near the top of the screen and use the View button (👓) in a different row.

    Please note: completed timesheets cannot be edited. Note the words **Status: LOCKED** in the upper right hand corner of the page.

To view a completed timesheet from the Time menu:

1. From any page, click on the **Time** choice in the top menu bar.

2. A new menu appears below the main choices of Home and Time.

3. Click **List** to see a list of active and completed timesheets.

4. If you want to view a completed timesheet, click on **Completed Timesheets** to expand that part of the page.

5. Use the **View** button ( ) to view the details.

3. Payroll Information

EaZyTyme also provides you with payroll information. You need to change your initial password in order to access payroll information. See Changing Your Password in section 1 for more information. If you are a 1099, third party, or are employed by a different vendor, you cannot access payroll information from EaZyTyme.

To view payroll information:

1. From the home page, click the **Payroll Info** link on the right hand side under the heading "Custom Links".

2. EaZyTyme displays the most recent payroll information, with links to the last four paychecks as well as a date search box.

3. You can use your browser print functionality to print a payroll statement (File, Print, in Internet Explorer).

4. Payroll statements open in a separate window, so you can simply close them when you are done viewing or printing them.

4. Logging Out

To logout of EaZyTyme:

1. From any page, click on **Log Out** in the upper right hand corner of the top menu bar.

EaZyTyme displays the Login screen after you log out.