



# PROCAS<sup>®</sup>

## PROCAS Time User Instructions

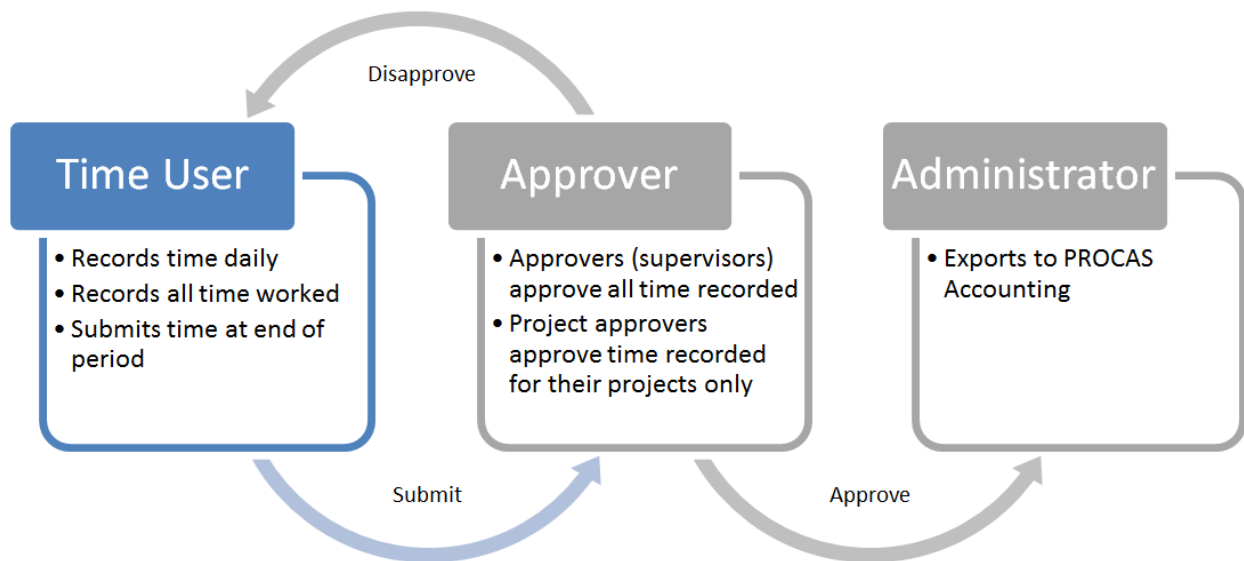
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# INTRODUCTION



## The Timekeeping Workflow in PROCAS Time

PROCAS Time is a timekeeping system that you access using a web browser. Your administrator will send you an invitation to establish your credentials to access your timesheet information.

The *PROCAS Time User Instructions* are intended to provide guidance on the use of PROCAS software to record total time worked. This document assumes that the owners and/or management of the company have collaborated with a PROCAS consultant to complete the initial setup of the system and that the system is currently in operation. It is not within the scope of these instructions to teach accounting or government contracting. It is within the scope of these instructions to document what steps must be taken in the software to record time.

You must record hours on timesheets, on a daily basis, and against appropriate charge codes. The federal government requires that personnel classify their hours based on how those hours are spent. For example, hours worked on a particular contract assignment must be recorded separately from hours spent training or for paid time off. At the end of each period, you must submit your timesheet for approval.

If your timesheet is disapproved by your supervisor or project manager, it is your responsibility to correct the errors and then resubmit your timesheet for approval.

Notes and tips have been added throughout these instructions. Notes provide additional information about system operation. Tips provide helpful, but not essential, suggestions for system use. Reading the notes and tips is recommended for a more complete understanding of system operation.

## CHAPTER I

# PROCAS TIME BASICS

When accessing PROCAS Time, there are options available to change your login password and the appearance of your timesheets. This section describes the customization options available to you.

Topics covered in this chapter:

- Log In
- Change Settings
  - Changing Your Password
  - Changing Your Theme
- Resources
- Notification Hyperlinks
- Sign Out
- Establish Default Charge Codes
- Timesheet Viewing Options
  - Show/Hide Audit Trail
  - Show Comments
  - PDF

## LOG IN

Before you can log in for the first time, you must first accept an invitation that has been sent from an accounting system security administrator. The administrator will establish your access to PROCAS and send you an invitation. Instructions for establishing your username and password are provided in the invitation and on the logon setup screen.

These instructions assume that you have successfully accepted the invitation and created your logon credentials.

Here's how to log into PROCAS:

1. Open a web browser, e.g., **Firefox**.
2. Type the web address <https://accounting.procas.com/ProcasACT>.

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TIP: Save this web address as a favorite.

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3. Type your user name in the **Username** field.
4. Type your password in the **Password** field.
5. Click **Log In**.

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NOTE: If you have access to more than one company, select the company from the dropdown list and click **Ok**.

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TIP: If you have access to more than one company, you can opt to select **the Set as my default company** checkbox to establish a default company.

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## CHANGE SETTINGS

You can access the Change My Password and Themes options from the **Settings** menu.

You can use the Themes option to change the general appearance of your session. The Themes option is saved on a user by user basis and can be changed as often as you like.

### Changing Your Password

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1. Click the **Settings** link in the right-hand corner of the screen.
2. Click **Change My Password**.
3. Type your current password in the **Current Password** field.
4. Type your new password in the **New Password** field.
5. Type your new password again in the **Confirm Password** field.
6. Click **Save**.

### Changing Your Theme

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1. Click **Settings**.
2. Click **Themes**.
3. Click on the desired theme. Clicking on a theme automatically saves your selection.

## RESOURCES

You can download PROCAS system instructions and other helpful documents from the Resources submenu on any of the main menus. The documents can be downloaded and saved.

Here's how to download the documents:

1. On any main menu, click **Resources**.
2. Click the topic (e.g., T&E Admin) to display the list of documents available.
3. Click the document link name.
4. Open or save the document.

## NOTIFICATION HYPERLINKS

When you have pending tasks, notification hyperlinks will be displayed in the upper-right side of the screen header. For example, if you have a disapproved timesheet, the notification will be displayed as **Disapproved: Timesheet** where **Timesheet** is a hyperlink that will take you directly to the timesheet that requires review.

## SIGN OUT

The **Sign Out** hyperlink is in the upper right-hand corner of the window. Use this to end your session to prevent unauthorized users from accessing your data. Your session will time out automatically after twenty minutes of inactivity.

Here's how to sign out of PROCAS:

1. Click the **Sign Out** hyperlink in the upper right-hand corner of the screen.

## ESTABLISH DEFAULT CHARGE CODES

If there is work that you do every period, you can add the charge code for that work from a list of authorized work assignments so that it will be displayed on your timesheets by default. The default charge codes you have selected will be displayed on timesheets each period until the work assignment is no longer authorized by the administrator or until you remove the charge code from the list.

Your administrator has the option to add or change default charge codes to your timesheet, but you can change your default charge codes at any time. Authorized charge codes can also be added to the timesheet without having to display them by default.

Here's how to establish default charge codes:

1. On the **Timesheets** menu within the **Setup** submenu, click **Establish Default Charge Codes**. The list displayed will only consist of charge codes authorized by an administrator. Please inform your administrator if additional charge codes are needed for the timesheet.

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TIP: To view charge code details, click **View Details**. To return to the summary version of the Default Charge Codes screen, click **Hide Details**.

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2. Click the checkbox(es) next to the charge code(s) that should be displayed on your timesheets by default.

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TIP: Click **Select All** at the bottom of the screen to select all of the charge codes. You can then include or exclude individual charge codes from selection.

---

3. Click **Save**.



## TIMESHEET VIEWING OPTIONS

Several of the processes explained in this chapter involve the timesheet screen. When viewing your timesheets, various options will be available to display or print additional information.

### Show/Hide Audit Trail

---

You will see a **Show Audit Trail** button below a timesheet when timesheet entries have been created, edited, or deleted. Administrators can record time charges on your behalf.

- Clicking **Show Audit Trail** will display the Audit Trail of Changes information, which is a list of all entries made prior to any changes/deletions to the timesheet.
  - Description – Charge code description
  - Charge Code – Charge code originally recorded
  - Work Date – Date used to record the time worked
  - Hours – Hours originally recorded
  - Reason for change – The reason typed by the recorder when a timesheet entry was changed
  - Recorded By – The person that recorded the entry
  - Status – Either Live for live timesheet entries, or Audit for entries that have been changed
- Clicking **Hide Audit Trail** will hide the Audit Trail of Changes information.

### Show Comments

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A **Show Comments** hyperlink is displayed below the timesheet. You can view any internal or external comments that have been recorded on timesheet entries.

- Clicking the **Show Comments** hyperlink will open the Timesheet Detail information in a new tab or window, which is a list of timesheet entries and comments that have been saved for the timesheet period.
  - Date – Date used to record the time worked
  - Charge Description – Charge code description
  - Charge Code – Charge code
  - Hours – Hours worked
  - External/Internal Comment – Comment recorded
- Clicking **Sort by Date** will sort the timesheet entries by work date in chronological order. This is the default sort order.
- Clicking **Sort by Charge Code** will sort the timesheet entries by charge code in ascending order.
- Click **View Internal/External Comments** to toggle between external and internal comments.

## PDF

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A **PDF** hyperlink is displayed below the timesheet.

4. Click the **PDF** hyperlink.
5. Open or save the file.

The PDF file generated will include the following information:

- Company name
- Personnel name
- Personnel code
- Timesheet period
- Timesheet
- Timesheet status
- If the Audit Trail of Changes information was open when clicking the hyperlink, that information will also be displayed

## CHAPTER 2

# RECORD TIME

This chapter describes the common tasks you will perform in order to complete a timesheet period cycle. The timesheet cycle consists of recording your time on a daily basis, making corrections to timesheet entries and submitting your timesheet at the end of the period.

Topics covered in this chapter:

- Create a New Timesheet
- Record Time for the Current Timesheet Period
- Edit an Open Timesheet
- Add a New Charge Code to a Timesheet
- Correct an Error on a Timesheet
- Delete an Error on a Timesheet
- Submit a Timesheet for Approval

## CREATE A NEW TIMESHEET

The current period timesheet will be created and displayed automatically after logging in for the first time during a timesheet period. The **Create a New Timesheet** menu option is used only when a timesheet needs to be created outside of the current period.

Here's how to create a new timesheet:

1. On the **Timesheets** menu within the **Record Time** submenu, click **Create a New Timesheet**.
2. Click the appropriate timesheet period.

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NOTE: Only timesheets that have not been created or have been made inactive will be available.

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3. Click **Select**. You will be navigated to the Edit an Open Timesheet screen with the newly created timesheet period selected by default.

## RECORD TIME FOR THE CURRENT TIMESHEET PERIOD

If you are not also a PROCAS Accounting user, your current period timesheet will be displayed as soon as you log into PROCAS. A list of open timesheets is available for selection.

Here's how to record your time:

1. Click the cell at the intersection of the appropriate charge code line and the appropriate date column to record hours. If a charge code line is not displayed, click **Add New Charge Code**, and select the appropriate charge code from the list displayed.

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TIP: See *Establish Default Charge Codes* in Chapter 1, "PROCAS Time User Basics," to learn how to add a charge code from the list of authorized work assignments so that it will be displayed on your timesheets by default.

---

2. Type the number of hours worked in the **Hours** field. The **Hours** are required. If a charge code has budgeted hours established, the budgeted and remaining hours will be displayed.

---

NOTE: The date in the **Date** list will correspond to the date column selected from the Timesheet screen. If a charge code has a date range when work is authorized, the authorized start and end dates will be displayed.

---

3. Select the date from the **Date** list, if necessary.

---

NOTE: If the charge code is incorrect, you can change it on this screen by clicking **Select a Different Charge Code**.

---

4. Type comments that may be relevant to the company internally in the **Internal Comments** field, as per company policy.
5. Type comments that may be relevant to external parties, e.g., clients, in the **External Comments** field, as per company policy.
6. Click **Save**.
7. Repeat steps 1 through 6 for any additional hours worked on other charge codes for the day.

## EDIT AN OPEN TIMESHEET

You will need to select the open timesheet to edit and/or submit when an open timesheet is outside of the current period. For example, if you did not submit your timesheet by the last day of the period, you will need to select the timesheet from the Select a timesheet drop-down list.

If the timesheet is not listed, you may need to create a new timesheet, see *Create a Timesheet* earlier in this chapter. Timesheets that you have submitted will need to be retrieved to edit, see *Retrieve a Submitted Timesheet* in Chapter 5, “Other Timesheet Options.”

Here’s how to edit an open timesheet:

1. On the default Timesheets screen, select the appropriate period from the **Select a timesheet** drop-down list.

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TIP: Click **Edit an Open Timesheet** from the Record Time submenu if you are not on the default Timesheets screen.

---

2. Click **Go**.
3. Edit the timesheet as necessary.

## ADD A NEW CHARGE CODE TO A TIMESHEET

To record time to a charge code not displayed on your timesheet, you must first add a new charge code. The list of available charge codes will only consist of charge codes authorized by an administrator. Please inform your administrator if additional charge codes are needed to record your time properly.

If the new charge code will be used on a regular basis, you should add it to the list of default charge codes so that it will be automatically displayed on every subsequent timesheet, see *Establish Default Charge Codes* in Chapter 1, “PROCAS Time User Basics.”

Here’s how to add a new charge code to your timesheet:

1. From the Timesheet screen, click **Add New Charge Code**.

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TIP: For a detailed description of your available charge codes, click **View Details**.

---

2. Click a **Charge Code Description** or **Charge Code** hyperlink to select the appropriate charge code from the list.
3. Type the number of hours worked in the **Hours** field. The **Hours** are required.
4. Select the date from the **Date** list, if necessary. If today’s date is within the timesheet period, it will be displayed by default. Otherwise, the default date will be the first day of the timesheet period.

---

NOTE: If the charge code is incorrect, you can change it on this screen by clicking **Select a Different Charge Code**.

---

5. Type comments that may be relevant to the company internally in the **Internal Comments** field, as per company policy.
6. Type comments that may be relevant to external parties, e.g., clients, in the **External Comments** field, as per company policy.
7. Click **Save**.

## CORRECT AN ERROR ON A TIMESHEET

As an employee of a federal government contractor, you are required to prepare your timesheets accurately and completely. Federal government regulations require that all corrections are documented with an audit trail of changes. As part of the required audit trail, you must give a reason for the change to save your corrections.

Here's how to correct an error on a timesheet:

1. From the Timesheet screen, click the hours that need to be corrected.
2. Click the Hours, Internal Comments, External Comments or Date & Time Entered hyperlink of the entry that needs to be corrected.

---

NOTE: To add hours to the same charge code on the same day, you can click the Add New Entry button. Details for each entry made to the same charge code for the same day will be maintained. The total of hours on all entries made will be displayed on the timesheet.

---

3. Make correction(s).
4. Click **Save**.
5. Type the reason for the correction(s) in the **Reason** field.
6. Click **OK**.

---

NOTE: The original entry will be saved in an audit trail along with the reason for the change. You can show or hide the audit trail of changes by clicking **Show Audit Trail** or **Hide Audit Trail** below the timesheet.

---



## DELETE AN ERROR ON A TIMESHEET

As an employee of a federal government contractor, you are required to prepare your timesheets accurately and completely. Federal government regulations require that all deletions are documented with an audit trail of changes. As part of the required audit trail, you must give a reason for the change to save your deletion.

Here's how to delete an error on your timesheet:

1. From the Timesheet screen, click the hours that need to be deleted.
2. Click the Hours, Internal Comments, External Comments or Date & Time Entered hyperlink of the entry that needs to be deleted.

---

NOTE: To add hours to the same charge code on the same day, you can click the Add New Entry button. Details for each entry made to the same charge code for the same day will be maintained. The total of hours on all entries made will be displayed on the timesheet.

---

3. Click **Delete**.
4. Type the reason for the deletion in the **Reason** field.
5. Click **OK**.

---

NOTE: The original entry will be saved in an audit trail along with the reason for the deletion. You can show or hide the audit trail of changes by clicking **Show Audit Trail** or **Hide Audit Trail** below the timesheet.

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## SUBMIT A TIMESHEET FOR APPROVAL

You should submit your timesheet for approval after you have completed it at the end of the period. Clicking **Submit for Approval** is the digital equivalent of your signature in ink on a paper timesheet, so it *must* be done by you.

Here's how to submit your timesheet for approval:

1. From the Timesheet screen, click **Submit for Approval**.
2. Click **Submit**. Your supervisor and, if applicable, your project manager(s) will receive an email notification when you have submitted a timesheet.

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NOTE: You will receive an email notification when your timesheet has been approved or disapproved.

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## CHAPTER 3

# TIMESHEET REPORTS

You can view or export all of the timesheet information you have recorded in PROCAS Time.

Topics covered in this chapter:

- View a Timesheet (Read Only)
- Labor Utilization
- Timesheet Detail Export
- Audit Trail Detail Export

## VIEW A TIMESHEET (READ ONLY)

Any timesheet, regardless of its status can be selected and viewed from the **View a Timesheet (Read Only)** menu. From this screen, you can scroll through your timesheets, view the audit trail, view comments, print, and download a PDF.

Here's how to view a timesheet:

1. On the **Timesheets** menu within the Reports submenu, click **View a Timesheet (Read Only)**.
2. Click the appropriate timesheet period.
3. Click **Select**.

---

**TIP:** You can select another timesheet or scroll through them in order using the **Select Another Period** navigation buttons above the timesheet.

---

## LABOR UTILIZATION

You can generate a real-time labor utilization report using PROCAS Time. The information can be displayed for any date range and can be filtered by task range, and/or account number range. By default, the report will calculate a utilization percentage of direct hours divided by total hours recorded for the date range selected. You can choose to override the number of base hours.

Here's how to view the labor utilization report:

1. On the **Timesheets** menu within the Reports submenu, click **Labor Utilization**.
2. Type the beginning date in the **Date From** field. The default date will be the current timesheet period beginning date. The **Date From** is required.
3. Type the ending date in the **Date To** field. The default date will be the current timesheet period ending date. The **Date To** is required.

---

NOTE: The remaining search criteria are optional. Clicking **View Report** without specifying criteria will display all information in the date range by default.

---

4. Modify any desired search criteria.
5. If calculating using **User defined base hours**, click the radio button and type the number of base hours in the field. The default value is **2080**.
6. Click **View Report**.

---

TIP: To export the labor utilization report as a CSV file, click **Download**. Open or save the file.

---

## TIMESHEET DETAIL EXPORT

You can export timesheet entry details across timesheet periods in comma-separated value (CSV) format for further analysis. Exporting this information will not affect timesheet data within PROCAS Time.

Here's how to export time detail information:

1. On the **Timesheet** menu within the Reports submenu, click **Timesheet Detail Export**.
2. Type the beginning date in the **Date From** field. The default date will be the current timesheet period beginning date. The **Date From** is required.
3. Type the ending date in the **Date To** field. The default date will be today's date. The **Date To** is required.

---

NOTE: The remaining search criteria are optional. Clicking **Download** without specifying criteria will export information for all active employees by default.

---

4. Modify any desired search criteria.
5. Click **Download**.
6. Open or save the file.

## AUDIT TRAIL DETAIL EXPORT

You can export timesheet audit trail detail information in comma-separated value (CSV) format for further analysis. Exporting this information will not affect timesheet data within PROCAS Time.

Here's how to export audit trail detail information:

1. On the **Timesheet** menu within the Reports submenu, click **Audit Trail Detail Export**.
2. Click the appropriate timesheet period.

---

NOTE: The remaining search criteria are optional. Clicking **OK** without specifying criteria will display information for all active timesheets by default.

---

3. Modify the desired search criteria.
4. Click **OK**.
5. Open or save the file.

## CHAPTER 4

# PAID TIME OFF (PTO) REQUESTS

You can submit requests for paid time off (PTO) to your supervisor from your Timesheets menu. This chapter describes the process for PTO requests.

Topics covered in this chapter:

- Request PTO
- Retrieve a Submitted PTO Request
- Edit a Retrieved PTO Request
- PTO Request Report



## REQUEST PTO

You can submit a request for Paid Time Off (PTO) to your supervisor from the timekeeping system. You will receive an email notification when your supervisor either approves or disapproves the request. If your PTO request is disapproved, your email notification will include the disapproval comment. A disapproved PTO request cannot be retrieved or edited. You can create a new PTO request if necessary.

Here's how to request PTO:

1. On the **Timesheet** menu within the Paid Time Off (PTO) submenu, click **Request PTO**.
2. Click the appropriate PTO charge code hyperlink.

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TIP: Click **View All** to display a list of all authorized charge codes for your timesheet. Click **View PTO** to display a list of just your PTO charge codes.

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TIP: To view charge code details, click **View Details**. Click **Hide Details** to return to the summary version of the PTO Charge Codes screen.

---

3. Type the number of hours requested in the **PTO Hours Requested** field. The **PTO Hours Requested** is required. If a charge code has budgeted (earned) PTO hours established, the budgeted and remaining PTO hours will be displayed.
4. Type the beginning date for the request in the **Start Date** field. The **Start Date** is required.
5. Type the ending date of the requested PTO in the **End Date** field. The **End Date** is required.
6. Type comments that may be relevant to your supervisor in the **Comments** field, as per company policy.
7. Click **Submit**. Your supervisor will receive an email notification when your request is submitted.

## RETRIEVE A SUBMITTED PTO REQUEST

You can retrieve a PTO request that you have submitted if it has not yet been approved. You cannot retrieve or edit a PTO request that has been disapproved.

Here's how to retrieve a submitted PTO request:

1. On the **Timesheets** menu within the Paid Time Off (PTO) submenu, click **Retrieve a Submitted PTO Request**.
2. Select the date range for the PTO Request from the **PTO Request to Retrieve** list.
3. Click **Retrieve**. The request is available for edit. See the following section.

## EDIT A RETRIEVED PTO REQUEST

You can edit a retrieved PTO request and then resubmit it, see *Retrieve a Submitted PTO Request* earlier in this chapter. The hours, date ranges and comments can be edited.

Here's how to edit a retrieved PTO request:

1. On the **Timesheets** menu under the Paid Time Off (PTO) submenu, click **Edit a Retrieved PTO Request**.
2. Select the appropriate PTO request date range from the **Select PTO to Edit** list.
3. Click **Go**.
4. Edit the request as necessary.
5. Click **Submit**. Your supervisor will receive an email notification when the PTO request is submitted.

---

TIP: Click **Delete** to delete the PTO request.

---

## PTO REQUEST REPORT

You can run a report of the PTO requests that you have submitted.

Here's how to run a PTO Request Report:

1. On the **Timesheet** menu within the Paid Time Off (PTO) submenu, click **PTO Request Report**.
2. Type the beginning date in the **PTO From** field. The default date will be one year before today's date. The **PTO From** is required.
3. Type the ending date in the **PTO To** field. The default date will be one year after today's date. The **PTO To** is required.

---

NOTE: The remaining search criteria are optional. Clicking **View Report** without specifying criteria will display all details for the specified date range by default.

---

4. Modify the desired search criteria.
5. Click **View Report**.

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NOTE: The PTO Request Report displays information that may continue past the right edge of your browser window. Use the horizontal scroll bar of your browser to see the additional information, if necessary.

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TIP: To export the PTO Request Report as a CSV file, click **Download**. Open or save the file.

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## CHAPTER 5

# OTHER TIMESHEET OPTIONS

The purpose of this chapter is to describe tasks that are not necessarily performed as a part of the timekeeping cycle on a regular basis. For example, once a timesheet has been submitted, you can retrieve it to make corrections if it has not been locked by your administrator. On occasion, a timesheet may be disapproved by your supervisor or project manager(s). You can view the disapproval comments and make the appropriate corrections to resubmit the timesheet.

Topics covered in this chapter:

- Retrieve a Submitted Timesheet
- Edit a Disapproved Timesheet
- Make an Open Timesheet Inactive

## RETRIEVE A SUBMITTED TIMESHEET

If you find that there are errors on a timesheet that you have submitted, you can retrieve it as long as it has not been locked by an administrator. After a timesheet has been retrieved, it will need to be resubmitted, even if no changes were made.

Your supervisor and, if appropriate, your project manager(s) will receive an email notification when a timesheet that had been previously submitted has been retrieved, and they will also receive an email notification when you resubmit the timesheet.

Here's how to retrieve a submitted timesheet:

1. On the **Timesheet** menu within the Other Options submenu, click **Retrieve a Submitted Timesheet**.
2. Select the date range for the timesheet from the **Select a timesheet to Retrieve** list.
3. Click **OK**.
4. Refer to *Edit an Open Timesheet*, *Correct an Error on a Timesheet* or *Delete an Error on a Timesheet* in Chapter 2, "Record Time."

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NOTE: After changes to the timesheet have been made, you must resubmit the timesheet for approval.

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## EDIT A DISAPPROVED TIMESHEET

You will receive an email notification if a timesheet has been disapproved.

Here's how to edit a disapproved timesheet:

1. Click the **Timesheet** hyperlink next to "Disapproved:" in the upper right-hand corner of the screen. The oldest disapproved timesheet is selected by default.

---

TIP: You can also access the Disapproved Timesheet screen from the **Timesheet** menu by clicking **Edit a Disapproved Timesheet**.

---

2. Select the appropriate timesheet period from the **Select another period** list, if necessary.
3. If the timesheet does not require changes, you can resubmit it without editing by clicking **Resubmit Timesheet**.

---

TIP: You can sort timesheet entries by clicking **Sort By Charge Code** or **Sort By Work Date**.

---

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TIP: Click **Edit Timesheet** to open the timesheet view.

---

4. Click a Charge Code, Description, Work Date, or Hours link to open the Timesheet Entry Detail view.
5. Edit as necessary
6. Click **Resubmit Timesheet**.

## MAKE AN OPEN TIMESHEET INACTIVE

An open timesheet can be made inactive, which for practical purposes means deleting the timesheet with an audit trail. A timesheet cannot be reactivated once it has been made inactive, but you can create a new timesheet for the same period if necessary.

Here's how to make an open timesheet inactive:

1. On the **Timesheet** menu within the Other Options submenu, click **Make an Open Timesheet Inactive**.
2. Select the appropriate period from the **Select a timesheet** list.
3. Type the reason for the deactivation in the **Reason** field.

---

**WARNING:** Once a timesheet is deactivated, the information **CANNOT** be restored.

---

4. Click **OK**.

---

**NOTE:** You can create a new timesheet for the timesheet period that has been deactivated. The new timesheet will have an audit trail that lists all of the time detail information that has been deactivated.

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## APPENDIX A

# CHARGE CODES IN PROCAS TIME

A charge code in PROCAS Time is a combination of an account, task (if applicable), labor category and pay code. The task structure can vary from charge code to charge code based on how they are established within PROCAS Accounting.

### Direct Labor Charge Codes

Here is a description of the charge code character string for a direct charge code:

#### **USAF Phase II 5000100.00001.0001.0001.0001.0001.SE06.R**

<b>USAF Phase II</b>	– Charge Code Description – If a charge code has an associated task, the description will be the user-defined task name
<b>5000100</b>	– Account Code – The direct expense account, e.g., <b>Direct Labor</b>
<b>00001</b>	– Project Code – Typically corresponds to a contract
<b>0001</b>	– WBS Level 2 Code – Can be up to 4 characters
<b>0001</b>	– WBS Level 3 Code – Can be up to 4 characters (optional level)
<b>0001</b>	– WBS Level 4 Code – Can be up to 4 characters (optional level)
<b>0001</b>	– WBS Level 5 Code – Can be up to 4 characters (optional level)
<b>SE06</b>	– Labor Category Code – A labor category defined by the contract, e.g., <b>Systems Engineer, Level 06</b>
<b>R</b>	– Pay Multiple Code – Payroll classification, e.g., <b>Regular Time</b>

Unbillable Direct Labor Charge Codes

Here is a description of the charge code character string for an unbillable direct charge code:

**Operations Support 5000105U.10003.0001.0000.0000.0000.PM01U.R**

- Operations Support** – Charge Code Description – If a charge code has an associated task, the description will be the user-defined task name
- 5000105U** – Account Code – The unbillable direct labor expense account, e.g., **Direct Labor - Unbillable**
- 10003** – Project Code – Typically corresponds to a contract
- 0001** – WBS Level 2 Code – Can be up to 4 characters
- 0000** – WBS Level 3 Code – Can be up to 4 characters (optional level)
- 0000** – WBS Level 4 Code – Can be up to 4 characters (optional level)
- 0000** – WBS Level 5 Code – Can be up to 4 characters (optional level)
- PM01U** – Unbillable Labor Category Code – A labor category defined by the contract, e.g., **Project Manager, Level 01 – Unbillable**
- R** – Pay Multiple Code – Payroll classification, e.g., **Regular Time**

Indirect Labor Charge Codes

Here is a description of the charge code character string for an indirect charge code:

**Holiday 6110000.SE06.H**

- Holiday** – Charge Code Description – If a charge code does not have an associated task, the description will be the account description
- 6110000** – Account Code – The indirect expense account, e.g., **Holiday**
- SE06** – Labor Category Code – The employee’s labor category, e.g., **Systems Engineer, Level 06**
- H** – Pay Multiple Code – Payroll classification, e.g., **Holiday**