

CA PPM Timesheet – FAQ

Time Trackers

Q **What is the CA PPM time tracker used for?**

A The function of the CA PPM time tracking tool is used to record actual hours spent on a task in a project and record non-project time such as vacation. Time tracking provides valuable data that drives projects and portfolio reporting. The data helps balance the workload for the team.

Q **How do I access the system?**

A Access CA PPM through the [My SSO Apps](#) page under the Helpful Links section on the KC

A Username for My SSO Apps: Payroll ID

A Password for MY SSO Apps: Windows Password

Q **What if I have a problem logging in?**

A Open a service request to have your password reset by emailing support@discounttire.com.

Q **When do I stop using Easy Clocking? When do I start using CA PPM?**

A Stop using Easy Clocking on December 31, 2018.

A Pilot Team Member use CA PPM December 3, 2018. All other team members begun using CA PPM on January 2, 2019.

Q **When do I enter my time?**

A Time should be entered in your timesheet and saved daily to the correct project and task. Enter time in increments of 15 minutes (.25 hour) or 30 minutes (.5 hour).

Q **When do I submit my timesheet for approval?**

A Timesheets must be submitted to your manager for approval by **Fridays at 5:00 pm.**

Resource Managers & Project Managers

Q **I am a Resource Manager, when do I approve my resources' timesheets?**

A Weekly timesheets must be approved by **Mondays at 4:00 pm.**

Q **I am a new manager, how do I request additional access rights for CA PPM, such as Resource Manager or Project Manager rights?**

A Open a service request for the additional access by emailing support@discounttire.com.

Q **I am a Resource Manager and I still see a resource in my timesheet who is no longer on my team or with Discount Tire. How do I remove the team member?**

A Send an email to ppmadmin@discounttire.com to remove the team member.

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Q **Where are Quick Reference Guides located?**

A Quick Reference Guides are located on the PMO Methodology page on the Knowledge Center in the CA PPM section under the corporate tab.

http://portalprd.discounttire.com/portal/server.pt/community/corporate/210/pm_methodology_%28pmo%29.

Q **How do I request a new project?**

A Project Submission Forms are located on the PMO Methodology page on the Knowledge Center in the CA PPM section

http://portalprd.discounttire.com/portal/server.pt/community/corporate/210/pm_methodology_%28pmo%29

Q **Where do I send feedback or suggestions?**

A Email feedback or suggestions to the CA PPM Administrator at ppmadmin@discounttire.com.
