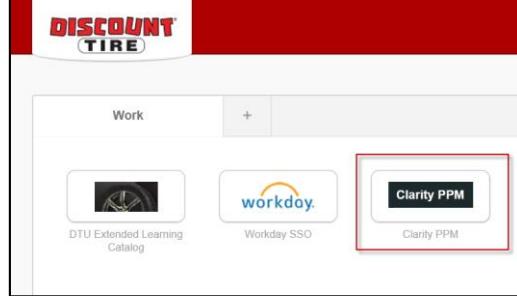
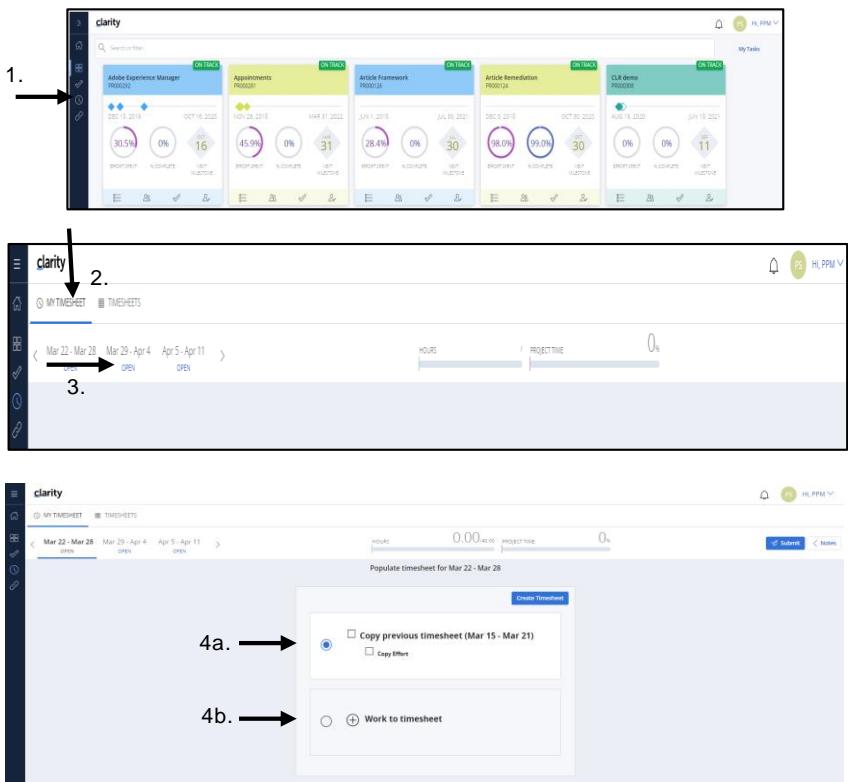
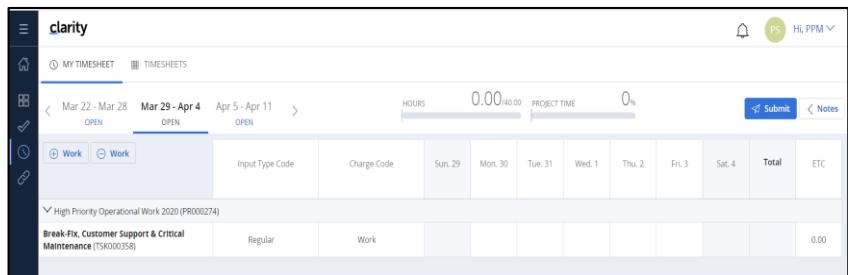


CA PPM Timesheet Time Entry

Instructions	Screen
<p><u>Log In for CA PPM</u></p> <p>Access CA PPM through the My SSO Apps page under the Helpful Links section on the KC.</p> <ul style="list-style-type: none"> • If needed the login for My SSO Apps is: <ul style="list-style-type: none"> - Username: Payroll ID - Password: Windows Password <p>Click the Clarity PPM tile once logged in</p>	
<p><u>Access Current Timesheet</u></p> <ol style="list-style-type: none"> 1. Click the Timesheet icon  on the left navigation panel. 2. This will open to the Current Timesheet page. 3. Click on OPEN under the week of the timesheet you want to create/update. 4. You will be given an option: <ol style="list-style-type: none"> a. Click on the radio button to “Copy Previous timesheet (mmm dd – mmm dd)”, click on the check boxes, then click on “Create Timesheet”. OR b. Click the radio button “Work to timesheet” then click on “Create Timesheet”. 	
<p>4a. Copy Previous timesheet – This will copy the previous week's timesheet with the same tasks that were entered last week and you can adjust as needed.</p>	

4b. **Work to timesheet** – This will create a new timesheet. The top section are filters you can use to find your assigned tasks. Click on the check box for the task(s) you want to add to the timesheet.

- Click on the **Add** button – this will add the task to your new timesheet and allow you to add more or search for additional tasks.
- Click on **Add And Close** – this will add the task(s) to your new timesheet.
- **NOTE:** If there are tasks missing from this list, reach out to the PM to add you to the project/tasks.

WORK

Showing 1/3 Tasks SHOW ALL

Manager: All Type: All Showing: Assigned Tasks Start Date

Work Name / ID: Task Name / ID: Phase: Finish Date

Task Status: All Open For Time Entry: Yes

Work Name / ID	Task Name / ID	Phase	Start - Finish Date
<input checked="" type="checkbox"/> High Priority Operational Work 2020 / PR000274	Break-Fix, Customer Support ... Maintenance / TSK000358		Jan 05 2020 - Dec 31 2020

Add hours to Tasks

1. When the new timesheet is opened, it will include all the tasks that you added to the timesheet in 4 above.
2. From here you can add the hours worked on each task for each day.
3. When you have added all your hours, click on **Submit** to submit the timesheet for approval by your resource manager.

clarity

MY TIMESHEET TIMESHEETS

Mar 22 - Mar 28 OPEN Mar 29 - Apr 4 OPEN Apr 5 - Apr 11 OPEN

HOURS 0.00 40.00 PROJECT TIME 0%

Submit

Input Type Code	Charge Code	Sun. 29	Mon. 30	Tue. 31	Wed. 1	Thu. 2	Fri. 3	Sat. 4	Total	ETC
High Priority Operational Work 2020 (PR000274)	Break-Fix, Customer Support & Critical Maintenance (TSK000358)	Regular	Work						0.00	

Add more Tasks To Timesheet One at a Time

To add more tasks to the Timesheet, click **+ Work** – this will open the task/filter page

1. Select the task by clicking in the **box** next to the task.
2. Click **Add**, or **Add and Close** if you have multiple pages.
3. The task is added to the Timesheet.

Add Tasks: **+ Work**

clarity

MY TIMESHEET TIMESHEETS

Mar 22 - Mar 28 OPEN Mar 29 - Apr 4 OPEN Apr 5 - Apr 11 OPEN

HOURS 0.00 32.00 PROJECT TIME 0%

Submit

Input Type Code	Charge Code	Sun. 5	Mon. 6	Tue. 7	Wed. 8	Thu. 9	Fri. 10	Sat. 11	Total	ETC
High Priority Operational Work 2020 (PR000274)	Break-Fix, Customer Support & Critical Maintenance (TSK000358)	Regular	Work						0.00	

WORK

Showing 1/3 Tasks SHOW ALL

Manager: All Type: All Showing: Assigned Tasks Start Date

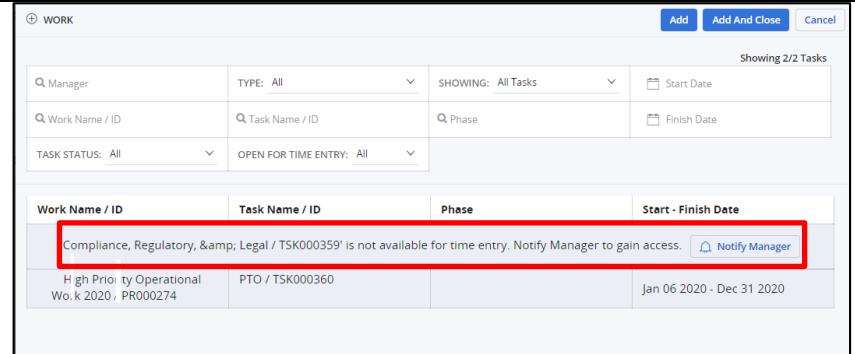
Work Name / ID: Task Name / ID: Phase: Finish Date

Task Status: All Open For Time Entry: Yes

Work Name / ID	Task Name / ID	Phase	Start - Finish Date
<input checked="" type="checkbox"/> High Priority Operational Work 2020 / PR000274	Break-Fix, Customer Support ... Maintenance / TSK000358		Jan 05 2020 - Dec 31 2020

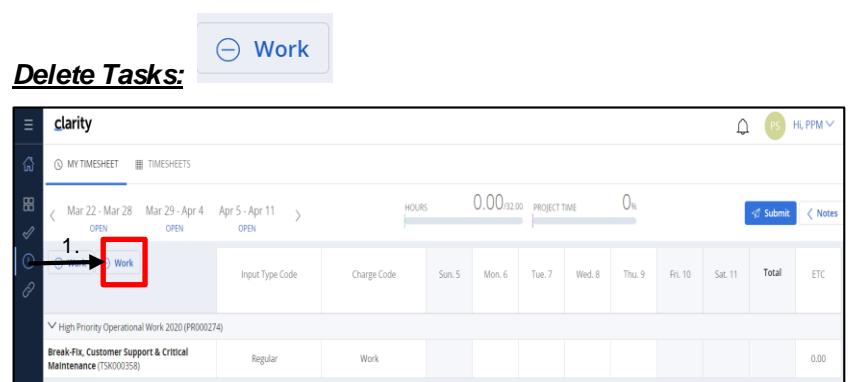
NOTE:

If a task has not been assigned to you, you can search for it, but may see a message with the Task name & task number followed by "is not available for time entry Notify Manager to gain access.". If you see this click on the provided button to request access.

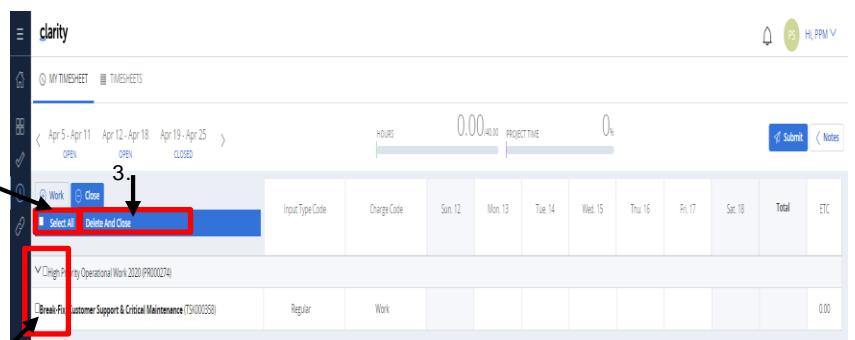


Delete Tasks from Timesheet

1. To delete a task from the timesheet, click 

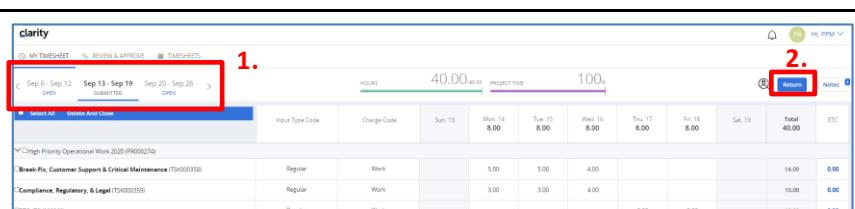


2. Click the check box for 
2. Click the check box for 
3. Click the  to delete all the tasks on the timesheet
Or
4. Click the check box for each project or individual task that you want to delete, then click 



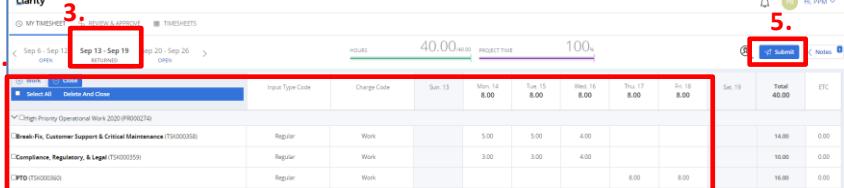
Returning a Timesheet for Yourself

- If you made a mistake on your timesheet and would like to return it to yourself:
 1. Click on the appropriate timesheet in the list to be Returned.
 2. Click  on the opened Timesheet.



3. Status will change to Returned.
4. Make adjustments to hours/tasks as needed.
5. Click  for to submit it to your manager for approval.

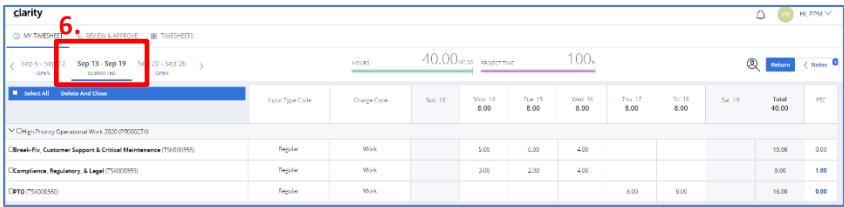
4.



5.

6. Status will change back to Submitted.

6.



Access All Available Timesheets

1. From the Home page, click the timesheet icon  on the left navigation panel.
2. Click the Timesheets icon  to view all available timesheets in a grid view

