

### Ajera TIME Entry:

To Log into Ajera, you must have Internet Explorer. Enter <https://pob-time.pulsarobi.com/ajera/>  
Enter your username: first initial of your **legal** first name and your full **legal** last name (all lower case, no spaces)

Enter your password: \* upper case first initial of your **legal** first name, lower case of your **legal** last name  
the last four digits of your social security number \* (example: \*Xx9999\*)

click Log In>

Pulsar

Monday, August 20th, 2012

**ajera Complete**  
Welcome. Please Login Below:

**User Login**

username

password

remember me

**Log In >**

**Did You Know?**  
You can use Inquiry to help streamline your daily tasks. To learn more, from the Contents in Help, select Inquiries.

**AXIUM.**  
Version 7.30.00

connecting people, projects + profits™  
[webinars](#) | [training](#) | [contact us](#) © Axium 2010

## Ajera TIME Entry:

Most of you will see the screen below. Click Manage Time & Expense.

The Timesheet List window contains various tabs, dependent upon your security set-up, you may or may not see all tabs.

My Timesheets tab is where you'll enter your time.

Work weeks are Sunday to Saturday. Timesheets are submitted weekly, **DUE Monday 12:00 pm CST.**

Note: your Project Manager/Supervisor may require daily time entry, DUE by 12:00 pm CST the following day.

The screenshot displays the AjeraComplete web application interface. The main window has a 'Tasks' tab with a 'Manage Time & Expense' button highlighted by a red box. A 'Timesheet List' window is open, showing a table with columns for Date, Hours, Submitted, Supervisor approved, and Accounting approved. The 'My Timesheets' tab is selected in the window. The table contains two rows of data:

Date	Hours	Submitted	Supervisor approved	Accounting approved
04/27/13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/20/13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 'Timesheet List' window also has a 'Close' button and a 'New' button. The 'ajeraComplete' logo is visible at the bottom of the page.



**To enter TIME - TOP GRID (Client Projects/Marketing) instructions:**

Click the Project ellipsis  to bring up the Project List.

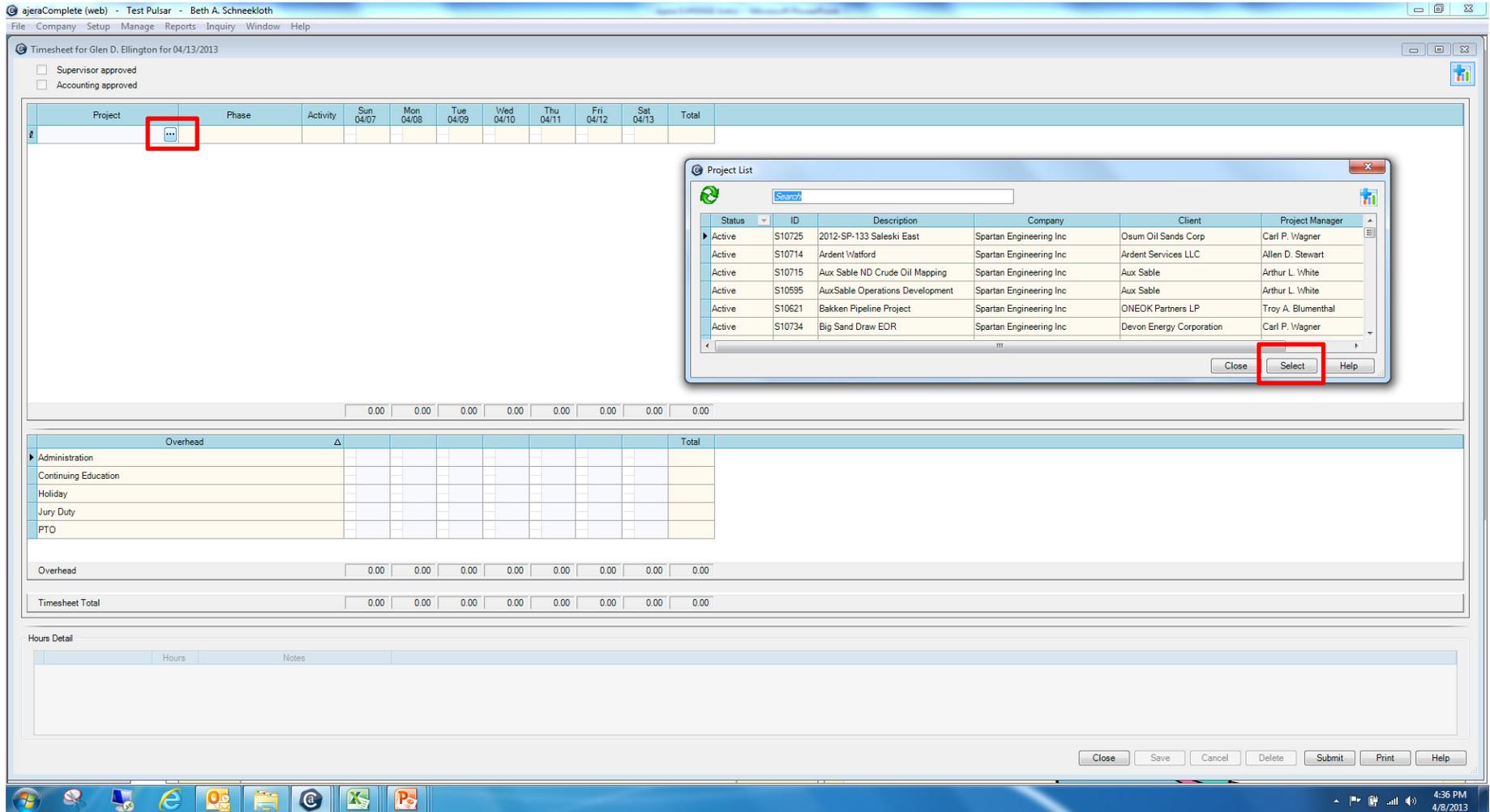
Select the line with the Project you are working on and then click Select (or double click on the Project).

Project numbers begin with letters designating the company:

C=LW Survey Canada ULC, L=LW Survey CO, S=Spartan Engineering Inc, T=TierraLink Inc.

Be sure to choose the Project for the COMPANY you work for (that pays you).

Marketing Projects begin with Z- then the company letter and project number. **NO OVERHEAD TIME IN THIS GRID.**



The screenshot displays the 'ajeraComplete (web)' application window. The main window title is 'Timesheet for Glen D. Ellington for 04/13/2013'. It features a menu bar (File, Company, Setup, Manage, Reports, Inquiry, Window, Help) and a toolbar. The main area contains a timesheet grid with columns for Project, Phase, Activity, and days of the week (Sun 04/07 to Sat 04/13), plus a Total column. A red box highlights the ellipsis icon in the Project column. Below the grid is an 'Overhead' section with a table for various overhead categories (Administration, Continuing Education, Holiday, Jury Duty, PTO) and a 'Timesheet Total' row. At the bottom, there is an 'Hours Detail' section with columns for Hours and Notes. A 'Project List' dialog box is open, showing a table of projects. The 'Select' button in the dialog box is highlighted with a red box.

Status	ID	Description	Company	Client	Project Manager
Active	S10725	2012-SP-133 Saleski East	Spartan Engineering Inc	Osum Oil Sands Corp	Carl P. Wagner
Active	S10714	Ardent Watford	Spartan Engineering Inc	Ardent Services LLC	Allen D. Stewart
Active	S10715	Aux Sable ND Crude Oil Mapping	Spartan Engineering Inc	Aux Sable	Arthur L. White
Active	S10595	AuxSable Operations Development	Spartan Engineering Inc	Aux Sable	Arthur L. White
Active	S10621	Bakken Pipeline Project	Spartan Engineering Inc	ONEOK Partners LP	Troy A. Blumenthal
Active	S10734	Big Sand Draw EOR	Spartan Engineering Inc	Devon Energy Corporation	Carl P. Wagner

**To enter TIME - TOP GRID (Client Projects/Marketing) instructions continued...**

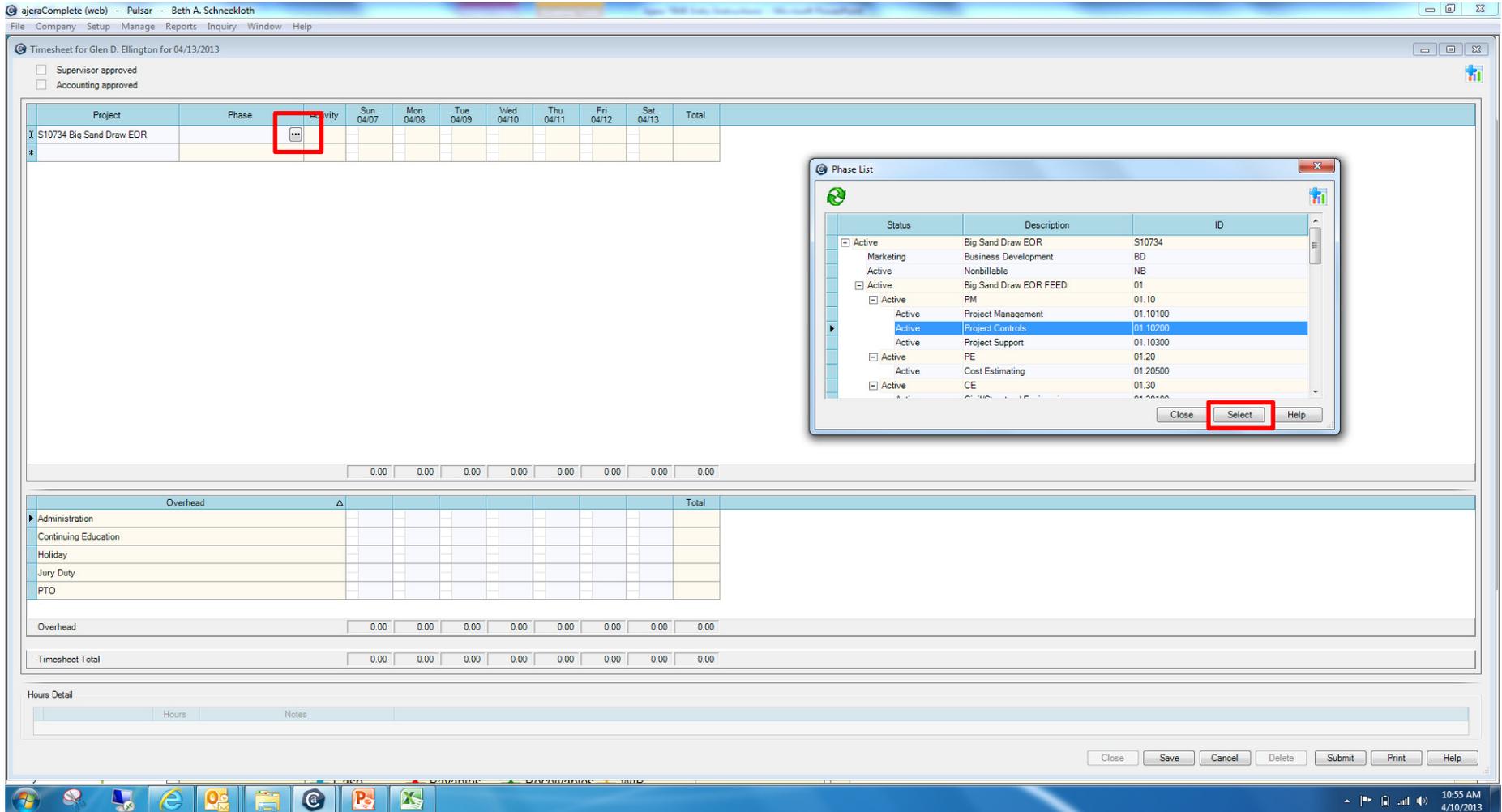
Click the Phase ellipsis  to bring up the Phase List.

Select the Phase (lowest Phase detail) you are working on and then click Select (or double click on the Phase).

**If you have been deployed to the field, choose the Field Phase corresponding to the US state you are working in.**

**The Phase directs your US state payroll tax withholding.**

**SCROLL THROUGH ALL PHASES AVAILABLE ON THAT PROJECT TO ENSURE YOU ARE CHARGING CORRECTLY.**



The screenshot displays the 'ajeraComplete (web)' application interface. The main window is titled 'Timesheet for Glen D. Ellington for 04/13/2013'. It features a menu bar (File, Company, Setup, Manage, Reports, Inquiry, Window, Help) and a toolbar. The main area contains a table with columns for Project, Phase, Activity, and days of the week (Sun 04/07 to Sat 04/13), along with a Total column. The 'Phase' column for the first row, 'S10734 Big Sand Draw EOR', has an ellipsis icon highlighted with a red box. Below this table is an 'Overhead' section with a sub-table for various overhead categories (Administration, Continuing Education, Holiday, Jury Duty, PTO) and a 'Timesheet Total' row. At the bottom, there is an 'Hours Detail' section with columns for Hours and Notes. A 'Phase List' dialog box is open, showing a list of phases with columns for Status, Description, and ID. The 'Project Controls' phase is selected, and its 'Select' button is highlighted with a red box. The dialog box also shows other phases like 'Big Sand Draw EOR FEED', 'Project Management', 'Project Support', 'PE', 'Cost Estimating', and 'CE'. The Windows taskbar at the bottom shows the system clock as 10:55 AM on 4/10/2013.

**To enter TIME - TOP GRID (Client Projects/Marketing) instructions continued...**

Click the Activity ellipsis  to bring up the Activity List.

You will select the Labor Activity and then click Select (or you can double click on Labor Activity).

ajeraComplete (web) - Test Pulsar - Beth A. Schneekloth  
File Company Setup Manage Reports Inquiry Window Help

Timesheet for Glen D. Ellington for 04/13/2013  
 Supervisor approved  
 Accounting approved

Project	Phase	Activity	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total
S10734 Big Sand Draw EOR	01 Big Sand Draw EOR FEED...	...								

Activity List

Status	Description	Unit Based
Active	Labor	<input type="checkbox"/>
Active	ACCOUNTING USE ONLY Holiday	<input type="checkbox"/>
Active	ACCOUNTING USE ONLY Administration	<input type="checkbox"/>
Active	ACCOUNTING USE ONLY Marketing	<input type="checkbox"/>
Active	ACCOUNTING USE ONLY Jury Duty	<input type="checkbox"/>
Active	ACCOUNTING USE ONLY PTO	<input type="checkbox"/>

Close Select Edit New Copy Delete Help

Overhead	Total
Administration	
Continuing Education	
Holiday	
Jury Duty	
PTO	
Overhead	0.00
Timesheet Total	0.00

Hours Detail

Hours	Notes
-------	-------

Close Save Cancel Delete Submit Print Help

4:46 PM 4/8/2013

### Notes-Required:

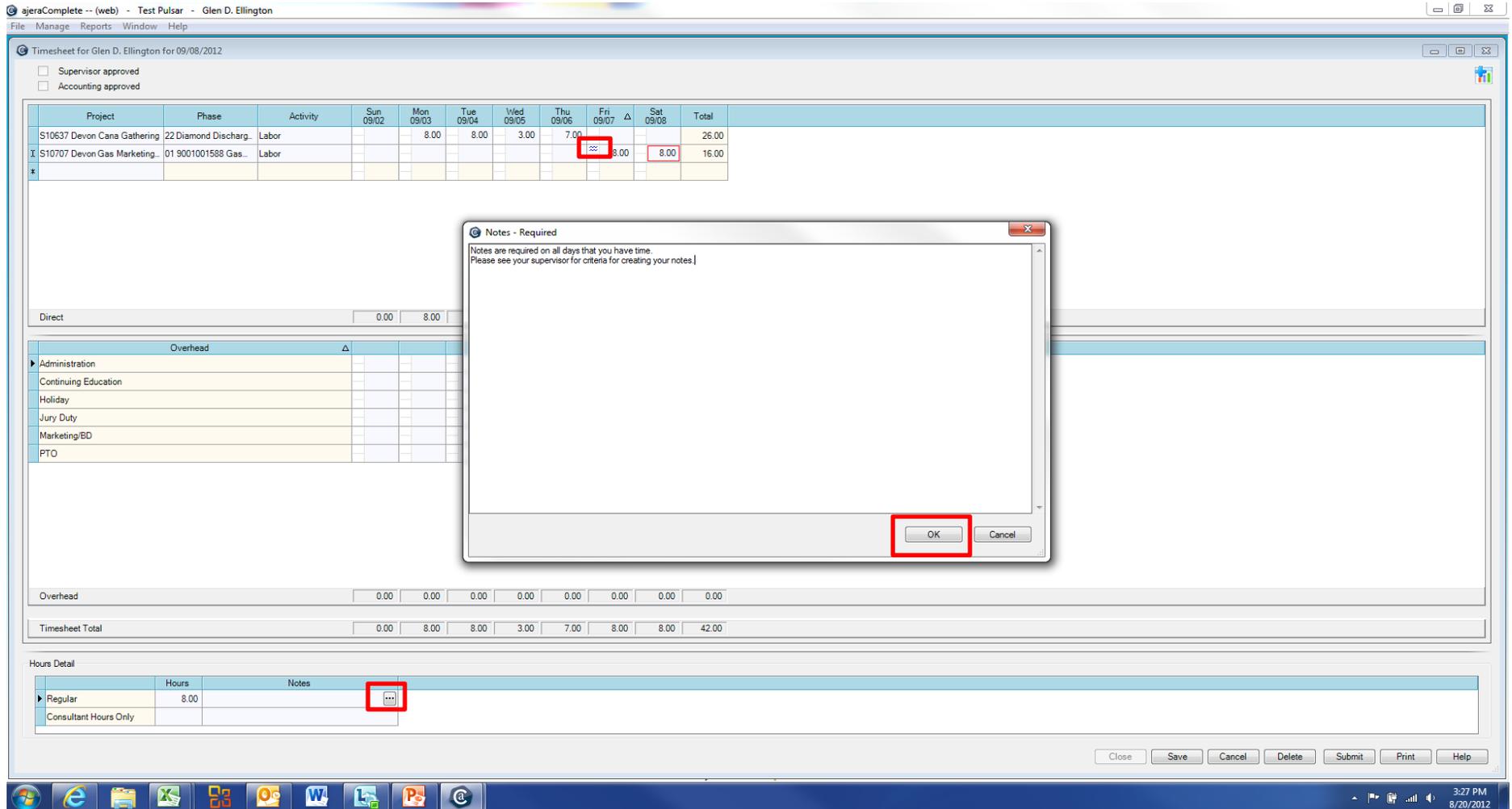
A note is required on each entry. As soon as time is entered into a cell, the Notes-Required window will display.

Type your note and then click OK. Please ask your Manager/Supervisor for note criteria.

The blue wavy lines next to the entry indicates there is a note in that cell.

To modify an existing note, click the cell requiring revision and go to the Bottom Grid (Hours Detail) to modify the note.

Click the ellipsis  to re-display the Notes-Required window.



The screenshot shows a web browser window titled "ajeraComplete -- (web) - Test Pulsar - Glen D. Ellington". The main application window is "Timesheet for Glen D. Ellington for 09/08/2012". It features a grid with columns for days of the week (Sun 09/02 to Sat 09/08) and a Total column. The grid contains two rows of labor entries. A dialog box titled "Notes - Required" is open in the center, with a text area and "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. Below the main grid is an "Overhead" section with a list of categories and a "Timesheet Total" row. At the bottom, there is an "Hours Detail" section with a table showing "Regular" hours and a "Notes" column. The "Notes" column for the "Regular" row has a blue wavy line and an ellipsis icon, which is also highlighted with a red box. The Windows taskbar at the bottom shows the system clock as 3:27 PM on 8/20/2012.

Project	Phase	Activity	Sun 09/02	Mon 09/03	Tue 09/04	Wed 09/05	Thu 09/06	Fri 09/07	Sat 09/08	Total
S10637 Devon Cana Gathering	22 Diamond Discharg...	Labor		8.00	8.00	3.00	7.00			26.00
S10707 Devon Gas Marketing...	01 9001001588 Gas...	Labor						8.00	8.00	16.00

Overhead	Sun 09/02	Mon 09/03	Tue 09/04	Wed 09/05	Thu 09/06	Fri 09/07	Sat 09/08	Total
Administration								
Continuing Education								
Holiday								
Jury Duty								
Marketing/BD								
PTO								
Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Timesheet Total	0.00	8.00	8.00	3.00	7.00	8.00	8.00	42.00

Hours Detail	Hours	Notes
Regular	8.00	
Consultant Hours Only		

**To enter TIME - MIDDLE GRID (Overhead):**

Dependent upon your security set-up, you may or may not see the Middle Grid (Overhead).

**DO NOT ENTER Overhead time to the Top Grid (Client Projects/Marketing).**

Enter TOTAL hours (no OT) on the line relative to the Overhead Activity for the days/dates and enter your notes.

ajeraComplete (web) - Test Pulsar - Beth A. Schneekloth  
File Company Setup Manage Reports Inquiry Window Help

Timesheet for Glen D. Ellington for 04/13/2013

Supervisor approved  
 Accounting approved

Project	Phase	Activity	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total
S10734 Big Sand Draw EOR	01 Big Sand Draw EOR FEED	Labor		8.00	8.00	8.00				24.00
S10715 Aux Sable ND Crude Oil	01 ND Crude Oil Mapping / 01	Labor					8.00	8.00		16.00
			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Overhead

Overhead	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total
Administration								
Continuing Education								
Holiday								
Jury Duty								
PTO								
Overhead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Timesheet Total	0.00	8.00	8.00	8.00	8.00	0.00	0.00	32.00

Hours Detail

Hours	Notes
Regular	
Overtime	
IC-Agency Hours Only	

Close Save Cancel Delete Submit Print Help

4:53 PM 4/8/2013

### To Save and Submit a Timesheet:

As you enter time each day, click Save to save your Timesheet and then click Close to return to the home screen.

Once you have completed that weeks' time entry, click Submit, click Save and then click Close.

If you need to make changes to a submitted Timesheet (if your Supervisor or Accounting has not yet approved your Timesheet) you can go into that Timesheet, click unsubmit, make changes, click Submit, click Save and then click Close to return to the home screen. To print your Timesheet, click Print.

ajeraComplete (web) - Test Pulsar - Beth A. Schneekloth  
File Company Setup Manage Reports Inquiry Window Help

Timesheet for Glen D. Ellington for 04/13/2013

Supervisor approved  
 Accounting approved

Project	Phase	Activity	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total
S10734 Big Sand Draw EOR	01 Big Sand Draw EOR FEED...	Labor		8.00	8.00	8.00				24.00
S10715 Aux Sable ND Crude Oil...	01 ND Crude Oil Mapping / 01...	Labor					8.00	8.00		16.00
			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Overhead

Overhead	Total
Administration	
Continuing Education	
Holiday	
Jury Duty	
PTO	
Overhead	0.00

Timesheet Total

Timesheet Total	Total
Timesheet Total	0.00

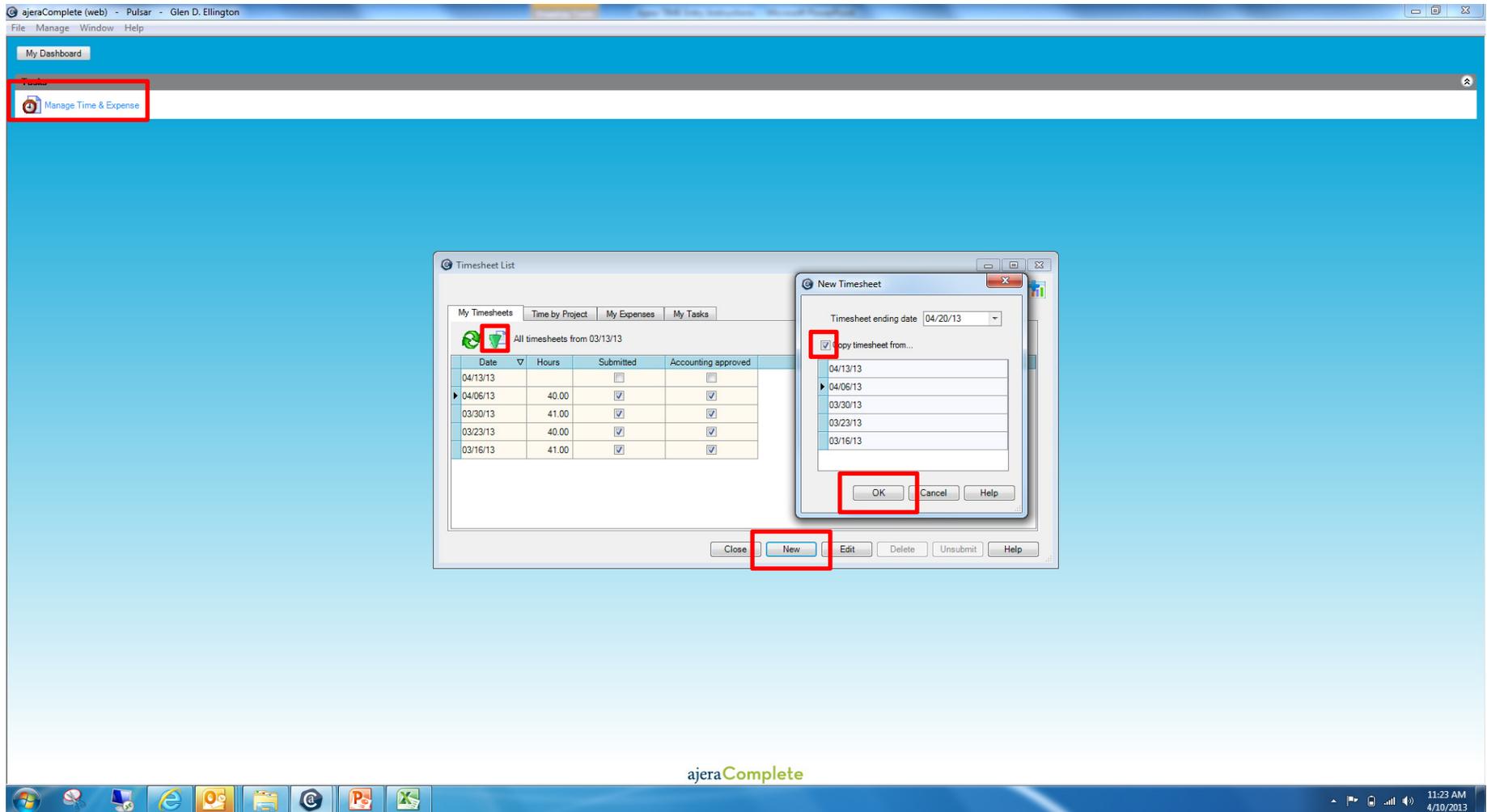
Hours Detail

Hours	Notes
Regular	
Overtime	
IC-Agency Hours Only	

Close Save Cancel Delete Submit Print Help

### To Copy an existing Timesheet:

When you reenter Manage Time and Expense, you may not see prior Timesheets. Click New. To view prior Timesheets, click the icon  and the Change View box will display. The Timesheet ending date will advance to the next period, check Copy Timesheet from... select the Timesheet to be copied, click OK. The copied Timesheet will open. The Top Grid (Client Projects/Marketing) will populate with dates based on the Timesheet ending date selected. All hours and notes will be blank. Complete this Timesheet as instructed previously.

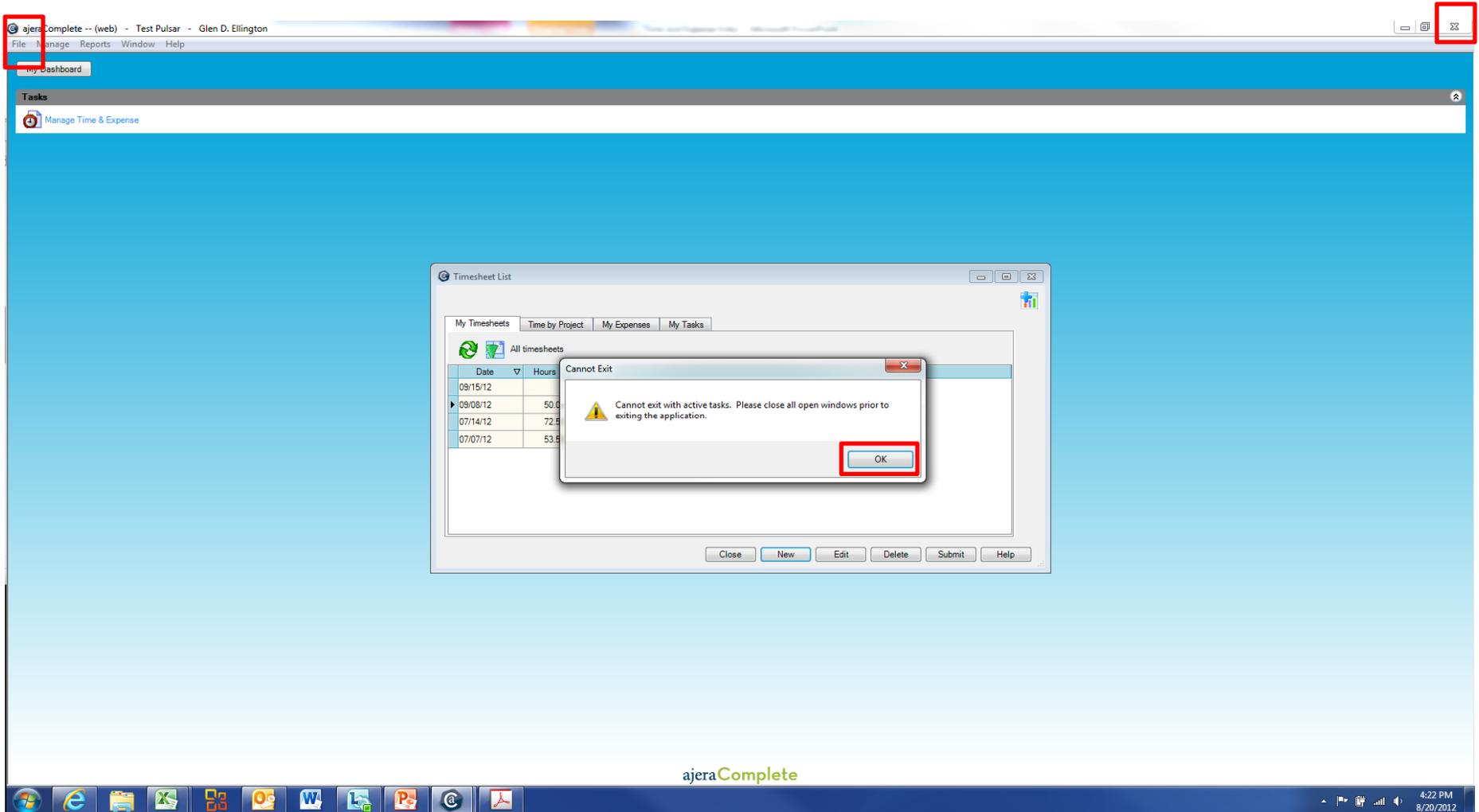


### To Exit Ajera:

All active tasks must be closed. If tasks are open, you will receive the error message below in a Cannot Exit box.

If you receive this message, click OK and then click Close in the window you have open.

Select File, Exit from the menu bar in the upper left corner of the home screen or click the red X in the top right corner of the screen.



## Timesheet Tips & Info:

- To see the most current information after you have been working in Ajera, click the **Refresh** button. 
- The Timesheet is best viewed when the window is maximized. You can maximize by holding the mouse over the edge of a grid until a line with a double arrow appears, then click and drag to resize. The middle (Overhead) grid could have several different overhead activities to charge to. Resize accordingly to ensure you view all.
- You can use the F4 button to bring up the Project/Phase/Activity Lists once you're in the associated cell.
- In the Project column in the top grid, you can type in the project number L50612 (for example) then press the tab key and it will populate the cell with that project.
- In the Phase column, if you know the work breakdown structure for the project you're working on, you can type 01.10100 (for example) and press the tab key and it will populate the phase. (This entry refers to the ID column in the Phase List window.)
- To delete a Timesheet row on the top grid: right click on the blue box to the left of the project cell and click Delete row, it will ask you if you want to delete this row before it deletes it.
- To delete a Timesheet: this can only be done if the Timesheet has not been submitted, approved, billed, or paid. If none of these have occurred, go to the Timesheet List, My Timesheets tab, and right click on the box to the left of the date. Then click Delete, it will ask you if you want to delete the Timesheet before it is deleted.
- If you have questions about where you should charge your time (project/phase/activity), contact your supervisor.
- If you have questions about payroll, contact your Supervisor or Jennifer Wuestneck [jwuestneck@pulsarobi.com](mailto:jwuestneck@pulsarobi.com).
- If you have questions concerning Human Resources, contact [HR@pulsarobi.com](mailto:HR@pulsarobi.com).
- If you have technical IT questions, contact [itsupport@lwsurvey.com](mailto:itsupport@lwsurvey.com).