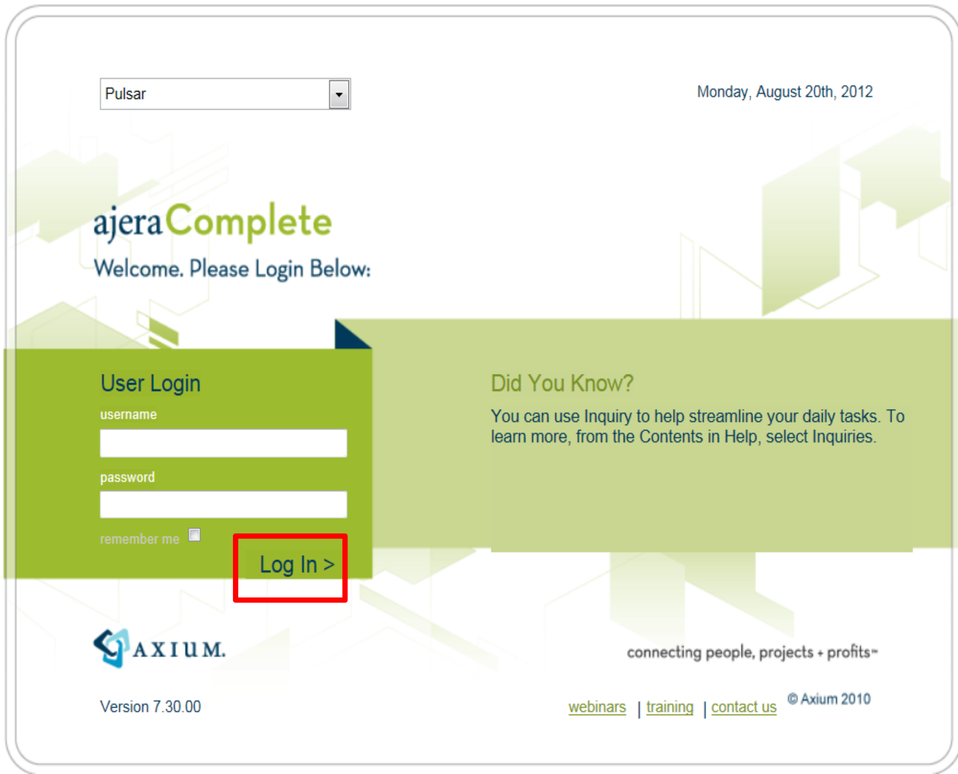
Ajera TIME Entry:

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: * <u>upper case</u> 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>



Ajera TIME Entry:

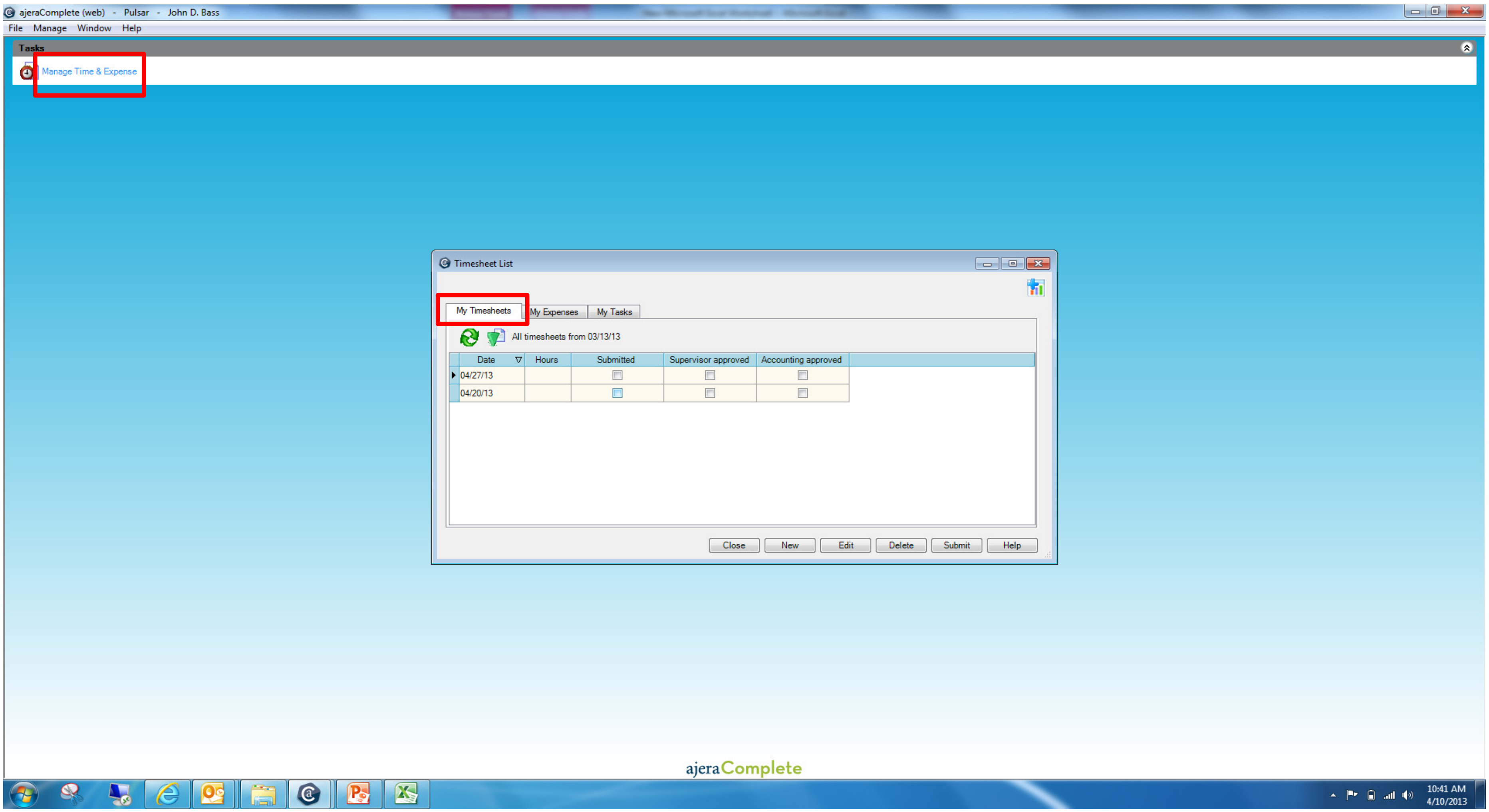
Most of you will see the screen below. Click Manage Time & Expense.

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 <u>Sunday</u> to Saturday. Timesheets are submitted weekly, **<u>DUE Monday 12:00 pm CST</u>**.

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



Ajera TIME Entry:

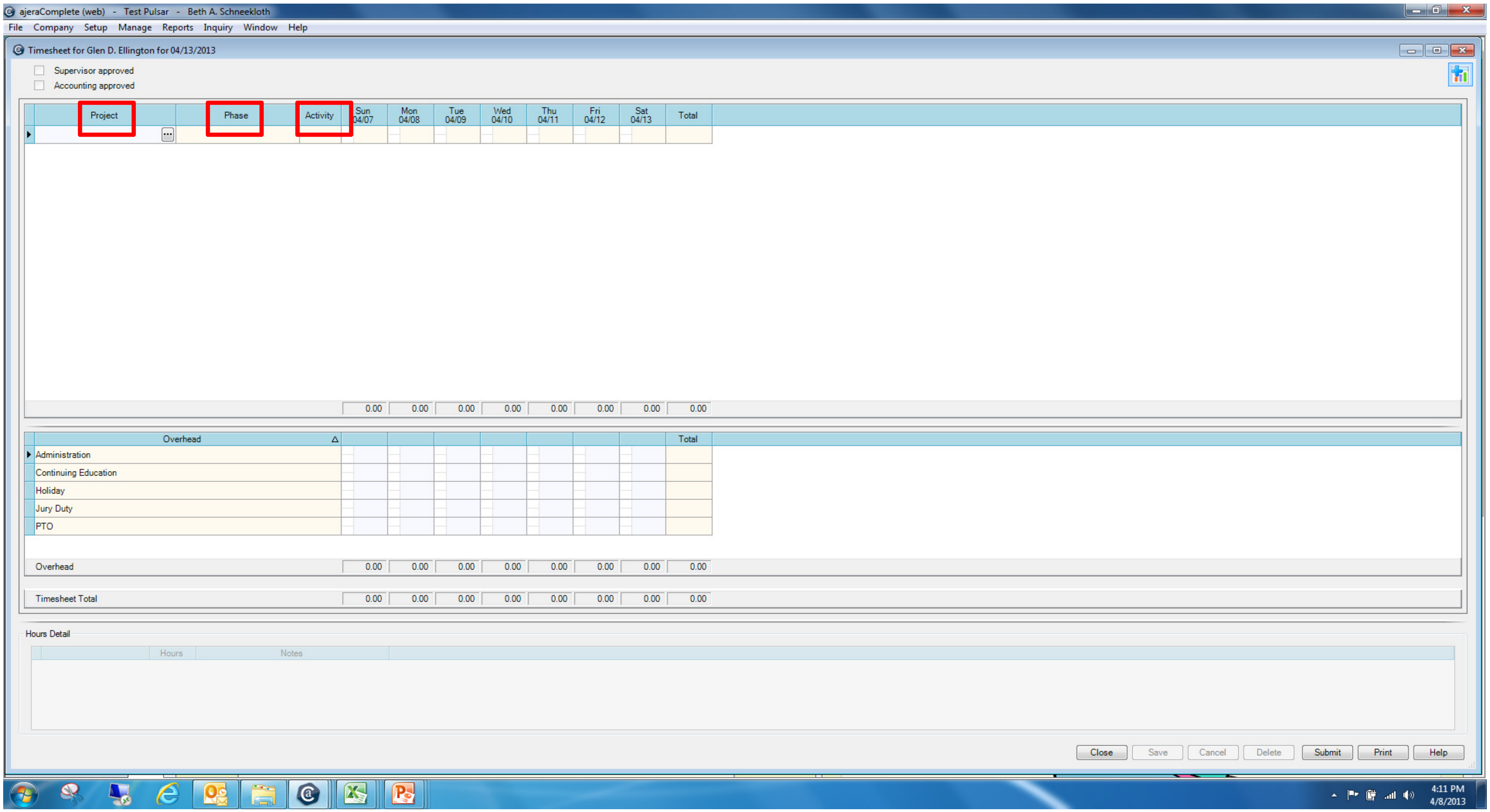
The Timesheet has three separate Grids. Dependent upon your security set-up you may or may not see all Grids.

Top Grid (Client Projects/Marketing): if you have time to Client Projects/Marketing you MUST enter the Project, Phase, Activity and TOTAL hours (no OT) for the days/dates worked on each Project. If you worked on multiple Projects, you should have a line for each Project.

Middle Grid (Overhead): if you have Overhead time only.

Bottom Grid (Hours Detail): DO NOT ENTER, used only to modify timesheet notes.

Overtime calculation is an automated accounting process, DO NOT ENTER any hours into this Grid.



<u>To enter TIME - TOP GRID (Client Projects/Marketing) instructions:</u>

Click the <u>Project</u> ellipsis to bring up the Project List.

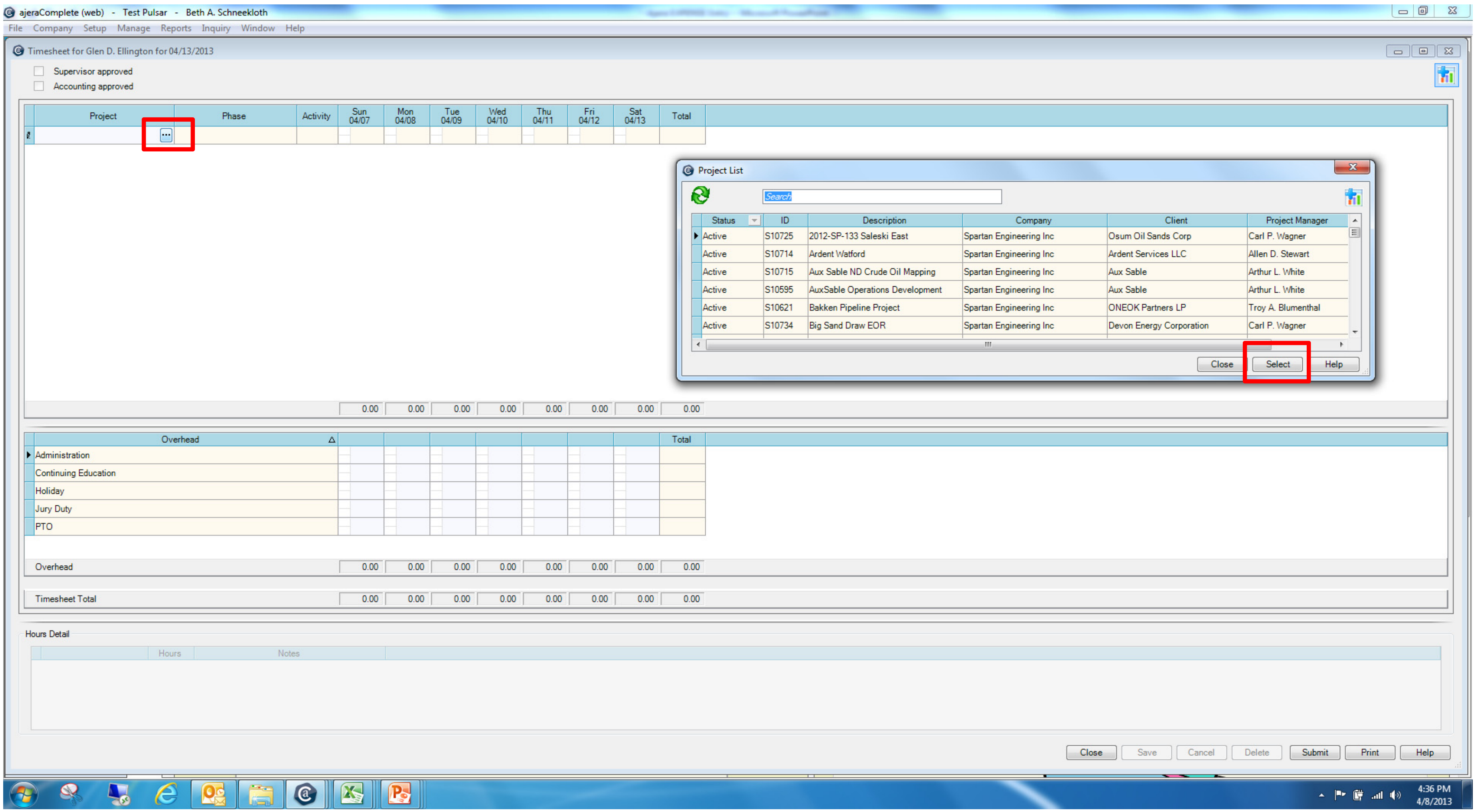
Select the line with the Project you are working on and then click Select (or double click on the Project).

Project numbers begin with letters designating the company:

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

<u>Be sure to choose the Project for the COMPANY you work for (that pays you).</u>

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



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

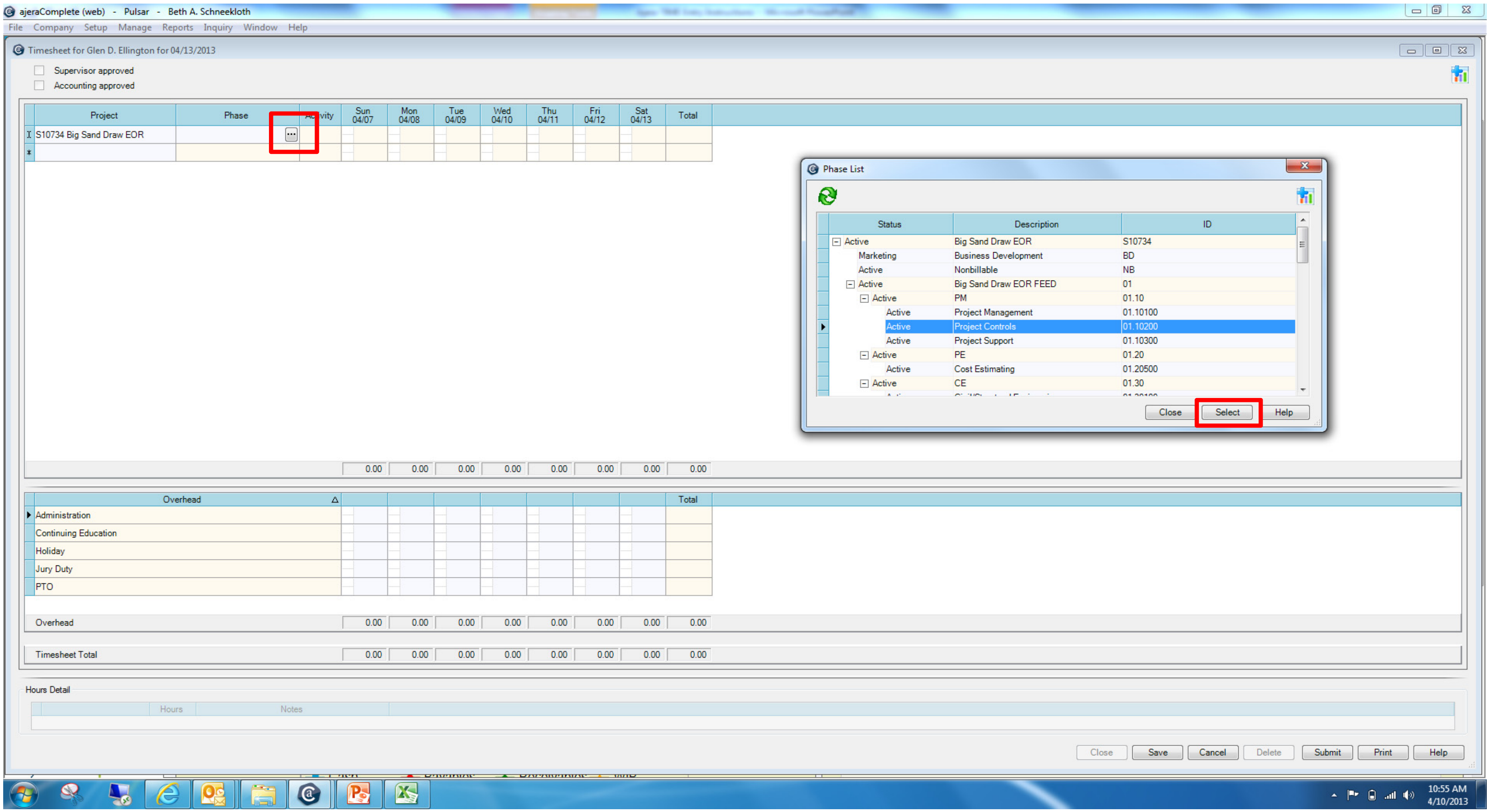
Click the Phase ellipsis to bring up the Phase List.

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.

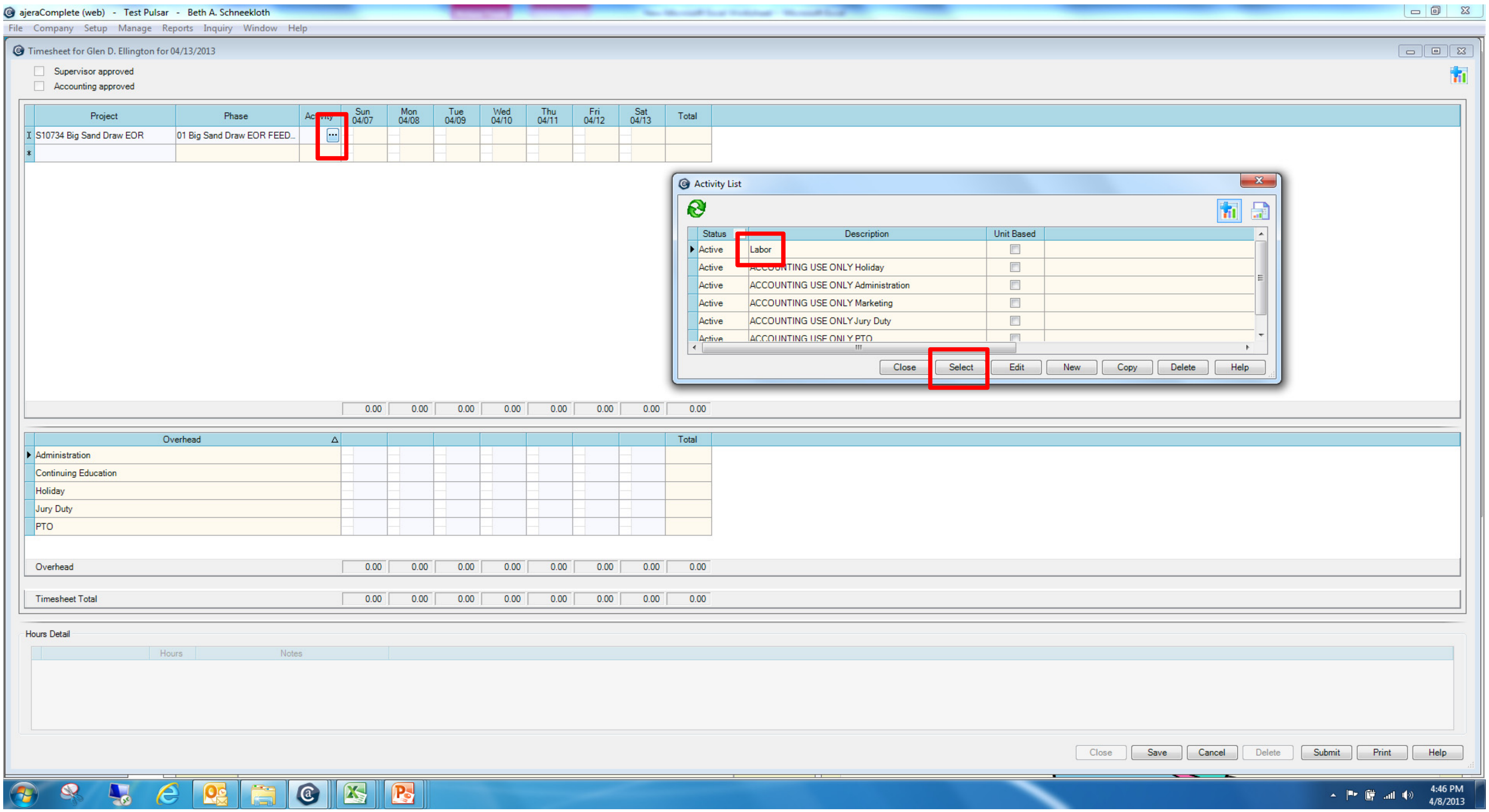
SCROLL THROUGH ALL PHASES AVAILABLE ON THAT PROJECT TO ENSURE YOU ARE CHARGING CORRECTLY.



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

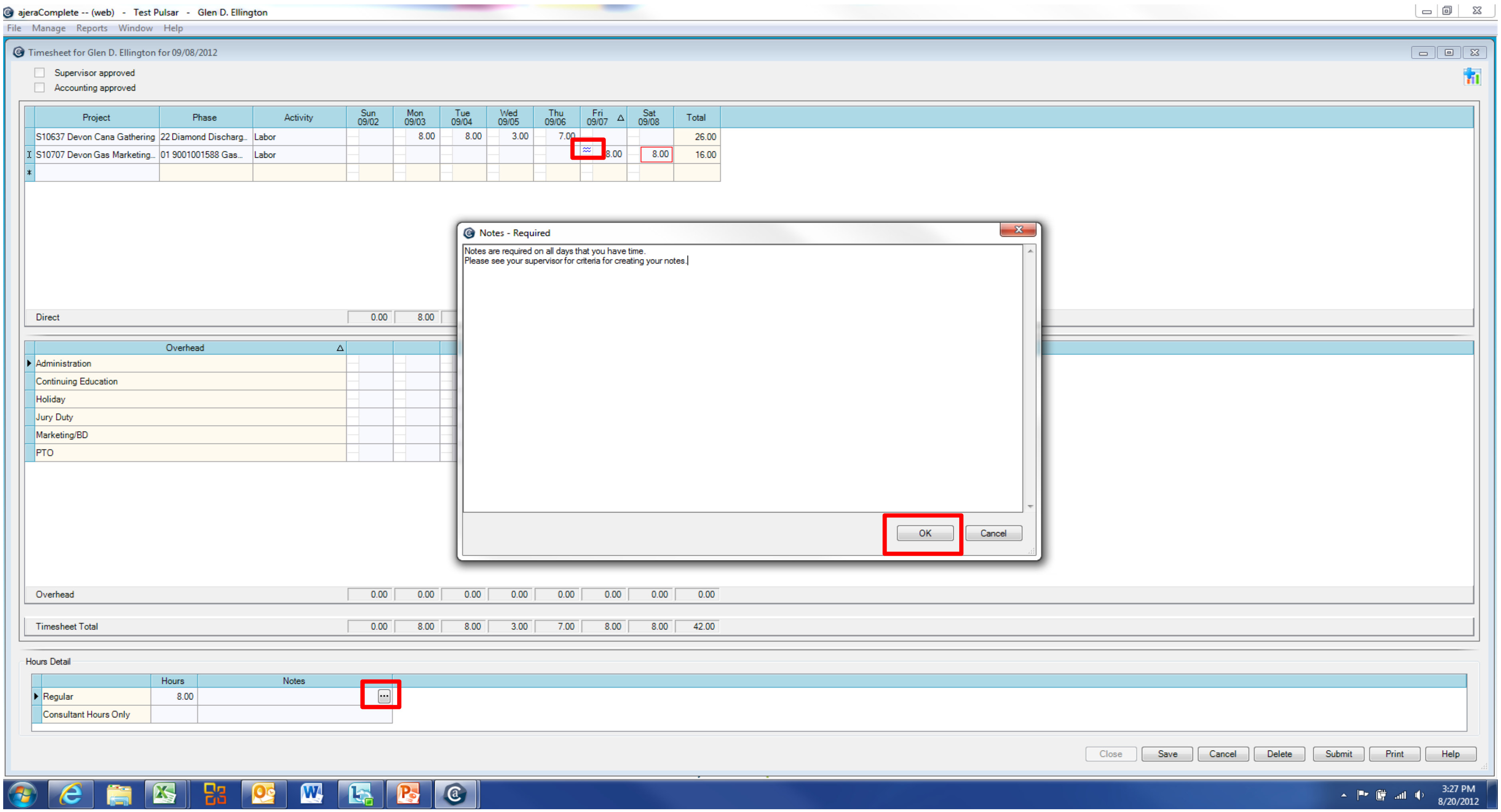
Click the Activity ellipsis to bring up the Activity List.

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



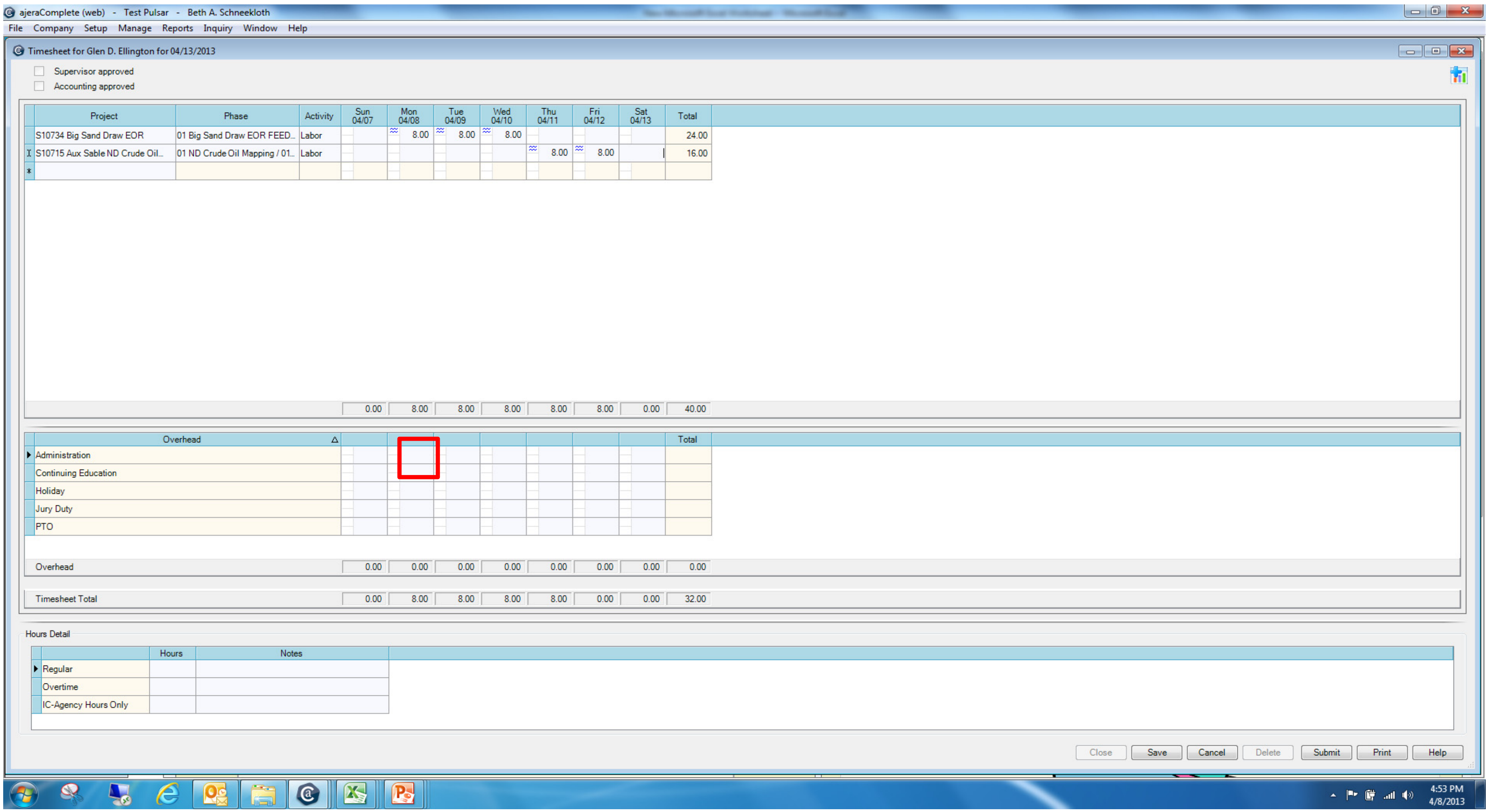
Notes-Required:

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.



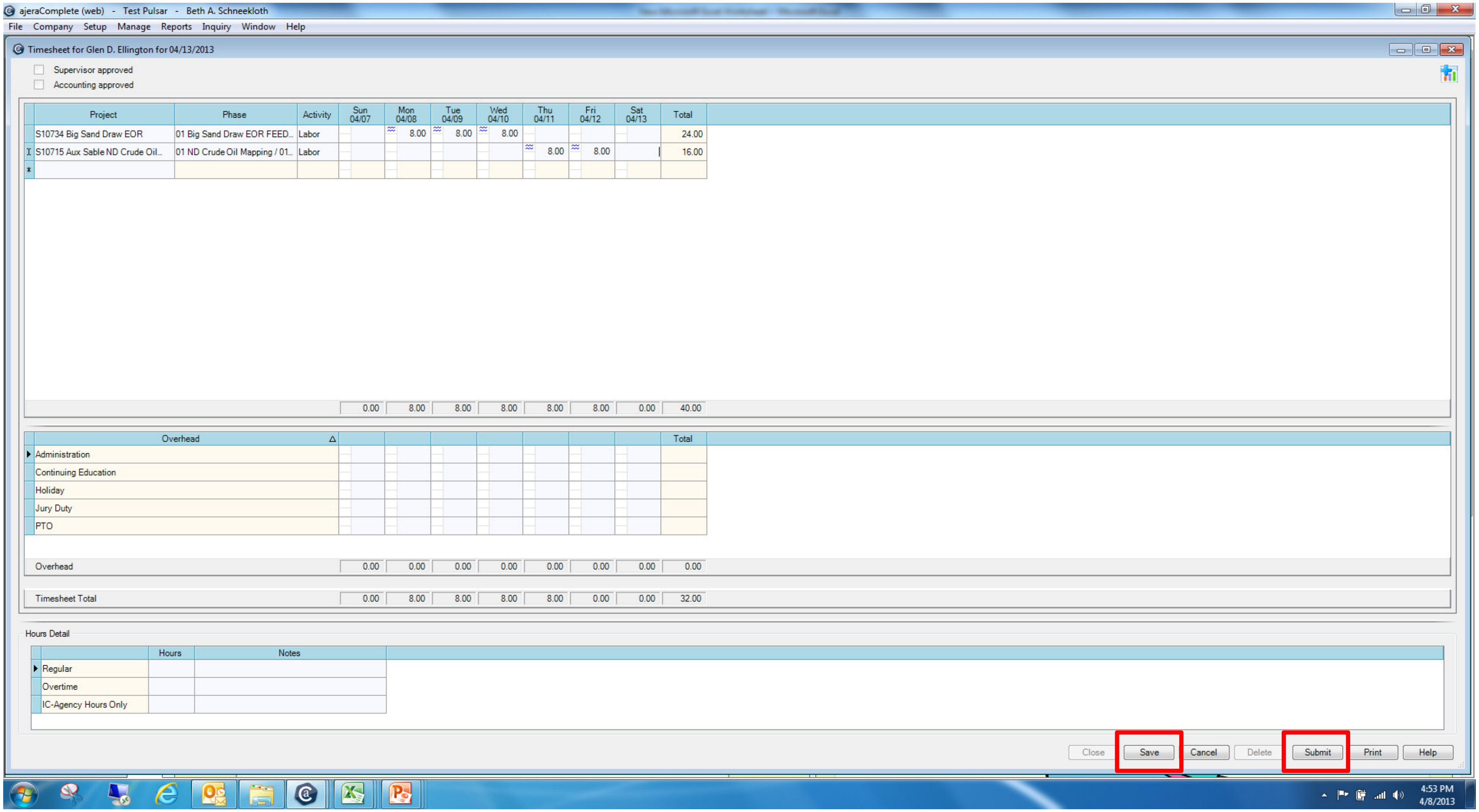
To enter TIME - MIDDLE GRID (Overhead):

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.



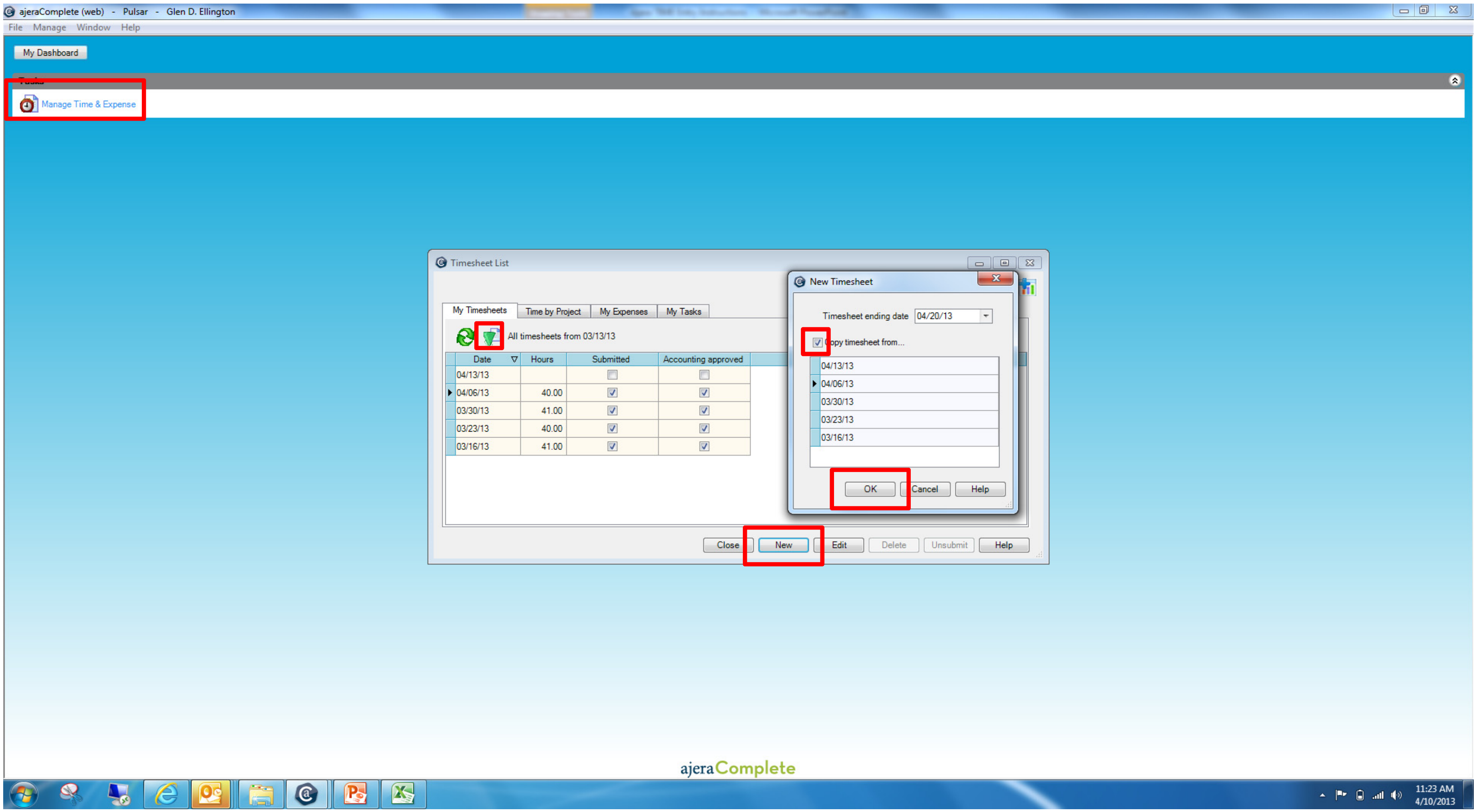
To Save and Submit a Timesheet:

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.



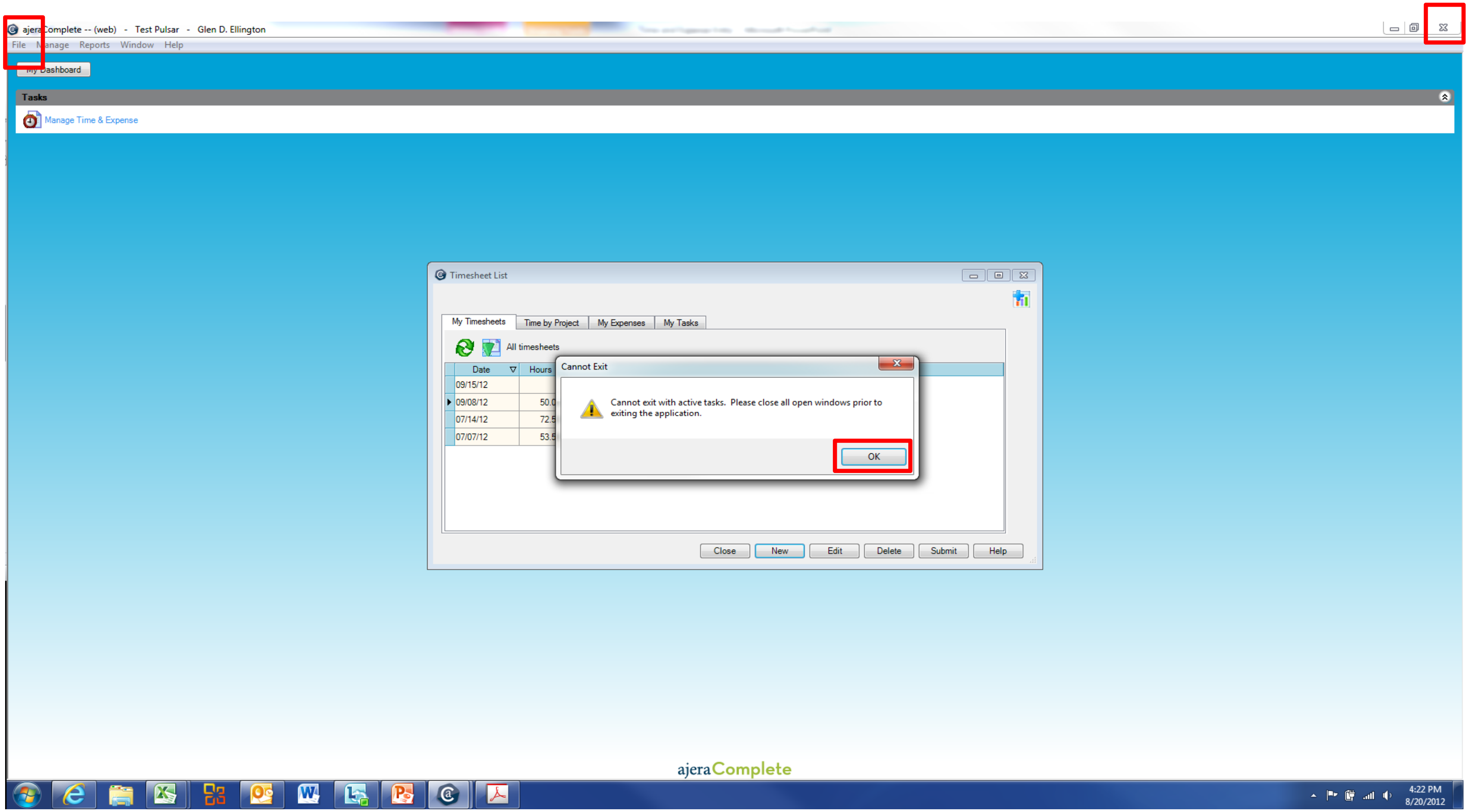
To Copy an existing Timesheet:

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.

- If you have questions concerning Human Resources, contact HR@pulsarobi.com.

- If you have technical IT questions, contact itsupport@lwsurvey.com.