



## Time Sheet Instructions

### Using ClickTime Timesheet Software

In order to be paid, you must fill out your timesheet on line at [ClickTime.com](http://ClickTime.com). Every day you will fill out a time sheet to report the hours you have worked for each client and project. This information is used both to pay you and to bill our customers. Your time card data is entered and submitted a week at a time on a web based platform called ClickTime.

Note: the J P Systems pay period dates always runs from the 1st of the month to the 15<sup>th</sup> and the second pay period runs from the 16<sup>th</sup> of the month to the end of the month. The pay period dates do not change. You are paid for the time you work on a semimonthly basis. You will enter and submit this data on line at the end of each work week.

### **You must fill out your own time sheet. Someone else cannot do it for you.**

The hours you record daily on your J P Systems, Inc. time sheet will be approved by your company representative after you submit the time sheet at the end of the week. You may also have to fill out another separate time sheet for the client's time accounting system. This is a Federal requirement that we cannot change.

### **Login to ClickTime**

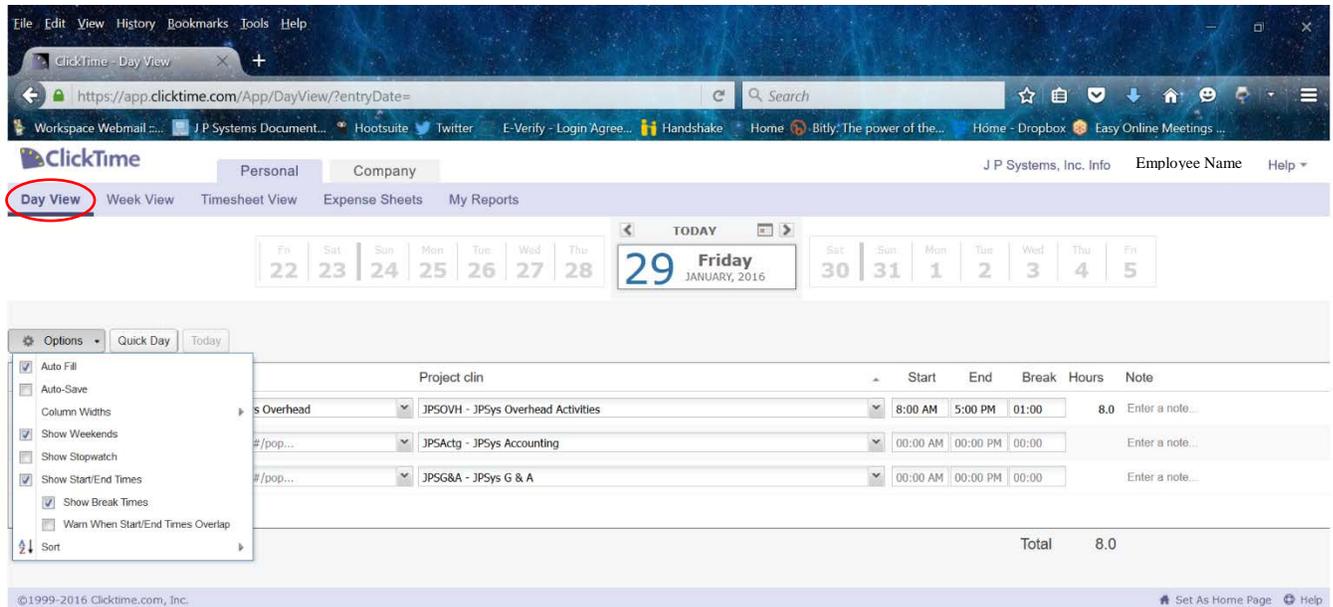
The ClickTime on line system is used by J P System's employees to record and report your hours to the payroll department. You will receive an email inviting you to the ClickTime system. To login in to ClickTime, start an internet web browser program, (such as Google Chrome, Firefox or Internet Explorer), and enter this address in the search box: <https://login.clicktime.com/>. Then when the login screen displays, enter your J P Systems' email address in the email box and enter your password. Your company representative will provide you with a password or click on the 'Forgot Your Password?' link to reset your password.

### **ClickTime Set Up Options**

To adjust your data entry settings, click on the Options box in the upper left part of the screen. See Figure 1 below where the user has selected the check boxes for AutoFill, AutoSave and 'Show Weekends'. Select Day View on the upper left if it is not already selected. Click to turn on Auto Save if it is not already checked and if you wish, turn on 'Show Weekends'.

### **Quick Day Button (Clone Previous Day)**

Note that the Quick Day button copies the previous week's or day's entries into the current day or week. You may not want this to happen. Think of this as a "**Clone previous entry**" function.



**Figure 1. ClickTime Options Dropdown List**

### **Choose the Client, Task Number and Project CLIN Charge Numbers**

Once you are logged in, make sure that you are in the 'Day View' tab to enter your hours. You can change to the Day View entry screen by clicking on the 'Day View' tab in the top upper left of the screen on the purple bar. Your company representative or project manager will give you the correct charge numbers for **the client, task number/PoP and project CLIN**. These three pieces of information are needed to enter your hours for the week. **First select the client for which you work (if not J P Systems itself) in the column on the far left.** Then select the task order number or Period of Performance (PoP) in the next column to the right of the client. There will usually only be one or two choices for the period of performance or task order number. The next lowest level is called a project CLIN. This is the next column to the right of the task number.

### **Billable Hours**

Hours worked for a clients' project are considered billable hours. Billable hours have both a Task Order Number and a Period of Performance (PoP). Hours worked on internal J P System's projects, while not billed to a client, are still carefully tracked for cost purposes.

### **Breakout of Internal J P Systems Work by Task and CLIN**

If you worked on a project directly for J P Systems, for example in Administration, **select J P Systems as the client in ClickTime.** If you worked on Sales and Marketing tasks, then select Sales and Marketing as the Task and either Marketing of Products or Marketing of Services as your project CLIN. If you did work such as web site development that was not for clients, select Overhead as your task. If you worked on proposals, select J P Systems as the client in ClickTime, 'Bids and Proposals' as the Task and also 'Bids and Proposals' as the CLIN. See Table 1 below for more details.

If Your Project CLIN is:	Project CLIN Code	Your Task Number is:
JPSys Overhead Activities	JPSOVH	Overhead
JPSys Administration	JPSAdmin	General & Administrative (G & A)
JPSys Bids and Proposals	JPSB&P	B & P
JPSys Accounting	JPSActg	G & A
JPSys Training and Prof. Development	JSPProfDev	Overhead or by Client if Client paid for training
JPSys Human Resources	JPSHR	G & A
JPSys Holiday Time	JPSHoliday	JPSys Leave PTO
JPSys IT Support	JPSIT	G & A
JPSys PTO Vacation Time	JPSVac	JPSys Leave PTO
JPSys PTO Sick Time	JPSick	JPSys Leave PTO
JPSys Travel	JPSTrav	Varies: client, G & A, overhead
JPSys Marketing of Services	JPSMarket	Sales and Marketing
JPSys Marketing of Products	JPSProd	Sales and Marketing
JPSys Research & Development	JPSR&D	IT Research

**Table 1. Breakout of Internal J P Systems CLINs and Task Numbers**

### **How to Charge Time for Management, Training Classes or Travel**

If you were requested to take a training class, charge this to a J P Systems' Overhead task unless it is a class which the client required and for which they paid. If the client has required the class, charge the training time to that client project. If you spent a day traveling specifically for training, usually this is charged to the client project and you are expected to work on the airplane. If you are traveling for Marketing or Human Resources, then verify this and charge to JPSMarket or JPSHR respectively. See the Table 1 for the list of internal Task Orders.

### **Entering Your Hours Worked**

To enter hours worked, as long as you are in Day View, today's date will automatically pop up. To change the date, click on the date range shown on the right or left arrow to move ahead or backwards in time. Enter the hours you worked, down to tenths of an hour or 6 minute intervals. There are multiple rows for entering time worked on different projects. **Then click on the Save button.**

Want to customize this page?  
Add columns, remove columns, customize drop-down content, [and much more](#). [Contact support](#) or call sales at (415) 684-1180, and we'll help you make time entry even easier.

Time can only be entered in [Day View](#) because [DCAA compliance](#) is enabled.

Feature Tour

Client	Task #/pop	Project clin	Sun Jan 10	Mon Jan 11	Tue Jan 12	Wed Jan 13	Thu Jan 14	Fri Jan 15
J P Systems, Inc.	JPS0001 JPSys Overhead	JPSHR - JPSys Human Resources	0.5	0.5				
J P Systems, Inc.	JPS0001 JPSys Overhead	JPSHR - JPSys Human Resources	0.5					
J P Systems, Inc.	JPS0001 JPSys Overhead	JPSOVH - JPSys Overhead Activities		7.5	7.1	6.0	3.0	4.1
J P Systems, Inc.	JPS0001 JPSys Overhead	JPSOVH - JPSys Overhead Activities				1.6	4.0	
J P Systems, Inc.	JPS0001 JPSys Overhead	JPSOVH - JPSys Overhead Activities					1.0	
J P Systems, Inc.	JPS0003 JPSys Leave (Paid Time Off)	JPSVac - JPSys PTO Vacation Time						2.0

**Figure 2. J P System's Employee Time Entry Screen in ClickTime**

There are different ways to view your time sheet data. You can view data by day, week or timesheet view. You must enter your hours in Day View, and to submit your timesheet you must be in Timesheet View. To get a general view of your week, you can click on Week View. Week view is shown in Figure 2 above. **To move between weeks, click on the tiny right (>) and left arrows/angle brackets (<) at the top of the page on either side of the current period.**

See the J P Systems, Inc. Employee Manual for more information on reporting your hours. The latest version of the J P Systems' Employee Manual can be downloaded from the company web site. The [Company Bulletin Board](#) web page specifies which days are recognized as holidays.

You must put hours for different clients on separate rows! Sometimes a client will have more than one charge number for the work you do for them. Put these on separate lines too so they can be billed separately. There is a space on the timecard for notes on how you spent your time. Enter a brief summary of your tasks and focus that day.

### Enter Your Hours for Paid Employee Leave

Before entering vacation and sick or holiday time on your time sheet, make sure you have accrued the time and are eligible to use it. **Your accrued vacation and sick hours are printed on your paycheck stubs.** See the J P Systems' Employee Manual for more information on when vacation, sick time, and holiday time can be taken. **Please see the latest J P Systems' Employee Manual, which can be downloaded from the [Employee Links Page](#), for the holiday, sick time, and vacation time eligibility rules.**



After entering your paid hours, enter the sick, vacation, or holiday time that is allowable for you this period. You must have sufficient hours accumulated to charge time for paid time off (PTO) such as sick time or vacation time. In order to be eligible to be paid for a holiday, you must have started work with us at least three full days before this holiday. Only full time employees qualify for paid sick, vacation and holiday time. Part time employees receive time off without pay. If you need to enter vacation hours on a day other than the day of the vacation, please contact your company representative for instructions.

To enter your paid leave, choose J P Systems as the client. Then pick 'Paid Time Off' as the Task Order number. Now select the type of leave as holiday, vacation, sick time or Volunteer Day. Then enter the number of hours. Click on the Save button to save the data. The official record of your available leave is kept in the payroll system.

### Entering Comments into Timesheet Notes Along with Your Hours

If you are performing tasks internal to JPSys, you must take a little time to make a note of what exactly you were doing. We must properly split out time between all categories in particular Overhead and General and Administrative (G & A) activities. Were you attending an internal operational meeting, working on a flyer for recruiting employees, researching content for the website, gathering data from employees for the accounting department or for another articular purpose, etc.? Write it down but do not include a lot of detail as we cannot export the ClickTime data and back it up and archive it for our records. The data only exists as long as we subscribe to it. Create your detailed project log elsewhere.

### Submitting Your Timesheet

Submit your timesheet at the end of each week. You must proofread your timesheet before submitting. Rejection of your timesheet will cause delays. **Are the vacation hours charged to vacation time and the billable hours charged to the correct client project? Did you split out General & Administrative tasks from the Overhead tasks? By the way, this latter one is not an easy determination and varies from company to company. We must operate in accordance with our own J P Systems' Financial Policies and Procedures Manual. Please ask about how to categorize your time.**

Occasionally, check with your company representative to make sure the billable task number or period of performance (PoP) is still correct for your contract. These PoP start and end dates do NOT coincide with the calendar years and will start and stop in the middle of a week. They will usually only change once a year. Task order numbers can continue for multiple years.

**CAREFULLY check your time sheet for accuracy.** Once you are satisfied that the time sheet is accurate, go to Timesheet view and click on the Submit button. If you have questions, please ask your company representative first. If they can't help you, call 1 877 644-6644 or 1 703 815-0900 or email accounting at [info@JPSys.com](mailto:info@JPSys.com). The accounting department can verify that you will be able to use your paid leave time.



### Timesheet Review and Acceptance

Once you have submitted your timesheet, your company representative or project manager will

receive an email notifying them to approve your timesheet. They will login to ClickTime and review the timesheet. If your timesheet has been entered and your codes are all correct and you are eligible for all the paid leave you have entered, your timesheet will be approved by your company representative or other project manager. If there is a problem with your timesheet, the reviewer will reject the timesheet and you will have to change it and resubmit it. All of the timesheet data is then reviewed a second time by the Accounting department before the payroll is run.

### ClickTime Technical Support

If you need help using ClickTime email anytime at [support@clicktime.com](mailto:support@clicktime.com). This email address is monitored 24/7. Or during business hours call the support line at 1 415 684-1180. They open at 9 am Pacific time.

### Taking Notes to Prepare for Your Monthly Status Report



In preparation for your monthly project status report, you will need to have a central place to write down more information than can fit on your timesheet. **To keep notes on how you spent your time, problems that arose, what decisions were made, and what issues were left unsolved, you will need to keep a project log.** Make a note of what you have accomplished and any action items for yourself and people who report to you. Save a copy of your project log notes for your monthly status report in a MS Word file to local computer's Dropbox folder. If you have properly set up a Dropbox.com

account, your local folder will synch with your dropbox.com account. **Be sure to regularly backup all your project data and your company data.**

One recommended way to maintain your project log is to organize and save non sensitive data in notes by using a note tracking app such as Evernote by Evernote Corporation. You can create notebooks to organize your project notes and to keep track of the inevitable loose ends, ideas, copies of important emails, and important screen image captures of your travel reservations and other purchases.



You can download Evernote here for free: <https://evernote.com/download/>. It is also available as a phone app and will synch your notes across all of your devices.

Thank you so much for taking the time to record your hours daily and to read the instructions!

### Alternative Timecard Procedures for Emergencies

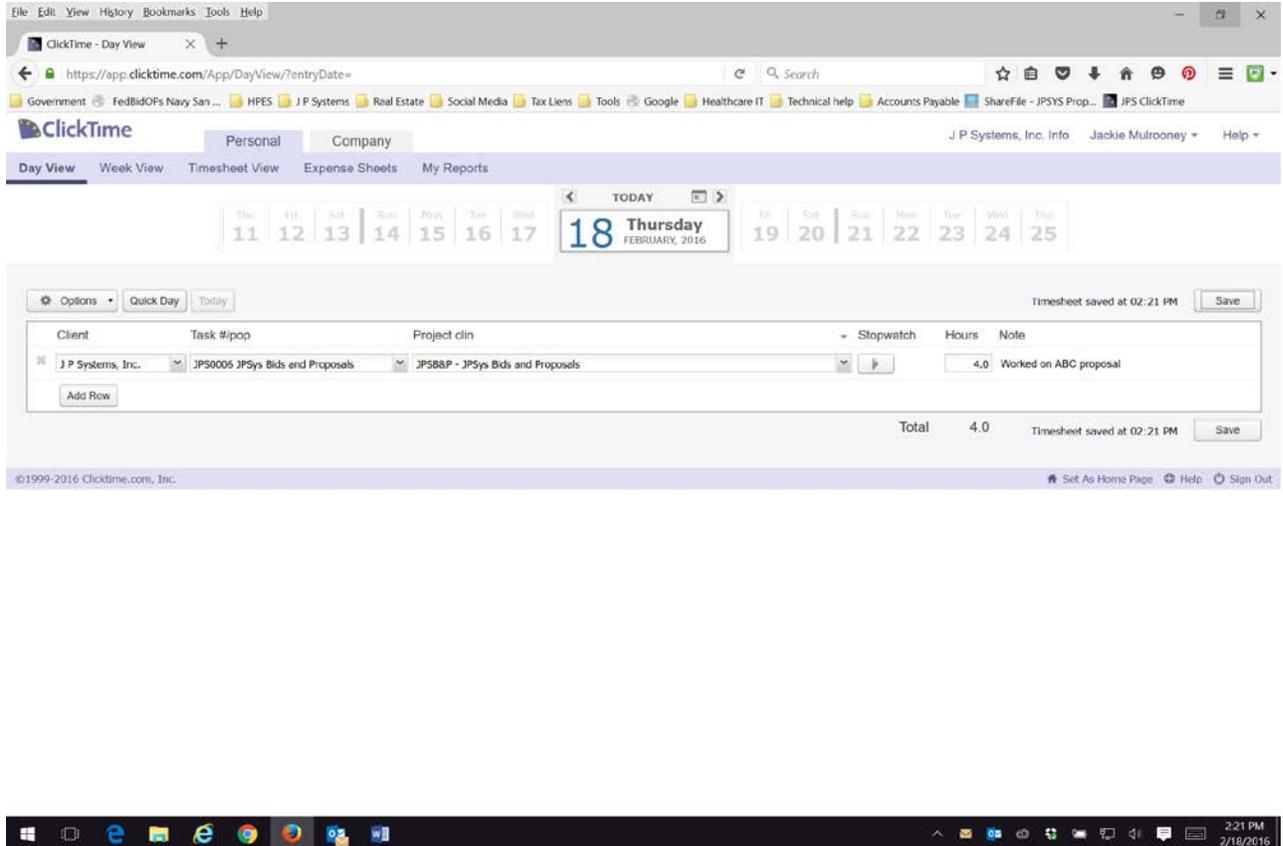
If you are in an emergency situation with no internet connection, you may fill out a timesheet in an Excel spreadsheet. Or if you have no electrical power, you may, as a last resort, fill out a paper timesheet. Please contact your company representative if either of these events occur.

### Recording Timesheet Hours for Proposal Work



J P Systems, Inc. does not pay exempt employees for hours worked on Bids and Proposals (B & P). However, you must record these hours on your timesheet with J P Systems as the client, JPSYS0006 as the task number, and JPSB&P as the project CLIN. The proposal hours

are for our cost tracking requirements. Please ask your company representative if you are unsure about your payment status. Non-exempt employees are paid for proposal hours. See Figure 3 below for an example.



**Figure 3. How to Record Proposal Hours Worked**