Automatic Time and Expense System (ATS) Procedure

Version 5

February 26, 2020

CTG Internal Use Only

©Computer Task Group, Inc., 2020

Unauthorized copying, sale, or duplication of this document, in whole or in part, in any medium, is a violation of the law.

Table of Contents

1. Overview 1

2. Accessing the System 2

3. Enter Time 4

4. Enter Expenses 7

4.1. Detail Expense Entries 8

4.2. Prepaid Expenses (guaranteed credit card and travel advances) 8

5. Enter Comments 12

6. Complete Entry 13

7. Frequently Asked Questions 14

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

1. Overview

The CTG Web-based Automated Time and Expense System (ATS 2.0) is designed to help automate the time input, tracking, and reporting functions of billable time management. As a CTG consultant, you are required to enter your time and expenses each week using this system. The system is open between Wednesday, 12:00 a.m. Eastern Time, until Monday, 3:00 a.m. Eastern Time. A copy of your expense report and copies of all receipts are also due according to these same deadlines.

Some CTG employees have a client representative who will perform a documented review of their time each week via the web based system. The client representative will also be able to obtain various reports relating to billable time for management purposes. Some examples of employees that are not reviewed by clients include, corporate CTG employees (IS, FAC, HR, etc…) as well as divisions like CTG Health Solutions.

For those employees who are reviewed, reviewer changes are handled by contacting your local CTG site manager. If you do not know who your local CTG site manager is, send an email to helpdesk@ctg.com.

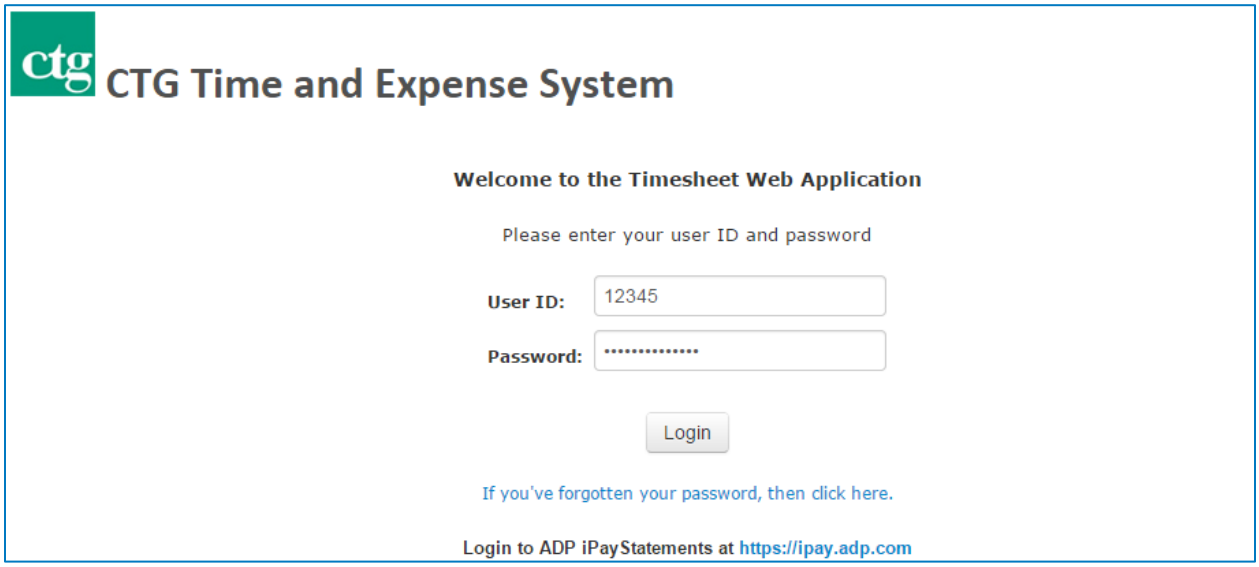
If you experience any problems with the system, please contact the CTG Help Desk at 1-800/544-9071 or send an email to helpdesk@ctg.com.

If you have any questions about the system or ideas for enhancing its functionality, please send them in an email to helpdesk@ctg.com.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

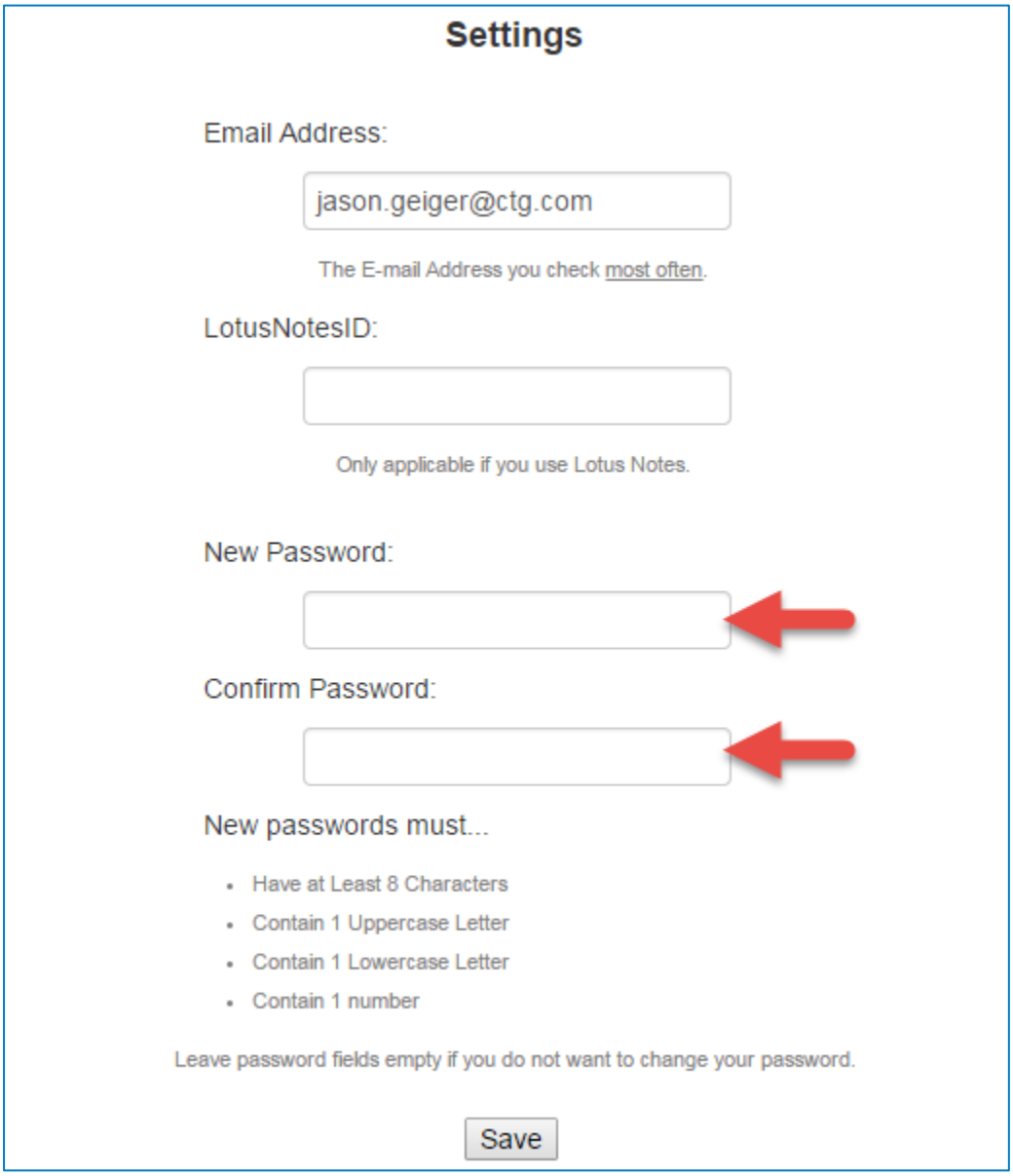
2. Accessing the System

1. Go to http://timesheet.ctg.com in your web browser.



2. Enter your user ID (employee number) and password and click 'Login.'
   The first time you enter the system, enter your employee number as your password. You will then be prompted to change your password. Use your new password for all subsequent logins.
3. If this is your first time logging in, you will see the following prompt to create a new password.

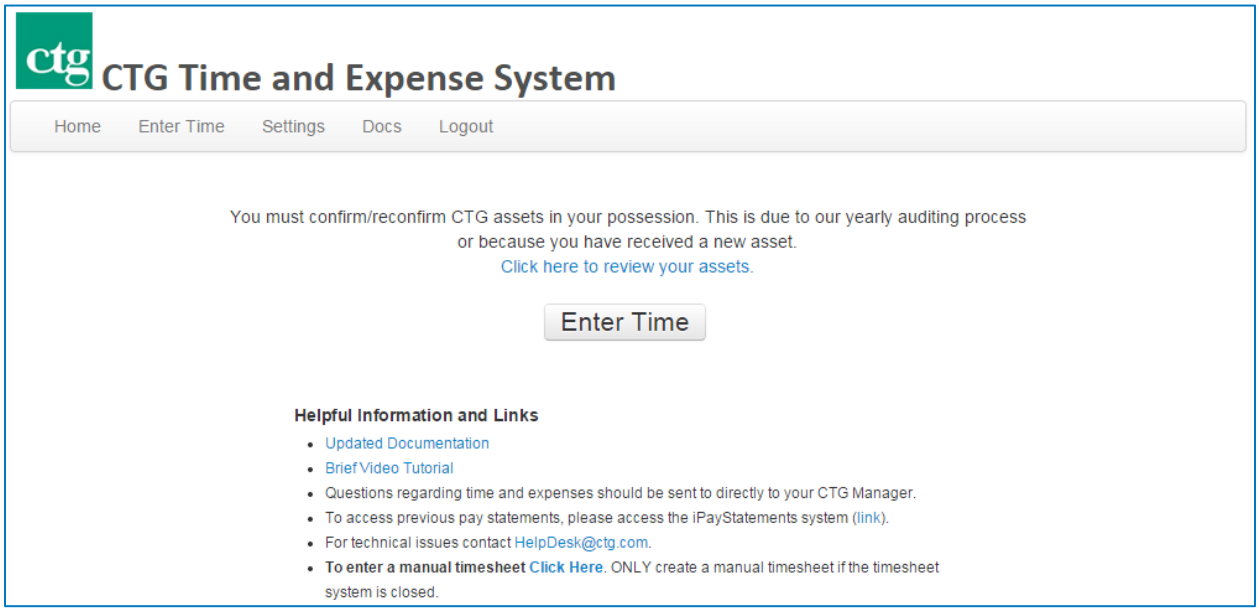
Copyright ©2020 Computer Task Group, Inc. All rights reserved.



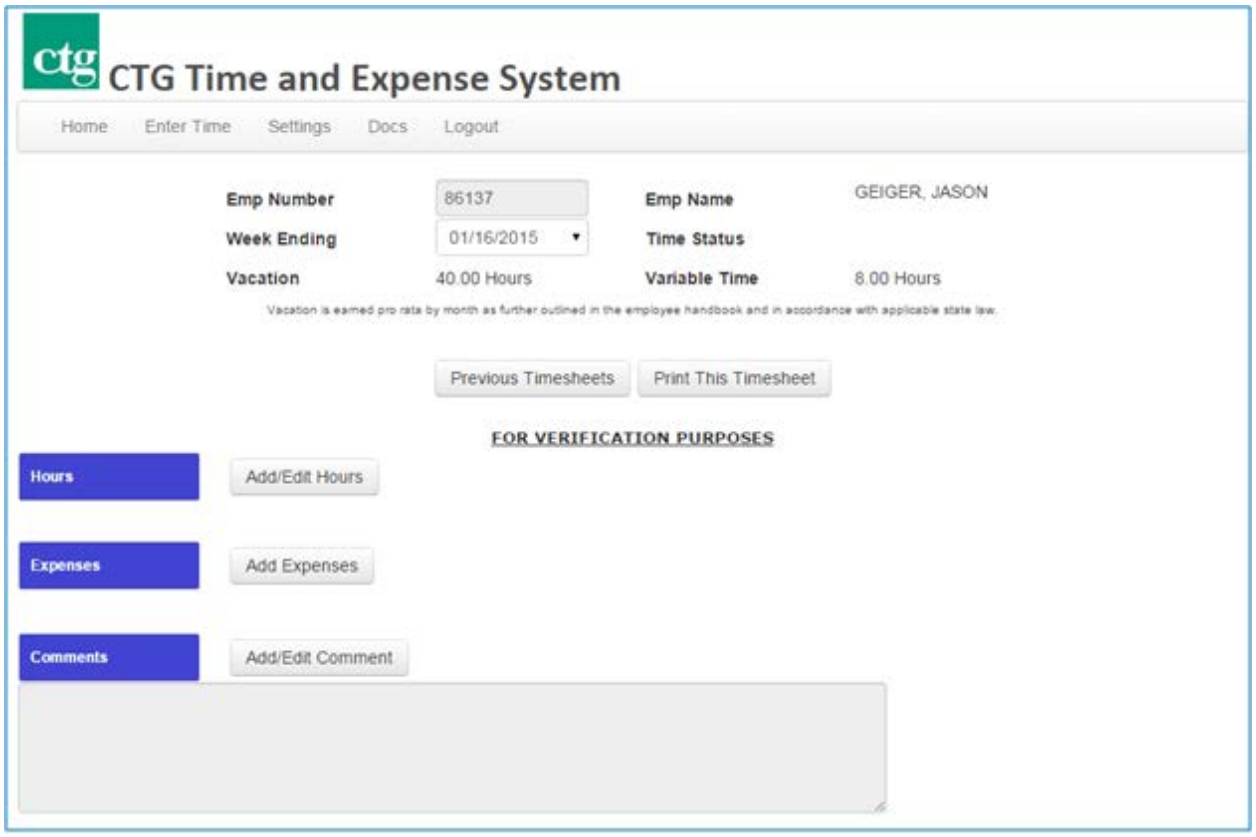
- **Email Address** should be the email address that you check most often.
- **LotusNotesID** is only required if you are at a client that requires you to use Lotus Notes.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

3. Enter Time

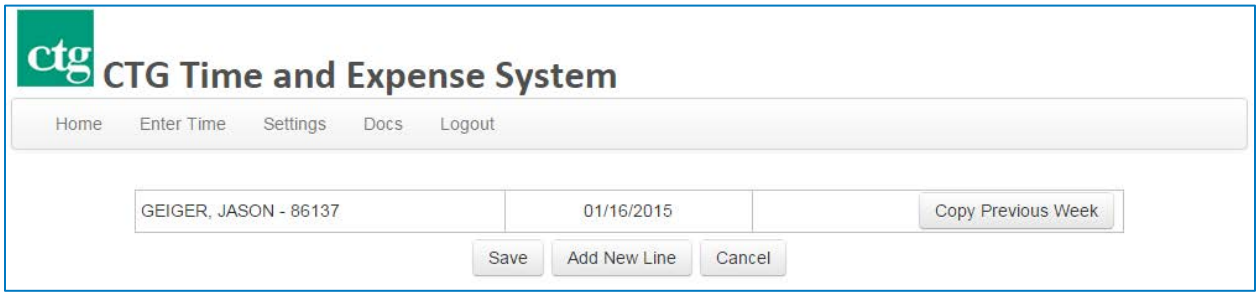


1. Click '<u>Enter Time</u>' in the Timesheet Web Application window.
2. Your Employee Number, Name, Week Ending Date and Available Vacation will be displayed at the top of the window.
3. The 'Week Ending Date' defaults to the current pay period date. To change to a different week-end date, click on the drop-down box and select the week you want.

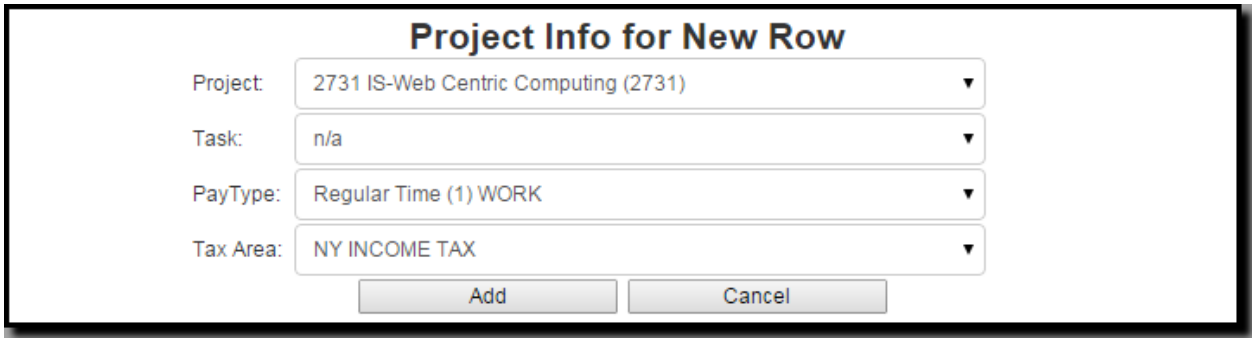


4. Click on 'Add/Edit Hours' to add your hours worked for this pay period.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

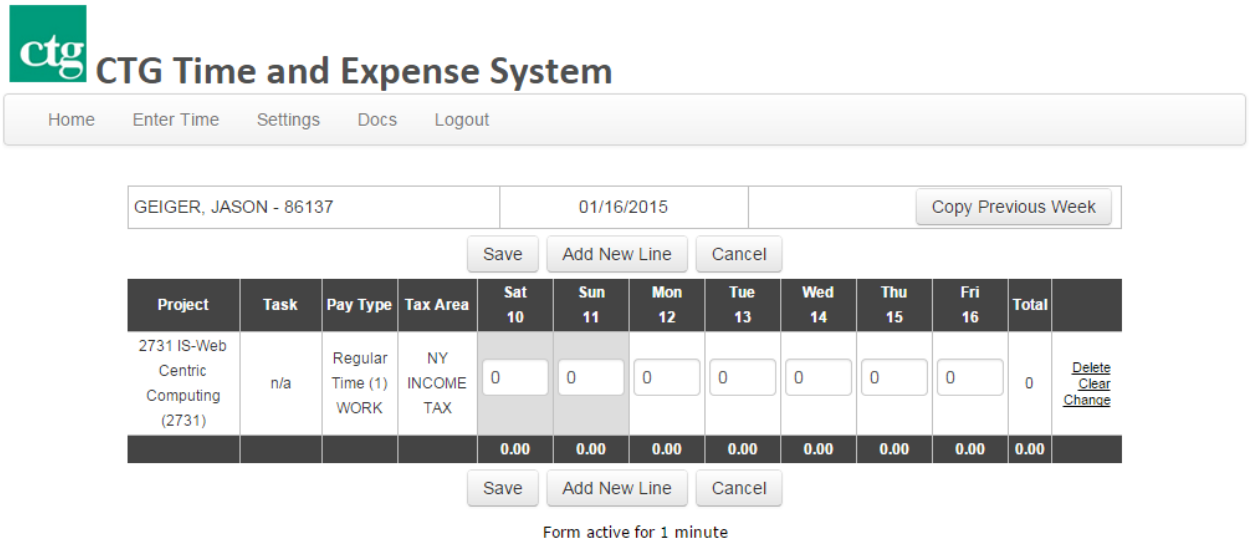


5. Click “Add New Line” to add a new empty line to enter hours.



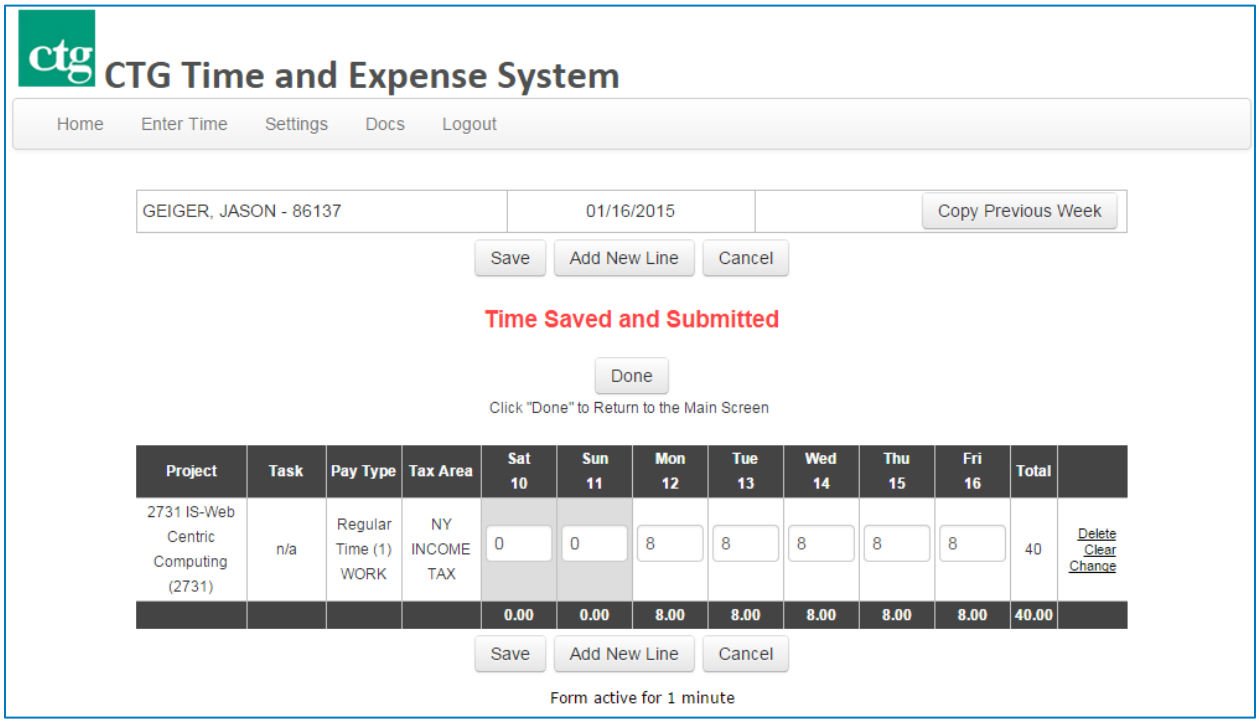
6. From the pop-up, select the appropriate Project, Task and Pay Type from the dropdown boxes. Most often the “Tax Area” does not need to be altered then click “Add”.

   Note: ***If your project/task information is missing or incorrect, enter your regular work hours in the ‘Missing Project Time’ pay type for the default project. If you have worked overtime, enter your overtime hours in the ‘Missing Project Overtime’ pay type. If you had some other circumstance (e.g., holiday pay), put the details into the ‘Comments’ section on the main page.***



7. Repeat steps 8 and 9 for each line that you need entered.
8. Enter the number of hours worked for each day of the week in the specified fields.
9. Choose ‘Save’ to commit these changes to the system.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.



10. Your time has been saved if you see the “Time Saved…” message.
    Note: If your timecard has errors you will see a specific error message at this time. If you see an error message your changes have NOT been saved.

11. You may click ‘Done’, logout or simply close your browser at this time.

High Importance:

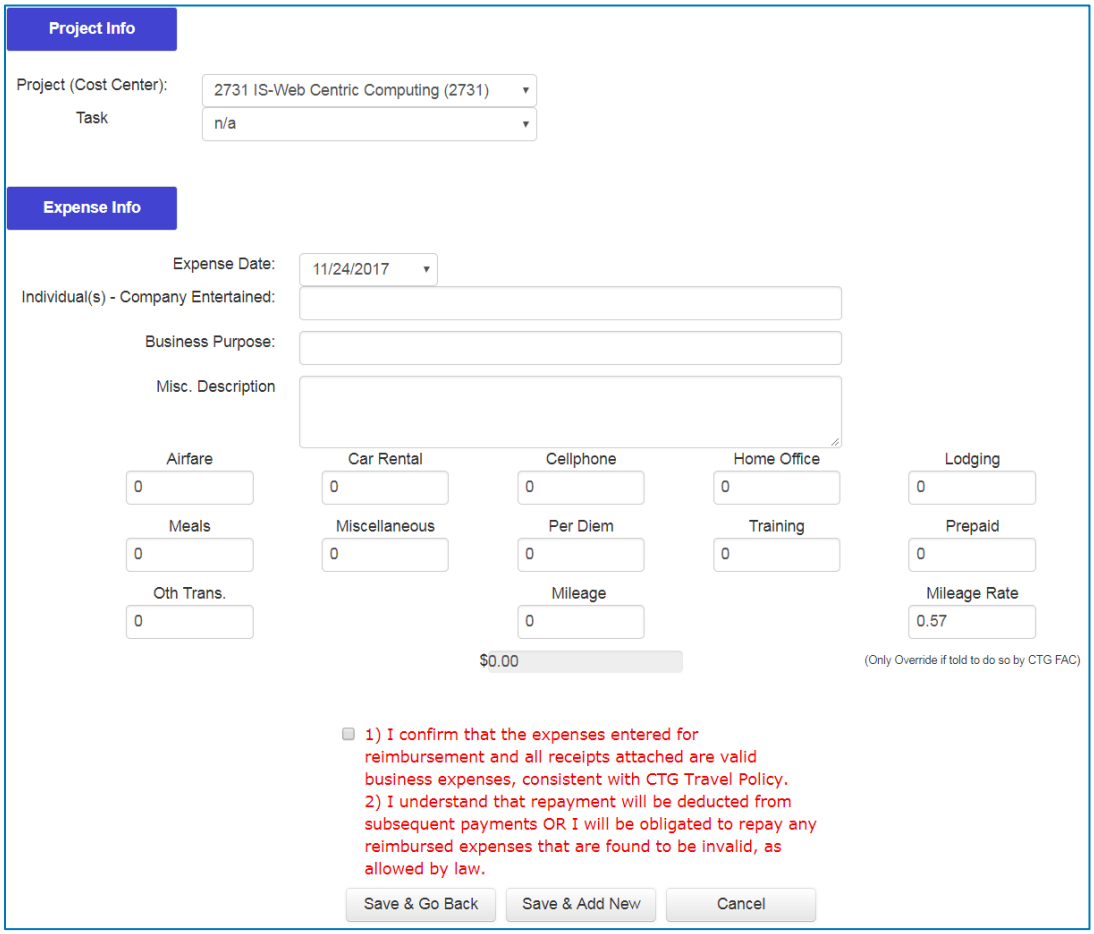
The **Copy Previous Week** button will copy all Project/Task lines from the previous week except Vacation, Sick & Holiday lines. It is YOUR responsibility to ensure the Projects/Tasks and hours are correct before saving your time.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

4. Enter Expenses

Expenses are entered from the main timecard page. Refer to the CTG Travel Expense Policy for a guideline of allowable expenses.

1. Select the appropriate 'Week Ending Date'.
2. Click on 'Add Expenses'.
3. Project (Cost Center): If you are working on a specific billable project select the correct project in the drop down menu. If you are not billing expenses, select your home cost center.



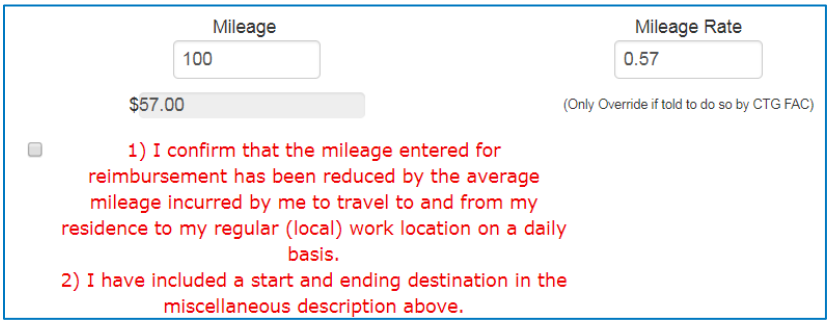
4. Task: Click the drop-down box and select the related task for which you want to enter expenses.
5. Expense Date: Click the drop-down box and select the appropriate date in which the expenses were incurred. The list allows you to select up to 30 days prior to the specified week-ending date.
6. Individual(s) - Company Entertained: Enter the name of the persons and/or company for which the expense was incurred.
7. Business Purpose: Enter a brief description of the business purpose of the expense; enter the description of the trip if entering multiple expenses (i.e. air, car, lodging, etc.)
8. Expense Description: A description is required only for all miscellaneous expenses. No description is entered if there are no miscellaneous expenses.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

4.1. Detail Expense Entries

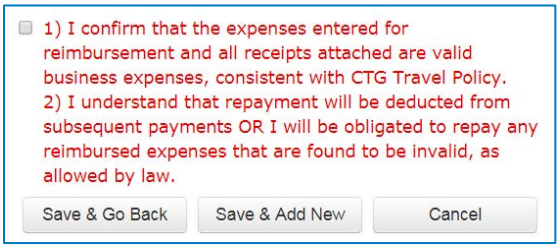
Expense Amount: Type in the correct amount of the expense in the text box of the appropriate expense type.

1. Expense entry notes:
   - Mileage: enter the number of miles in the amount box. The reimbursement amount will automatically be calculated at the current per mile reimbursement rate. You may override the mileage rate only if expressly told to do so by the FAC. A business purpose is required for your mileage including where you are traveling to and from, such as, home to airport or client site A to client site B). Finally, check the box which indicates that you confirm that the mileage you have entered for reimbursement has been reduced by the average mileage you incur daily to travel to and from your residence to your regular work location.
     - Before saving mileage, check the checkbox acknowledging the mileage confirmation. Checkbox must be checked to proceed.



   - Prepaid Expenses: Enter the amount of expenses that CTG prepaid for you. (See the Prepaid Expenses section below for more details.)
   - Expense Limits: there are maximum amounts allowed for each type of expense; if you have approved expenses in excess of these limits, contact your FAC.

2. Before saving expense entry, check the checkbox acknowledging the expense confirmation. Checkbox must be check to proceed.



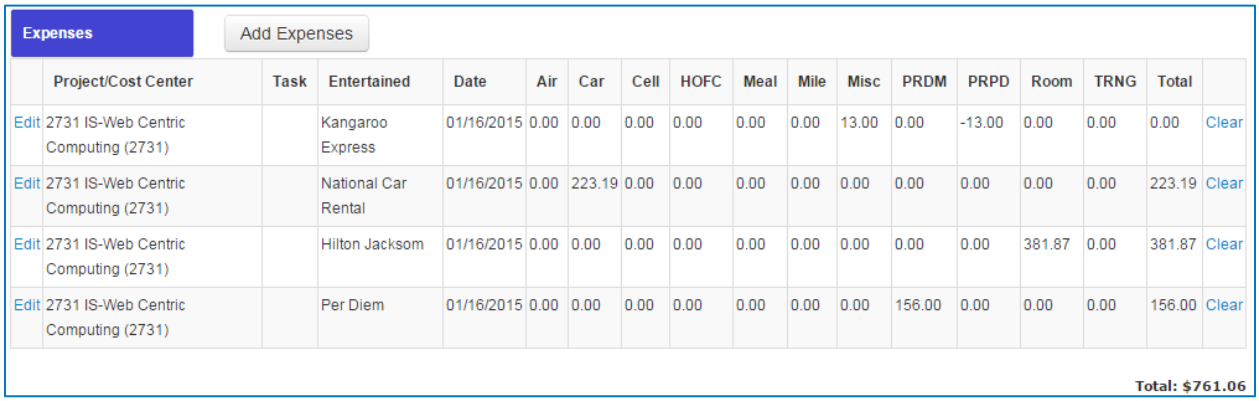
3. Click 'Save & Add New' to save and add additional expense items immediately. Click 'Save & Go Back' to save and go back to the main timecard view. Saving via either button automatically submits the time as well.
4. Repeat steps until all expenses for the specified week-ending date are entered.

4.2. Prepaid Expenses (guaranteed credit card and travel advances)

Each expense that has been prepaid should be entered as a separate line item, rather than combining expenses for a trip (see example below).

1. Enter the 'Prepaid Expense' text box. Enter the expenses that CTG has prepaid (such as a travel advance) or amounts charged on the guaranteed credit card.
2. Click 'Save & Add New' to continue to enter your expenses as usual (the full amount in each expense type). Click 'Save & go Back' when all entries have been added. Because of the entry in 'Prepaid Expenses,' the system will know to deduct any prepaid amounts from the total reimbursement. After the expenses have been entered, the expense report will look like the example below:

Copyright ©2020 Computer Task Group, Inc. All rights reserved.



Expenses Add Expenses

	Project/Cost Center	Task	Entertained	Date	Air	Car	Cell	HOFC	Meal	Mile	Misc	PRDM	PRPD	Room	TRNG	Total	
Edit	2731 IS-Web Centric Computing (2731)		Kangaroo Express	01/16/2015	0.00	0.00	0.00	0.00	0.00	0.00	13.00	0.00	-13.00	0.00	0.00	0.00	Clear
Edit	2731 IS-Web Centric Computing (2731)		National Car Rental	01/16/2015	0.00	223.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223.19	Clear
Edit	2731 IS-Web Centric Computing (2731)		Hilton Jacksom	01/16/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	381.87	0.00	381.87	Clear
Edit	2731 IS-Web Centric Computing (2731)		Per Diem	01/16/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00	0.00	0.00	0.00	156.00	Clear

Total: $761.06

The prepaid expenses will appear as a negative amount. You will be reimbursed for the 'Total Expenses.' The prepaid amount will be paid directly to the credit card or deducted from any travel advances you received.

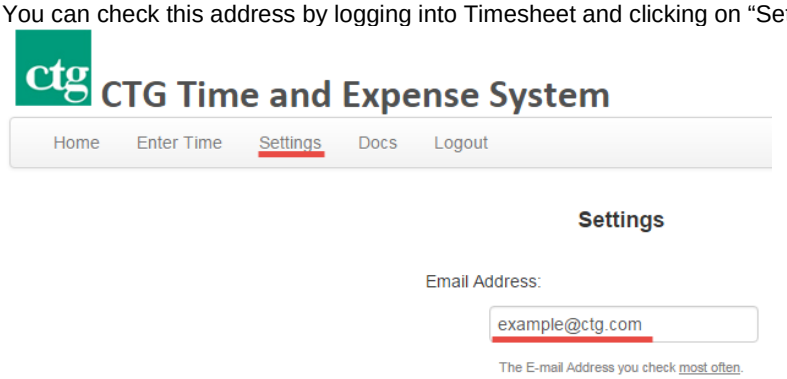
Copyright ©2020 Computer Task Group, Inc. All rights reserved.

4.3. Expense Attachments

Timesheet users that enter expenses are required to upload receipts or other verifiable proof of the transaction. Users can choose email to send these attachments either via a smartphone or via Outlook email software. The choice about which one to use is up to the user. Each method is detailed below.

Emailing Receipts from Your Smart Phone

Note: Make sure your timesheet email address is correct.
You can check this address by logging into Timesheet and clicking on "Settings"



Step 1.

Take a photo with your camera. **Make sure all of the text is visible and legible.**

Step 2.

Create a new email to YourEmployeeNumber@exp.ctg.com Replace "YourEmployeeNumber" with your CTG employee number. For example, 12345@exp.ctg.com

Step 3.

Enter an appropriate description in the subject. Ex. "Buffalo Trip", "Raleigh Per Diem"

Step 4.

Attach the photo (or photos) to the email and send.

Step 5.

Within a few minutes you will receive an email that contains the status of each of your attachments. If there was an error it will list the reason why. After receiving this message your receipts/attachments will be immediately visible inside of the timesheet application.

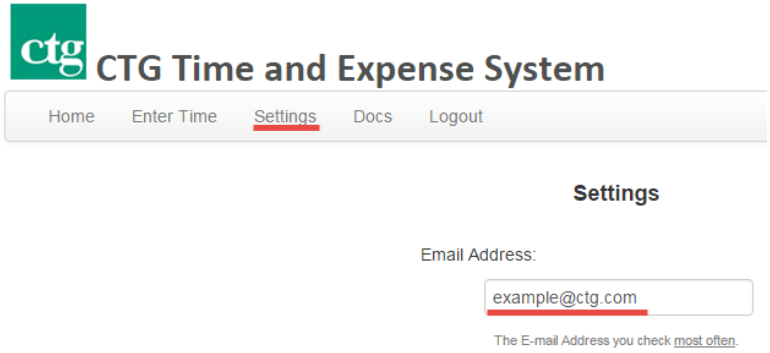
Step 6.

Login in to Timesheet (timesheet.ctg.com) and enter your Hours and Expenses as normal.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

Emailing Receipts from Your Computer

Note: Make sure your timesheet email address is correct.
You can check this address by logging into Timesheet and clicking on “Settings”



Step 1.

Create a new email to YourEmployeeNumber@exp.ctg.com. Replace “YourEmployeeNumber” with your CTG employee number. For example, 12345@exp.ctg.com

Step 2.

Enter an appropriate description in the subject. Ex. “Buffalo Trip”, “Raleigh Per Diem”

Step 3.

If you have the receipt saved as a JPG or PDF, you can attach it to the email as you normally would.

If the receipt is not saved as a JPG or PDF, you can take a screenshot.

- Hitting the Print-Screen button will copy what you see on your screen to your clipboard.
- Then, press Ctrl+V to “Paste” the image into the body of the new email.

Step 4.

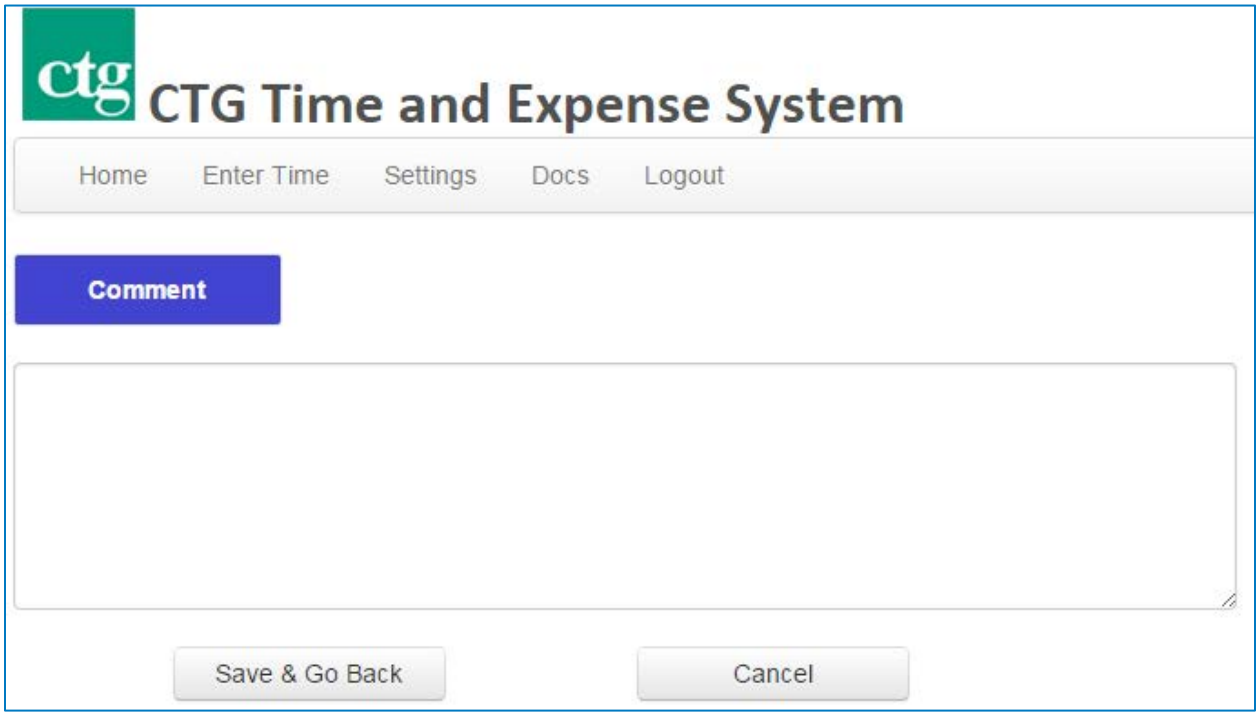
Within a few minutes you will receive an email that contains the status of each of your attachments. If there was an error it will list the reason why. After receiving this message your receipts/attachments will be immediately visible inside of the timesheet application.

Step 5.

Login in to Timesheet (timesheet.ctg.com) and enter your Hours and Expenses as normal.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

5. Enter Comments



If you have questions or comments about vacation time, expenses, or any other topic relevant to your time and expense entry, use the comments field to record them. Click 'Add/Edit Comment' to enter your comments. Click 'Save & Go Back' when completed. Your comments will be directed to the FAC (Financial Accounting Center) at the time of payroll processing.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

6. Complete Entry

When you are finished entering time and expenses, click on 'Save & Go Back' to return to the main screen. From here you may:

1. (Optional) There is **no need** to send in a printed/faxed copy of your timesheet or expenses to CTG's accounting department. This is all done electronically. However, if you would like a copy for your records or your manager has requested a physical copy from you then you may do so by doing the following.

   Select 'Print This Timesheet'. On the next screen, you will have the options to print to a printer or a file, the icons for this are on the right end of the toolbar. If you do not need a paper copy, the FAC recommends clicking on the arrow next to this icon and then selecting (Acrobat (PDF) file. You can email this PDF file and copies of all receipts to the FAC. Receipts are required for all expenses regardless of amount unless directed otherwise by CTG.

2. When you are completed with all entries, select 'Logout' to exit the system.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

7. Frequently Asked Questions

Q. ***How do I enter non-billable hours such as sick time, vacation, holiday, or variable time?***

A. Under 'Project' click the drop-down box and select your home cost center (four-digit number). Then under 'Pay Type,' click the drop-down box and make your selection (all non-billable options will show here).

Q. ***How do I change time I have already entered more than three weeks ago?***

A. Contact your financial accountant and request that he or she make the change for you.

Q. ***I have entered my expenses into the web. Why do I need to attach backup?***

A. CTG is required to keep all receipts on file for expense reimbursements. Copies of all receipts must be attached before your reimbursement can be processed. Q. ***I work four ten-hour days. Why isn't two hours each day considered overtime?***

A. Because overtime is paid for all hours over 40 per week.

Q. ***How do I know if my time has been rejected by my manager?***

A. If your time has been rejected, you will receive an email letting you know or you will be contacted by the FAC.

Q. ***How do I print a time sheet for my manager?***

A. When you are finished entering all your hours for the week, click on 'Print This Timesheet.' This will bring up your timecard. Click on printer icon which is on the top right hand side of the toolbar. As an alternative, if your manager accepts electronic copies, you can click on the arrow next to this icon and then select "Acrobat (PDF) file". Save the file to your PC and email it to your manager.

Q. ***My manager can't see my time to accept. What do I do?***

A. Contact your local CTG site manager and let him/her know.

Q ***I am an hourly employee. I see "unpaid" pay codes in the system. I thought I was only paid for hours worked. What do I do with these unpaid pay codes?***

A One of the major reasons that Payroll has implemented hourly codes is to avoid terminations of hourly employees who have not logged time for two weeks or more.

When no pay-codes are entered for over two weeks, you will automatically show up on a report which prompts your FAC to contact your manager to find out the reason. Then, your manager will ask you why you were absent. By accounting for unpaid time in weeks where there would otherwise be no time entered, your manager will know why you did not enter hours.

In addition, under the Affordable Care Act (ACA) CTG must account for the time of all hourly employees who work more than 30 hours on a regular basis. Therefore, your accurate time entry each week is key to fulfilling that requirement.

Listed below are the hourly unpaid pay types:

781 – Unpaid vacation-hourly

782 – Unpaid holiday-hourly

783 – Unpaid military leave-hourly

784 – Unpaid medical leave-hourly

785 – Unpaid personal leave-hourly

786 – Unpaid jury duty-hourly

787 – Unpaid sick time-hourly

788 – Unpaid furlough-hourly

Q ***I consistently work 10 hours per week. Does I have to log 30 hours as unpaid vacation?***

Copyright ©2020 Computer Task Group, Inc. All rights reserved.

A No, you only have to log the 10 billable hours that you worked. However, if you choose to take vacation time and do not work at all in a certain week, you should log the 10 hours as unpaid vacation time.

Q ***I am a part time variable employee who works 10 hours one week, then none, then five, then 20. Will I have to enter one of these codes to account for 40 hours each week?***

A No, you should only log the hours that you work. If you have a week that you do not work any hours because **work was not available**, then you should leave your timesheet blank that week. If you have a week with no hours **because you took time off for vacation, sick, etc**., then you should log the time to unpaid vacation, unpaid sick, etc.

Q ***I am an hourly employee and normally work 40 hours per week. If I receive approval to leave two hours early today, how do I log my time?***

A You should log 38 hours as billable and two hours as unpaid vacation time.

Q ***I am an hourly employee and my regular work schedule is 36 hours per week. Do I need to enter a second line item as unpaid vacation for the other four hours per week to add up to 40?***

A You should log 36 hours billable. There is no need to add a second line item for the other four hours.

Copyright ©2020 Computer Task Group, Inc. All rights reserved.