Automatic Time and Expense System (ATS) Procedures

April 18, 2011

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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 Thursday, 7:00 a.m. Eastern Time, until Tuesday, 3:00 a.m. Eastern Time.

Some CTG employees have a client representative who will perform a documented review of the 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 Healthcare.

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.

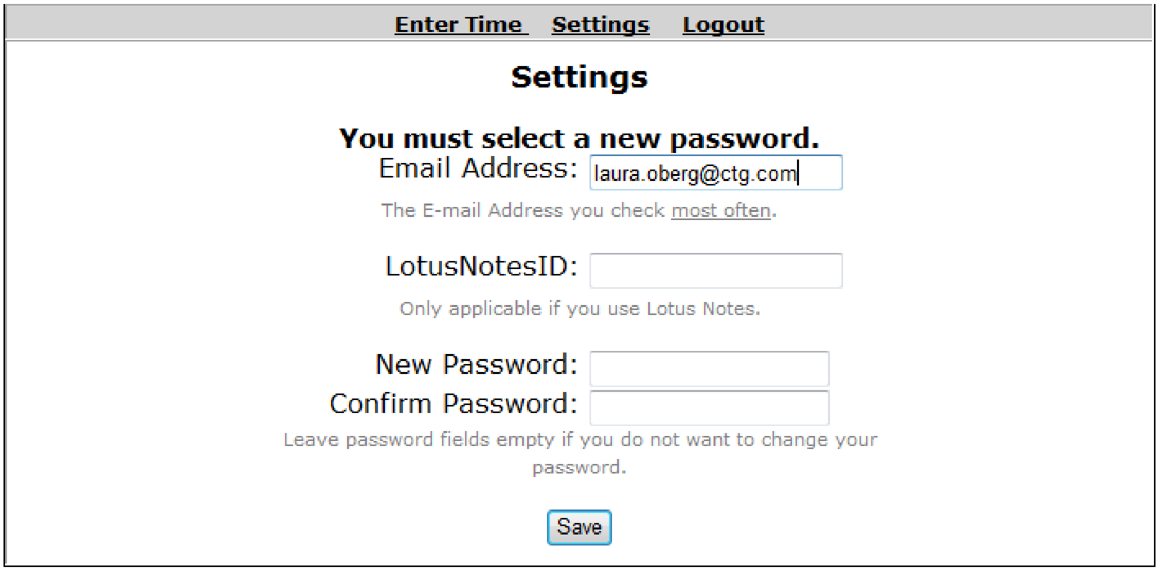
If you have any questions about the system or ideas for enhancing its functionality, please send them in an email to helpdesk@ctg.com.

Accessing the System

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

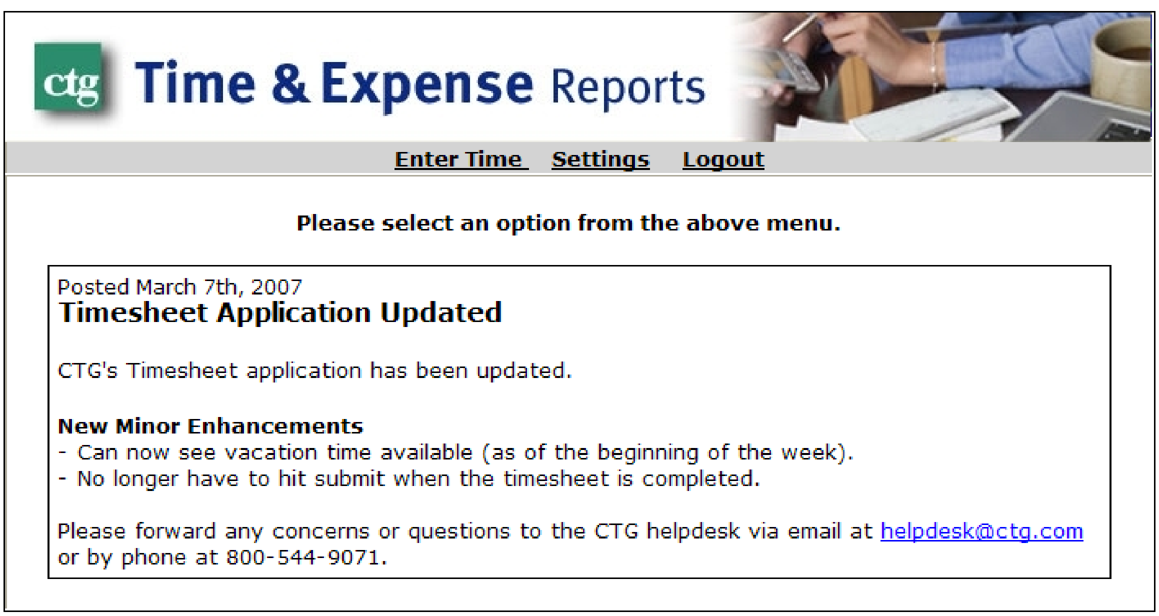
2. Enter your user ID (employee number) and password and click ‘Login.’
   The first time you enter the system, enter your employee number as your password. You will then be prompted to change your password. Use your new password for all subsequent logins.

3. If this is your first time logging in, you will see the following prompt to create a new password.



- **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.

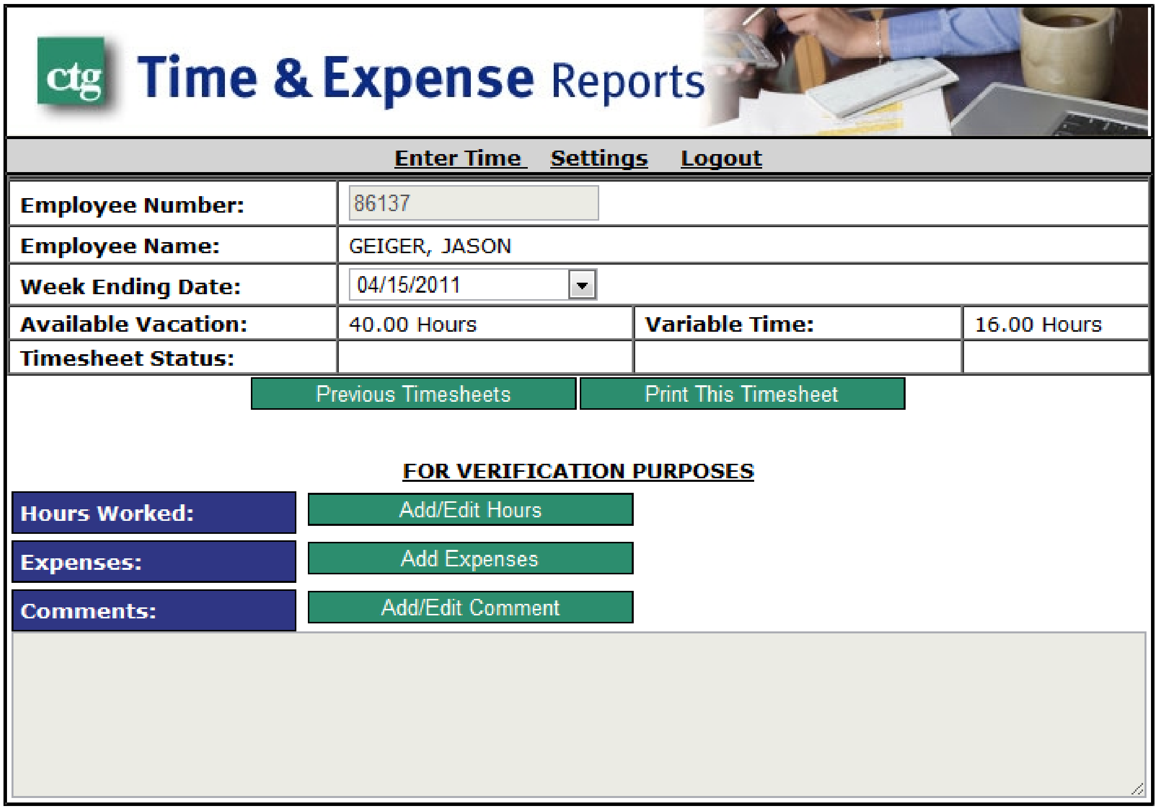
Enter Time



4. Click 'Enter Time' in the Timesheet Web Application window.

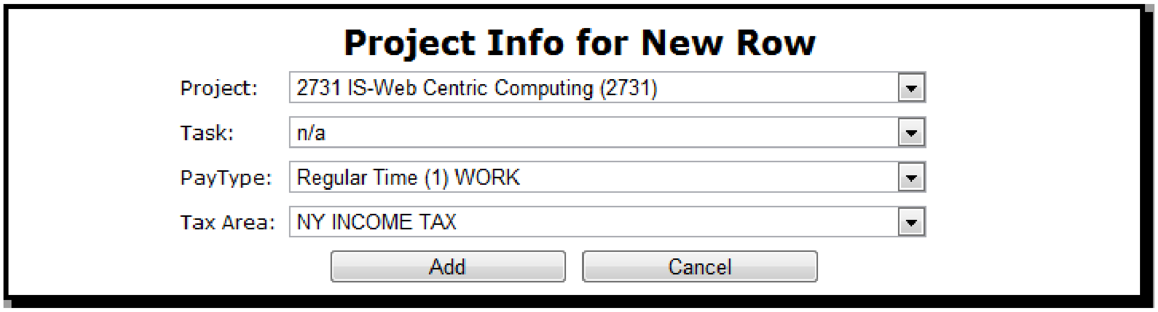
5. Your Employee Number, Name, Week Ending Date and Available Vacation will be displayed at the top of the window.

6. 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.



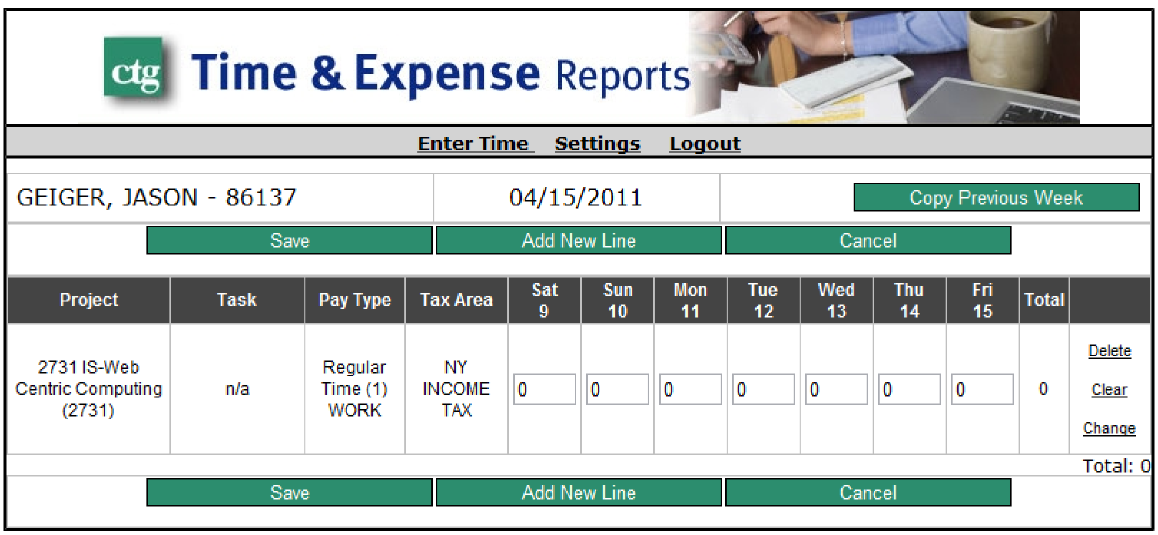
7. Click on 'Add/Edit Hours' to add your hours worked for this pay period.

8. Click "Add New Line" to add a new empty line to enter hours.

9. 

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".

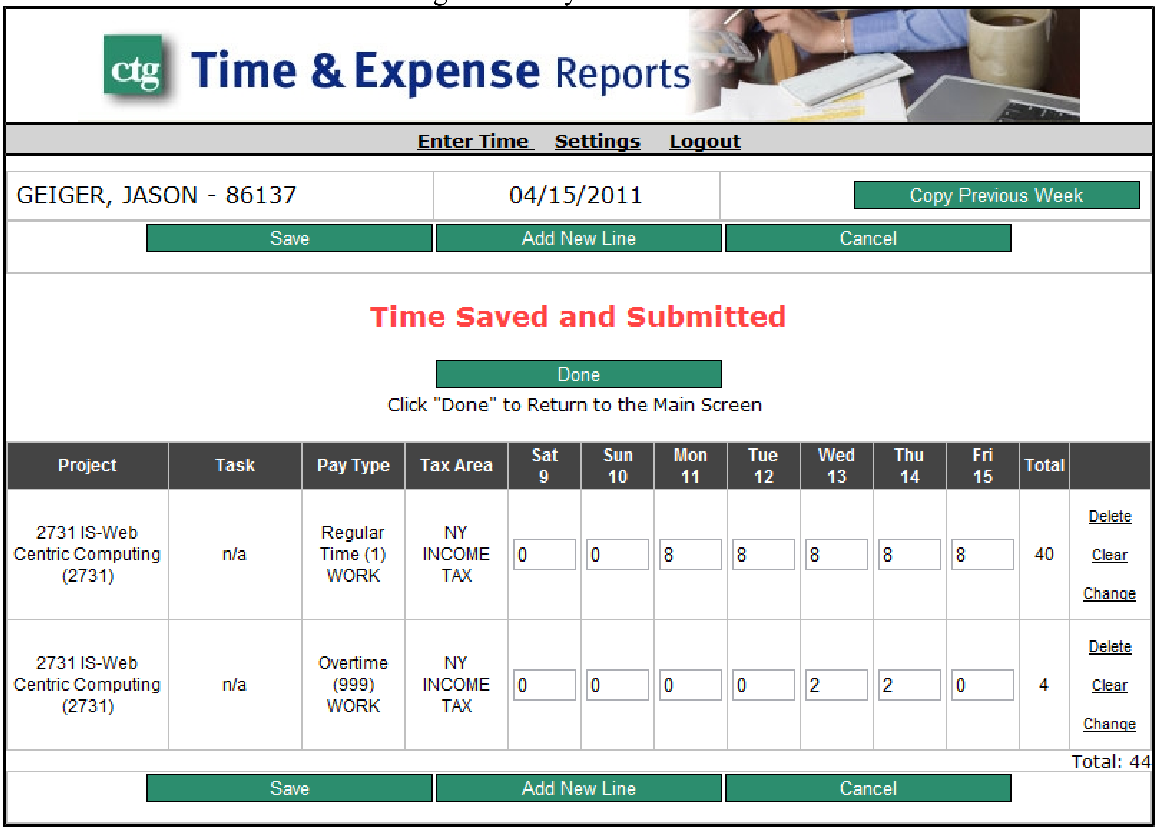
Note: *If your project/task information is missing or incorrect, enter your regular work hours in the 'Missing Project Time' pay type for the default project. If you have worked overtime, enter your overtime hours in the 'Missing Project Overtime' pay type. If you had some other circumstance (e.g., holiday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

10. 

Repeat steps 8 and 9 for each line that you need entered.

11. Enter the number of hours worked for each day of the week in the specified fields.

12. Choose 'Save' to commit these changes to the system.


ctg Time & Expense Reports

Enter Time Settings Logout

GEIGER, JASON - 86137 | 04/15/2011 | Copy Previous Week

Save | Add New Line | Cancel

Time Saved and Submitted

Done

Click "Done" to Return to the Main Screen

Project	Task	Pay Type	Tax Area	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Total	
2731 IS-Web Centric Computing (2731)	n/a	Regular Time (1) WORK	NY INCOME TAX	0	0	8	8	8	8	8	40	Delete Clear Change
2731 IS-Web Centric Computing (2731)	n/a	Overtime (999) WORK	NY INCOME TAX	0	0	0	0	2	2	0	4	Delete Clear Change
												Total: 44

Save | Add New Line | Cancel

13. 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.***

14. You may click Done, logout or simply close your browser at this time.

HIGH IMPORTANCE:

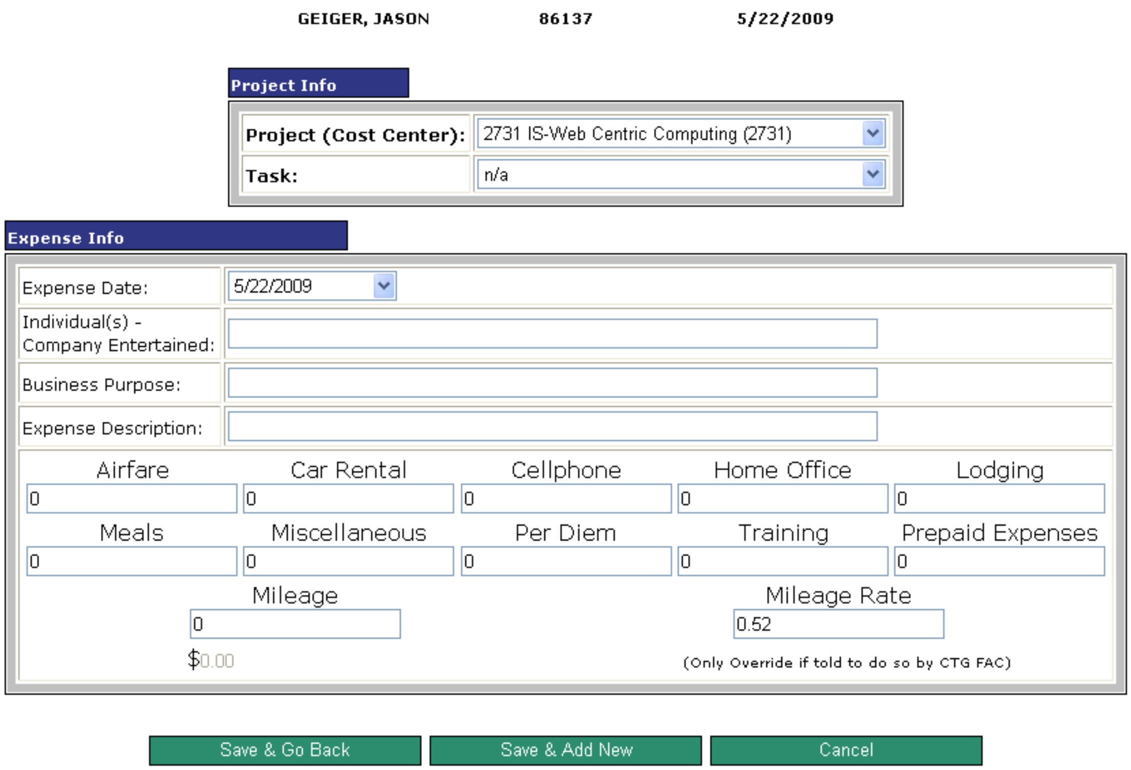
The **Copy Previous Week** button will copy all Project/Task lines from the previous week except Vacation/Sick & Holiday lines. It is YOUR responsibility to ensure the projects and tasks are correct before saving your time.

Enter Expenses

Expenses are entre 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.

Detail Expense Entries

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

9. Expense entry notes:
   - Mileage: enter the number of miles in the amount box, to a maximum of 999. 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. This is done by checking the override box and supplying the new mileage rate.

- 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.

10. 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.
11. Repeat steps until all expenses for the specified week-ending date are entered.

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).

12. 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.
13. 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:

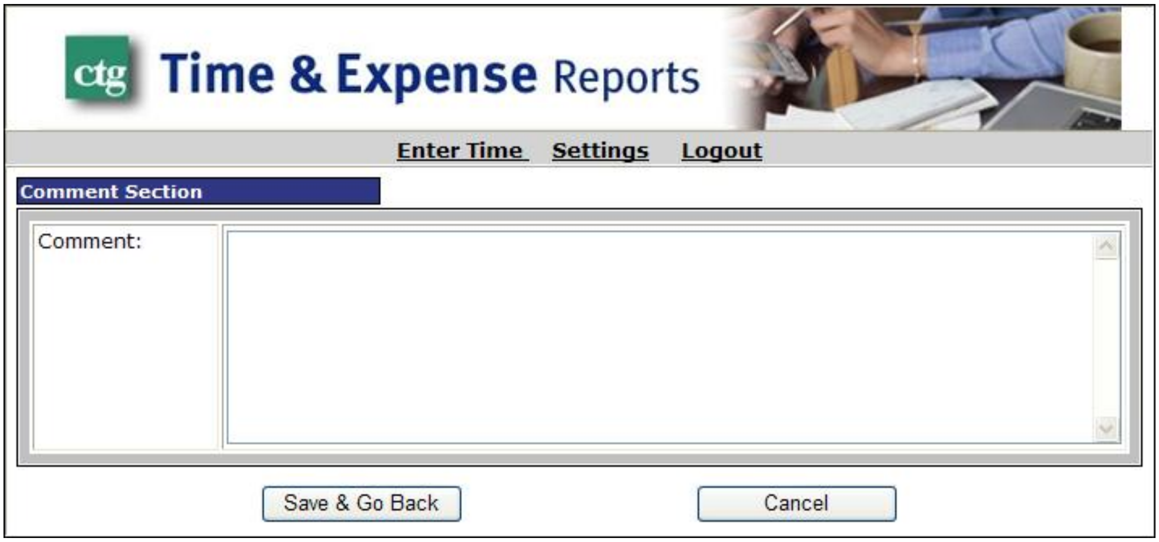
Expenses: Add Expenses

Action	Project/Cost Center	Task	Entertained	Date	Air	Car	Cell	HOFC	Meal	Mile	Misc	PRDM	PRPD	Room	TRNG	Total
Edit	BCBS of MS - MABIL to DB2 (10010800)	Non-Billable Expense	Kangaroo Express	06/19/2009	0.00	0.00	0.00	0.00	0.00	0.00	13.00	0.00	-13.00	0.00	0.00	0.00
Edit	BCBS of MS - MABIL to DB2 (10010800)	Non-Billable Expense	National Car Rental	06/19/2009	0.00	223.19	0.00	0.00	0.00	0.00	0.00	0.00	-223.19	0.00	0.00	0.00
Edit	BCBS of MS - MABIL to DB2 (10010800)	Non-Billable Expense	per diem	06/18/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00	0.00	0.00	0.00	156.00
Edit	BCBS of MS - MABIL to DB2 (10010800)	Non-Billable Expense	Hilton Jackson	06/18/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-381.87	381.87	0.00	0.00

Total: $156.00

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.

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 your FAC (Financial Accounting Center) at the time of payroll processing.

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:

14. Print your timesheet if you need to send in expense receipts. Select ‘Print This Timesheet’
15. When you are completed with all entries, select ‘Logout’ to exit the system.

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 send backup to the FAC?

A. CTG's expense policy requires employees to send backup (receipts) to the FAC for review. The FAC has to audit the receipts before payment 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 'Print' at the top right hand corner.

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.

Change History Log

Date	Section	Summary of change	New issue	Authorized by
2008	All	Initial issue	1.0	
May 2009	All	Updated instructions to reflect use by all CTG employees, not just IBM/STG	2.0	J. Lesinski
Sept 2009	Various	Updated to clarify	2.1	J. Lesinski