TIME TRACKING MODULE

Time Tracking

Submit Time Sheet

1. Click the **Time Tracking** tab.
2. Click on Your Time Sheets tab.
3. Click on **Add Time** button.
4. Type in the name of the project.
5. Pull down menu offers activity Name
   **ensure the activity has an account code*
6. Enter the number of hours per day.
7. Add any additional projects with information.
8. To remove lines, click on the **red x**.
9. Click the **Save** button.
10. Click the **Submit** button.

Time Tracking Approval

Approve Time Sheets

1. Click the **Home** tab.
2. In your court, time sheets will appear, select the time sheet that needs to be approved.
3. Please review and select from the following actions.
   a. Approve Time Sheet *(when completed, a general invoice is created)*.
      i. select **approved** from the action dropdown.
      ii. Click Take Action button.
   b. Reject Time Sheet (when completed, process will be sent to initiator to revise).
      i. Select Reject from the action dropdown.
      ii. Click Take Action button.
   c. Void Time Sheet (when completed, the process will be voided.
      i. Select Void from the action dropdown.
      ii. Click the Take Action button

Invoice Approval

Approve Invoice

1. Click on the **Reports** tab.
2. Find Commitment Reports.
3. Select **Time Sheet Invoice Reports**.
4. Click Time Sheet Invoices.
5. Click on the Invoice Number.
6. Mark **Paid** button.