Purpose

The purpose of this guide is to outline the necessary steps for a user to enter timesheets, expense claims and manage their leave entitlements in the MyTime MyExpense system.

I.T. ALLIANCE GROUP

'MY TIME My EXPENSE'

User Guide

JUNE 2018

technology, like art, is a soaring exercise of the human imagination

DANIEL BELL

Introduction

- Welcome to 'My Time My Expense' - the new Time and Expense System for I.T. Alliance.

The Time and Expense system will be used by Employees for:

· Entering timesheets and expenses claims
· View the status of time and expenses entered – approved or not approved
· Attach receipts for all expenses claims
· View leave entitlements for the year
· Request leave or an absence

The following sections will provide you with a step by step guide on how to use the My Time and Expense system.
Should you have any queries regarding this system please contact central.admin@italliancegroup.com

about us

I.T. Alliance Group is leading provider of IT managed services, IT project delivery, IT professional services and business outsourcing solutions.

Established in 1997 in Ireland by CEO Philip Maguire, I.T. Alliance Group quickly grew to be the largest indigenous ICT services company in Ireland.

The group currently employs over 300 staff and over 200 associate staff, with offices in Dublin, Sheffield, and Telford in the UK.

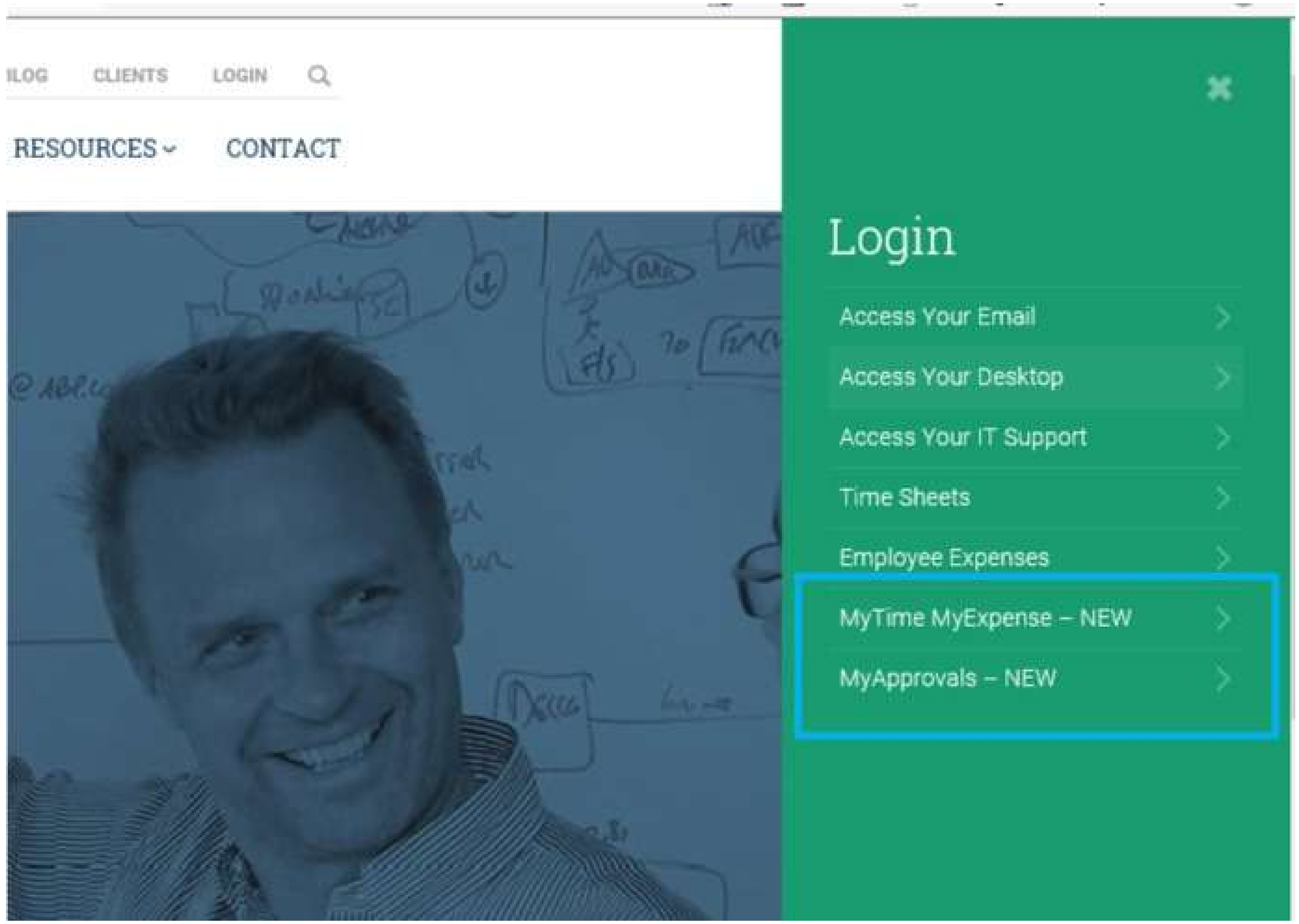
I.T. Alliance Group consists of three brands, I.T. Alliance, I.T. Alliance Resourcing & Auxilion.

Step 1 - Login

1. Go to http://www.italliancegroup.com

2. Click the Login link in the header

3. Choose My Time My Expense - NEW

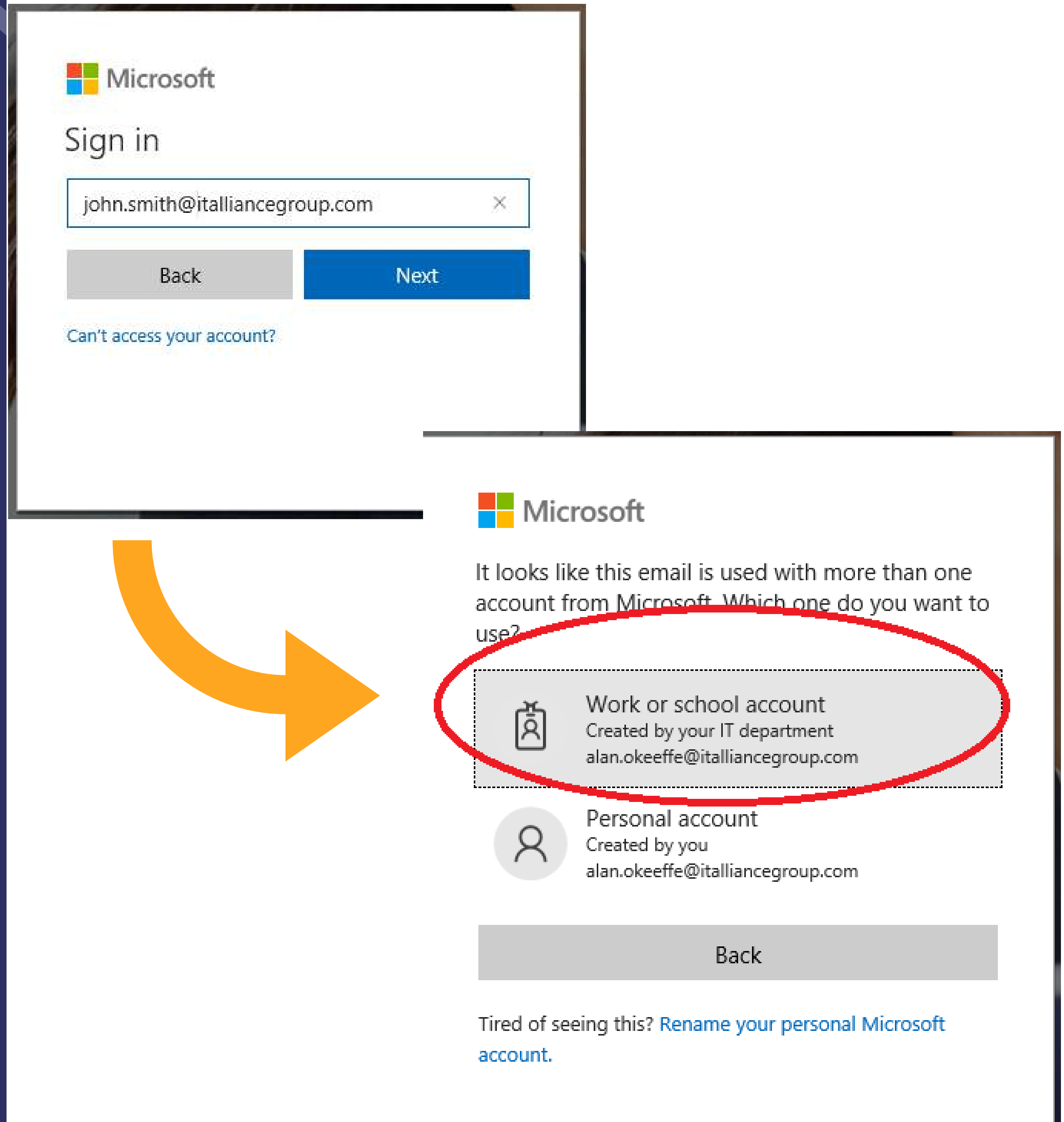


Step 1 - Login

1. Enter your username and click next

2. On the next screen, choose Work or School account

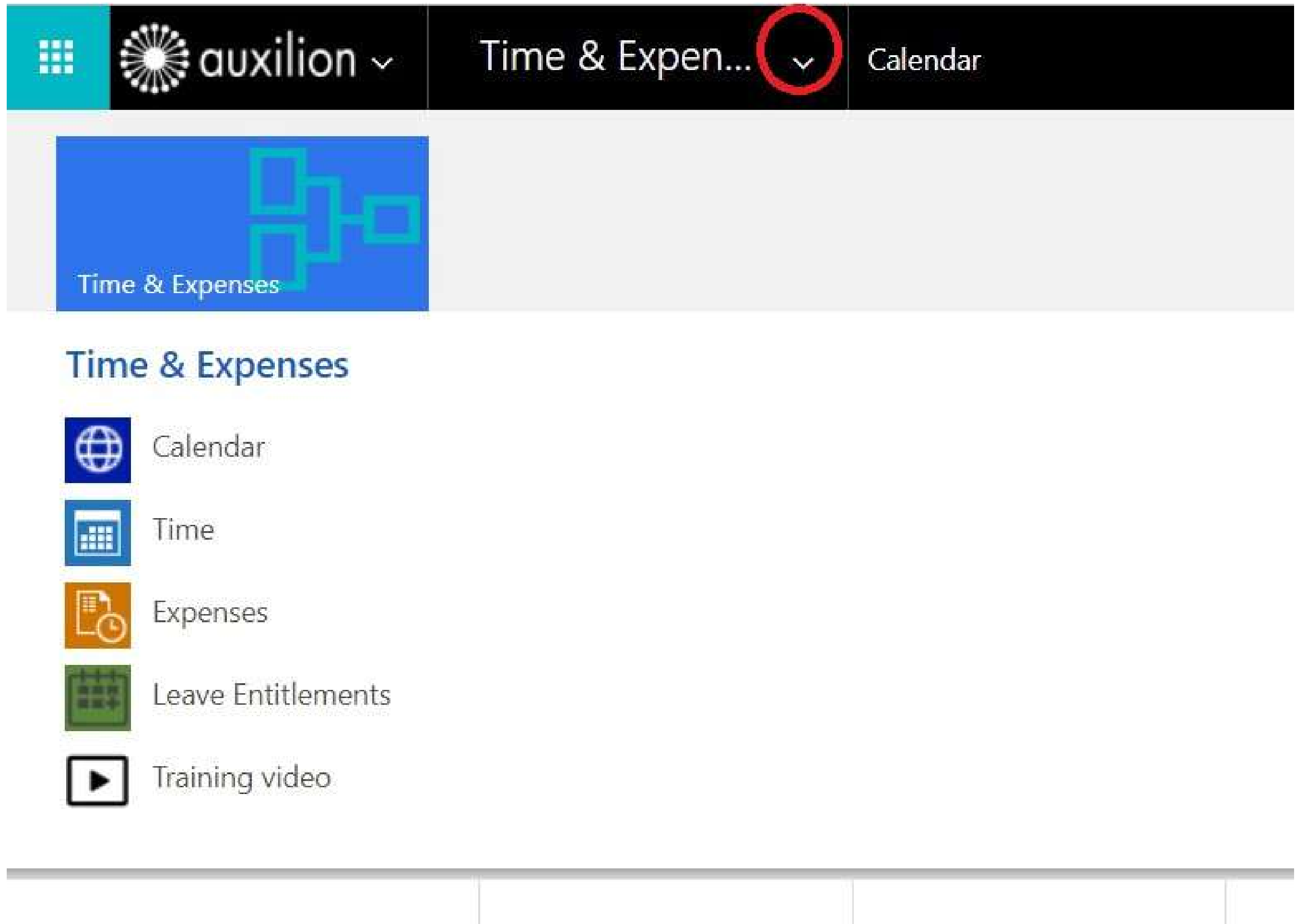
3. You will then be prompted for your password.



Step 2 - Navigation

To Navigate the system, in the title bar click on the dropdown arrow beside MyTime MyExpense
Once clicked, you will see the main subareas;

- Calendar
- Time
- Expense
- Leave Entitlements
- Training Videos



Step 2
Time Entries - Calendar

The Landing screen is a Calendar view of your time entries.

From this screen you can navigate to different months time entries, open/edit time entries and create new time entries.

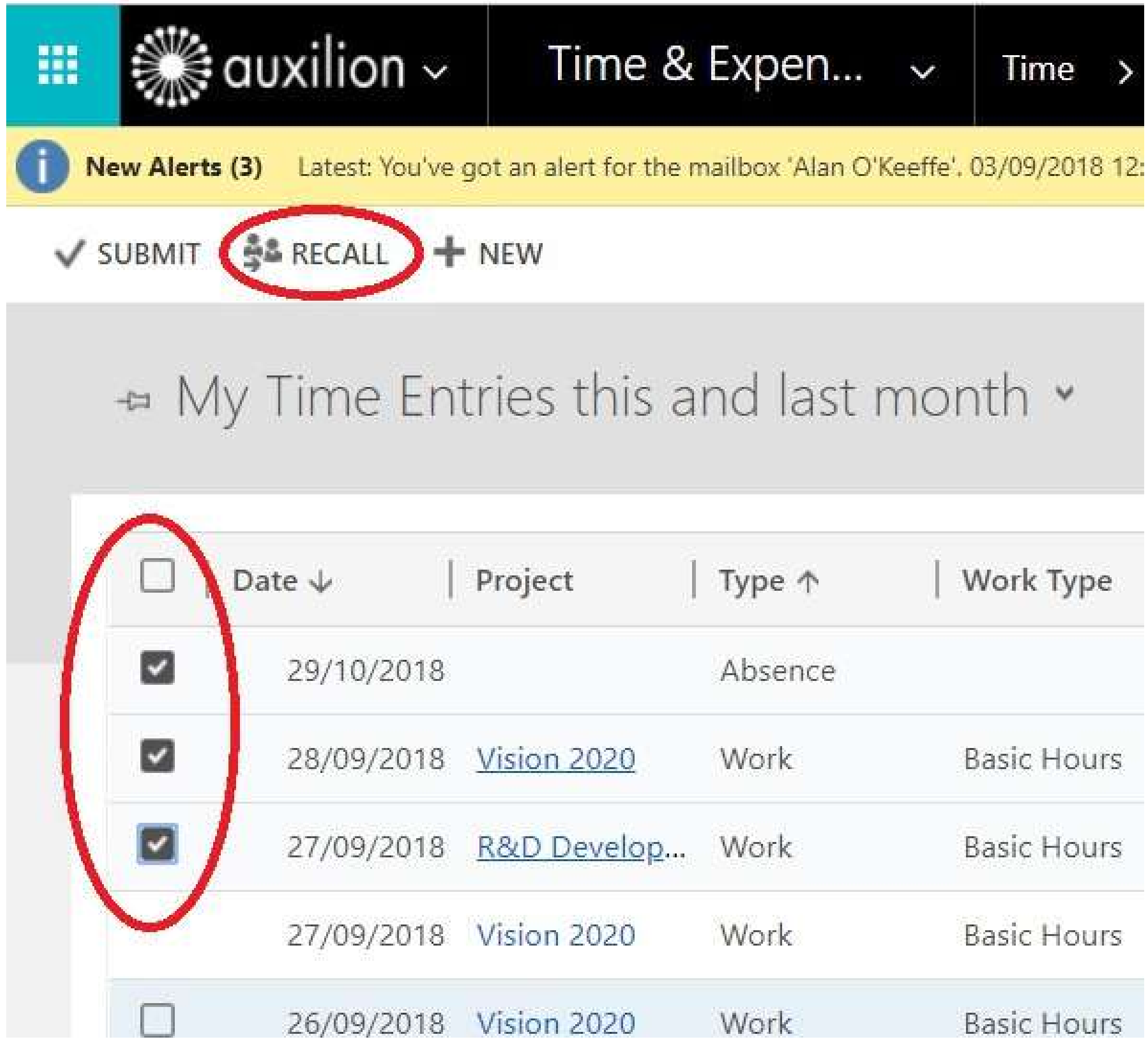
Click on a time entry to open or edit it.

Step 3
Time Lists

Views

From the main top navigation choose "Time" to go to a list view of your time entries.

From here you can perform bulk actions like recalling or deleting multiple time entries in one go.

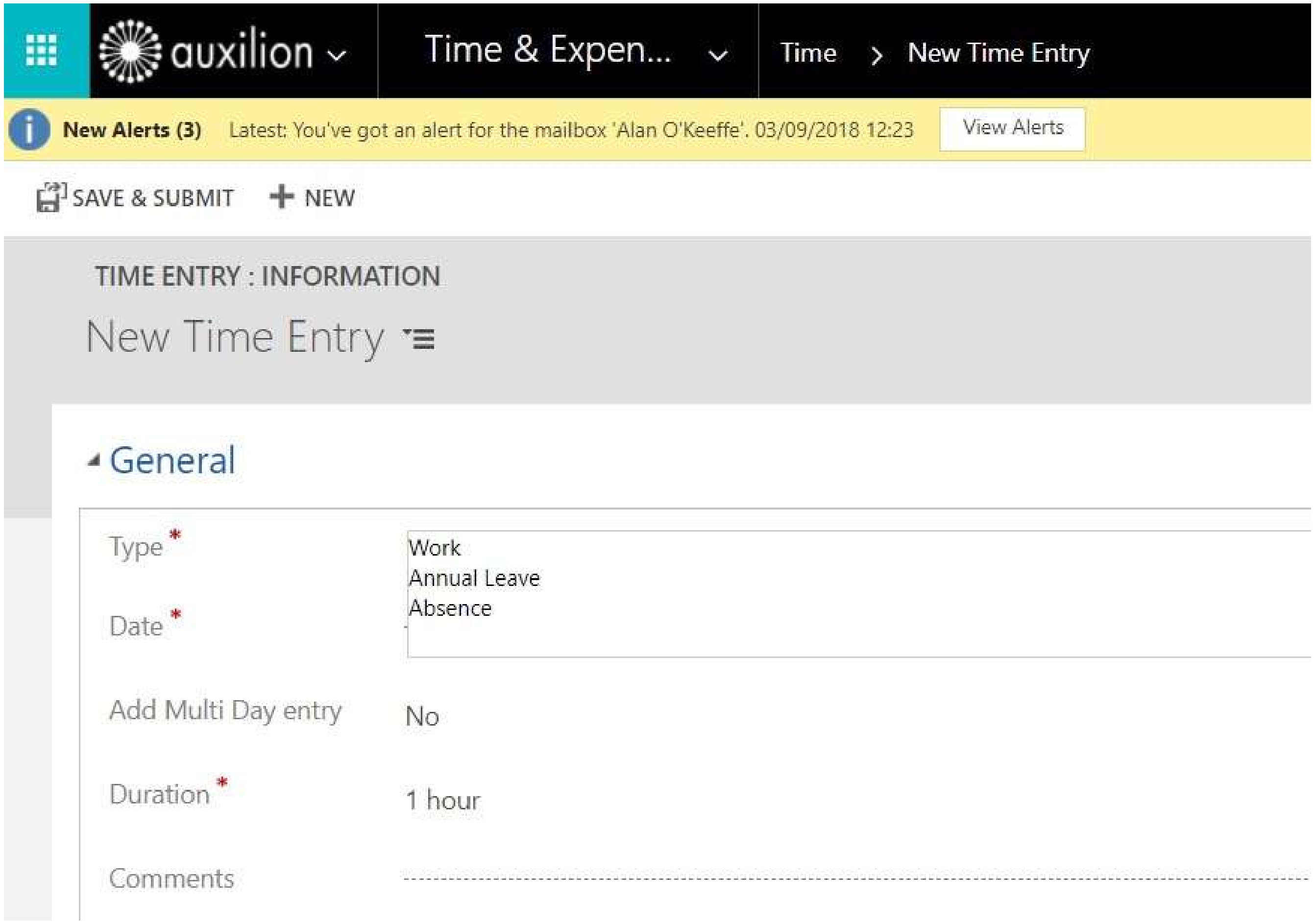


Time - New Entry

To create a new time entry, go to the Calendar or Time menu navigation item and click New.

You can choose a Type of Work, Absence or Leave.

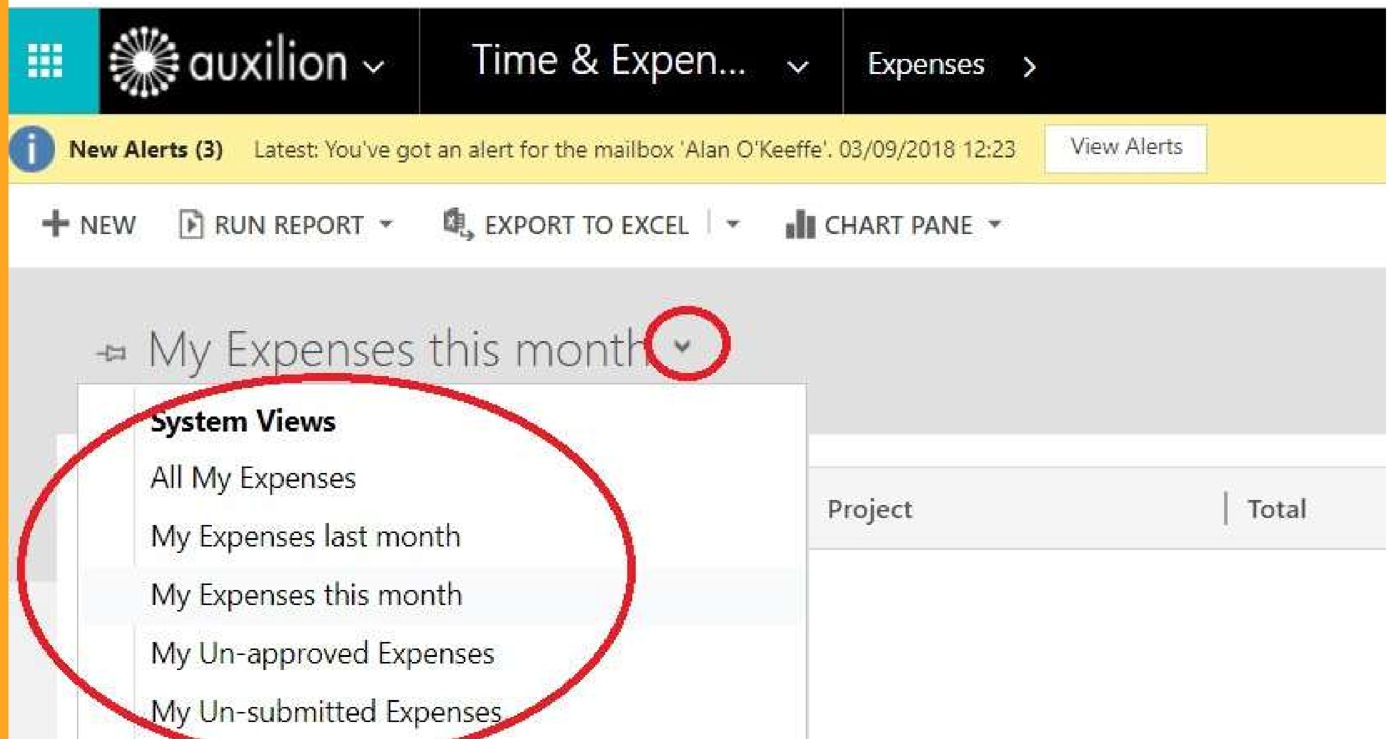
You can also decide whether to Add a Multiday Entry. Multi day entry allows you to submit a full week in one go, if you have been only working on one project for that week.



Step 4 - Expenses

There are a number of different views relating to Expenses.

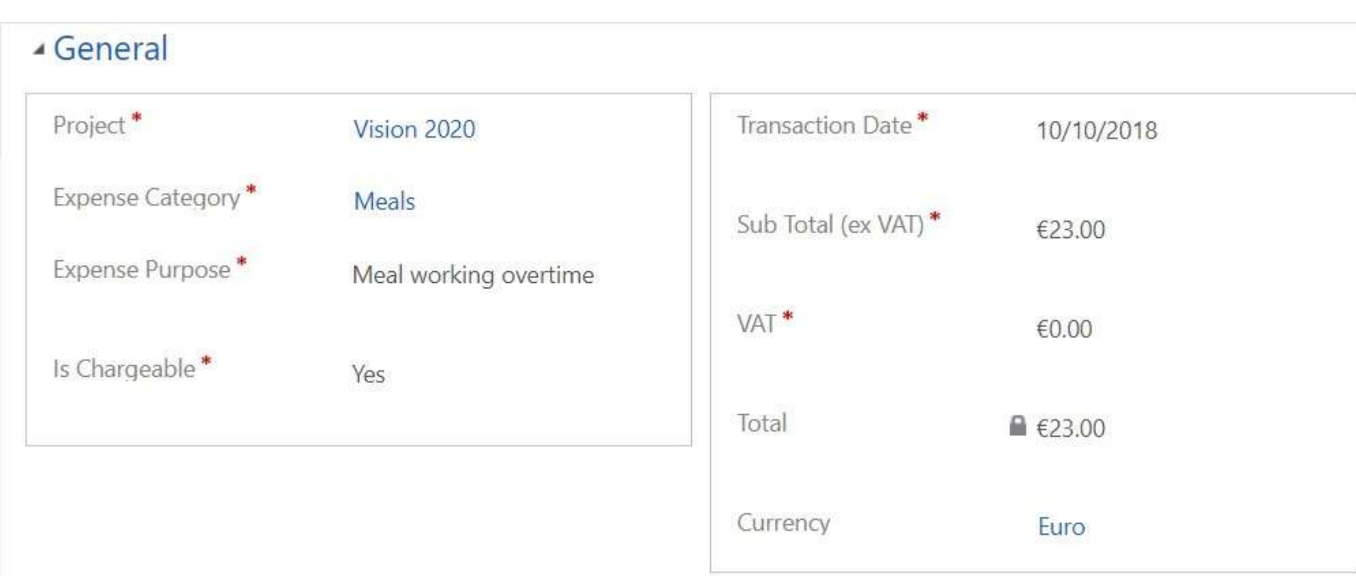
You can use the view switcher to switch between these views.

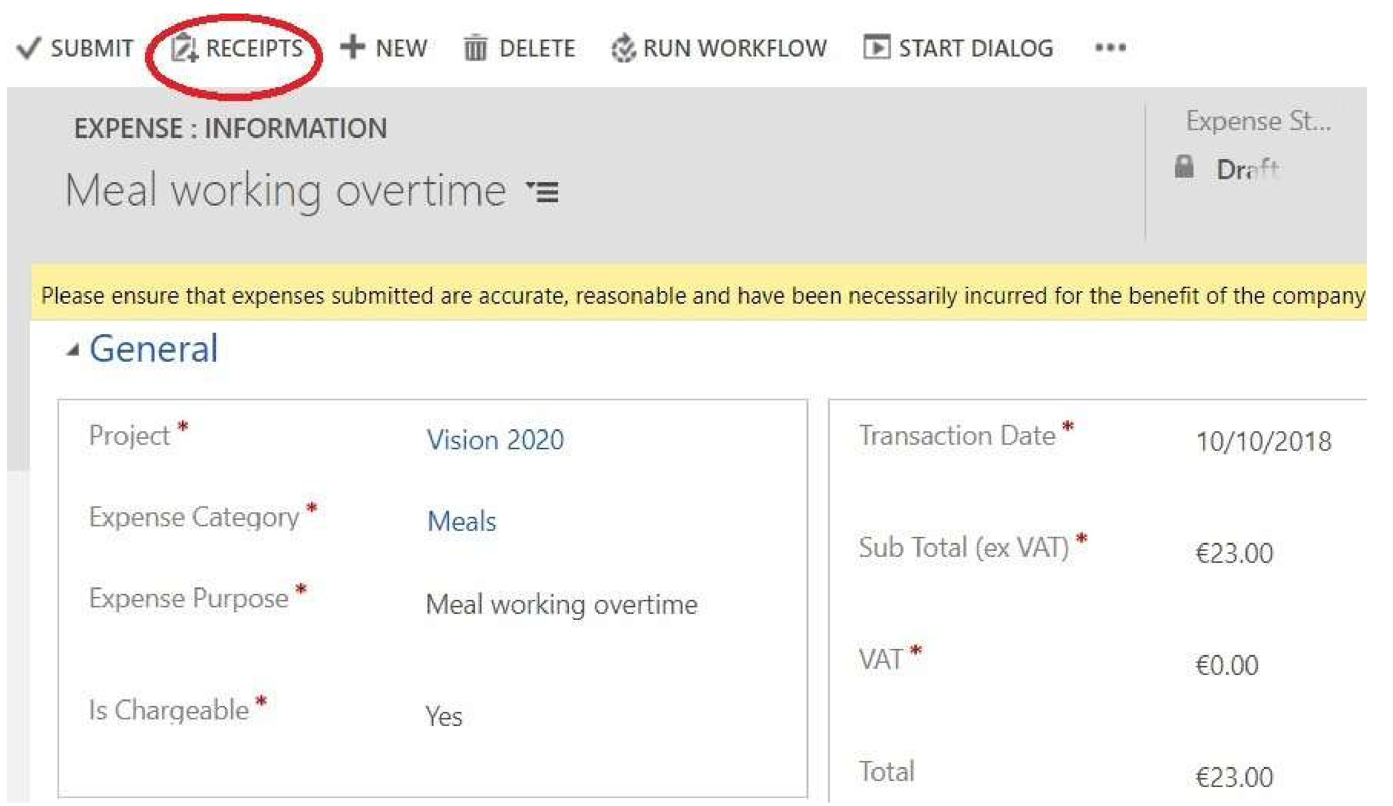


New Expense Entry

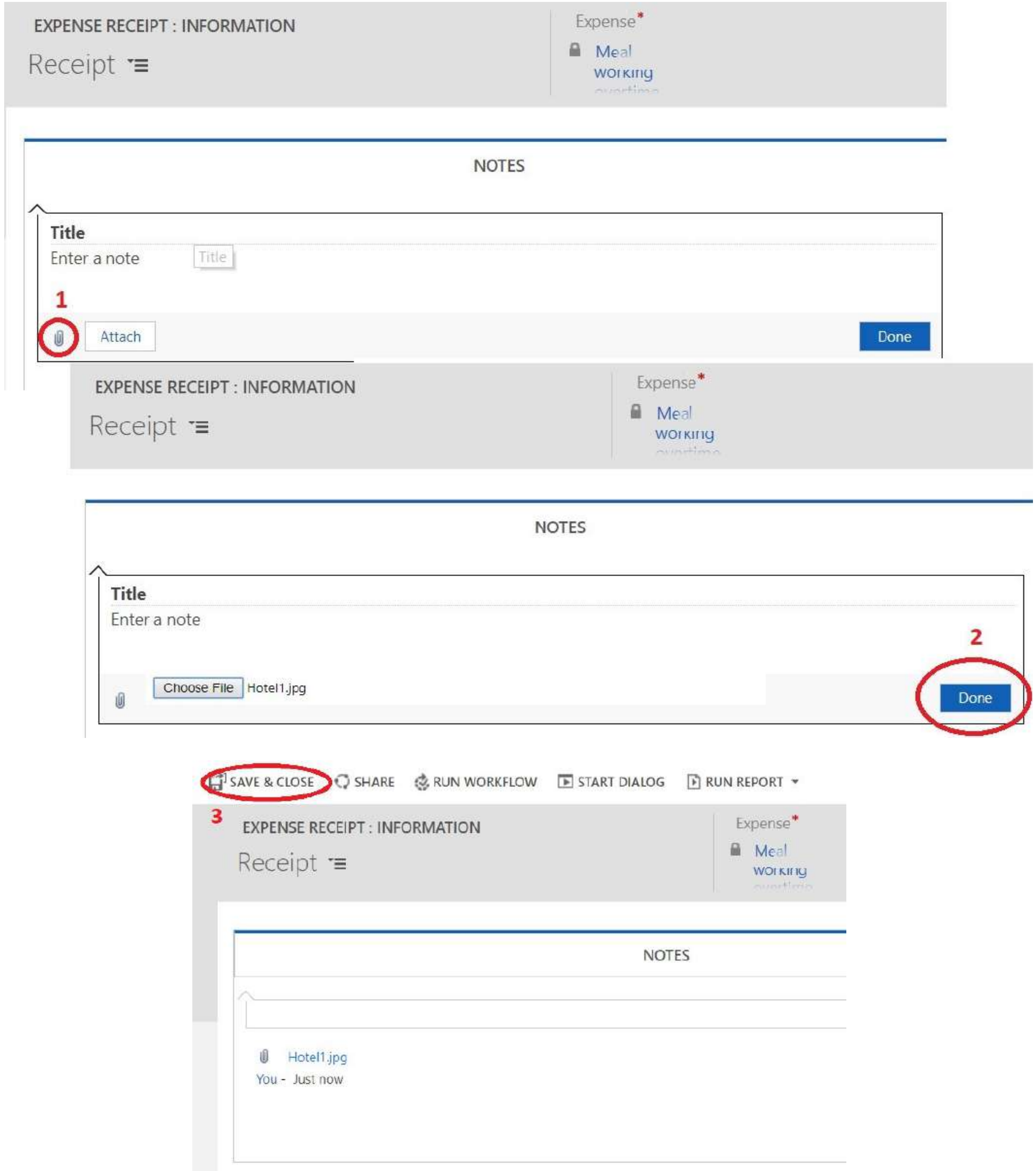
To create a new expense entry, go to the Expense menu navigation item and click New.

Once you save the expense entry, the Receipts area will become available. All expenses require a receipt to be attached before they are submitted except for expenses with a category of Mileage or Per Diem.





Click on Receipts.
Click Attach a Document button.
Click on Note
Click Save & Close.
Click Submit.

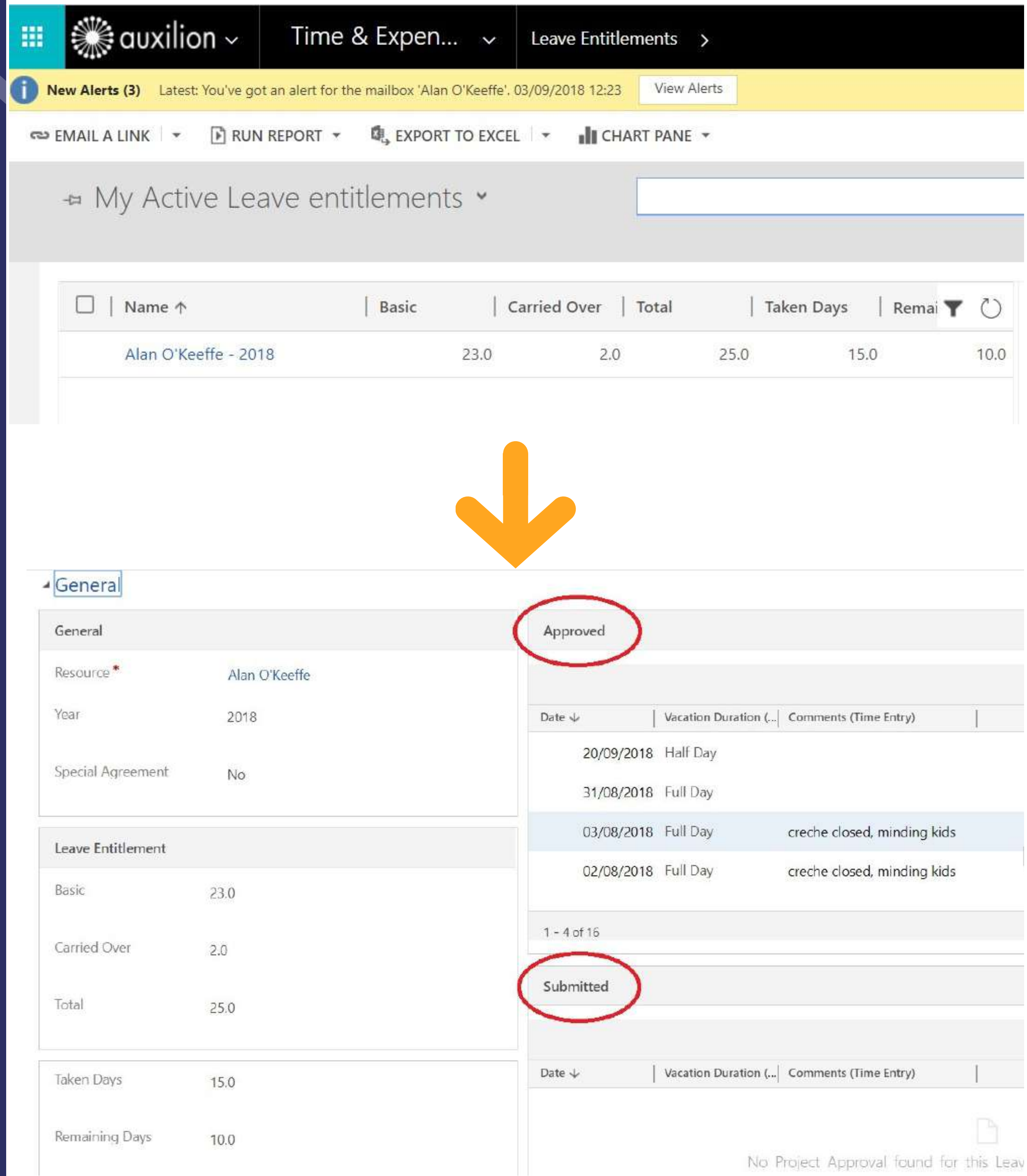


Leave Entitlements

The Leave Entitlement area is for resources to view information relating to their Leave Entitlements.

Click on a leave entitlement to see the detail.

You can see the details of you leave entitlements, plus the days you have Submitted for Approval and Approved.



Supported Browsers

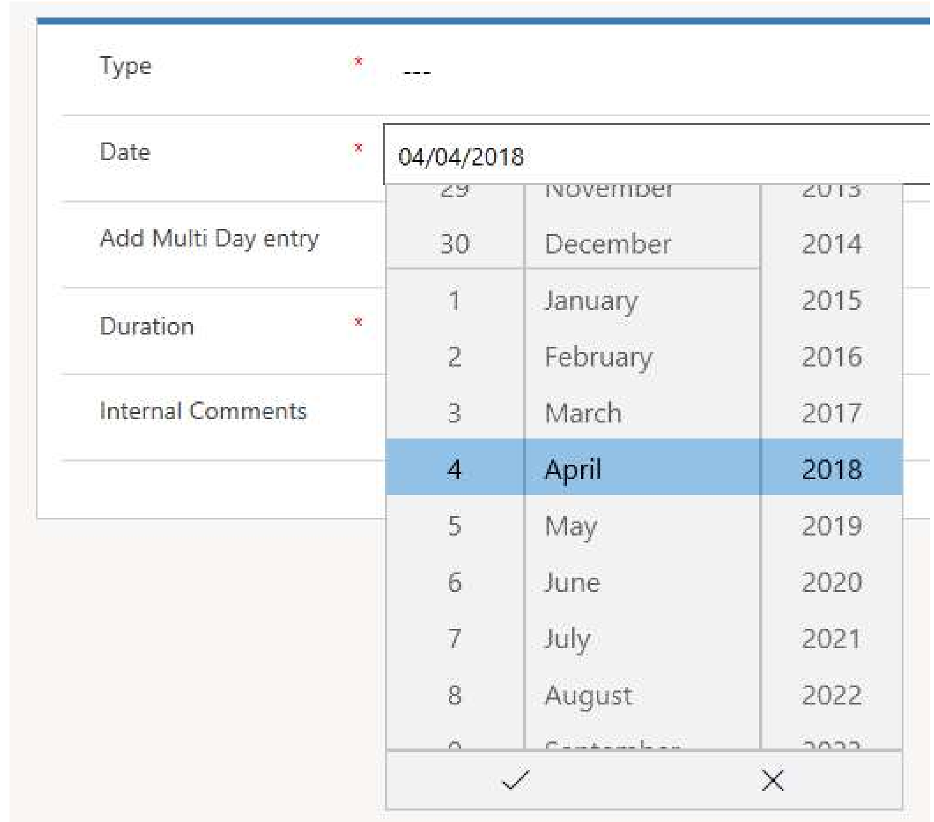
Our browser of choice is Chrome.

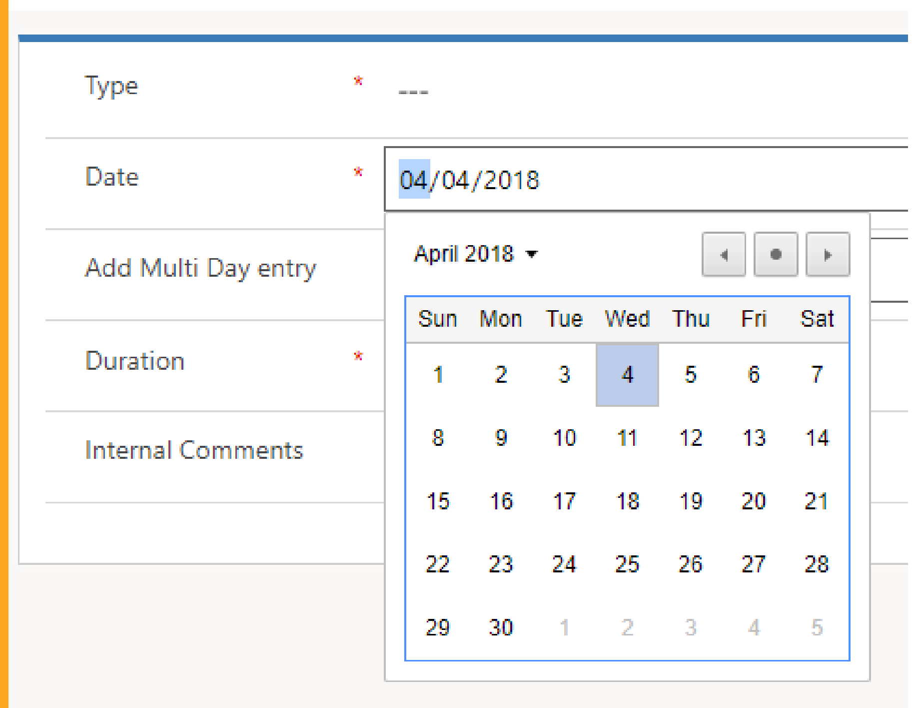
There is no requirement for Silverlight or any other browser add-on. The following browsers are all supported.

- Chrome
- Edge
- Internet Explorer
- Firefox
- Safari

There are slight differences between browsers such as calendar controls.

Edge browser calendar control





Chrome calendar control

FAQ's

1. **How do I change my password?**

Please contact central.admin@italliancegroup.com

2. **I have not received login details for MyTime MyExpense?**

Please contact central.admin@italliancegroup.com and we will ensure your login credentials are provided to you.

3. **How often should I be submitting my timesheets?**

As per the current timesheet policy, all I.T. Alliance staff are required to update their timesheets weekly by 12 noon on a Monday. Delays in submission and approval of timesheets can cause delay to our staff getting paid.

4. **Why do I have to submit timesheets?**

We sell time. Timesheets are an essential procedure to appropriately calculate the number of hours our people have worked to ensure we can.

i. Get paid by our customers

ii. Pay our people for hours worked and overtime due

iii. Gather data relating to the cost and effort involved in delivering projects and services so that we can sell more of these!

FAQ's

5. When are expenses paid?

For employees, there is monthly cycle for the payment of expenses.

HR will send details in relation to the cut-off date for expenses each month. All expenses that are submitted and approved by the cut-off date will be paid 2 weeks later.

Please be aware that expenses will not be paid without the associated receipts being provided to Accounts Payable.

Any expenses approved after the cut-off date will be moved into next month’s expense payment run with no exceptions.

For contract staff, expenses should be claimed as part of monthly invoice cycle.

6. Where can I find out about the expense policy and rates?

The employee expense policy is documented in the Employee Handbook.

If you have any queries on expense rates or policy in general please talk to your Line Manager or I.T. Alliance contact person.

FAQ's

7. How do I know if my expenses are rechargeable?

Expenses should be agreed in advance with your line manager or ITA contact point who will advise whether your expenses can be charged back to a customer or not.

8. I don’t have access to a project code to submit time or expense records?

Please talk to your line manager or I.T. Alliance contact point to confirm if you have been provided access to a project code in the system.

9. I am having technical issues accessing the system?

Please contact newrequest@italliancegroup.com for any technical difficulties experienced with the system.

10. Which browser provides the best experience?

MyTime MyExpense works across all main browser types, however the end user experience is best when using Chrome and Edge. There are some known Microsoft bugs and quirks when using Internet Explorer, Safari and Firefox.

FAQ's

11. I am prompted to enter credentials to access I.T. Alliance ADFS (Active Directory Federated Services) – what do I do?

Please use your I.T. Alliance user credentials to logon as follows Username: job.bloggs@italliancegroup.com.

12. I do not know who should be approving my time and expense claims?

Please talk to your line manager or I.T. Alliance contact point to confirm.

13. How are planned or unplanned absences handled in the system for team members who are contractors?

Contractors will be asked to enter time against 'Non-working day (Contractor Only) for any planned or unplanned absences.

Thank you for using MyTime MyExpenses