



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.

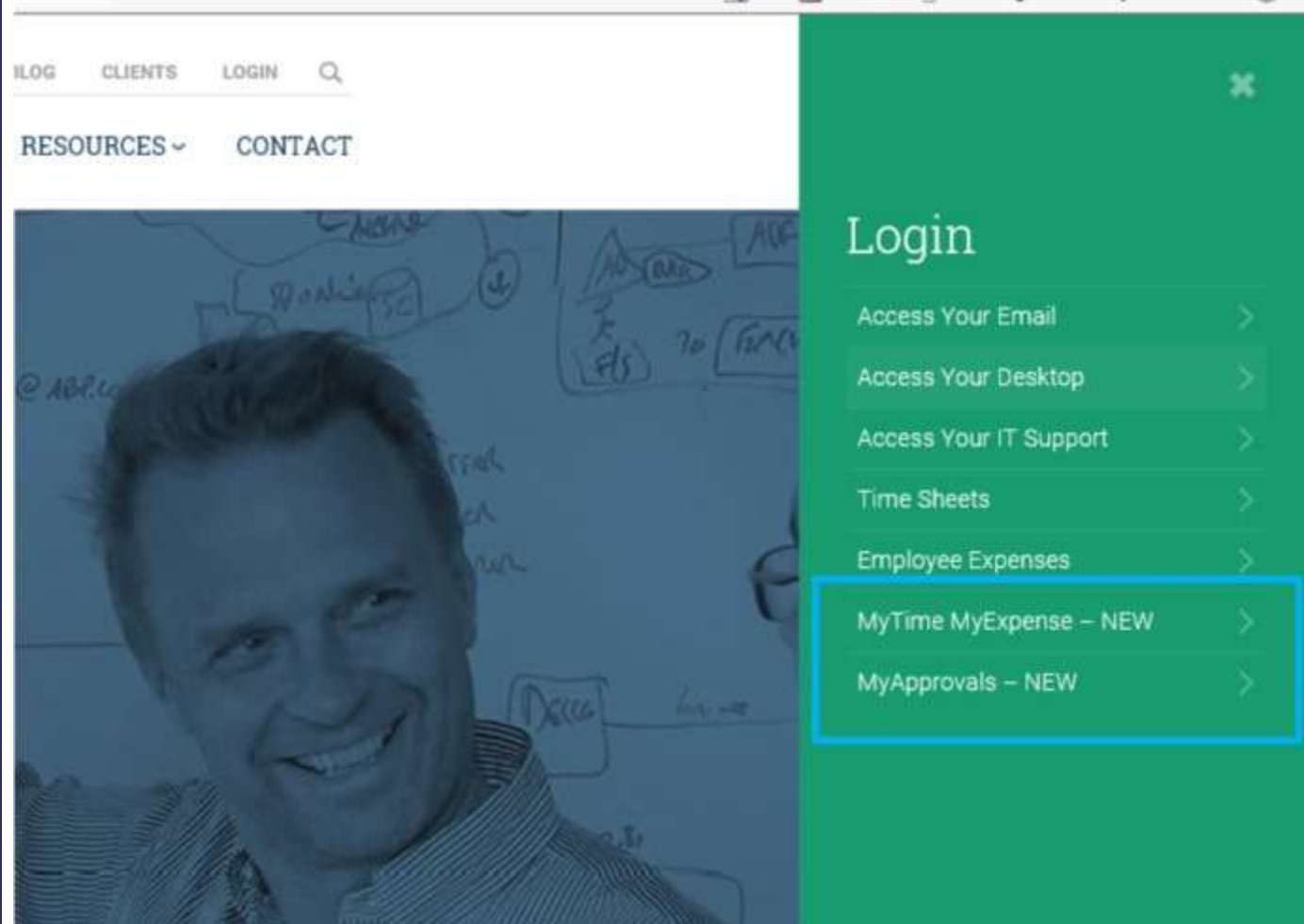
The group currently employs over 300 staff and over 200 associate staff, with offices in Dublin, Sheffield, and Telford in the UK.

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

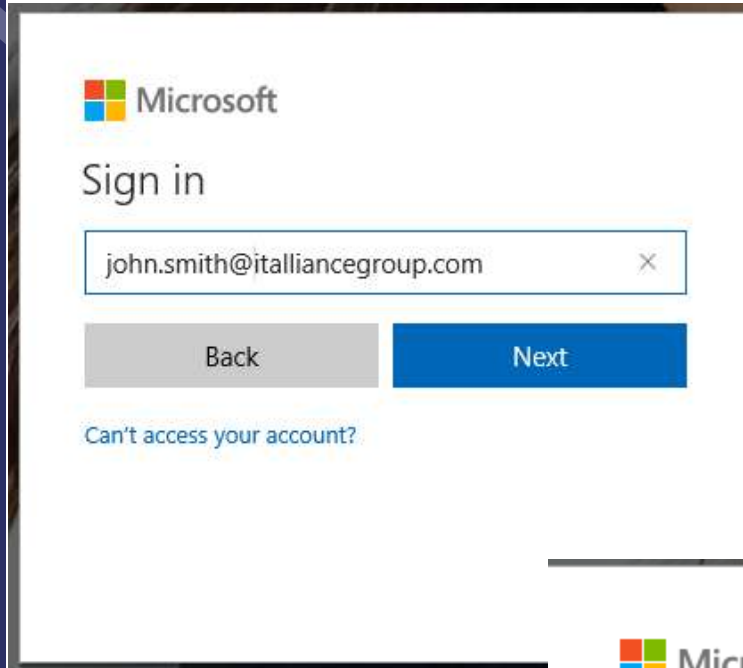


Step 1 - Login

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.



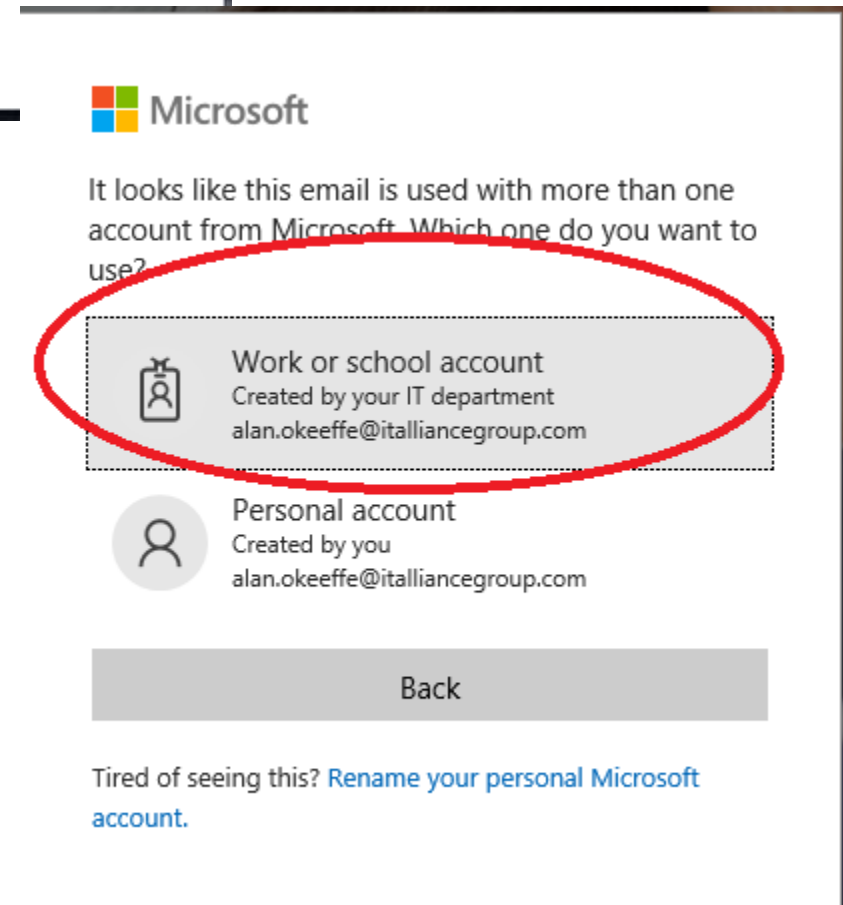
Microsoft

Sign in

john.smith@italliancegroup.com

Back Next

[Can't access your account?](#)



Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
alan.okeeffe@italliancegroup.com

Personal account
Created by you
alan.okeeffe@italliancegroup.com

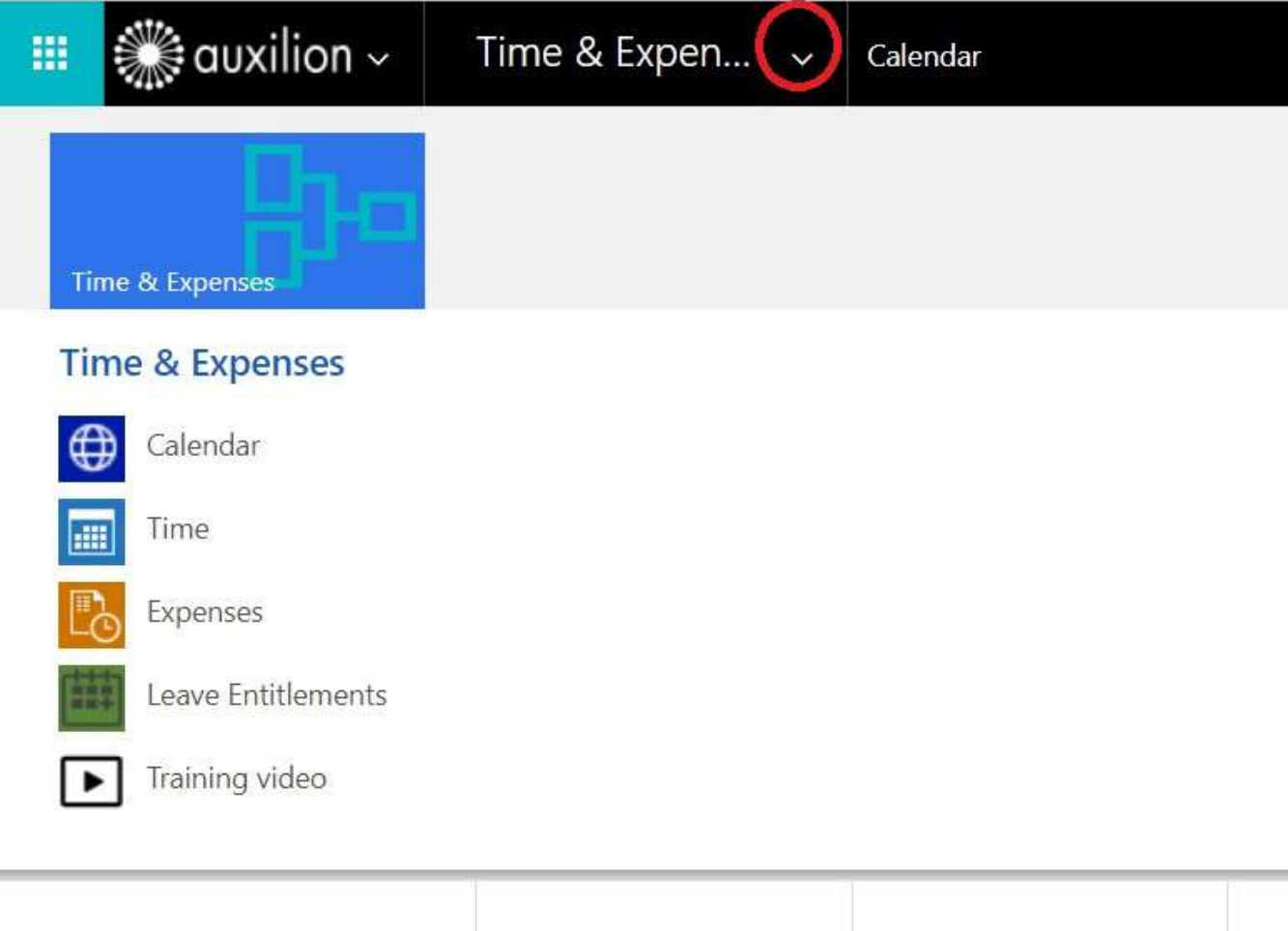
Back

Tired of seeing this? [Rename your personal Microsoft account.](#)

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



The screenshot displays the top navigation bar of the Auxilion system. The bar is dark with a white grid icon on the left, followed by the 'auxilion' logo and a dropdown arrow. To the right, the text 'Time & Expen...' is visible, with a red circle highlighting a dropdown arrow next to it. Further right, the word 'Calendar' is displayed. Below the navigation bar, a blue header bar contains the text 'Time & Expenses' and a stylized icon of a building. Underneath this header, the text 'Time & Expenses' is repeated in a larger font. A list of subareas follows, each with a small icon and a text label: 'Calendar' (globe icon), 'Time' (calendar icon), 'Expenses' (document with clock icon), 'Leave Entitlements' (calendar with checkmark icon), and 'Training video' (play button icon).

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.

September 2018

today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27 7.50 - Vision 2020	28 7.50 - Globoforce Profession	29 7.50 - Vision 2020	30 7.50 - Vision 2020	31 7.50 - Annual Leave	1	2
3 7.50 - Vision 2020	4 7.50 - Vision 2020	5 7.50 - Vision 2020	6 7.50 - Vision 2020	7 7.50 - Vision 2020	8	9
10 7.50 - Vision 2020	11 7.50 - Vision 2020	12 7.50 - Vision 2020	13 7.50 - Vision 2020	14 3.75 - R&D Development	15	16
17 7.50 - R&D Development	18 7.50 - Vision 2020	19 7.50 - Vision 2020	20 3.75 - Annual Leave 3.75 - Vision 2020	21 7.50 - Vision 2020	22	23
24	25	26	27	28	29	30

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.

The screenshot shows the Auxilion interface for Time & Expenses. At the top, there is a navigation bar with the Auxilion logo and a dropdown menu for "Time & Expen...". Below this is a yellow alert banner for "New Alerts (3)". The main navigation area includes buttons for "SUBMIT", "RECALL" (circled in red), and "NEW". The main content area displays "My Time Entries this and last month" with a dropdown arrow. Below this is a table of time entries with columns for Date, Project, Type, and Work Type. A red circle highlights the selection checkboxes in the first column of the table.

<input type="checkbox"/>	Date ↓	Project	Type ↑	Work Type
<input checked="" type="checkbox"/>	29/10/2018		Absence	
<input checked="" type="checkbox"/>	28/09/2018	Vision 2020	Work	Basic Hours
<input checked="" type="checkbox"/>	27/09/2018	R&D Develop...	Work	Basic Hours
<input type="checkbox"/>	27/09/2018	Vision 2020	Work	Basic Hours
<input type="checkbox"/>	26/09/2018	Vision 2020	Work	Basic Hours

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.

The screenshot shows the 'New Time Entry' form in the Auxilion system. The navigation bar at the top includes the Auxilion logo, 'Time & Expen...', and 'Time > New Time Entry'. A yellow alert banner at the top right shows 'New Alerts (3)' with a 'View Alerts' button. Below the navigation bar are 'SAVE & SUBMIT' and '+ NEW' buttons. The main content area is titled 'TIME ENTRY : INFORMATION' and 'New Time Entry'. The 'General' section contains the following fields:

Type *	Work Annual Leave Absence
Date *	
Add Multi Day entry	No
Duration *	1 hour
Comments	

Step 4 - Expenses

There are a number of different views relating to Expenses.

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

The screenshot displays the Auxilion software interface. At the top, there is a navigation bar with the Auxilion logo and the text 'auxilion', 'Time & Expen...', and 'Expenses'. Below this is a yellow alert banner with the text 'New Alerts (3) Latest: You've got an alert for the mailbox 'Alan O'Keeffe'. 03/09/2018 12:23' and a 'View Alerts' button. The main interface has a toolbar with buttons for '+ NEW', 'RUN REPORT', 'EXPORT TO EXCEL', and 'CHART PANE'. The central area shows a view switcher for 'My Expenses this month' with a dropdown arrow. A red circle highlights the dropdown arrow, and a larger red oval highlights the dropdown menu. The dropdown menu is titled 'System Views' and contains the following options: 'All My Expenses', 'My Expenses last month', 'My Expenses this month', 'My Un-approved Expenses', and 'My Un-submitted Expenses'. To the right of the dropdown menu, a table header is visible with columns for 'Project' and 'Total'.

Project	Total
---------	-------

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.

General

Project *	Vision 2020	Transaction Date *	10/10/2018
Expense Category *	Meals	Sub Total (ex VAT) *	€23.00
Expense Purpose *	Meal working overtime	VAT *	€0.00
Is Chargeable *	Yes	Total	€23.00
		Currency	Euro

✓ SUBMIT **RECEIPTS** + NEW 🗑️ DELETE ⚙️ RUN WORKFLOW ▶️ START DIALOG ⋮

EXPENSE : INFORMATION

Meal working overtime

Expense St...

🔒 Draft

Please ensure that expenses submitted are accurate, reasonable and have been necessarily incurred for the benefit of the company

General

Project *	Vision 2020	Transaction Date *	10/10/2018
Expense Category *	Meals	Sub Total (ex VAT) *	€23.00
Expense Purpose *	Meal working overtime	VAT *	€0.00
Is Chargeable *	Yes	Total	€23.00

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

The image displays three sequential screenshots of a software interface for managing expense receipts. The interface has a header bar with the text "EXPENSE RECEIPT : INFORMATION" and "Receipt" with a menu icon. On the right side of the header, there is a section for "Expense*" with a lock icon and the text "Meal working quantities".

The first screenshot shows a "NOTES" section with a "Title" field containing "Enter a note" and a "Title" label. Below the field is an "Attach" button with a paperclip icon, which is circled in red and labeled with a red "1". A "Done" button is visible in the bottom right corner of the notes area.

The second screenshot shows the same interface, but the "Attach" button is replaced by a "Choose File" button and the text "Hotel1.jpg". The "Done" button is now circled in red and labeled with a red "2".

The third screenshot shows the interface with a toolbar at the top containing "SAVE & CLOSE" (circled in red and labeled with a red "3"), "SHARE", "RUN WORKFLOW", "START DIALOG", and "RUN REPORT". The "NOTES" section now displays the attached file "Hotel1.jpg" with the text "You - Just now" below it.

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.

auxilion Time & Expen... Leave Entitlements

New Alerts (3) Latest: You've got an alert for the mailbox 'Alan O'Keeffe', 03/09/2018 12:23 [View Alerts](#)

EMAIL A LINK RUN REPORT EXPORT TO EXCEL CHART PANE

My Active Leave entitlements

<input type="checkbox"/>	Name ↑	Basic	Carried Over	Total	Taken Days	Remai
	Alan O'Keeffe - 2018	23.0	2.0	25.0	15.0	10.0

General

General

Resource * Alan O'Keeffe

Year 2018

Special Agreement No

Leave Entitlement

Basic 23.0

Carried Over 2.0

Total 25.0

Taken Days 15.0

Remaining Days 10.0

Approved

Date ↓	Vacation Duration (...)	Comments (Time Entry)
20/09/2018	Half Day	
31/08/2018	Full Day	
03/08/2018	Full Day	creche closed, minding kids
02/08/2018	Full Day	creche closed, minding kids

1 - 4 of 16

Submitted

Date ↓	Vacation Duration (...)	Comments (Time Entry)
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No Project Approval found for this Leave

Supported Browsers

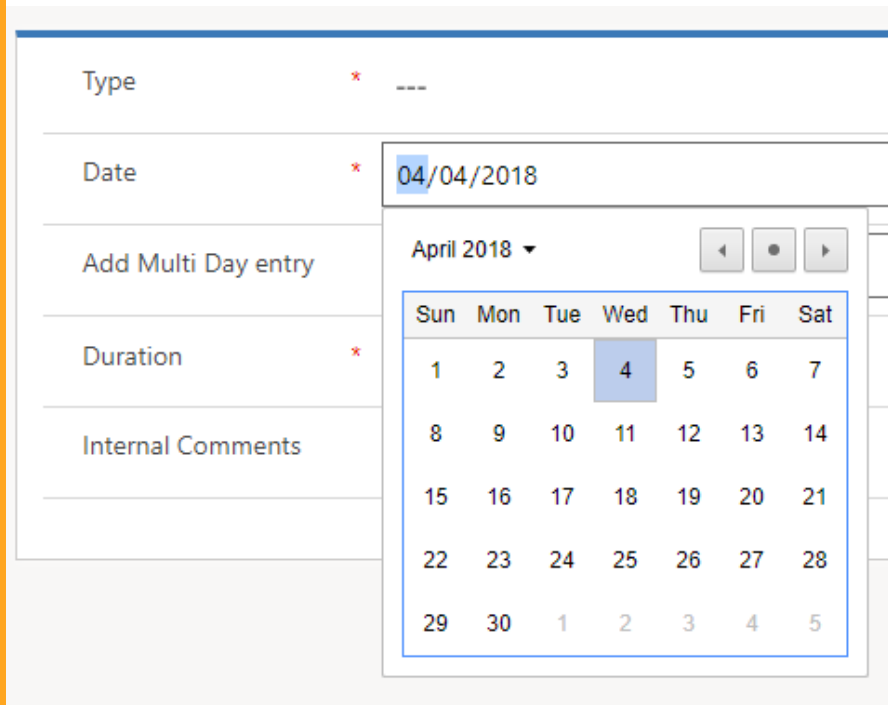
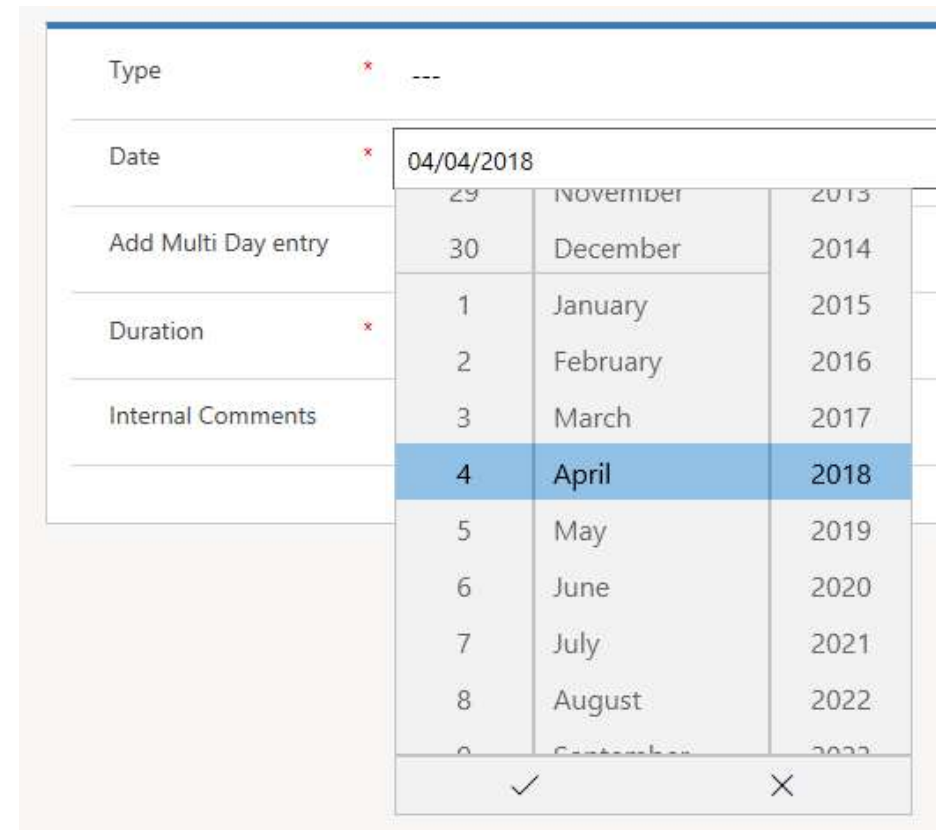
Our browser of choice is Chrome.

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@italiancegroup.com

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

Please contact central.admin@italiancegroup.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