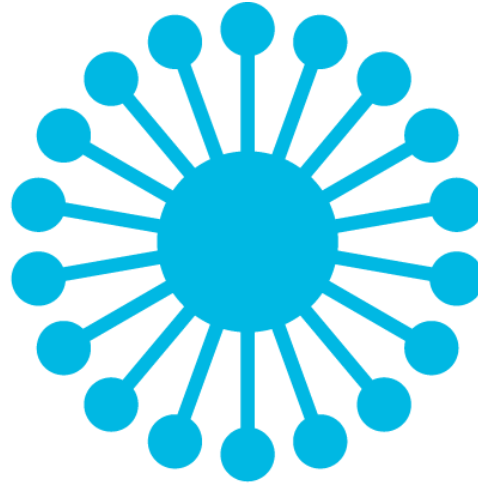




Purpose

The purpose of this guide is to outline the necessary steps for a user to view and to approve time and expense records submitted by their team in the MyTime MyExpense system.



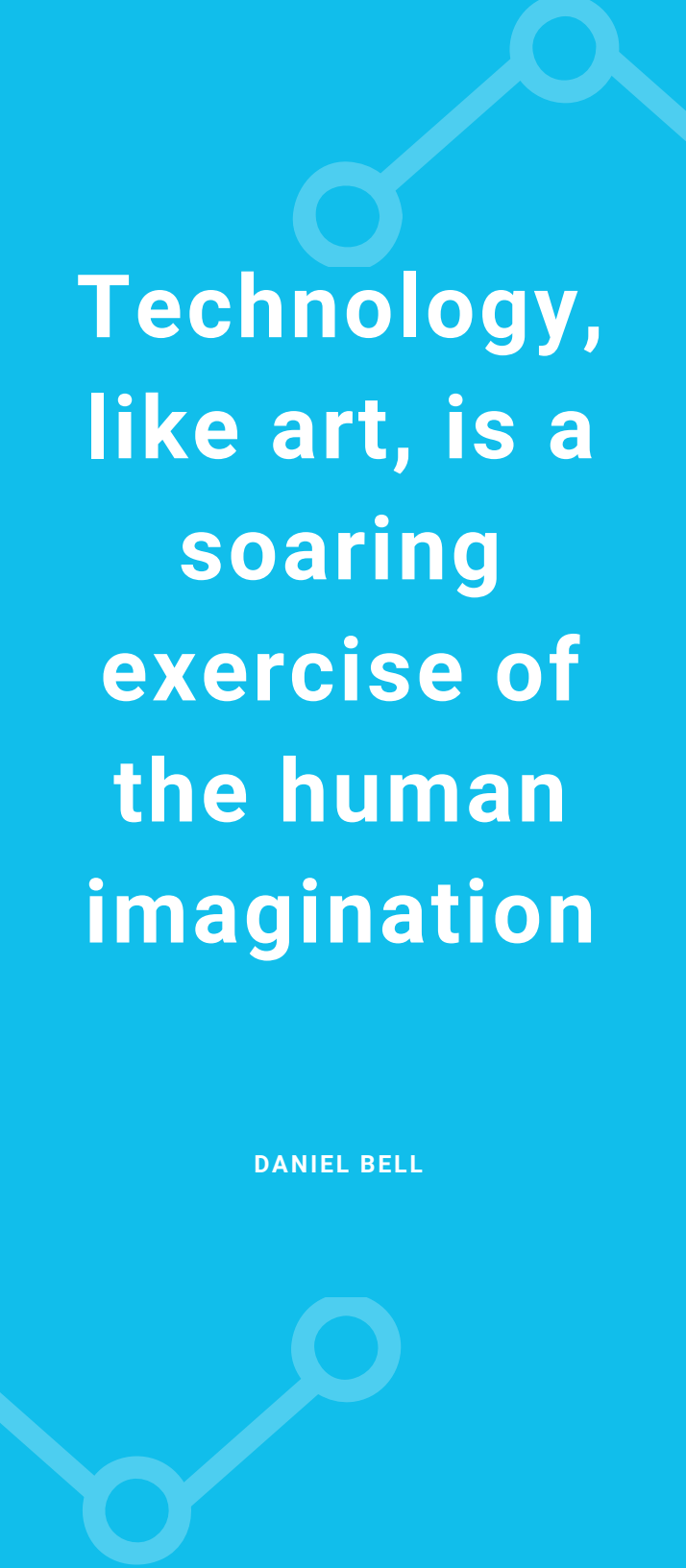
auxilion

Auxilon

'MY TIME MY EXPENSE SYSTEM'

APPROVER GUIDE

NOVEMBER 2020



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

DANIEL BELL

Introduction

Welcome to 'My Time My Expense' - the Time and Expense System for Auxilion.

MyTime MyExpense system will be used by managers to easily:

- review time and expenses entered by their team;
- approve or reject time and expense records submitted;
- review requests for leave submitted by their team;
- approve or reject leave requests;
- view dashboard reports;

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

About us

Auxilion is an award-winning provider of I.T. services, delivering bespoke solutions for public and private organisations in the UK and Ireland. Auxilion's range of I.T. services include; consulting, project management, project delivery and managed services.

Our parent company, I.T. Alliance, is a trusted partner of the world's leading outsourcing providers for over 20 years. This experience enables us to match the right technology to your business needs and provides access to a team of over 500 technical and project specialists.



Step 1 - Login

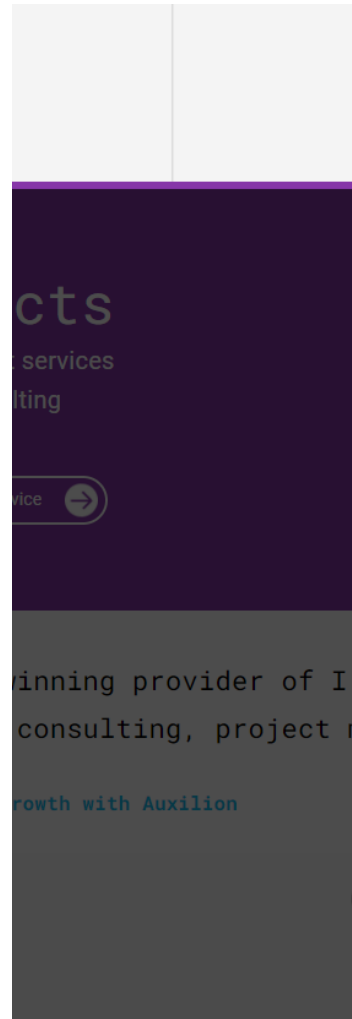
1. Go to
www.auxilion.com

2. Click the Login
link in the header



3. Click the staff login
drop down

4. Choose 'my approvals'



client stories →

insights

news

careers

open roles

contact

staff login ↓

> mytime myexpense

> my approvals

> access your email

> access your desktop

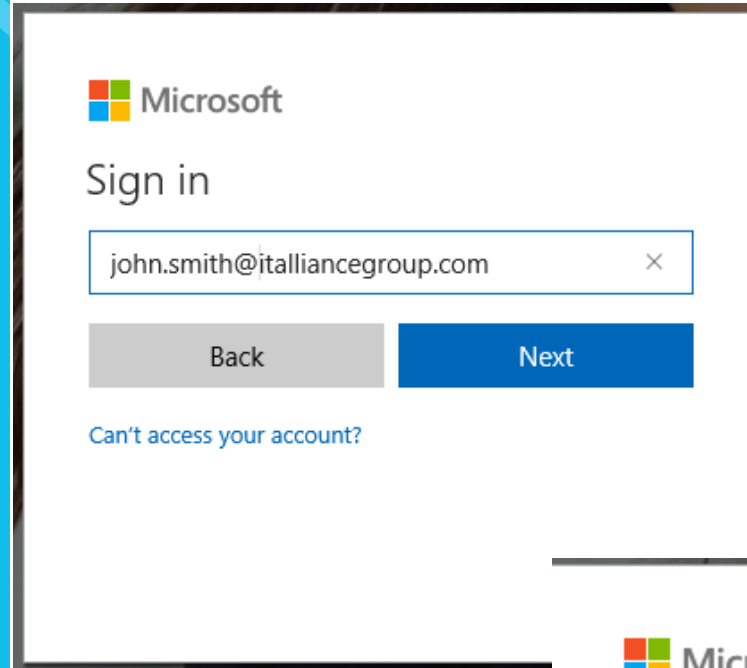
> access your it support

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.



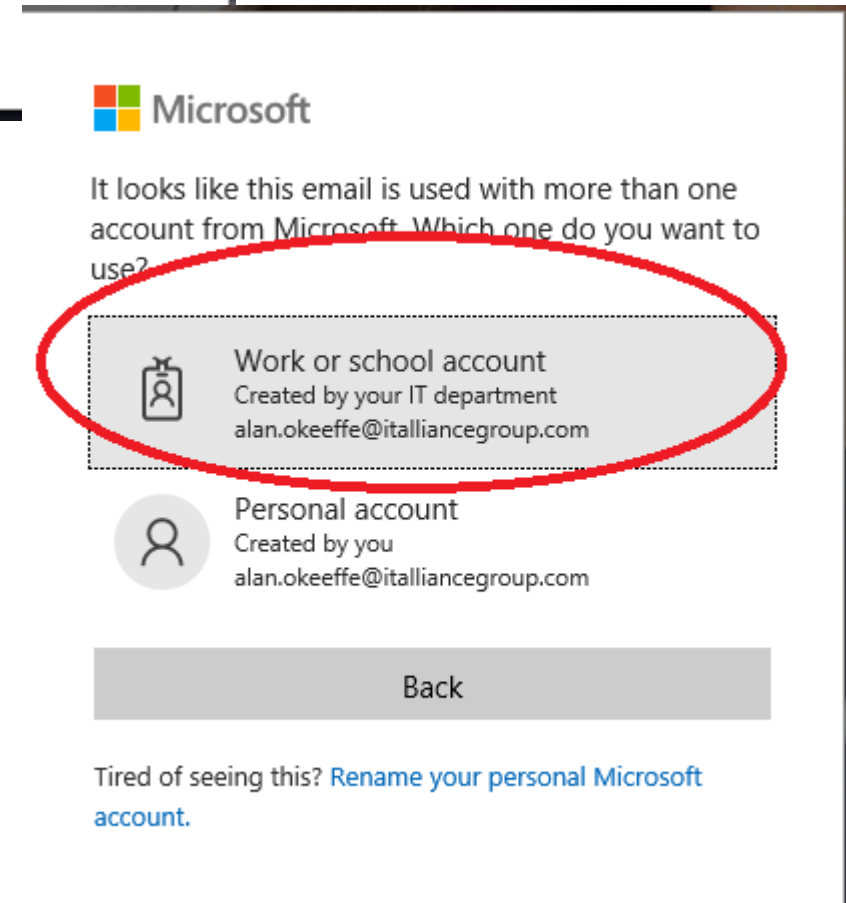
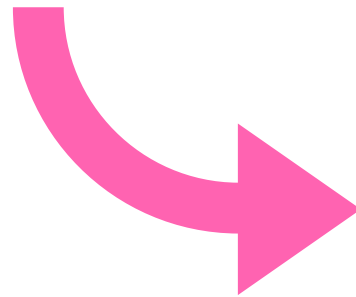
Microsoft

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.](#)

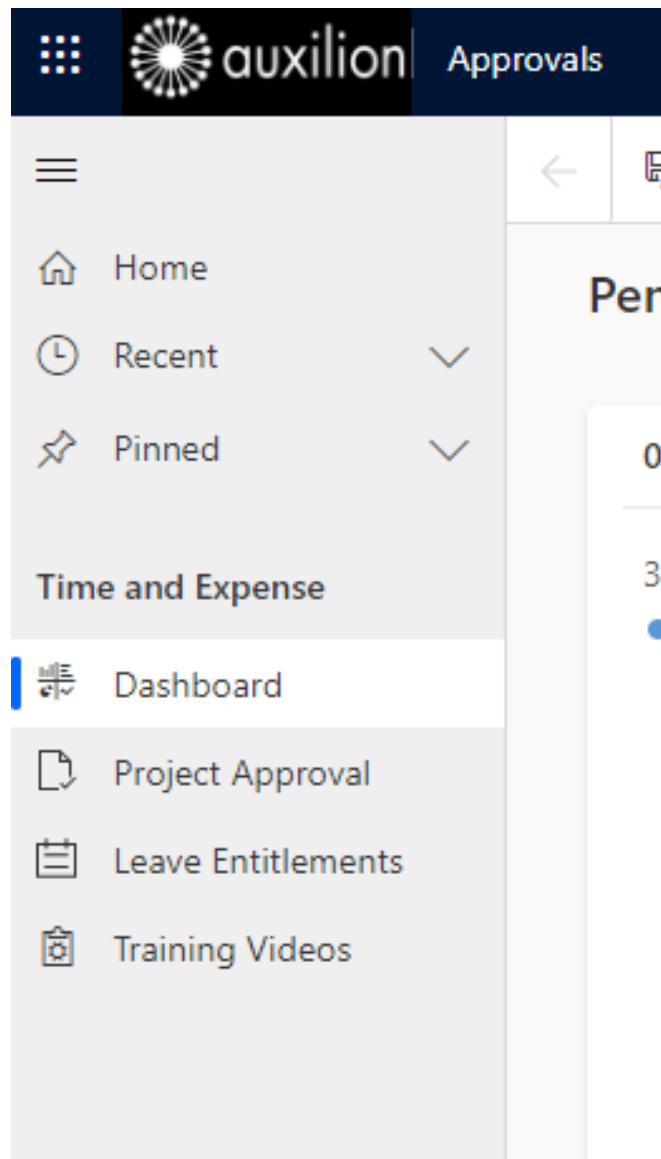
Step 2 - Navigation

Navigation of the system is on the left hand side of the screen

Under Time and Expense you will see main subareas

- Dashboard
- Project Approval
- Leave Entitlements
- Training Videos

Choose Home to bring you to landing page. You can click recent to see your recent items. You can pin items if you prefer



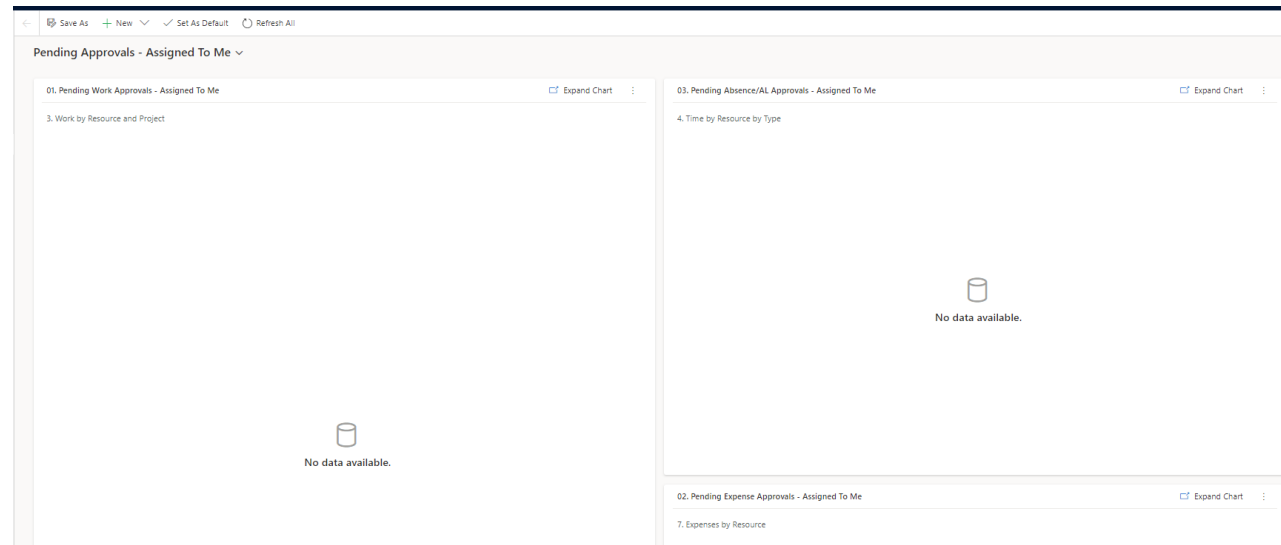
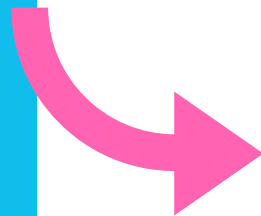
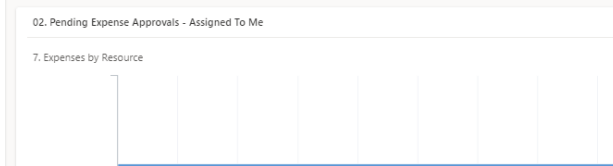
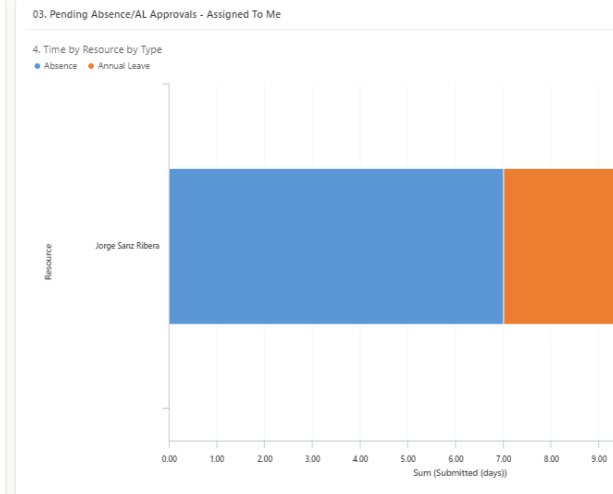
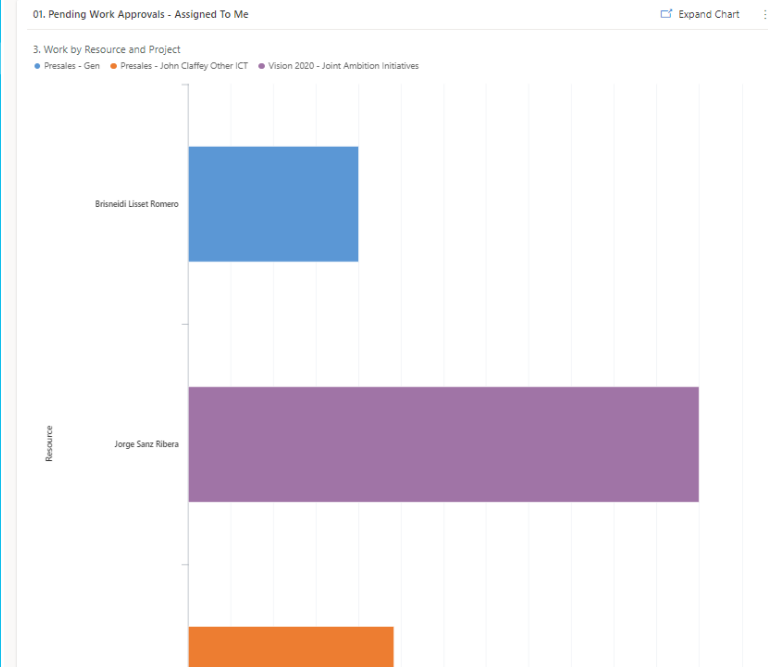
Step 3 - Dashboards

The Dashboards show all open approvals currently awaiting your approval.

This is a singular view of all Work, Annual Leave, Absence and Expense approvals.

Once you approve all items on this screen, you will have no open approvals.

Pending Approvals - Assigned To Me



Step 4 - Approve Time & Expense Records

Click on the three dots above any of the charts. Click View Records.

This will pop out the records which make up the chart. From here you can approve or reject records.

Check the records you want to action and click the Approve or Reject button.

Pending Approvals - Assigned To Me

01. Pending Work Approvals - Assigned To Me

Expand Chart

03. Pending Absence/AL A

3. Work by Resource and Project

- Presales - Gen
- Presales - John Claffey Other ICT
- Vision 2020 - Joint Ambition Initiatives

Resource

Resource

Jorge Sanz Ribera

Hide Chart Approve Reject Create view

1. Pending Work Approvals - Assigned To Me

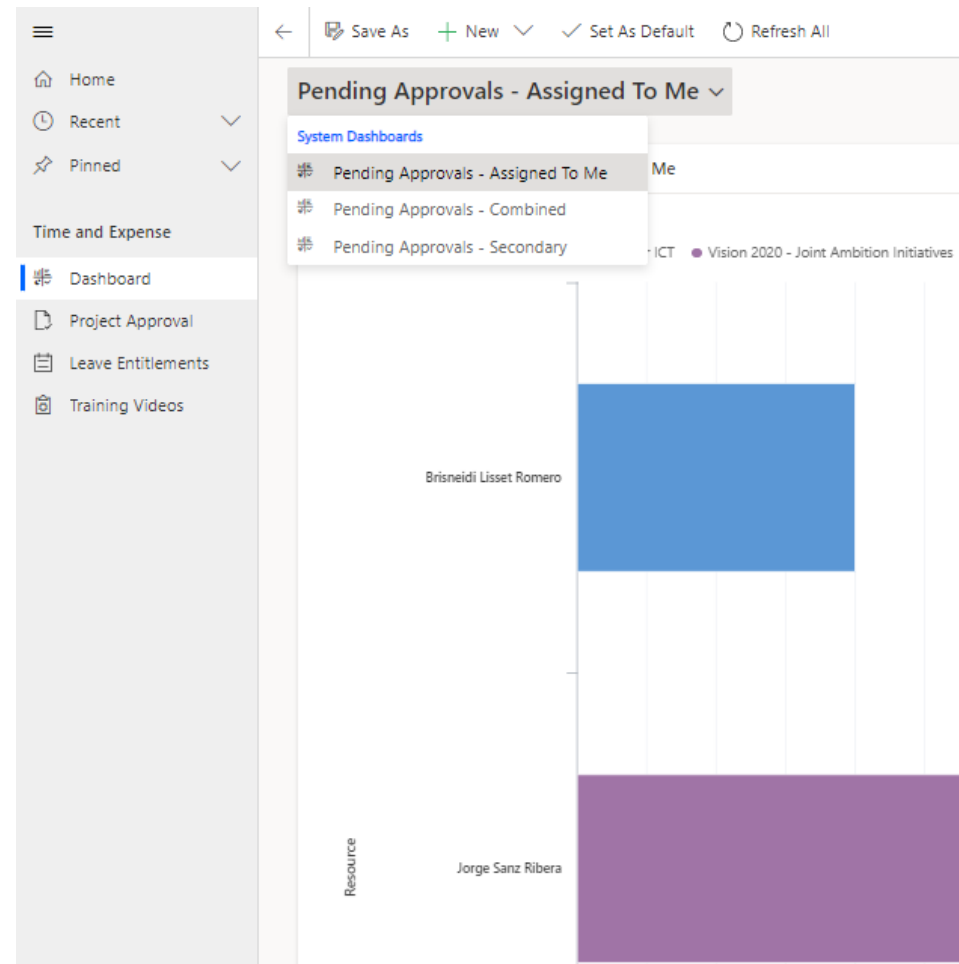
Work by Resource and Project

- Presales - Gen
- Presales - John Claffey Other ICT
- Vision 2020 - Joint Ambition Initiatives

Project Approval	Project	Project Code...	Date	Day	Resource	Work Type (Time ...
	Ronan O'Beime - Tir	Presales - John Claffey C A-2-0034	10/Aug/2020	Mon	Ronan O'Beime	Basic Hours
	Ronan O'Beime - Tir	Presales - John Claffey C A-2-0034	11/Aug/2020	Tue	Ronan O'Beime	Basic Hours
✓	Ronan O'Beime - Tir	Presales - John Claffey C A-2-0034	12/Aug/2020	Wed	Ronan O'Beime	Basic Hours
✓	Ronan O'Beime - Tir	Presales - John Claffey C A-2-0034	13/Aug/2020	Thu	Ronan O'Beime	Basic Hours
✓	Brisneidi Lisset Rom	Presales - Gen A-2-0001-0...	17/Aug/2020	Mon	Brisneidi Lisset Rom	Basic Hours
	Jorge Sanz Ribera - Vision 2020 - Joint Amb	P-2-1342-0...	25/Nov/2020	Wed	Jorge Sanz Ribera	Basic Hours
	Jorge Sanz Ribera - Vision 2020 - Joint Amb	P-2-1342-0...	26/Nov/2020	Thu	Jorge Sanz Ribera	Basic Hours
	Jorge Sanz Ribera - Vision 2020 - Joint Amb	P-2-1342-0...	27/Nov/2020	Fri	Jorge Sanz Ribera	Basic Hours

Step 5 - Secondary Approvals

On projects where you are not the main approver, but you have been assigned as a secondary approver, you can access these approvals from the dashboard screen by clicking on down arrow to "Pending Approvals - Assigned to Me" and chose "Pending Approvals - Secondary".



There are three main dashboards:

- Pending Approvals - Assigned to me – where I am the main approver
- Pending Approvals - Secondary – where I am a secondary approver
- Pending Approvals - Combined – combining the above two dashboards

Step 6 - Project Approvals

Views and Charts

The Dashboards area shows you all open Approvals awaiting your approval.

The Project Approval link under Time and Expense shows all open and past approvals. This can be useful when you need to review older approvals.

The screenshot displays a software interface with a sidebar on the left and a main content area. The sidebar includes navigation options: Home, Recent, Pinned, Time and Expense, Dashboard, Project Approval, Leave Entitlements, and Training Videos. The main content area shows a list of views under the heading '01. Pending Work Approvals - Assigned To Me'. The views are numbered 01 through 14. A dropdown menu is open for view 01, showing a list of project codes (A-2-0034, A-2-0034, A-2-0034, A-2-0034, A-2-0001-001, P-2-1342-006, P-2-1342-006, P-2-1342-006) and a 'Project Code (Project)' dropdown menu.

View ID	View Name	Project Code (Project)
01.	Pending Work Approvals - Assigned To Me	her ICT. A-2-0034
02.	Pending Expense Approvals - Assigned To Me	her ICT. A-2-0034
03.	Pending Absence/AL Approvals - Assigned To Me	her ICT. A-2-0034
04.	Pending Work Approvals - Combined	her ICT. A-2-0034
05.	Pending Expense Approvals - Combined	her ICT. A-2-0034
06.	Pending Work Approvals - Secondary	A-2-0001-001
07.	Pending Expense Approvals - Secondary	on Initi: P-2-1342-006
08.	Approved Time by me - Last Month	on Initi: P-2-1342-006
09.	Approved Time by me - This Month	on Initi: P-2-1342-006
10.	Approved Expenses by me - Last Month	on Initi: P-2-1342-006
11.	Approved Expenses by me - This Month	
12.	My Team's Absence/AL - Next 4 weeks	
13.	My Team's Time - Last Month	
14.	My Team's Time - This Month	

There are a number of useful views within this area such as;

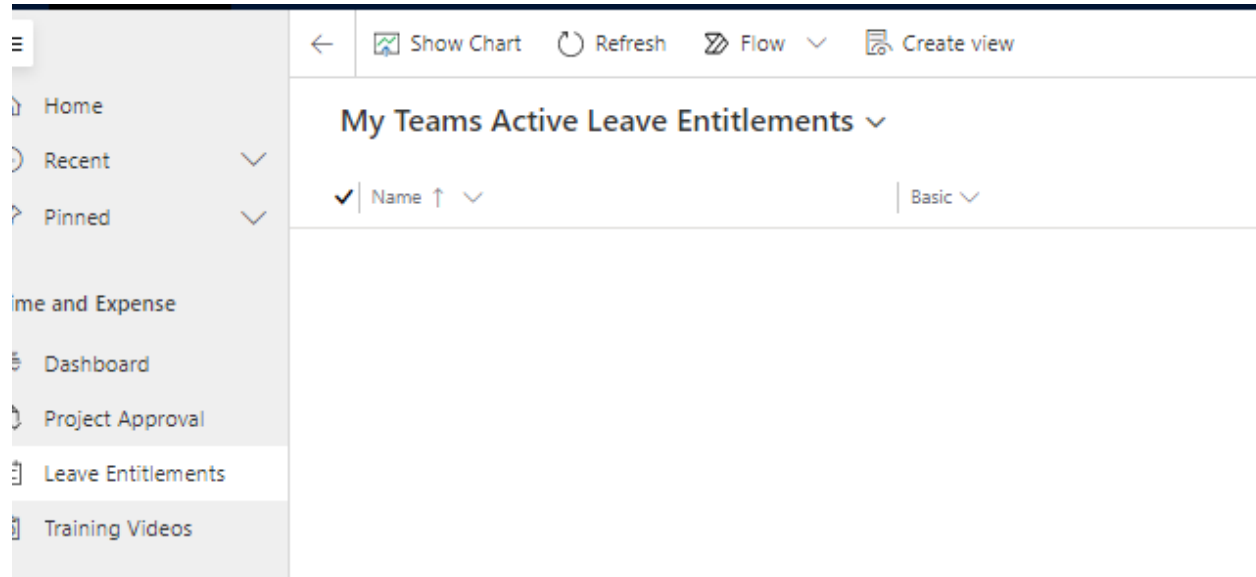
- Approved Time by me - This Month
- Approved Time by me - Last Month
- Pending Work Approvals - Assigned To Me
- Pending Expense Approvals - Assigned To Me

You can use these Views in association with the charts to analyse the Time and Expense approvals.

Step 7 - Leave Entitlements

If you are required to manage the Leave Entitlements for your team members, you can use this area to view their Entitlements and Annual Leave.

Double Click on an record to see its detail.





FAQs

1. How do I change my password?

Please contact central.admin@italiancegroup.com

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

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

3. How often should I be reviewing and approving my team's timesheets?

All Auxilion staff are instructed to update their timesheets weekly by 12 noon on a Monday. As such, we would encourage project approvers to review and approve timesheets on a weekly basis. Delays in approving timesheets can delay some of staff from getting paid.

4. I am having technical issues accessing the system or approving my teams records?

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

5. Which browser provides the best experience?

MyTime MyExpenses 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.



FAQS

6. 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

7. I cannot see any time or expenses when I log on and view the dashboard?

Generally when there is no data for you to view in the dashboard this means that your team has not submitted time or expenses yet for you to approve.

8. I want to add a secondary approver to approve time and expenses for my team when I am on holiday or unavailable?

Please contact central.admin@italliancegroup.com with the name and email address of the secondary or tertiary approver you wish to be added to your project code to approve your teams time in your absence.

9. 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