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.

I.T. ALLIANCE Resourcing Services

'MY TIME MY EXPENSE SYSTEM'

User GUIDE

NOVEMBER 2020

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 Resourcing Services.

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

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

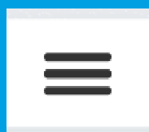
Established in 1997 in Ireland by CEO Philip Maguire, I.T. Alliance Group quickly grew to be the largest indigenous ICT services company in Ireland.

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

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

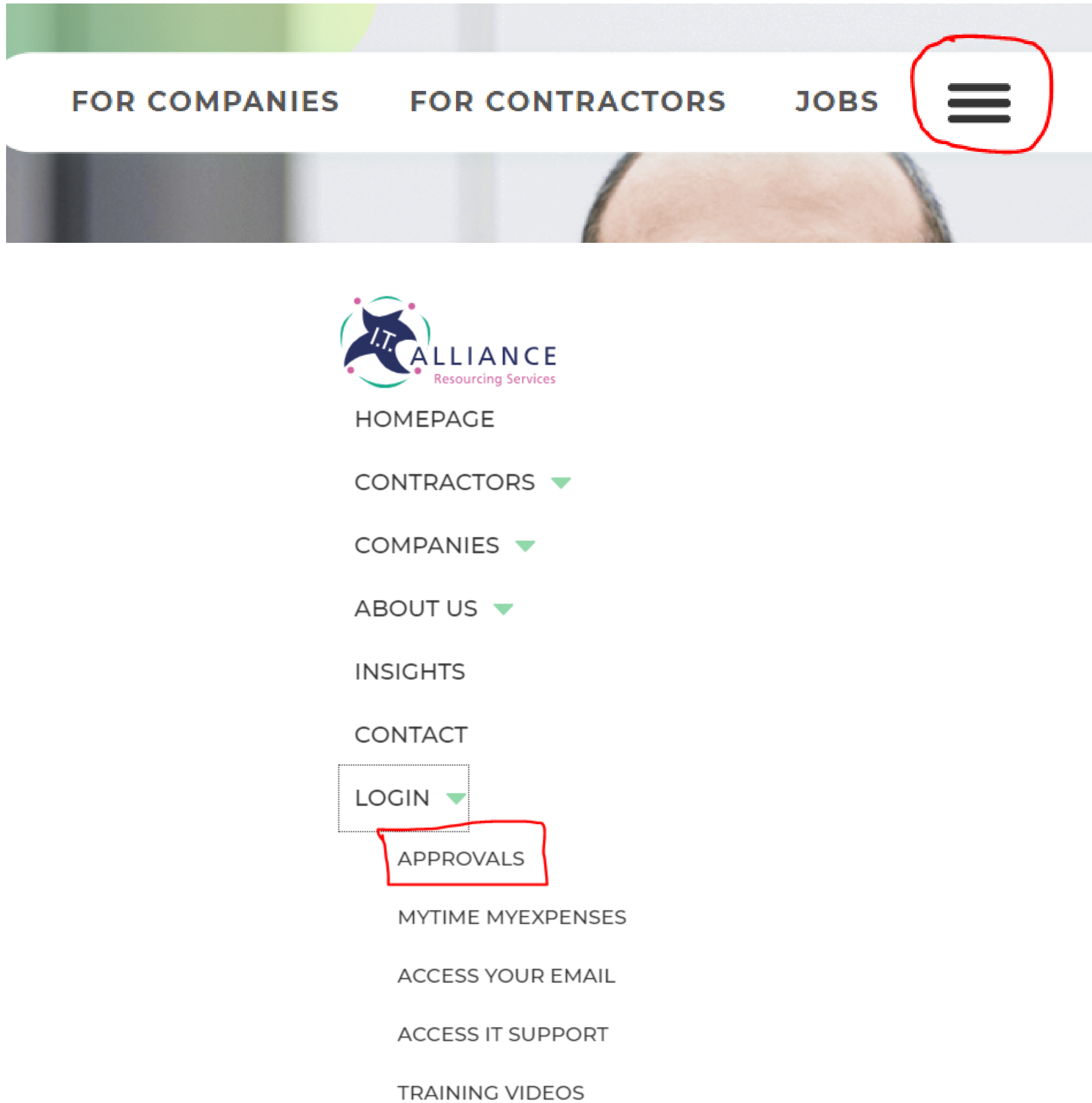
Step 1 - Login

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

2. Click on 

3. Click the Login link

4. Choose 'Approvals' link



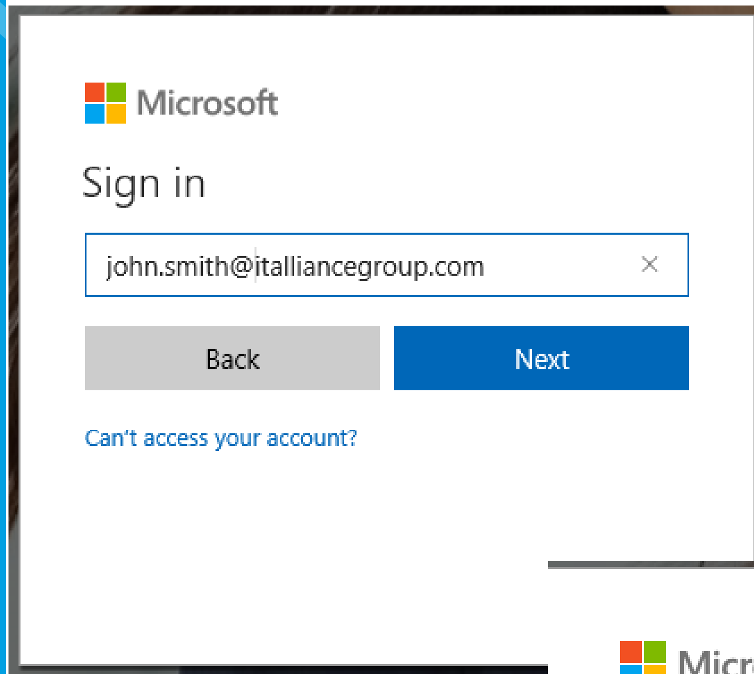
Step 1 - Login

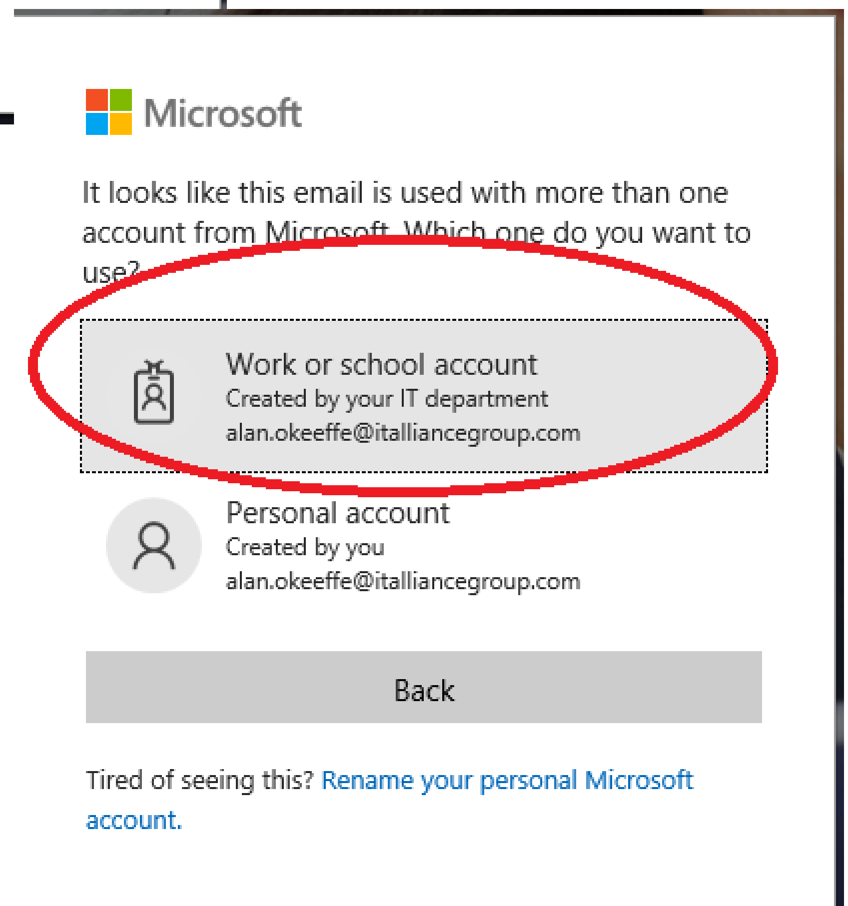
1. Enter your username and click next

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

3.

You will then be prompted for your password.





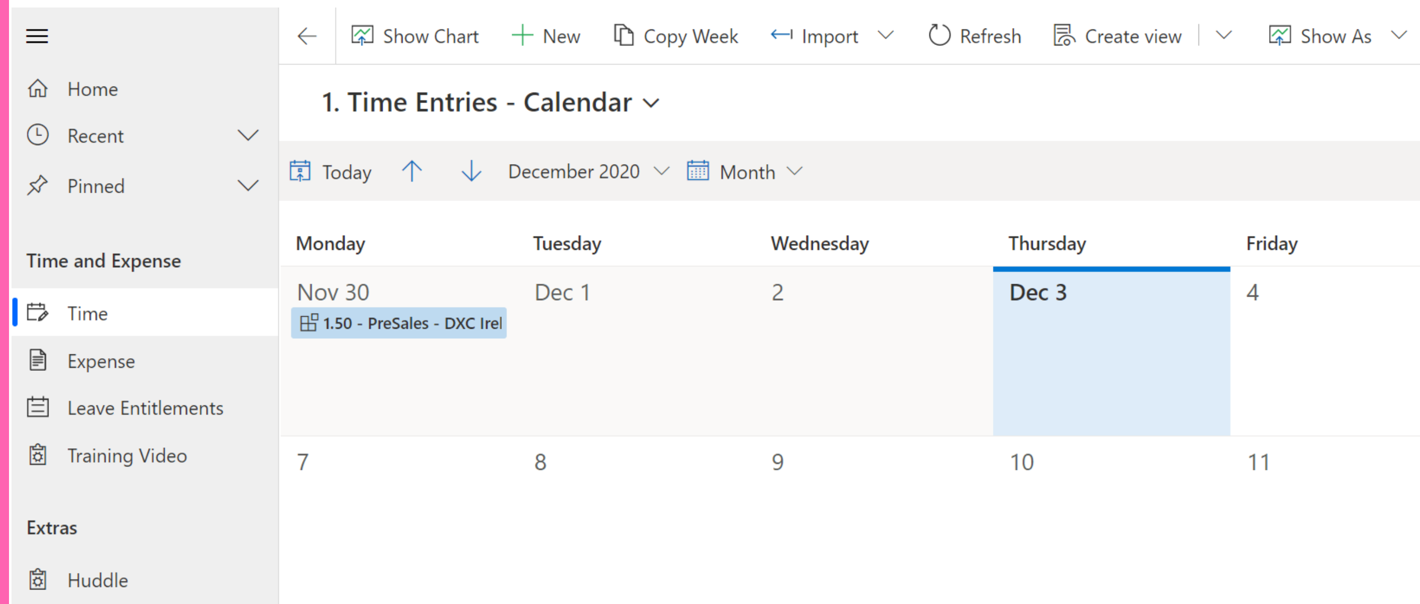
Step 2 - Navigation

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

Under Time and Expense you will see main subareas.

- Time
- Expense
- Leave Entitlements
- Training Video

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



Step 3 Personalise Landing page view

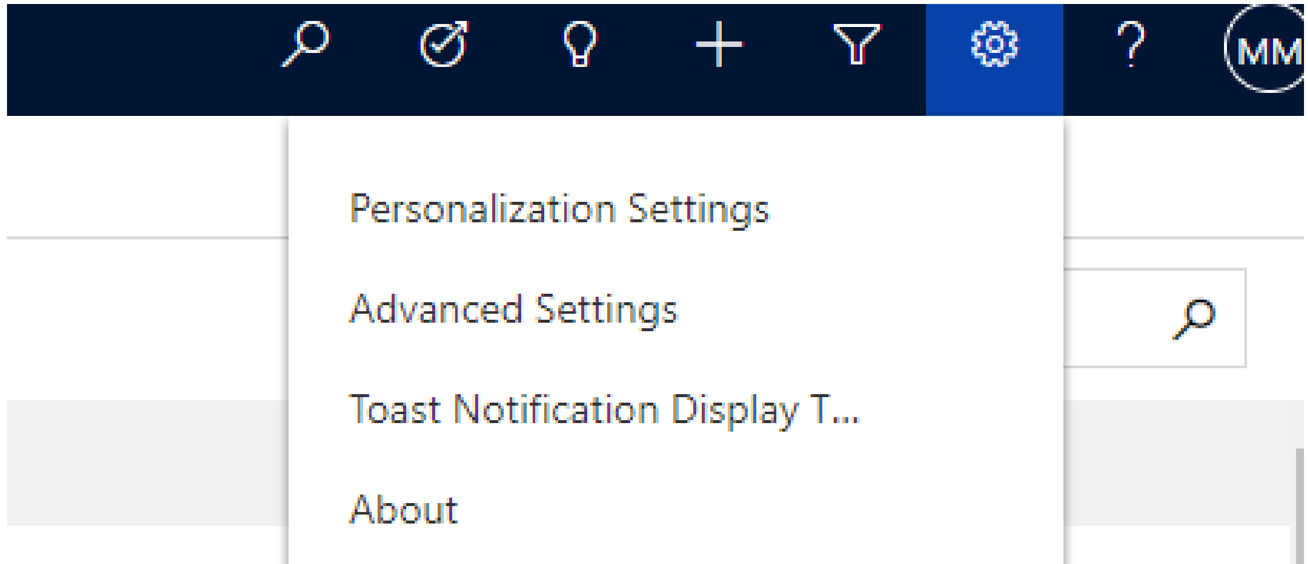
Default View is Monthly Calendar

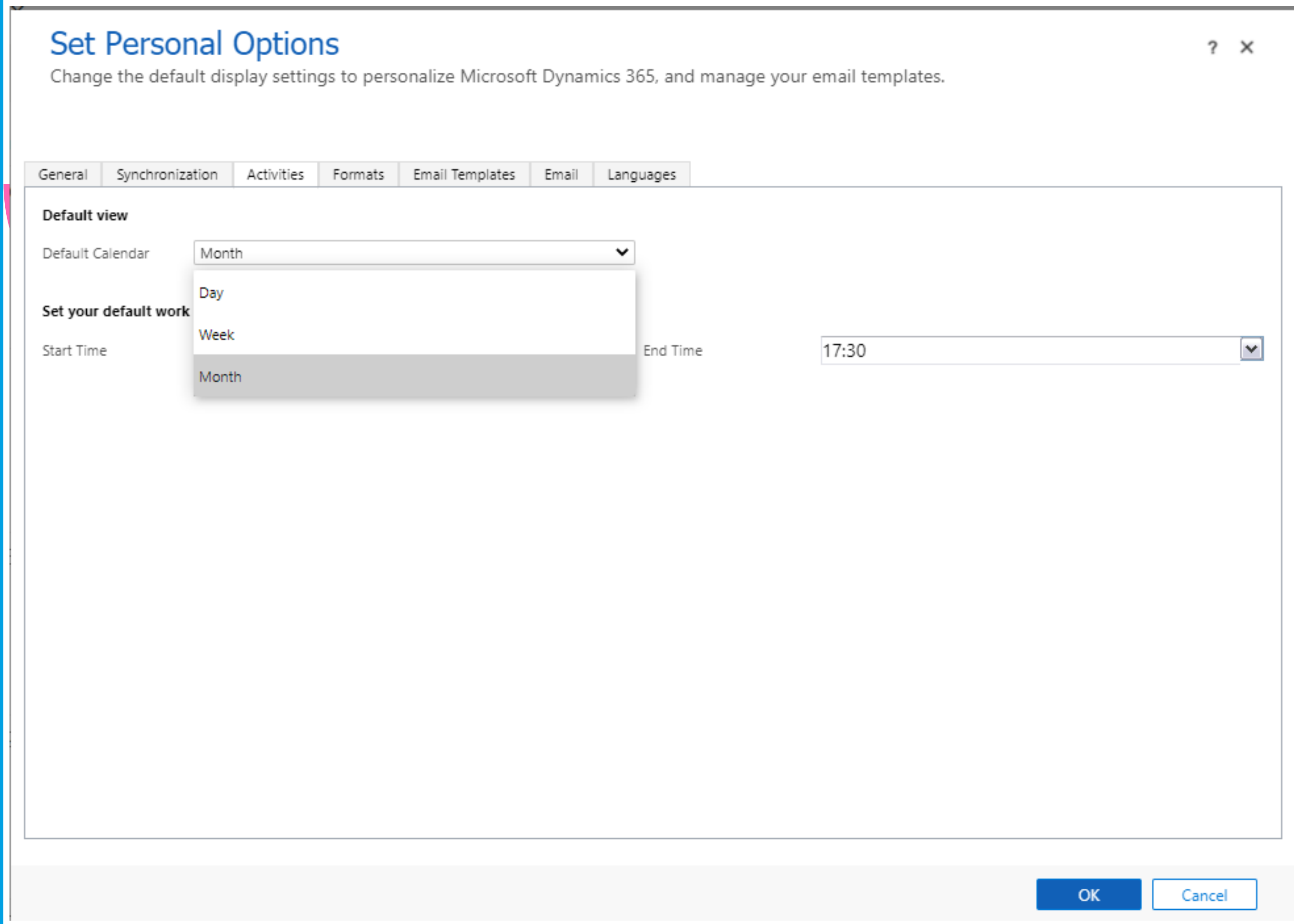
Click on Settings Icon

Chose Personalization Settings

Choose Activities Tab

Click dropdown in Default Calender drop down and chose either Day, Week or Month



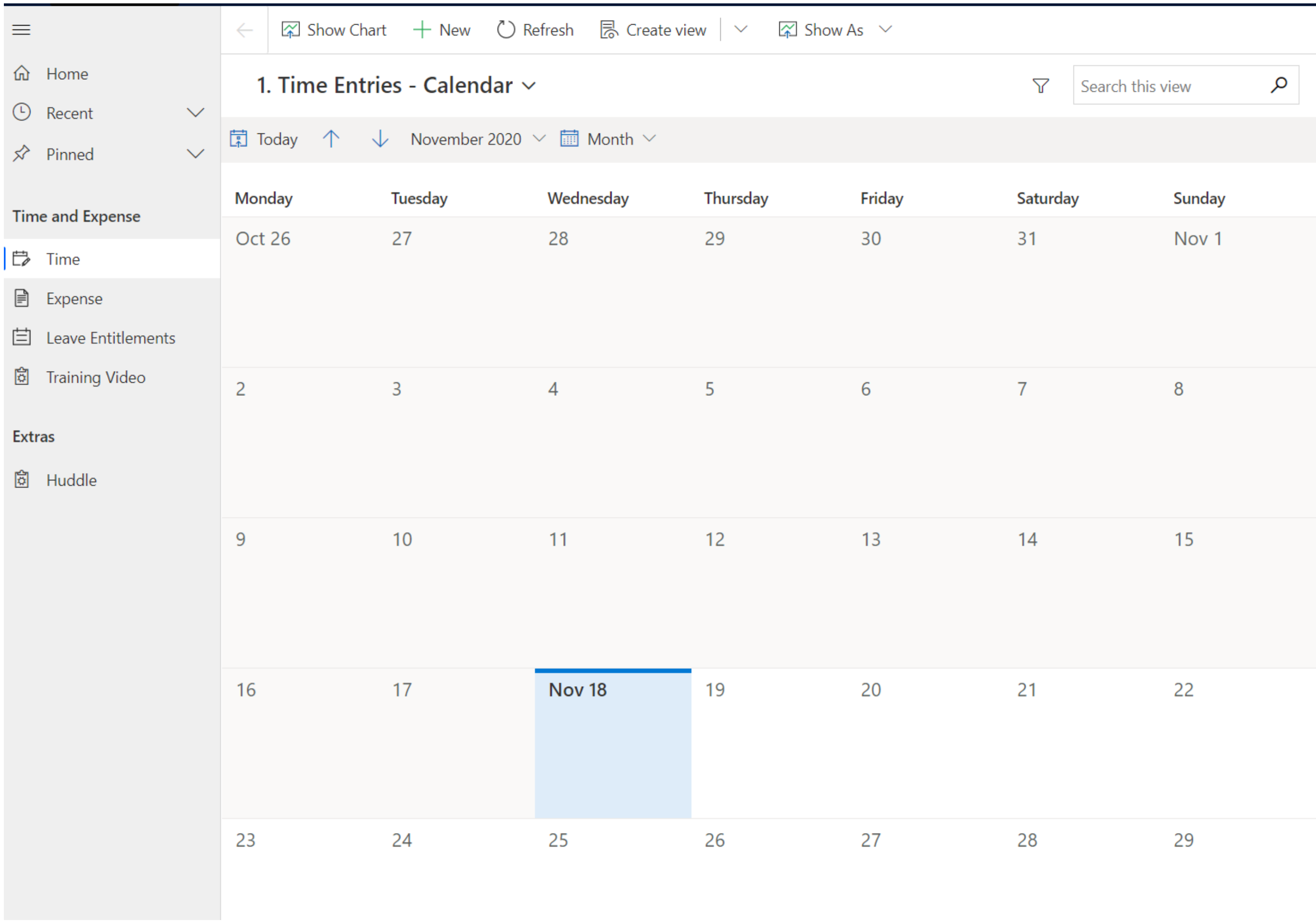


Step 4 - Time Entries - Calendar

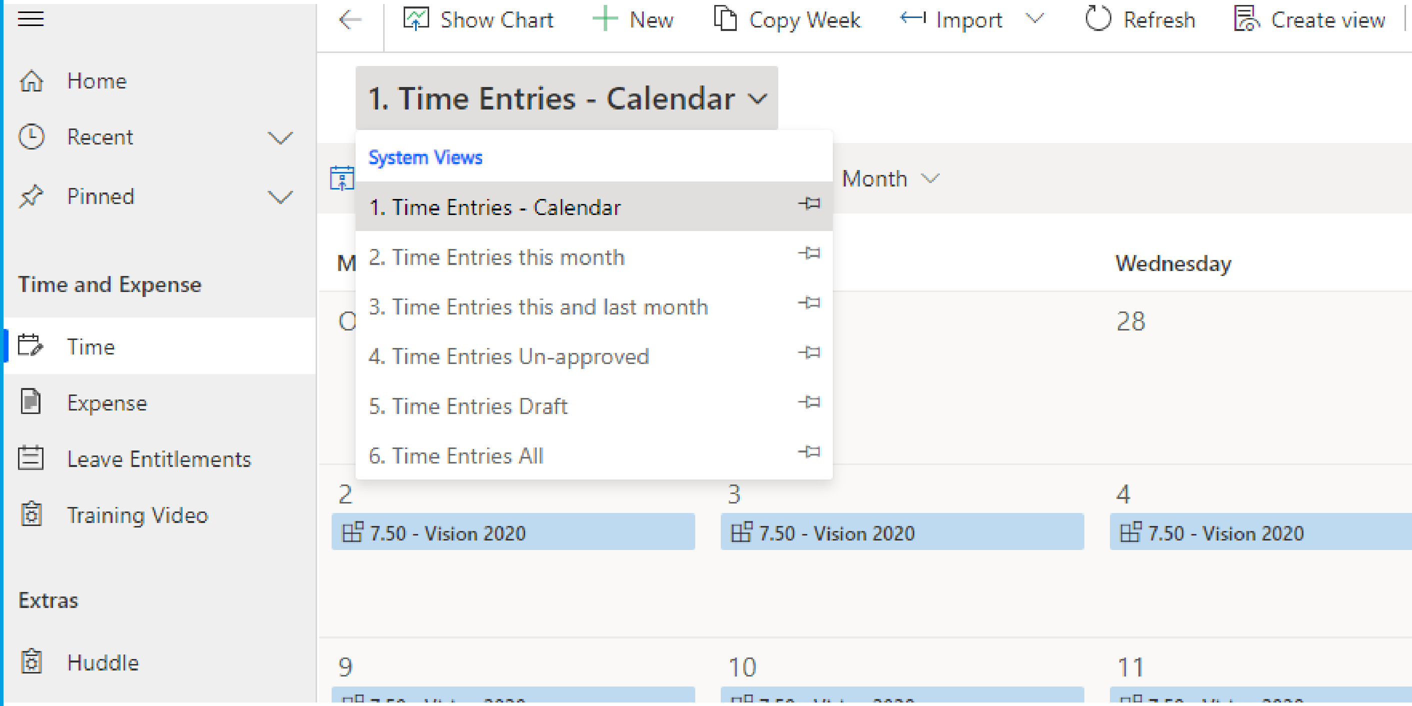
The Default Landing screen is a Calendar view of your time entries.

From this screen you can navigate to different months time entries, open/edit time entries, choose today's date and create new time entries.

Click on a time entry to open or edit it.



Step 5 - Time Lists



Views

From the dropdown button next to 1. Time Entries - Calendar you can see a list view of your time entries.

From here you can review your time entries per month, entries this and last month, Unapproved time entries, Draft Time Entries and all types of time entries.

Step 6 - Time - New Entry

To create a new time entry from the landing page, click New.

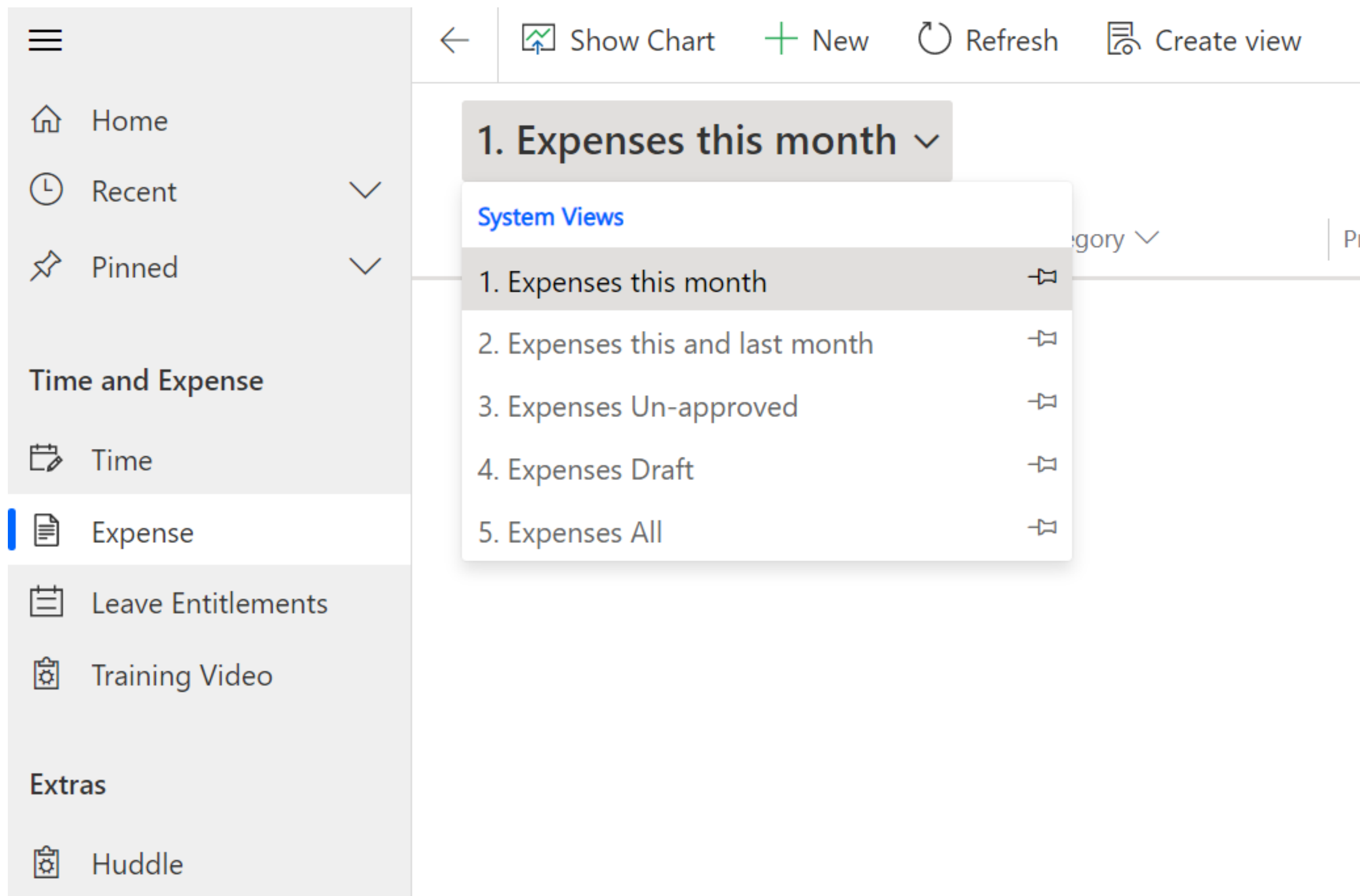
You can choose a Type of Work, Annual Leave or Absence.

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 7 - Expenses

There are a number of different views relating to Expenses.

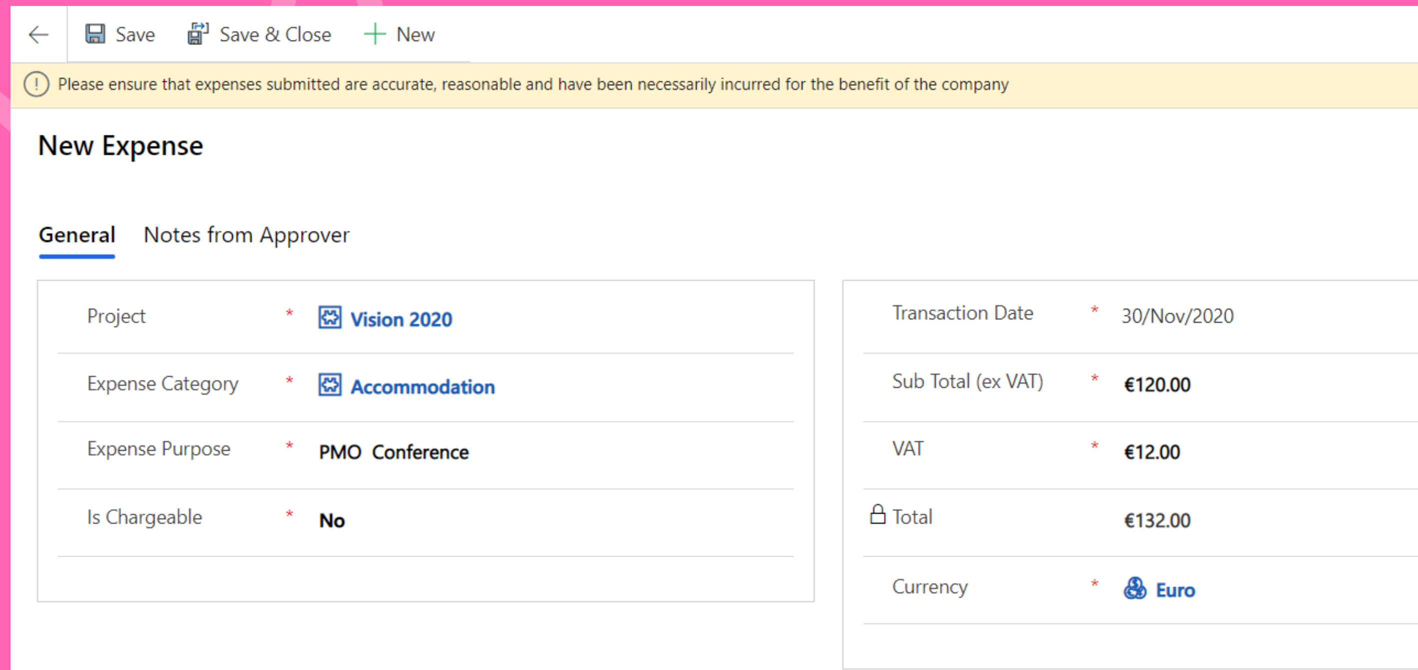
You can click the dropdown next to "1. Expenses this month" and choose which view to use.

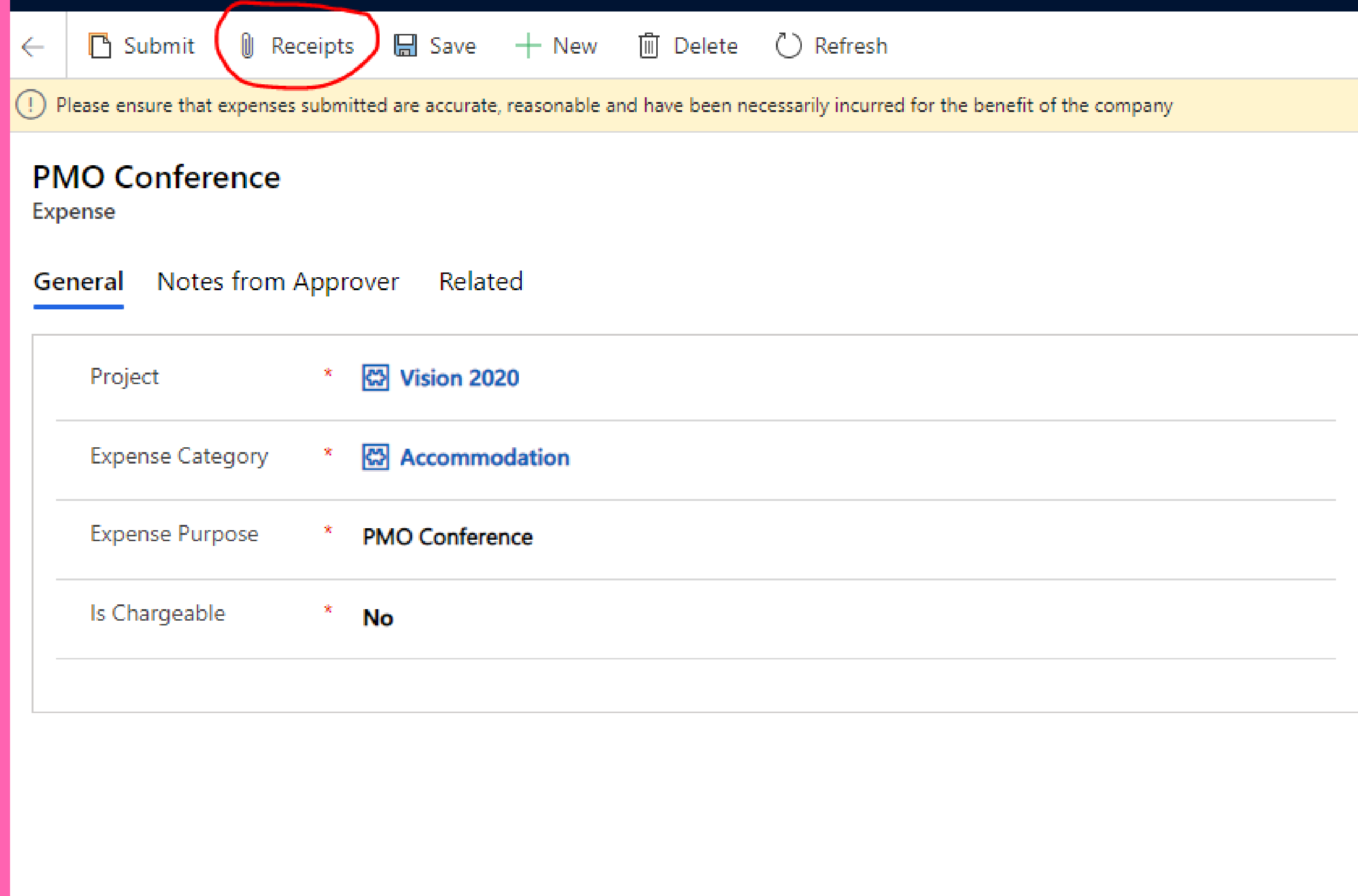


Step 7 - New Expense Entry

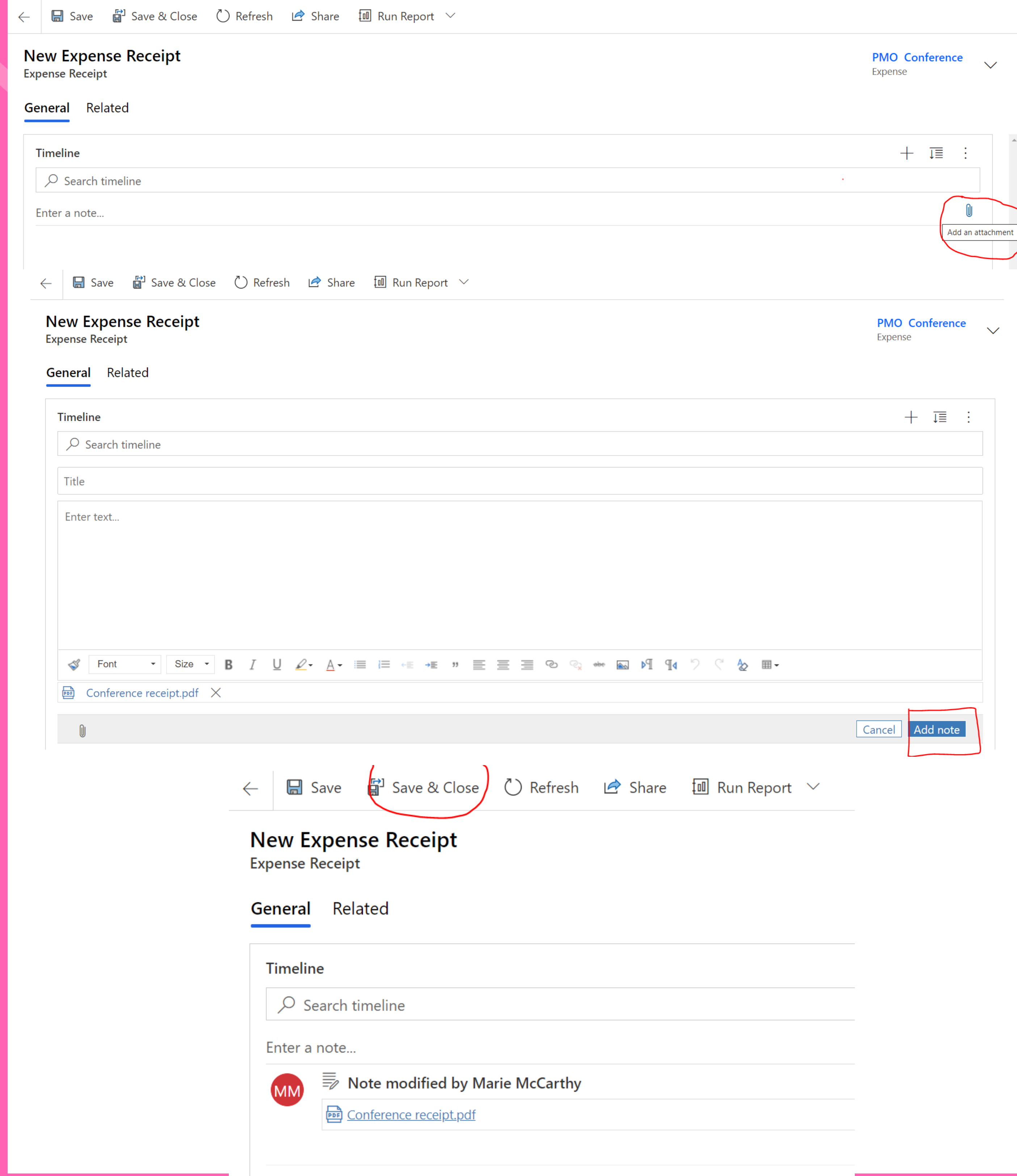
To create a new expense entry, Click on Expense on the navigation pane and click New.

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 Add an attachment icon.
Click Add a Note
Click Save & Close.
Click Submit.

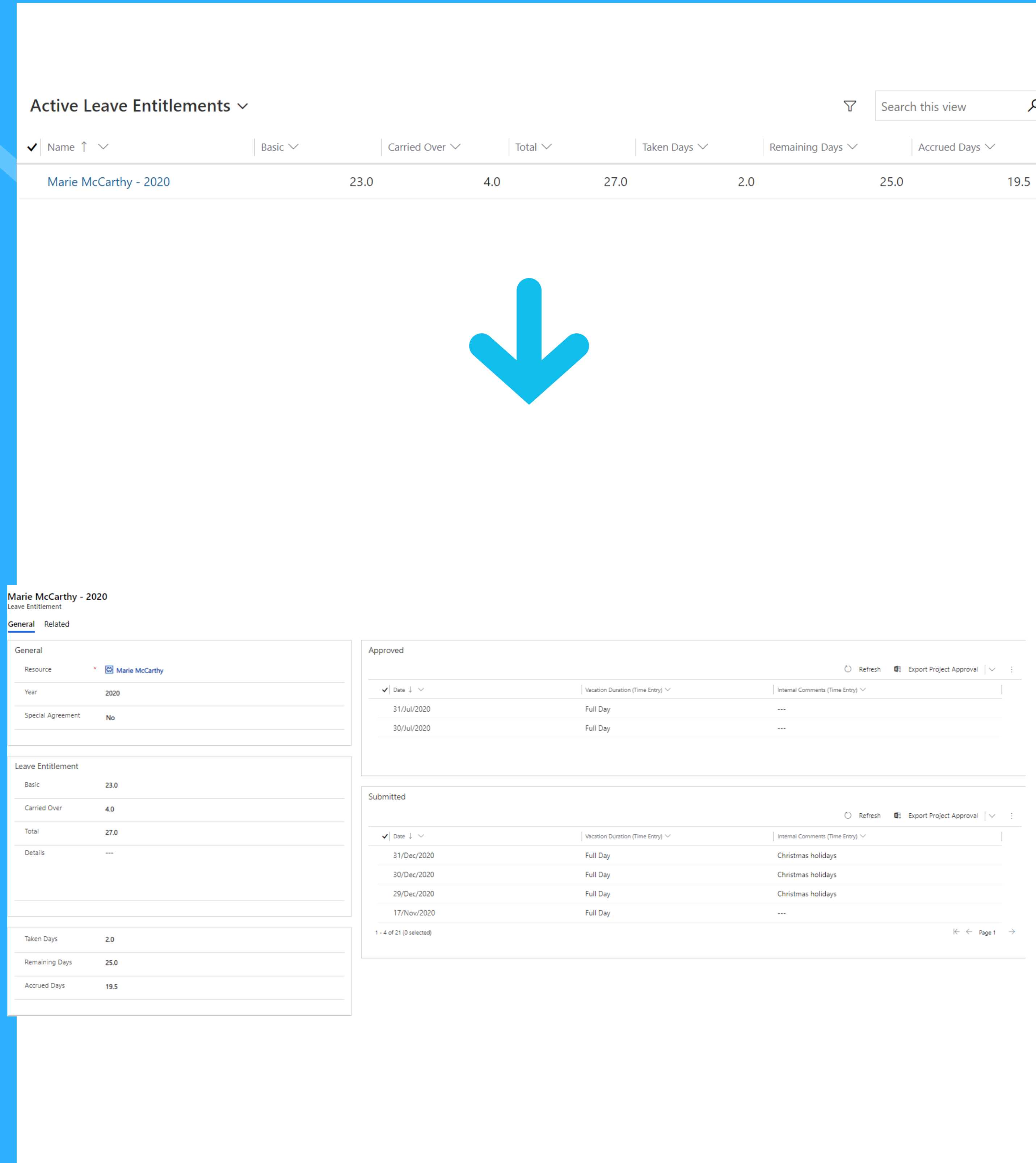


Step 8 - Leave Entitlements

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

Click on leave entitlements to see the detail.

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



FAQs

1. How do I change my password?
Please contact central.admin@italliancegroup.com

2. I have not received login details for MyTime MyExpenses?
Please contact central.admin@italliancegroup.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 I.T. Alliance 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@italliancegroup.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