



## 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](mailto: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

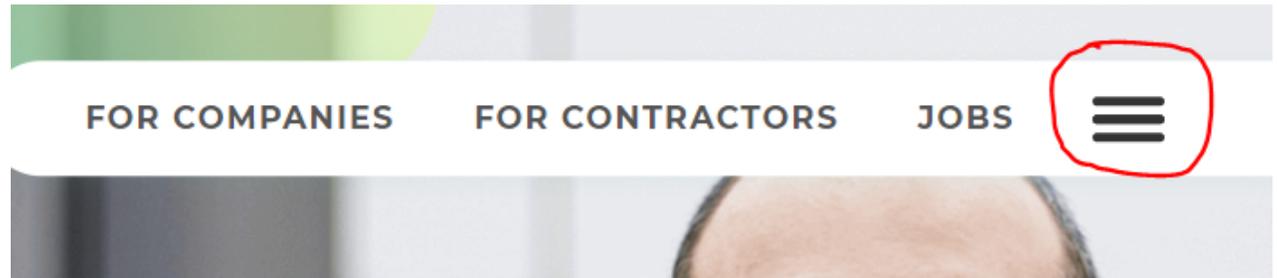
1. Go to  
<http://www.itallianceresourcingservices.com>

2. Click on



3. Click the Login link

4. Choose 'Approvals'  
link



HOMEPAGE

CONTRACTORS ▼

COMPANIES ▼

ABOUT US ▼

INSIGHTS

CONTACT

LOGIN ▼

APPROVALS

MYTIME MYEXPENSES

ACCESS YOUR EMAIL

ACCESS IT SUPPORT

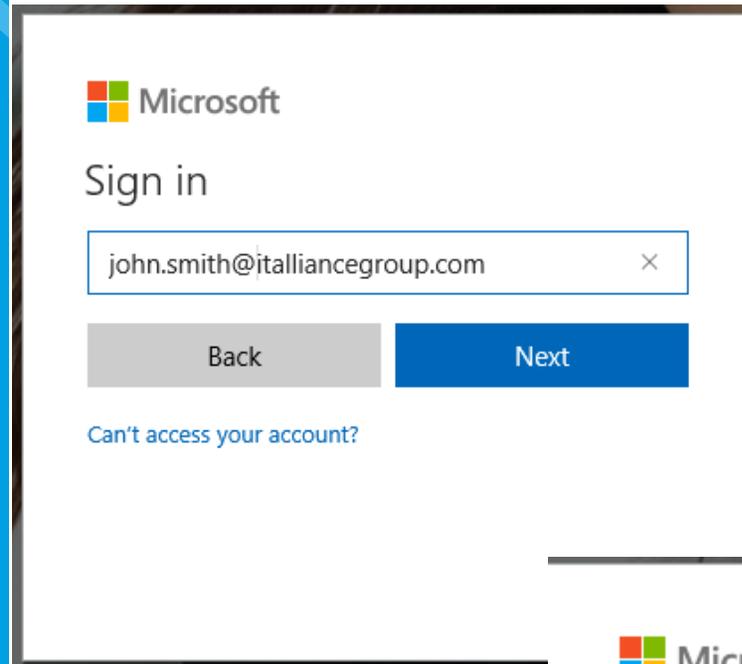
TRAINING VIDEOS

# Step 1 - Login

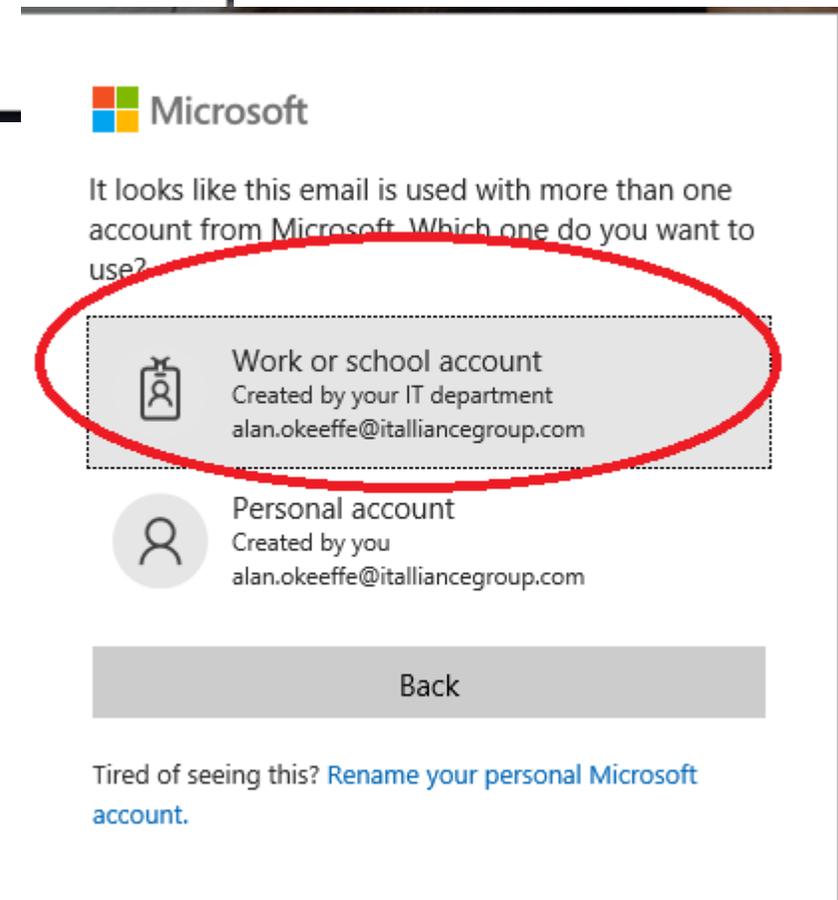
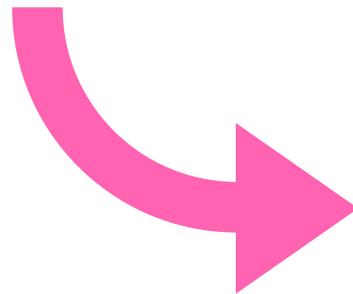
1. Enter your username and click next

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

3. You will then be prompted for your password.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "john.smith@italliancegroup.com" with a small "x" icon to its right. Below the input field are two buttons: a grey "Back" button and a blue "Next" button. At the bottom, there is a link that says "Can't access your account?"



The screenshot shows the Microsoft account selection page. At the top left is the Microsoft logo. Below it is the text "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options listed, each with a person icon and a dashed border around the text:

- Work or school account**  
Created by your IT department  
alan.okeeffe@italliancegroup.com
- Personal account**  
Created by you  
alan.okeeffe@italliancegroup.com

Below the options is a grey "Back" button. At the bottom, there is a link that says "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.

- 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

1. Time Entries - Calendar

Today ↑ ↓ December 2020 ↓ Month ↓

Monday	Tuesday	Wednesday	Thursday	Friday
Nov 30 1.50 - PreSales - DXC Irel	Dec 1	2	Dec 3	4
7	8	9	10	11

# Step 3 Personalise Landing page view

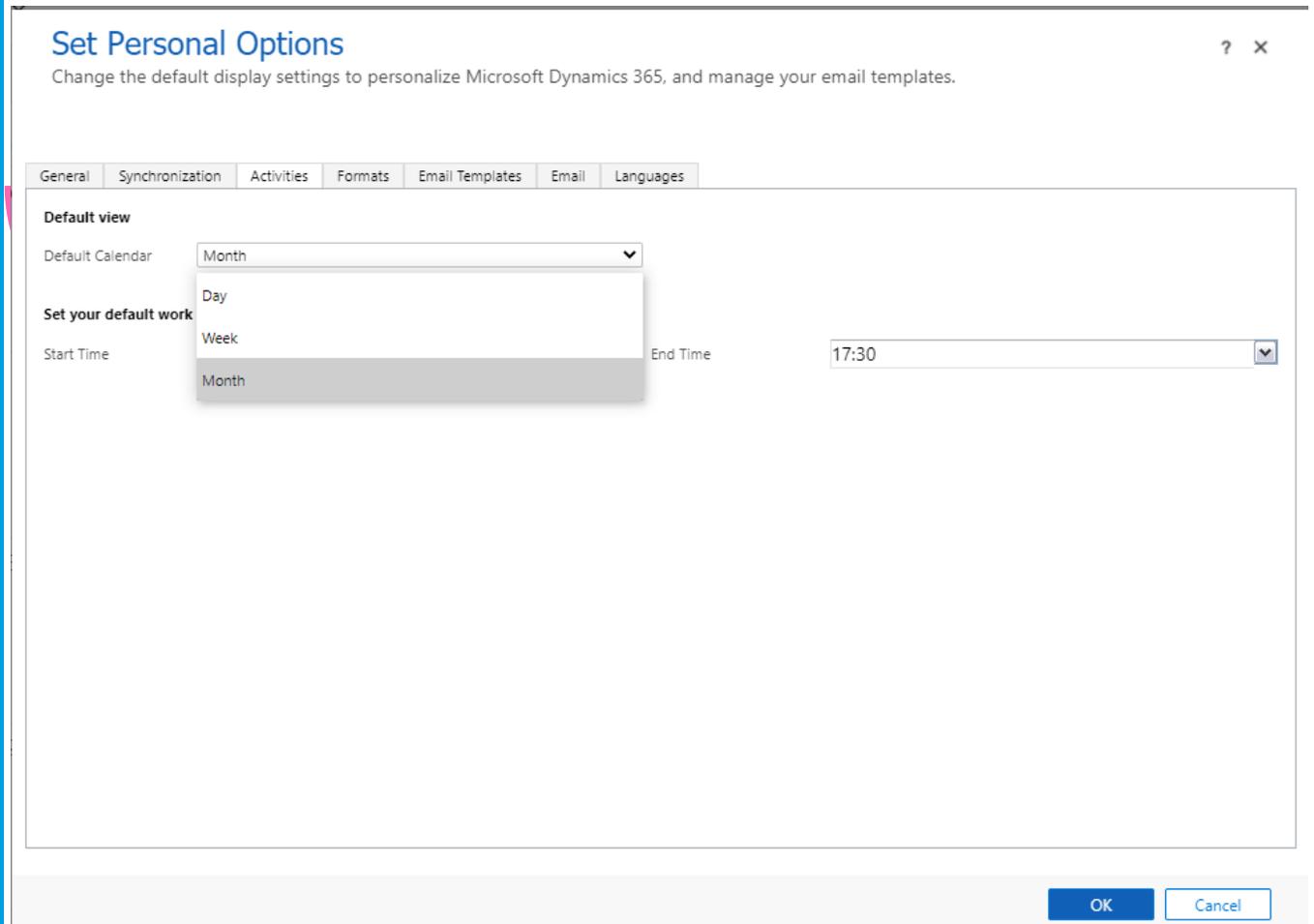
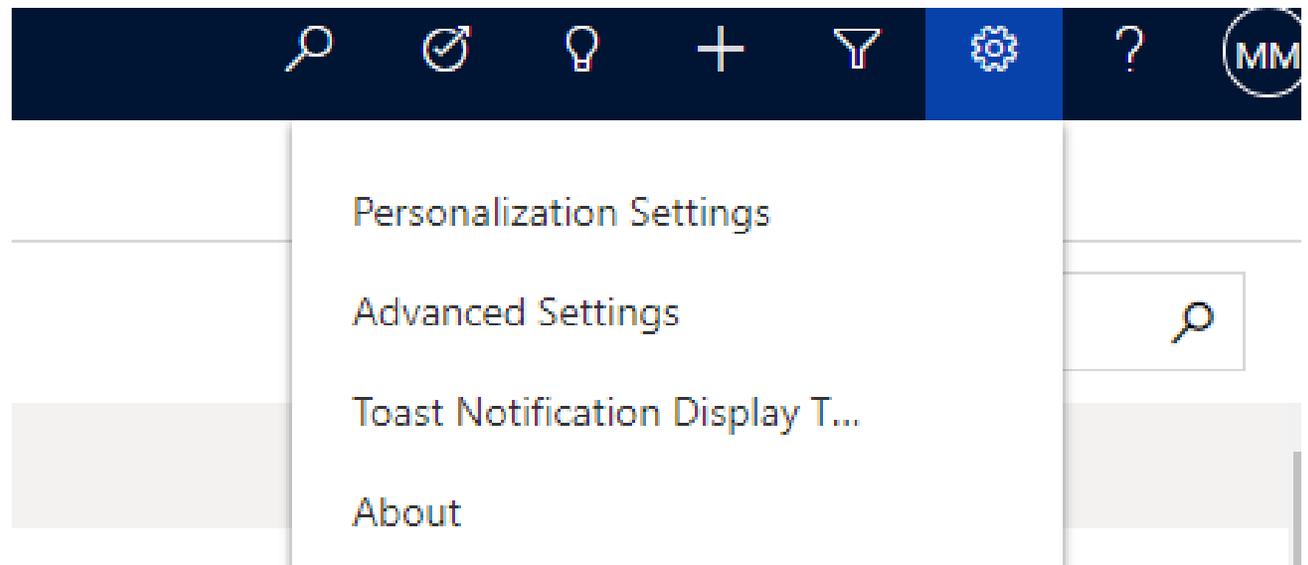
Default View is Monthly  
Calendar

Click on Settings Icon

Chose Personalization  
Settings

Choose Activities Tab

Click dropdown in  
Default Calendar 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.

The screenshot displays the 'Time Entries - Calendar' interface. On the left is a navigation sidebar with options: Home, Recent, Pinned, Time and Expense (Time, Expense, Leave Entitlements, Training Video), and Extras (Huddle). The main area shows a calendar for November 2020. The calendar grid has columns for days of the week and rows for dates. The date 'Nov 18' is highlighted in blue. At the top of the calendar view, there are controls for 'Show Chart', '+ New', 'Refresh', 'Create view', and 'Show As'. A search bar is also present.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct 26	27	28	29	30	31	Nov 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	Nov 18	19	20	21	22
23	24	25	26	27	28	29

# 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.

The screenshot shows a web application interface for time management. On the left is a sidebar menu with the following items: Home, Recent, Pinned, Time and Expense (expanded), Time (selected), Expense, Leave Entitlements, Training Video, Extras, and Huddle. The main area displays a calendar view for '1. Time Entries - Calendar'. A dropdown menu is open over the calendar, listing 'System Views': 1. Time Entries - Calendar, 2. Time Entries this month, 3. Time Entries this and last month, 4. Time Entries Un-approved, 5. Time Entries Draft, and 6. Time Entries All. The calendar shows a grid with dates 2, 3, 4, 9, 10, and 11. Each date has a blue bar representing a time entry labeled '7.50 - Vision 2020'. The day of the week 'Wednesday' is visible on the 28th.

# 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.

← Save & Close + New

## New Time Entry

### General

Type	*	--Select--
Date	*	--Select--
Add Multi Day entry		Work
Duration	*	Annual Leave
		Absence
Comments		---

# 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.

The screenshot displays a mobile application interface. On the left is a sidebar menu with the following items: Home, Recent, Pinned, Time and Expense, Time, Expense (highlighted with a blue bar), Leave Entitlements, Training Video, Extras, and Huddle. On the right, a dropdown menu is open for the item "1. Expenses this month". The dropdown menu contains the following options: System Views, 1. Expenses this month, 2. Expenses this and last month, 3. Expenses Un-approved, 4. Expenses Draft, and 5. Expenses All. At the top of the main content area, there are navigation icons: Show Chart, New, Refresh, and Create view.

# 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.

← Save Save & Close + New

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

## New Expense

General Notes from Approver

Project	*	Vision 2020
Expense Category	*	Accommodation
Expense Purpose	*	PMO Conference
Is Chargeable	*	No

Transaction Date	*	30/Nov/2020
Sub Total (ex VAT)	*	€120.00
VAT	*	€12.00
Total		€132.00
Currency	*	Euro

← Submit Receipts Save + New Delete Refresh

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

## PMO Conference Expense

General Notes from Approver Related

Project	*	Vision 2020
Expense Category	*	Accommodation
Expense Purpose	*	PMO Conference
Is Chargeable	*	No

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

← Save Save & Close Refresh Share Run Report

### New Expense Receipt

Expense Receipt

PMO Conference Expense

General Related

Timeline

Search timeline

Enter a note...

Add an attachment

← Save Save & Close Refresh Share Run Report

← Save Save & Close Refresh Share Run Report

### New Expense Receipt

Expense Receipt

PMO Conference Expense

General Related

Timeline

Search timeline

Title

Enter text...

Font Size B I U A [Rich Text Editor Icons]

Conference receipt.pdf

Cancel Add note

← Save Save & Close Refresh Share Run Report

### New Expense Receipt

Expense Receipt

General Related

Timeline

Search timeline

Enter a note...



Note modified by Marie McCarthy

Conference receipt.pdf

# 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

## Active Leave Entitlements

✓ Name ↑	Basic	Carried Over	Total	Taken Days	Remaining Days	Accrued Days
Marie McCarthy - 2020	23.0	4.0	27.0	2.0	25.0	19.5



### Marie McCarthy - 2020 Leave Entitlement

General Related

General	
Resource	Marie McCarthy
Year	2020
Special Agreement	No

Leave Entitlement	
Basic	23.0
Carried Over	4.0
Total	27.0
Details	---

Taken Days	2.0
Remaining Days	25.0
Accrued Days	19.5

Approved		
Refresh	Export Project Approval	
✓ Date ↓	Vacation Duration (Time Entry)	Internal Comments (Time Entry)
31/Jul/2020	Full Day	---
30/Jul/2020	Full Day	---

Submitted		
Refresh	Export Project Approval	
✓ Date ↓	Vacation Duration (Time Entry)	Internal Comments (Time Entry)
31/Dec/2020	Full Day	Christmas holidays
30/Dec/2020	Full Day	Christmas holidays
29/Dec/2020	Full Day	Christmas holidays
17/Nov/2020	Full Day	---

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# FAQS

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

Please contact [central.admin@italliancegroup.com](mailto:central.admin@italliancegroup.com)

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

Please contact [central.admin@italliancegroup.com](mailto: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](mailto: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](mailto: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**

