



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 GROUP

'MY TIME My EXPENSE'

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 new Time and Expense System for I.T. Alliance.

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, 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

LOGIN 

CONTACT

ction

Login

Access Your Email >

Access Your Desktop >

Access Your IT Support >

MyTime MyExpense >

MyApprovals >

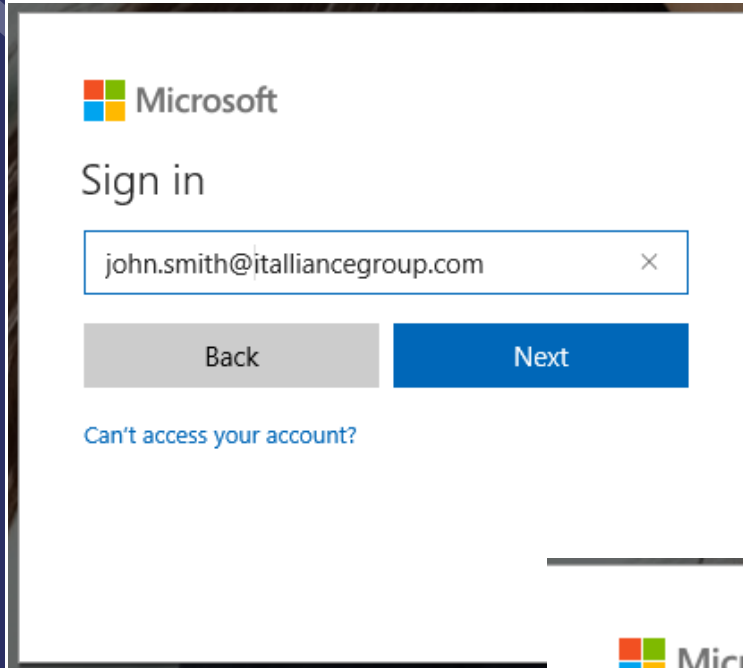
MyTime MyExpense Training >

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.



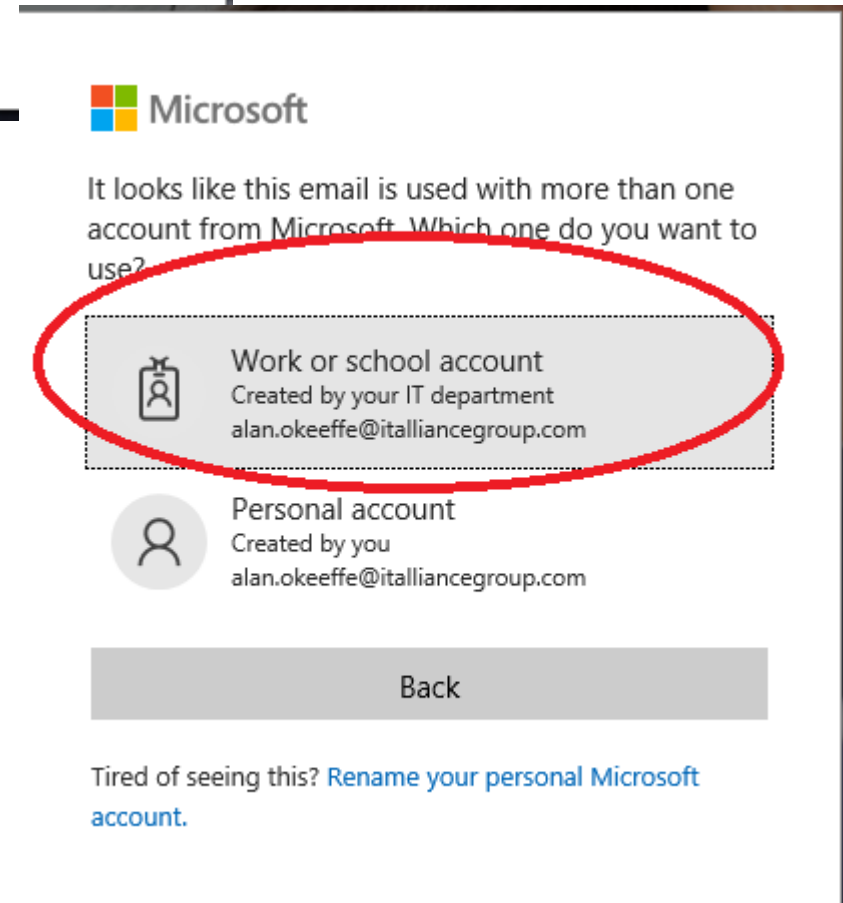
Microsoft

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 the landing page. You can click recent to see your recent items. You can pin items if you prefer

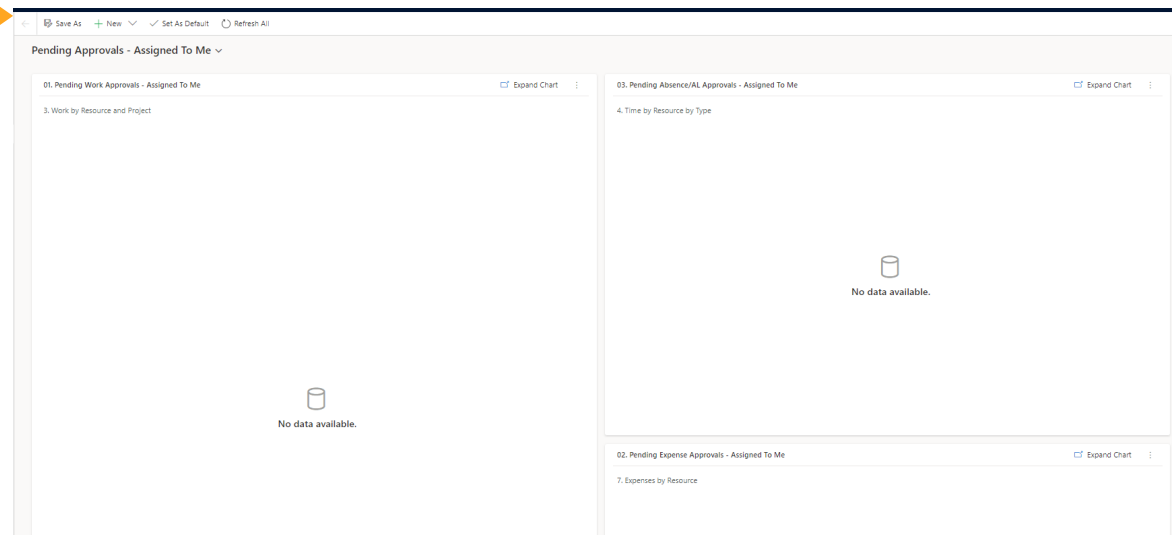
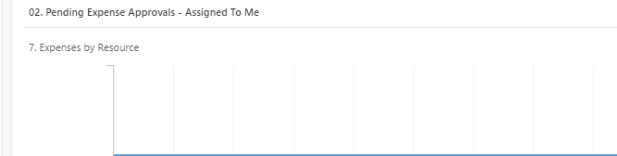
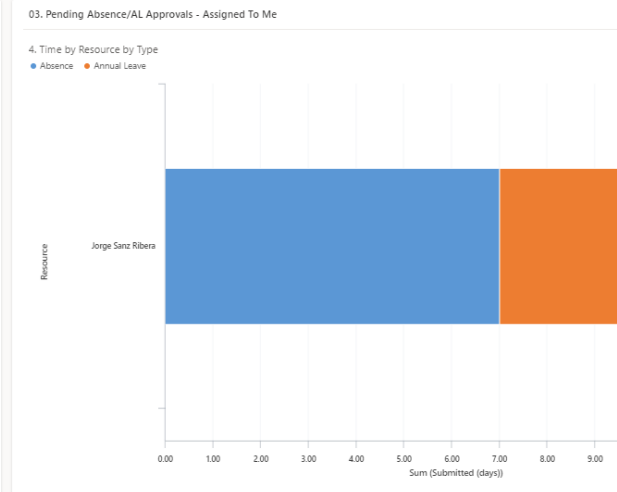
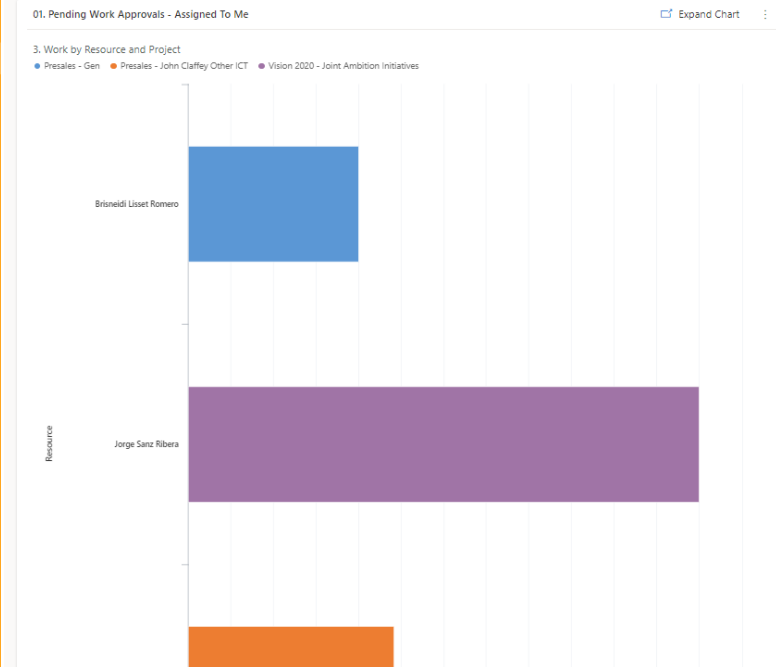
The screenshot displays a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes a hamburger menu icon, a home icon, a clock icon, a pin icon, and a section titled "Time and Expense" which contains icons for Dashboard, Project Approval, Leave Entitlements, and Training Videos. The main content area features a top bar with a back arrow, "Save As", "+ New", "Set As Default", and "Refresh All" options. Below this, the title "Pending Approvals - Assigned To Me" is followed by a list of items: "01. Pending Work Approvals - Assigned To Me" and "3. Work by Resource and Project".

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

Brisneidi Lisset Romero

Jorge Sanz Ribera

Resource

Refresh

View Records

Jorge Sanz Ribera

Resource

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

Brisneidi Lisset Romero

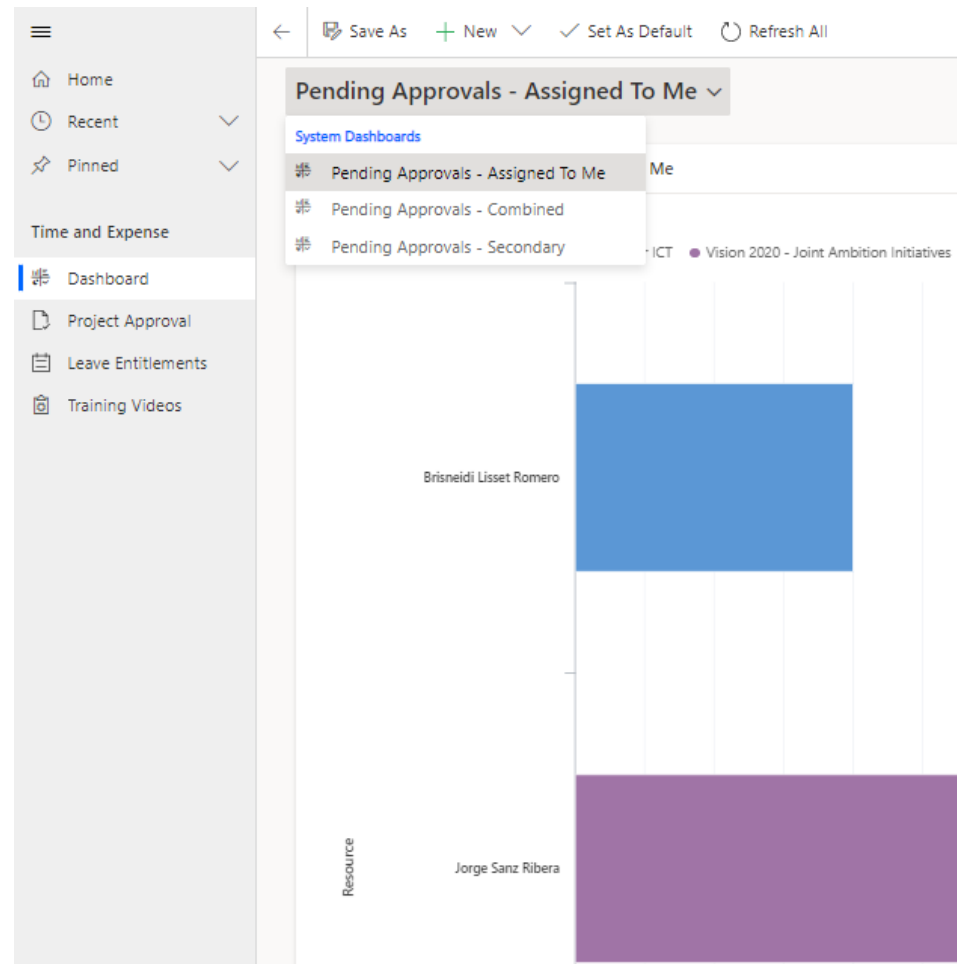
Jorge Sanz Ribera

Resource

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

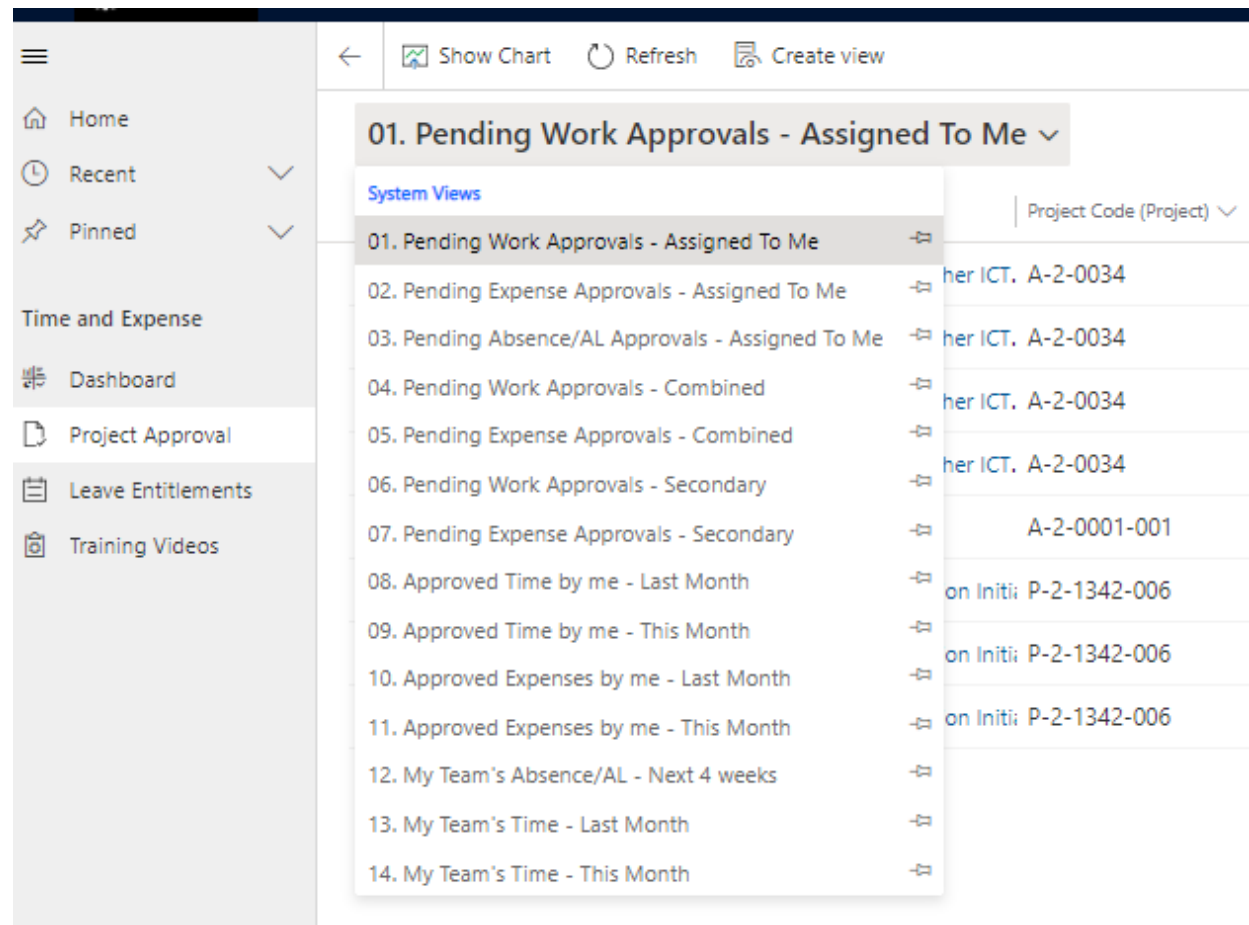
Step 6 - Project Approvals

Views and Charts

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

The Project Approvals 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 on the right. The sidebar contains 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 list includes 14 items, each with a toggle icon and a project code (Project) dropdown menu. The views are:

- 01. Pending Work Approvals - Assigned To Me
- 02. Pending Expense Approvals - Assigned To Me
- 03. Pending Absence/AL Approvals - Assigned To Me
- 04. Pending Work Approvals - Combined
- 05. Pending Expense Approvals - Combined
- 06. Pending Work Approvals - Secondary
- 07. Pending Expense Approvals - Secondary
- 08. Approved Time by me - Last Month
- 09. Approved Time by me - This Month
- 10. Approved Expenses by me - Last Month
- 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:

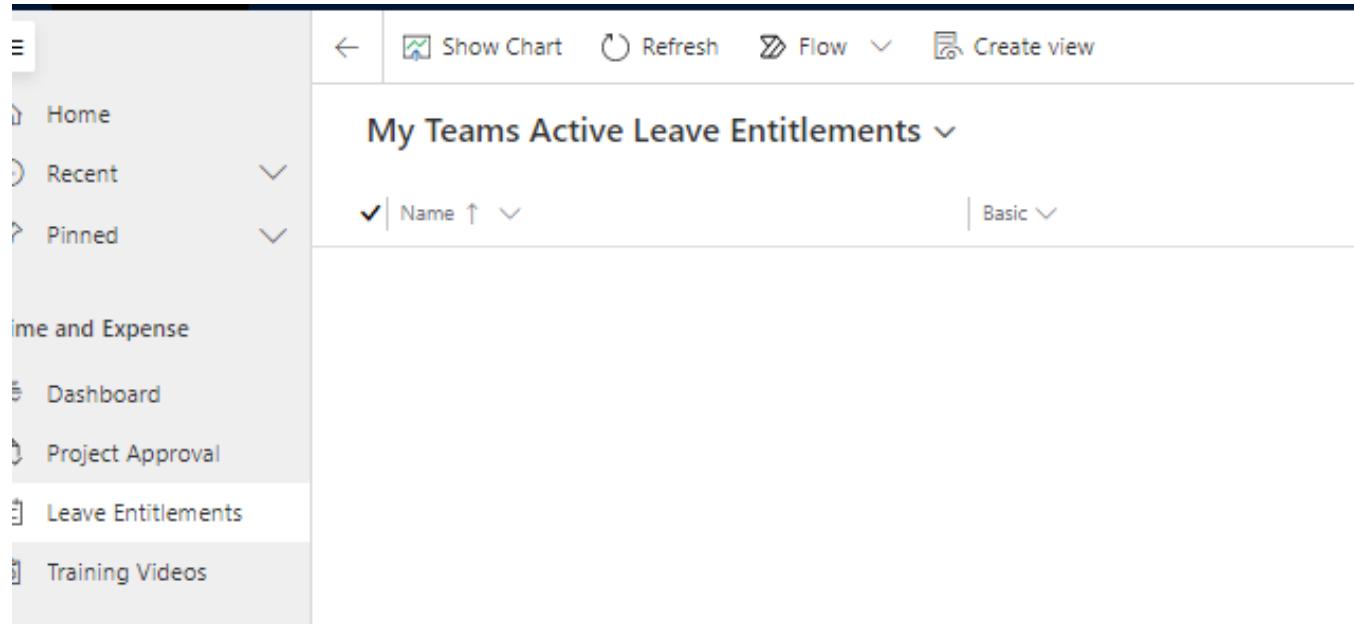
- **Approved Time by me - This Month**
- **Approved Time by me - Last Month**
- **Pending Work Approvals - Assigned To Me**
- **Pending Expense Approvals - Assigned To Me**

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.



The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with the following items: Home, Recent, Pinned, Time and Expense, Dashboard, Project Approval, Leave Entitlements (highlighted), and Training Videos. The main content area shows a view titled 'My Teams Active Leave Entitlements'. At the top of this view are controls: a back arrow, 'Show Chart', 'Refresh', 'Flow', and 'Create view'. Below the title, there is a search bar with a checkmark icon and the text 'Name ↑', and a view selector set to 'Basic'.



FAQ'S

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.



FAQ'S

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.