



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

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.

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, 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.

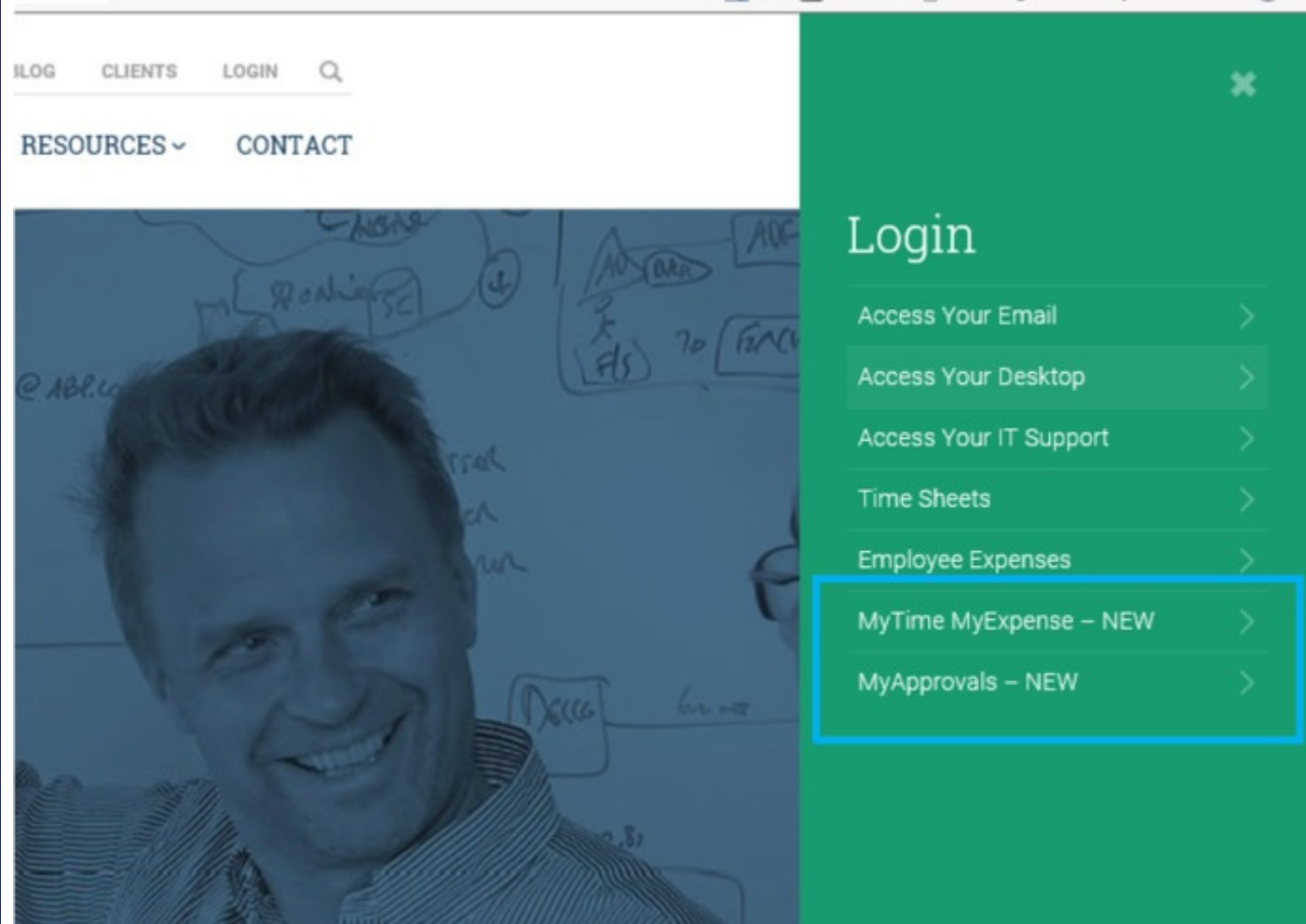


Step 1 - Login

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

2. Click the Login link
in the header

3. Choose My Time
My Expense - NEW

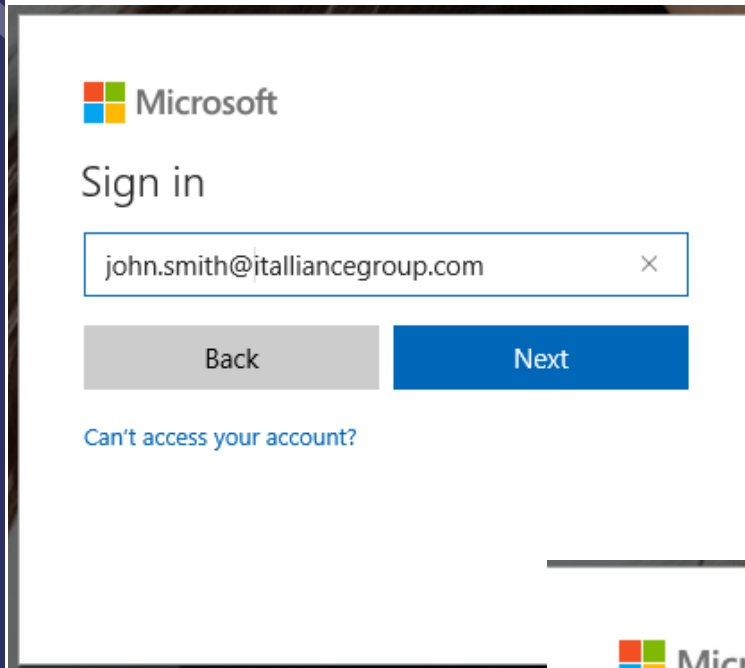


Step 1 - Login

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.



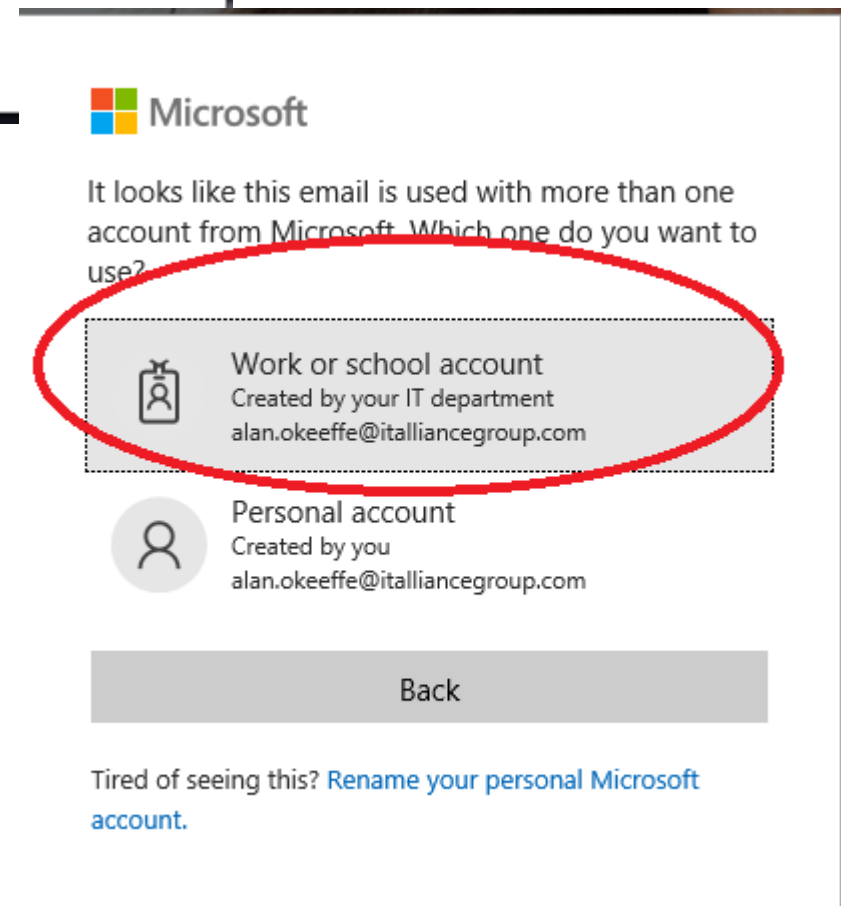
Microsoft

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.

- 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

The screenshot displays a software interface with a navigation menu on the left and a calendar view on the right. The navigation menu includes options like Home, Recent, Pinned, Time and Expense, Time, Expense, Leave Entitlements, Training Video, Extras, and Huddle. The calendar view shows time entries for December 2020, with a specific entry for Nov 30 labeled '1.50 - PreSales - DXC Irel' and a highlighted date of Dec 3.

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

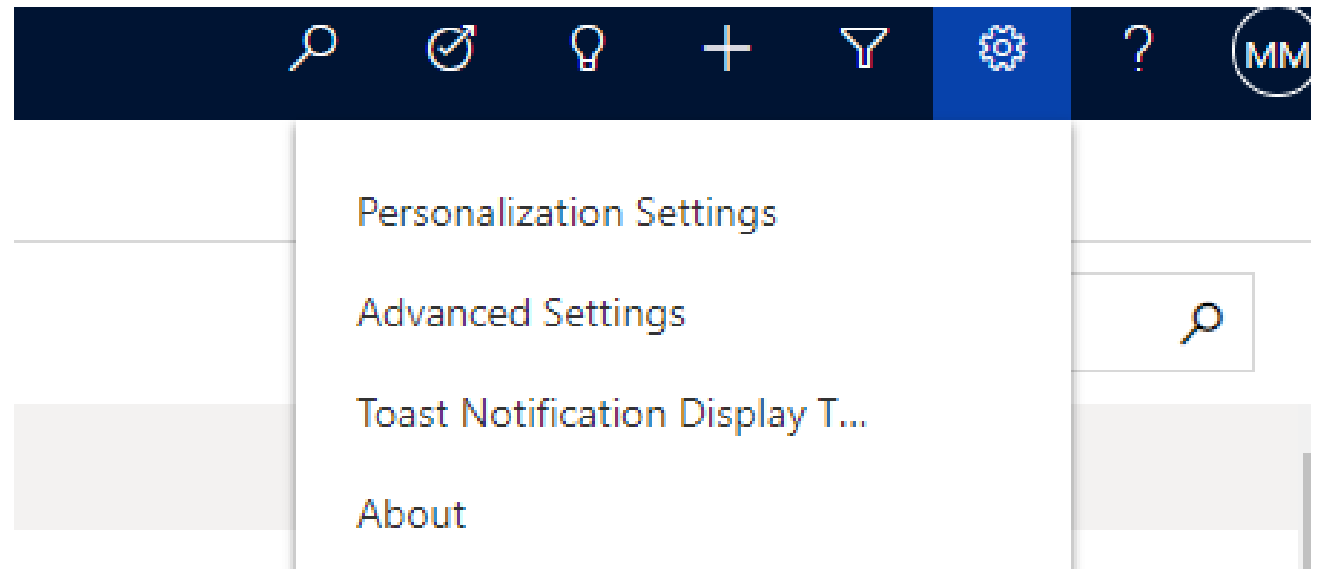
Default View is Monthly
Calendar

Click on Settings Icon

Chose Personalization
Settings

Choose Activities Tab

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



Set Personal Options

Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.

General Synchronization Activities Formats Email Templates Email Languages

Default view

Default Calendar Month

Set your default work

Start Time End Time

- Day
- Week
- Month

17:30

OK

Cancel

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 shows the 'Time Entries - Calendar' interface. The top navigation bar includes 'Show Chart', '+ New', 'Refresh', 'Create view', and 'Show As'. The main title is '1. Time Entries - Calendar'. Below the title, there are navigation options for 'Today', 'November 2020', and 'Month'. The calendar grid shows dates from Oct 26 to Nov 29. The date Nov 18 is highlighted in blue.

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 this month, Time entries this and last month, Time Entries Unapproved, Time Entries Draft and all types of time entries.

The screenshot displays a user interface for time management. On the left is a sidebar menu with categories: Home, Recent, Pinned, Time and Expense (containing Time, Expense, Leave Entitlements, Training Video), and Extras (containing Huddle). The top toolbar includes 'Show Chart', '+ New', 'Copy Week', 'Import', 'Refresh', and 'Create view'. The main content area shows a calendar view with a dropdown menu open for '1. Time Entries - Calendar'. The dropdown menu lists 'System Views' with options: '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 grid shows dates 2, 3, 4, 9, 10, and 11, with blue bars representing time entries labeled '7.50 - Vision 2020'. A 'Wednesday' label 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.



The screenshot shows a web application interface for creating a new time entry. At the top, there are navigation options: a back arrow, a 'Save & Close' button with a document icon, and a '+ New' button. Below this is the title 'New Time Entry' and a 'General' section header. The form contains several fields:

- Type:** A dropdown menu is open, showing options: '--Select--', 'Work', 'Annual Leave', and 'Absence'. The 'Work' option is currently selected.
- Date:** A dropdown menu is open, showing the option '--Select--'.
- Add Multi Day entry:** A checkbox.
- Duration:** A dropdown menu is open, showing the option '1 Hour'.
- Comments:** A text input field with three dashes '---' as a placeholder.

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 software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items:

- Home
- Recent
- Pinned
- Time and Expense
 - Time
 - Expense** (highlighted with a blue bar)
 - Leave Entitlements
 - Training Video
- Extras
 - Huddle

The main content area features a top navigation bar with the following items:

- Show Chart
- New
- Refresh
- Create view

A dropdown menu is open for the item "1. Expenses this month", showing the following options:

- System Views
- 1. Expenses this month
- 2. Expenses this and last month
- 3. Expenses Un-approved
- 4. Expenses Draft
- 5. Expenses All

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

New Expense Receipt

Expense Receipt

PMO Conference Expense

General Related

Timeline

Search timeline

Title

Enter text...

Font Size B I U A

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

Search this view

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

Date	Vacation Duration (Time Entry)	Internal Comments (Time Entry)
31/Jul/2020	Full Day	---
30/Jul/2020	Full Day	---

Submitted

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	---

1 - 4 of 21 (0 selected)

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FAQ'S

1. How do I change my password?

Please contact central.admin@italliancegroup.com

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

Please contact central.admin@italliancegroup.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@italiancegroup.auxilion.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