



PowerTime Employee Training
Manual

Accessing PowerTime

1. Open your browser (Internet Explorer, Edge, Chrome, Firefox) and navigate to your PowerTime URL
2. Enter Your Company ID
3. Enter Username: Your Employee Number
4. Enter Password: Powertime
 - If this is your first login, you will be asked to change the password.
5. Click on "Login."



Sign In To PowerTime

Company ID

Username

Password

Remember Login



PowerTime v.4.4.9

The Pop-over Window

Many buttons and tools will open a small window containing other pages in PowerTime.

This "pop-over window" allows you to perform tasks without losing your place on the page you came from.

If required, **don't forget to use the save button** before closing the pop-over window, or you might lose any changes you made.

To close the window, click the 'X' button in the top right corner, click outside the window, or press the cancel/close button on the bottom (if available).

Deepstill, Nathan

Submitted: 11/10/2021
Employee: Deepstill, Nathan
Leave Charge: FMLA
Status: Pending

Day	Start Time	Hours
11/1/2021	9:00 AM	8.00
11/2/2021	9:00 AM	8.00
11/3/2021	9:00 AM	8.00
11/4/2021	9:00 AM	8.00
11/10/2021	9:00 AM	8.00

Employee Comments:
Supervisor Comments:

Save Changes Close

The Timesheet

The timesheet is the primary page responsible for time entry and review. As a user you can go to previous and future timesheets to review hours entered. You will also have access to your summarized pay codes entered as well as your current available leave balances. To review or access daily time transactions simply click on the date at the top of the time entry columns.

- 1. Click on the "Timesheet" tab to access the weekly display of your timesheet.
- 2. Click on "Previous" or "Next" if you want to see other time periods.
- 3. To review daily transactions, click on the actual day, an example would be "Tue 6/18."
- 4. Review your Leave Balances. Approved current and future leave requests will show in the "used" column. Leave will be imported into PowerTime as it is accrued.

Navigation Bar: TIMESHEET | EXPENSES | PERSONAL | INBOX | LOG OUT

Header: Nathan Deepstill - 40 Hours
 Employee: 112102 | Start: 11/7/2021 | Status: Open
 Group: Group Orange | End: 11/20/2021 | Approval:
 Payroll Policy: Salary

Sign Timesheet

Date Navigation: 11/10/2021 | Go | View Single Day: [v] | Go
 << Previous | 11/7/2021 - 11/20/2021 | Next >>

Conversion Help: Minutes [] ⇌ Value [0]

Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals
Hourly - 2nd Shift/Dept 1/1/RU5		0	0	8	0	0	0	0	8
Hourly/RU2		0	8	0	0	0	0	0	8
Sick Leave/1		0	0	0	0	8	0	0	8
Base Rate/1/ACC//001/111		0	0	0	8	0	8	0	16
Totals		0	8	8	8	8	8	0	40
Cumulative Weekly Totals		0	8	16	24	32	40	40	

Pay Code Totals

Code	Name	Hours
H2	Hourly - 2nd Shift	8
H	Hourly	8
SICK	Sick Leave	8
BR	Base Rate	16

Leave Balance & Usage

Name	Total	Used	Avail
Holiday Effective: 5/31/2016	144	124	20.00

Entering Time

Time entry on the weekly screen is done by adding charges to the timesheet and then applying the hours to the appropriate charge. This is done using the “Add a new charge” drop down selector just below the main timesheet columns pane. Simply choose your charge, choose your reporting unit and the charge line will be added for use.

1. Click on the charge dropdown box.
2. Select the charge to use
3. Select the reporting unit/department, if required
4. Lastly click Add Charge

The screenshot shows the weekly timesheet interface. At the top, there are two date range tabs: "11/7 - 11/13" and "11/14 - 11/20". Below the tabs is a "Charge" section with a list of charge types: "Hourly - 2nd Shift/Dept 1/1/RU5", "Hourly/RU2", "Sick Leave/1", and "Base Rate/1/ACC//001/111". A red arrow points to the "Base Rate/1/ACC//001/111" charge. Below the list is a dropdown menu with the text "**Add A New Charge**". Below the dropdown menu are sections for "Totals" and "Cumulative Weekly Totals".

The screenshot shows the "Add A New Charge" dropdown menu. The menu is open, showing a list of charge options: "**Add A New Charge**", "Base rate holiday BR2", "Comp Time", "Holiday", "Hourly", "Hourly - 2nd Shift", "Hourly No Attributes HRLYCODE", "hryunitstst", "hrtestunit", "Inclement Weather NoGroup", "Inclement Weather WGroup", and "Imcs test 1". An orange arrow points to the "Hourly" option.

The screenshot shows the "Add Charge" button and the reporting unit selection. The "Add Charge" button is highlighted with a blue arrow. Below the button is a dropdown menu for selecting the reporting unit (RU). The menu is open, showing the following options: "*Select RU", "RU1", "RU2", "RU3", "RU4", and "RU5". A green arrow points to the "*Select RU" option.

Following the steps listed on the previous page, PowerTime will allow you to have as many rows as needed for your time entry.

After adding the charge lines you should now be able to enter hours on it. To enter your time:

- 1. Click in the entry boxes and type in the number of hours needed for each of the days required
- 2. Click the Save All button to save your changes

If you wish to delete the time from a single day:

- 1. Click into the charge line entry box on the day to be removed, and change the number to zero
- 2. Click Save All

To delete an entire Charge Line from the Timesheet:

- 1. Click the Delete icon in the row you wish to remove. This change does not need to be saved, and cannot be undone.

11/7 - 11/13		11/14 - 11/20								
Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals	
FMLA		0	0	0	0	0	0	0	0	
Hourly - 2nd Shift/Dept 1/1/RU5		0	0	8	0	0	0	0	8	
Hourly/RU2		0	8	0	0	0	0	0	8	
Sick Leave/1		0	0	0	0	8	0	0	8	
Base Rate/1/ACC//001/111		0	0	0	8	0	8	0	16	
Add A New Charge										
Totals		0	8	8	8	8	8	0	40	
Cumulative Weekly Totals		0	8	16	24	32	40	40		



Signing The Timesheet

Once time entry is complete, the final step for the timesheet is for the user to Sign it. Signing the timesheet will put the timesheet in a state of pending approval. Once the supervisor has approved it, the timesheet will Lock and no longer allow editing.

- 1. Check that all time entries are correct
- 2. Click the Sign timesheet button

TIMESHEET EXPENSES PERSONAL
INBOX LOG OUT

Nathan Deepstill - 40 Hours

Employee: 112102
Group: Group Orange
Payroll Policy: Salary

Start: 11/7/2021
End: 11/20/2021

Status: Open
Approval:

➔ Sign Timesheet

Time Off Requests

Print Version View History

Date Navigation

11/10/2021 Go! View Single Day: ▾ Go!

<< Previous 11/7/2021 - 11/20/2021 Next >>

Conversion Help

Minutes ⇌ Value

0

11/7 - 11/13
11/14 - 11/20

Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals
Hourly - 2nd Shift/Dept 1/1/RU5		0	0	8	0	0	0	0	8
Hourly/RU2		0	8	0	0	0	0	0	8
Sick Leave/1		0	0	0	0	8	0	0	8
Base Rate/1/ACC//001/111		0	0	0	8	0	8	0	16
Add A New Charge ▾									
Totals		0	8	8	8	8	8	0	40
Cumulative Weekly Totals		0	8	16	24	32	40	40	

Pay Code Totals

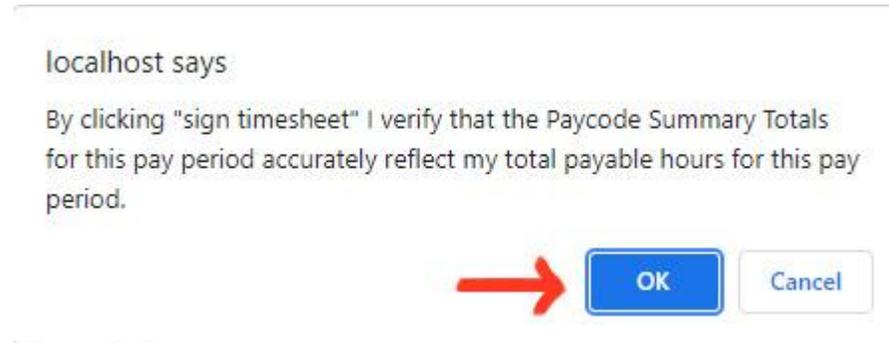
Code	Name	Hours
H2	Hourly - 2nd Shift	8
H	Hourly	8
SICK	Sick Leave	8
BR	Base Rate	16

Leave Balance & Usage

Name	Total	Used	Avail

In order to sign the timesheet you will need to accept the disclosure statement. This disclosure statement will certify that you acknowledge that the timesheet is accurate and that you are officially submitting it to your supervisor.

1. Click OK to sign your timesheet



Message Inbox

Along with basic navigation PowerTime has a built-in messaging system allowing your supervisor to contact you. This is located in the upper right of any page, OR through "**Personal**" from the top menu, and then "**Inbox**" on the left side.

The screenshot displays the PowerTime user interface. At the top, there is a navigation bar with tabs for "TIMESHEET", "EXPENSES", and "PERSONAL". The "PERSONAL" tab is circled in red, and a red arrow points from it to the "INBOX" icon in the top right corner. The "INBOX" icon has a red circle with the number "2" next to it. To the right of the "INBOX" icon is a "LOG OUT" button. Below the navigation bar, the main content area is titled "Inbox for: Tina Jameson". On the left side of this area, there is a vertical menu with options: "Personal", "Inbox", "Personal Information", "Personal Settings", "Security", "Time Off Requests", "Paystubs", and "W2s". The "Inbox" option is highlighted in light blue, and a red arrow points from the "PERSONAL" tab to it. The main content area displays a "New Messages" section with two messages:

- 11/16/2021 - Jessie Talbot - Correction to your Timesheet
- 11/16/2021 - Jessie Talbot - **Time Off Request Approved**

-  List of Unread (New) Messages. Click on a message to open it
-  All messages will always be available in the Message History area. Use the Search Filters to help you find a specific message.
-  Details about the currently selected message. If you need to reply to the message, click "Write a Reply"

Inbox for: Tina Jameson

New Messages	Message Details
<div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;">11/16/2021 - Jessie Talbot - **Time Off Request Approved**</div>	<div style="border: 2px solid green; padding: 5px;"> <p>From: Jessie Talbot Date: 11/16/2021 Subject: Correction to your Timesheet</p> <p>Message: Please double-check your timesheets for errors. You have 3.0 hours too many recorded for October 15th.</p> <p style="text-align: right;"> <input type="button" value="Write a Reply"/></p> </div>

Message History

From: 10/17/2021
To: 11/16/2021
Subject:

Message Date	From	Subject
11/16/2021	Jessie Talbot	Correction to your Timesheet
11/16/2021	Jessie Talbot	**Time Off Request Approved**

Message Reply

To: Tina Jameson
Date: 11/16/2021
Subject:
 Re: Correction to your Timesheet

Message:
 The mistake has been corrected. Thank you for letting me know, and I will be more careful in the future.
 -Tina



Replying to a message uses the New Message box shown to the left. It is as simple as writing an email. The subject should be filled out for you, however you can change it if you wish to do so.

-  1. Type in the response message you wish to send to your supervisor
-  2. When finished, click send.

The Personal Tab

The personal tab is an area for users that contains information and abilities specifically for the user. The menu on the left-hand side of the page will take you to different parts of the Personal section.

The screenshot shows a web application interface with a top navigation bar containing 'TIMESHEET', 'EXPENSES', 'PERSONAL', 'INBOX' (with a notification badge of '2'), and 'LOG OUT'. Below this is a left-hand navigation menu with items: 'Personal', 'Inbox', 'Personal Information', 'Personal Settings', 'Security', 'Time Off Requests', 'Paystubs', and 'W2s'. The main content area is titled 'Personal Info for: Nathan Deepstill' and contains a 'Personal Settings' form. The form fields are as follows:

Group:	Group Orange	Emp #:	112102
First Name:	Nathan	Last Name:	Deepstill
Address:	123 Anywhere St	Address 2:	
City:	Townville		
State:	CA	Zip:	12345
Phone:	1-555-555-5555	Email:	
Time Zone:	0		

1. Message Inbox. Here, you can read and reply to messages sent to you by your Supervisor(s) and Admin(s)
2. Basic information about you, the user. This cannot be changed by the user. If you see an error, contact your PowerTime Administrator
3. Set up your favorite charges (charges that are added to each timesheet automatically), favorite shifts, or other settings.
4. Change your password and security question here
5. Manage or create requests for time off
6. View and/or print any of your Paystubs
7. Download copies of W2 forms for tax purposes

Requesting Leave

- 1. Click on the "Personal" tab, then "Time Off Requests". This Time Off Requests page has two sections.
- 1. List of your Time Off requests, and their status
- 2. Create a new Time Off Request, or edit the selected Request

PERSONAL | INBOX 2 | LOG OUT

Time Off requests for: Nathan Deepstill

Previous Time Off Requests

Submitted	Date(s) Requested	Charge	Status	
11/17/2021	10/4/2021	Vacation	Pending Approval	
11/17/2021	7/5/2021	Vacation	Pending Approval	
11/10/2021	11/1/2021	FMLA	Pending Approval	

New Time Off Request

Select a Charge:

Select your requested days off:

November 2021						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Day	Start Time	Hours
To begin, click your desired days on the Calendar to the left.		

Comments:

To submit a new time off request or edit an existing request follow these steps:

1. Select the leave charge you want to use.
2. Click on dates in the calendar to add dates to this request
3. Modify the date, start time, and amount of hours if desired
4. Write a comment to explain the request
5. When you're finished, Submit the request. To discard your changes, click the Cancel button.

New Time Off Request

Select a Charge:

Vacation

Select your requested days off:

August 2021						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Requested Days off

Day	Start Time	Hours
8/9/2021	1:00 PM	4
8/10/2021	9:00 AM	8
8/11/2021	9:00 AM	4

Comments:

Summer Vacation

Cancel

Submit

After submitting your request, you can view it at any time in the Previous Time Off Requests section at the top of the page.

Favorite charges

The screenshot shows the 'PERSONAL' tab selected in the top navigation bar. On the left sidebar, 'Personal Settings' is highlighted. The main content area is titled 'Personal Settings' and contains a 'Favorite Charges' section. This section includes a heading and a text block: 'These Charges are automatically added to your Timesheets. This feature can save you time if you use certain charges very frequently.' Below this text is a dropdown menu with the text '**Add A New Charge**' and a downward arrow.

Favorite charges allow you as the user to set which charges will be automatically added to your timesheet each week. It works very similarly to how a charge is added to the timesheet.

1. Click the personal Tab
2. Click on "Add A New Charge" in the favorite charges section, and select the desired charge from the list

Favorite Charges

These Charges are automatically added to your Timesheets. This feature can save you time if you use certain charges very frequently.

The form for adding a new charge is shown. It includes a dropdown menu for 'Salary', a dropdown for 'Dept 1', a text input field containing '123', and another dropdown for 'RU1'. Below these fields is an 'Add Charge' button.

3. If required, add any Attributes, such as Reporting Unit
4. Click "Add Charge" when you're finished.

Your charge should appear as part of a list, as shown **below**. If you no longer need the charge to be automatically added to every timesheet:

5. Click the Delete icon to remove the favorite charge.

Favorite Charges

These Charges are automatically added to your Timesheets. This feature can save you time if you use certain charges very frequently.

Salary/Dept 1/123/RU1 

Add A New Charge

Entering Expenses

1. Click on the "Expenses" tab.
2. Click on the drop down menu labeled "Add a New Charge."
3. (See Below) Pick the expense you want to be reimbursed, for example "Mileage". Fill in the extra Attributes if required, then click "Add Charge"

NOTE: This is the exact same method as used on the weekly timesheet.

4. On this new charge line, enter your expense values on the days needed
5. Save All Entered Values

EXPENSES | PERSONAL | INBOX 2 | LOG OUT

Nathan Deepstill
 Employee: 112102 | Start: 11/7/2021 | Status: Open
 Group: Group Orange | End: 11/20/2021 | Approval:

[Sign Expense Sheet](#)

Print Version | 11/17/2021 | Go! | View Single Day: [v] | Go!
 << Previous | 11/7/2021 - 11/20/2021 | Next >>

Charge	Auth	Sun 11/14	Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Totals
Cell Phone		0	0	0	0	0	0	0	\$33.50
Dollars		0	0	0	0	0	0	0	\$41.88
Lodging & Meals/Dept 1/1/RU2		0	0	0	0	0	0	0	\$466.67
Mileage/Dept 1 (0.450)/331/RU3		0	0	0	0	0	0	0	\$9.50
UnitTestCode (25.000)		4	5	60	0	0	0	0	\$1725.00
Totals									\$2276.55

Add A New Charge [v]

Charge	Auth	Sun 11/14	Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Totals
Cell Phone		0	0	0	0	0	0	0	\$33.50
Dollars		0	0	0	0	0	0	0	\$41.88
Lodging & Meals/Dept 1/1/RU2		0	0	0	0	0	0	0	\$466.67
Mileage/Dept 1 (0.450)/331/RU3		0	0	0	0	0	0	0	\$9.50
UnitTestCode (25.000)		4	5	60	0	0	0	0	\$1725.00
Totals									\$2276.55

Mileage [v] | Dept 1 [v] | *Type Test Attrib 1 | *Select RU [v] | [Add Charge](#)

[Save](#)

Some expenses will require comments or receipts to explain the expense. In order to submit these you will need to use the daily expense screen.

1. Click on the name of the day you wish to add comments or receipts to.

11/7 - 11/13		11/14 - 11/20							
Charge	Auth	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Totals
Cell Phone		0	0	0	33.5	0	0	0	\$33.50
Dollars		0	15.01	26.87	0	0	0	0	\$41.88
Lodging & Meals/Dept 1/1/RU2		155.42	143.27	167.98	0	0	0	0	\$466.67
Mileage/Dept 1 (0.450)/331/RU3		3.3	11.1	6.7	0	0	0	0	\$9.50
UnitTestCode (25.000)		0	0	0	0	0	0	0	\$1725.00

TIMESHEET
EXPENSES
PERSONAL
INBOX 2
LOG OUT

Nathan Deepstill - 11/9/2021

Employee: 112102 Start: 11/7/2021 Status: Open
 Group: Group Orange End: 11/20/2021 Approval:

Date Navigation

Comments

Submit

Receipts

lunch receipt

Delete

Upload a Receipt

Choose a file

Image Name:

Insert

To Add Comments:

1. Type your comment in the box
2. Click Submit

To Add Receipts:

1. Select an image file of your receipt (support formats: .jpg, .png, .gif)
2. Give the image a name, and click Insert

If you need to delete a receipt's image,

1. Click the Delete button under the image you wish to get rid of.

Signing the Expense Sheet

After you complete your expense sheet entries and have verified that they are accurate, the final step is to sign your expense sheet to submit it to your supervisor for approval. Just like the timesheet, this is done using the Sign Expense sheet button.

1. Click the Sign Expense Sheet button to submit it for supervisor approval

TIMESHEET
EXPENSES
PERSONAL

INBOX 2
LOG OUT

Nathan Deepstill

Employee: 112102
Group: Group Orange

Start: 11/7/2021
End: 11/20/2021

Status: Open
Approval:

Sign Expense Sheet

Date Navigation

11/7/2021 - 11/20/2021

11/7 - 11/13

11/14 - 11/20

Charge	Auth	Sun 11/14	Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Totals	
Cell Phone		0	0	0	0	0	0	0	\$33.50	
Dollars		0	0	0	0	0	0	0	\$0.00	
Dollars		0	0	0	0	0	0	0	\$41.88	
Lodging & Meals/Dept 1/1/RU2		0	0	0	0	0	0	0	\$466.67	
Mileage/Dept 1 (0.450)/331/RU3		0	0	0	0	0	0	0	\$9.50	
UnitTestCode (25.000)		4	5	60	0	0	0	0	\$1725.00	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> **Add A New Charge** <input style="margin-left: 5px;" type="button" value="v"/> </div>										
Totals									\$2276.55	<input type="button" value="Save"/>

Expense Totals	
Name	Total
Cell Phone	\$33.50
Dollars	\$41.88
Lodging & Meals/Dept 1	\$466.67
Mileage/Dept 1	\$9.50
UnitTestCode	\$1725.00

Review Pay Stubs

Your employer may make your paystubs available through PowerTime. To review your paystubs, click on the Pay Stubs tab in PowerTime.

1. Click on the Personal tab, then Paystubs
2. Click on a Pay stub to review
3. Click View or Print. These both display the same information, just in a format that is better suited to screens or to printing, respectively.

The screenshot shows the PowerTime interface. At the top, there are navigation tabs: 'TIMESHEET', 'EXPENSES', and 'PERSONAL' (which is highlighted with a red box). To the right of these tabs are 'INBOX' and 'LOG OUT' buttons. Below the navigation is a sidebar menu with options: 'Personal', 'Inbox', 'Personal Information', 'Personal Settings', 'Security', 'Time Off Requests', 'Paystubs' (highlighted with a red box), and 'W2s'. The main content area is titled 'Paystubs for: Matthew Yang' and contains a table with the following data:

Select a Paystub to View						
Pay Date	Check #	Company	Gross Pay	Deductions	Net Pay	
2/28/2019	1013		\$7,000.00	\$843.51	\$6,156.49	
2/28/2019	1012		\$6,000.00	\$843.51	\$5,156.49	
2/15/2019	1011		\$5,000.00	\$843.51	\$4,156.49	
2/15/2019	1010		\$4,000.00	\$843.51	\$3,156.49	
1/31/2019	1070		\$7,000.00	\$843.51	\$6,156.49	
1/31/2019	1060		\$6,000.00	\$843.51	\$5,156.49	
1/31/2019	1007		\$2,708.50	\$843.51	\$1,864.99	
1/31/2019	1006		\$2,708.50	\$843.51	\$1,864.99	
1/15/2019	1050		\$5,000.00	\$843.51	\$4,156.49	
1/15/2019	1040		\$4,000.00	\$843.51	\$3,156.49	

At the bottom of the table, there are two buttons: 'View' and 'Print', both of which are highlighted with a green box.

View of a Paystub

The Paystub view will display your pay information broken down into several sections.

-  1. General Paystub information
-  2. Gross Totals
-  3. Earnings
-  4. Deposits
-  5. Deductions
-  6. Benefits
-  7. Miscellaneous

TIMESHEET
EXPENSES
PERSONAL
INBOX
LOG OUT

[Back to Paystubs List](#)

Statement of Earnings and Deductions

Your Company
123 Anywhere St
Business ID:123456789
Townville, CA, 12345

Pay Date: 2/28/2019
Check No.: 1012
Pay Period: 2/16/2019 - 2/28/2019

Employee ID: M_Yang_0281
Employee Name: Yang, Matthew
SSN:

	Current	YTD
Gross Pay	\$6,000.00	\$47,834.00
Other Pay	\$0.00	\$0.00
Deductions	\$843.51	\$9,278.61
Net Pay	\$5,156.49	\$38,555.39

Earnings				
	Hours	Rate	Amount	YTD
Regular Pay	176.00	\$0.00	\$6,000.00	\$47,834.00

Deposits		
	Amount	YTD
Net Pay Deposit	\$1,864.99	\$20,514.89

Deductions		
	Amount	YTD
Fed Tax	\$306.00	\$3,366.00
Fica	\$159.35	\$1,752.85
Medicare	\$37.27	\$409.97
State Tax	\$118.51	\$1,303.61
401-K EE	\$81.26	\$893.86
LIFE BEFOR	\$7.30	\$80.30
SPOUSE LIF	\$2.86	\$31.46
HEALTH INS	\$130.96	\$1,440.56

Benefits	
	Amount
Vacation	341.00
Sick Leave	502.00
Personal Leave	0.00

Miscellaneous	
	Amount
Vacation	341.00
Sick Leave	502.00
Personal Leave	0.00