PASS TIME SHEET

Standard Operating Procedures

Creating a Time Sheet in PASS

Overview

Purpose:

To initiate a PASS TimeSheet for hours-based services against a PO, which is tracked through a timesheet. This will enable a three-way match among the PO, time sheet, and invoice during the invoice reconciliation process.

The district employs a significant number of contracted employees whose services are billed at an hourly rate. Each week, a significant number of hours are spent throughout the District, approving paper timesheets and manually reconciling approved timesheets with paper invoices. PASS has been enhanced to automate these processes in order to:

- Obtain electronic visibility into hours-based services data
- Reduce the time needed to regularly reconcile invoice with timesheets
- Reduce vendor billing errors
- Obtain a historical repository of the services rendered
- Improve administrative management of hours-based service resources

This procedure walks users through the process of entering time worked on a DC Government projects.

Performed By:

Contractor

Tools Used:

Procurement Automated Support System (PASS)

Technology Used:

Internet Browser (I.E., Google Chrome)

Note: *The ability to create a timesheet is restricted to authorized users. Users need a user id and a password to log into PASS to create timesheets.*

Procedure Steps

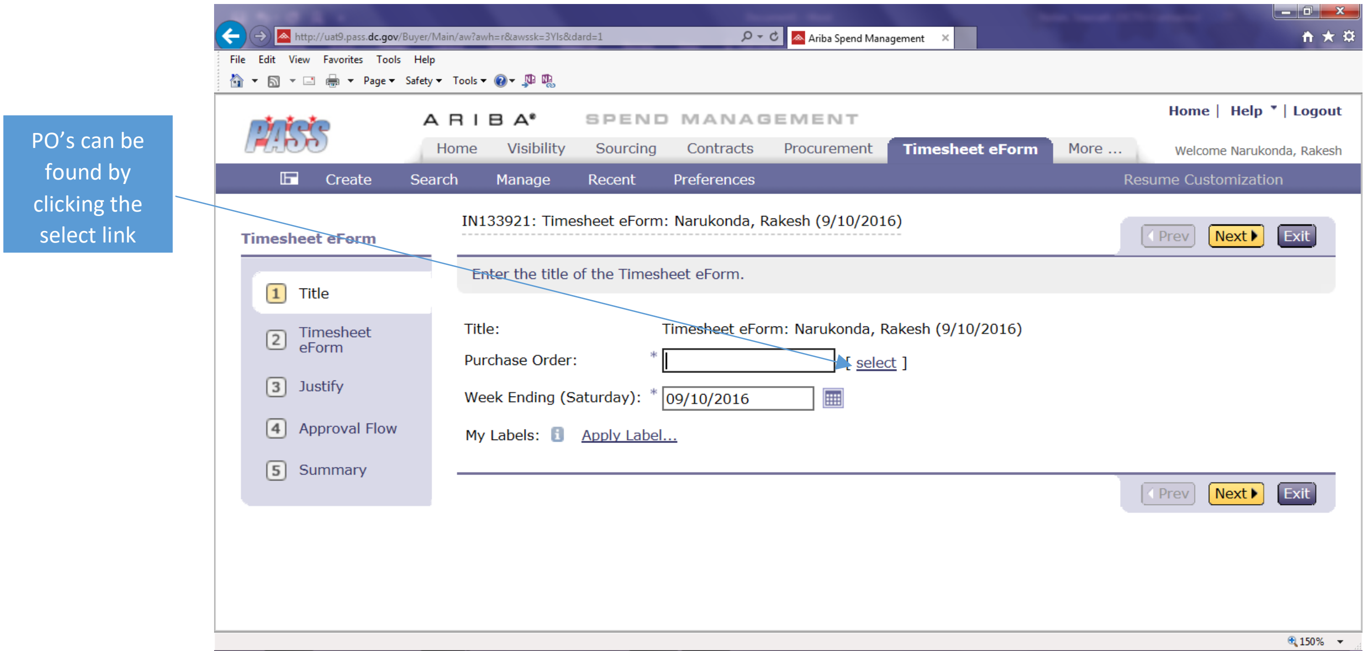
1. Identify the need to generate a time sheet

2. Log into PASS by typing the username and password, and then click on Login

3. From the dashboard, click create and select timesheet e-form

4. You will see a title timesheet form with your name on it. Select PO number for the project from the select button. The purchase orders displayed are services-based PO's for the supplier associated with the contractor.

5. The field below is the week ending date. A value is defaulted for the coming Saturday. This date must be a Saturday date. The time entered is for the Sunday through Saturday of that week.



6. Click Next

7. Select the position from the position field. This will automatically populate the contractor's name. These are the roles that were entered on the requisition in the Rate Card. This is a required field.

8. Enter the hours worked for each day of the week. There is a maximum of 24 hours that can be created per person per day.

Note: Timesheet can only be entered one week at a time. To enter time for multiple weeks, multiple time sheets need to be created.

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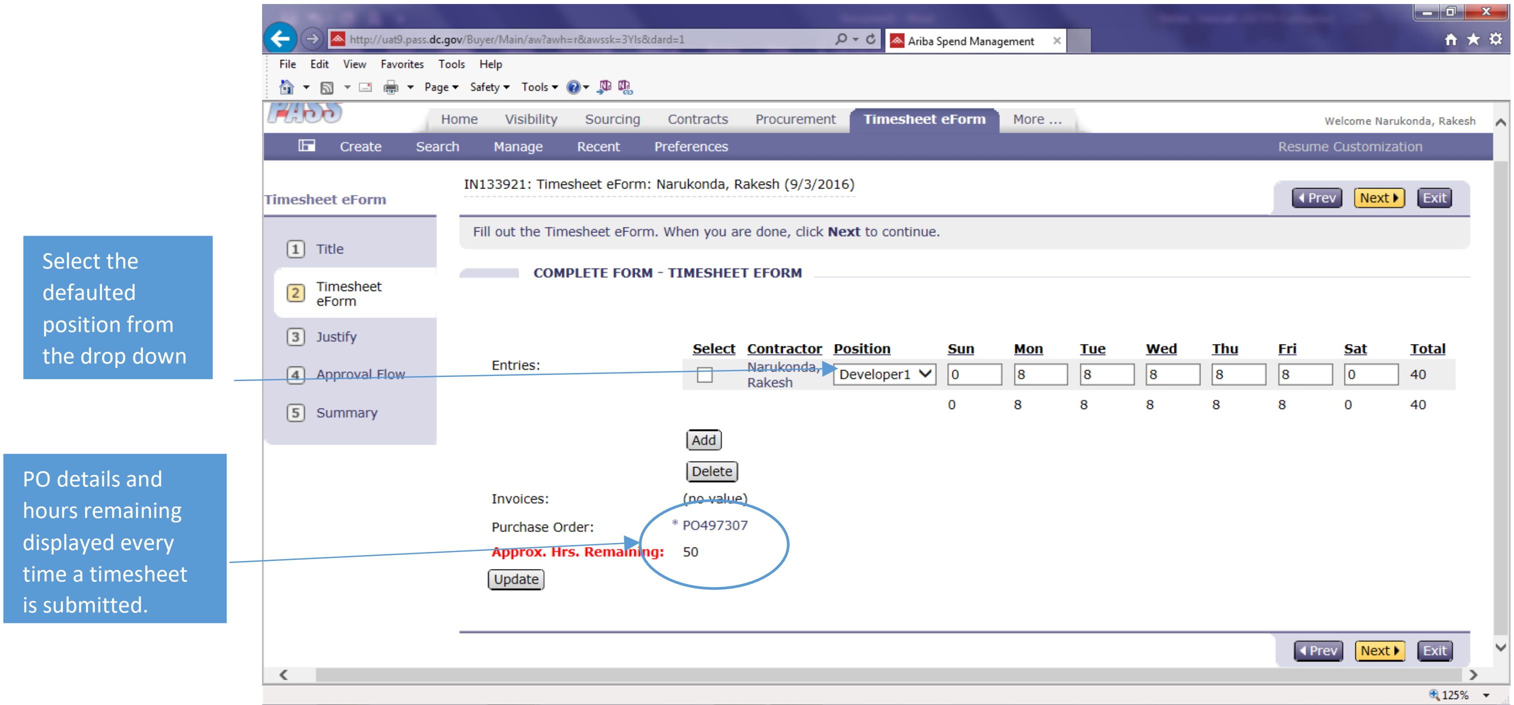
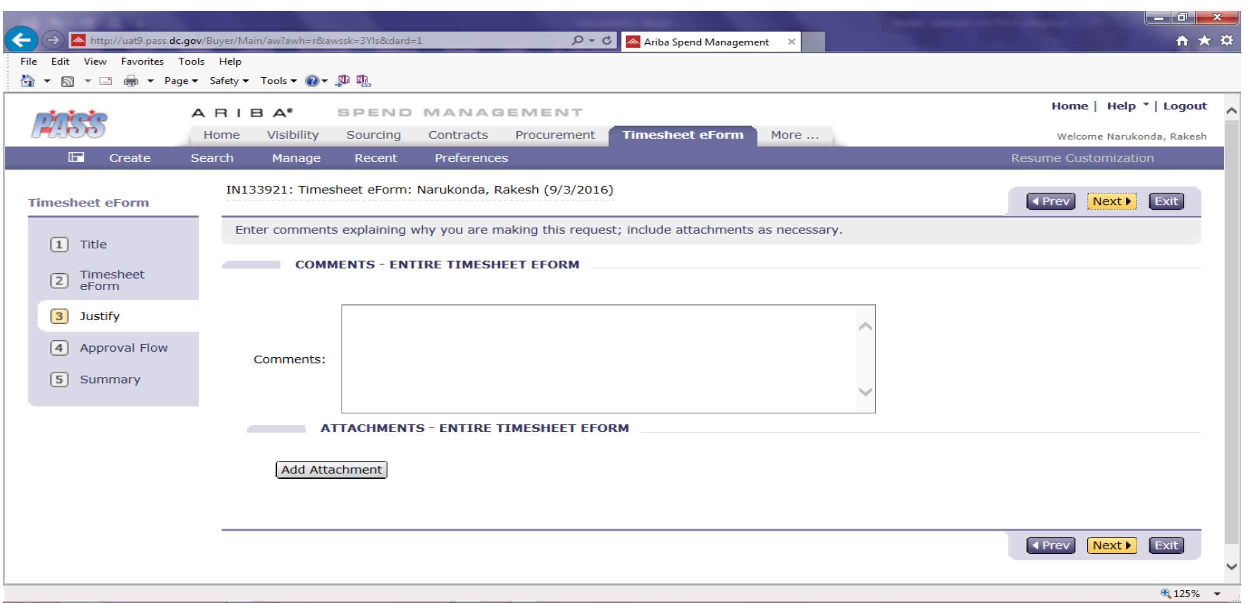
9. Click update button to review the total hours for the week. Confirm the hours are correct. The total hours for the week are displayed in the highlighted section below

10. Click Next



11. Enter any comments on the timesheet. This may be justification for extra hours worked or explanation for fewer hours worked. Add any attachments if necessary.



12. Click Next

13. Review the approval flow.

> ***Note:*** *The submitted timesheet will go to your approver, who will approve your timesheet once it is reviewed.*

14. Click Next

15. Review summary level details. Confirm hours worked.

16. Submit the Time Sheet.

17. Return to the PASS Home Page.

18. Approvers will approve the timesheet.

> ***Note:*** *Users must always remember that they cannot submit timesheet for more hours than the amount remaining in the "Hours Remaining" field on their Purchase Order".*

19. Exit these procedures.