

## Getting Started Guide for Entering Daily Time (Time In / Time Out)


Entering time in SpringAhead is straightforward and efficient. Here are the details for:

- Entering a Timecard
- Running Reports
- Changing your password

### Entering A Timecard

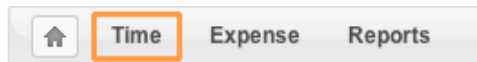
1. **Login** to SpringAhead using the login instructions and password provided by your administrator



 **Log In** [Forgot your password?](#)

<small>Company</small> Your Company Login <span style="float: right;">✓</span>	<small>Login Name</small> User <span style="float: right;">✓</span>	<small>Password</small> ..... <span style="float: right;">✓</span>	<input type="button" value="Log In"/>
---	--	---	---------------------------------------

2. Click on the **Time** tab



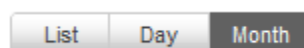
3. Click on the desired day on the calendar to enter time. This will take you to the timecard entry and edit screen

**Time Calendar for Alan Adler**

August 2011

Summary								Filters
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Status	
1	2	3	4	5	6	7	Week 31 <a href="#">Edit</a> <i>Not Entered</i>	
8	9	10	11	12	13	14	Week 32 <a href="#">Edit</a> <b>Total: 0</b> Approved: 100%	
0	0	0	0	0	-	-	Week 33 <a href="#">Edit</a> <i>Not Entered</i>	
15	16	17	18	19	20	21	Week 34 <a href="#">Edit</a> <i>Not Entered</i>	
22	23	24	25	26	27	28	Week 35 <a href="#">Edit</a> <i>Not Entered</i>	
29	30	31	<b>Today 1</b>	2	3	4	Week 35 <a href="#">Edit</a> <b>Total: 18</b> Approved: 0% Unsubmitted: 8	
10	(8)	-	-	-	-	-		

4. To view time by List, Day, or Month, click on the corresponding button above the calendar



- At the time entry screen, click the **Add** button

Enter Time for Alan Adler View Timecard

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

<input type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status
▼ Aug 29, 2011 - Monday									
<input type="checkbox"/>	Aug 29	Acme:Jeopardy Recalibrating buzzers		Regular	6:00 AM	2:00 PM		8.00	Pending Approval
<input type="checkbox"/>	Aug 29	IBM Redesigned portal	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval
								<b>Subtotal:</b>	<b>10.00</b>
▼ Aug 30, 2011 - Tuesday									
								<b>Subtotal:</b>	<b>0.00</b>

+ Add

- Fill in the necessary details (e.g. Project, Task, Time Type, Hours, and/or Memo)
  - Time may be entered in minute or decimal format. For example, 0.5 = 0:30
- Click **Save** to save your information, or check off **Submitted** before you **Save** to submit the time for approval right away

Enter Time for Alan Adler View Timecard

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

<input type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status	
▼ Aug 29, 2011 - Monday										
<input type="checkbox"/>	Aug 29	Acme:Jeopardy Recalibrating buzzers		Regular	6:00 AM	2:00 PM		8.00	Pending Approval	
<input type="checkbox"/>	Aug 29	IBM Redesigned portal	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval	
								<b>Subtotal:</b>	<b>10.00</b>	
▼ Aug 30, 2011 - Tuesday										
<input type="checkbox"/>	8/30/2011	Hayward Project		Regular	8:00 AM	5:00 PM	1.00	8.00		
<input type="checkbox"/>	Submitted Worked on bridge re-construction design								<b>Save</b>	Cancel
								<b>Subtotal:</b>	<b>0.00</b>	

- Entries will appear in chronological order. A color coded status will appear above in the **Summary** section

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

Unsubmitted: <b>8.00</b>	Rejected: <b>0.00</b>	Unapproved: <b>10.00</b>	Approved: <b>0.00</b>	Total: <b>18.00</b>
-----------------------------	--------------------------	-----------------------------	--------------------------	------------------------

- To quickly select all the entries, check the master checkbox at the top – you may also manually select or deselect boxes as needed. When ready, select the operation you want to perform from the box below. Selecting **Submit All** or **Submit Selected** will forward your time to your approver

Enter Time for Alan Adler [View Timecard](#)

[+ New Timer](#) Aug 29 - Sep 04, 2011 List Day Month

**Summary** Filters

<input checked="" type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status
▼ Aug 29, 2011 - Monday									
<input checked="" type="checkbox"/>	Aug 29	Acme:Jeopardy <i>Recalibrating buzzers</i>		Regular	6:00 AM	2:00 PM		8.00	Pending Approval
<input checked="" type="checkbox"/>	Aug 29	IBM <i>Redesigned portal</i>	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval
								<b>Subtotal:</b>	<b>10.00</b>
▼ Aug 30, 2011 - Tuesday									
<input checked="" type="checkbox"/>	Aug 30	IBM:Hayward Project <i>Worked on bridge re-construction design</i>		Regular	8:00 AM	5:00 PM	1.00	8.00	Not Submitted
								<b>Subtotal:</b>	<b>8.00</b>
								<b>Total:</b>	<b>18.00</b>

[+ Add](#) Last modified on 9/1/11 12:59pm by Alan Adler

[Select](#) [Delete](#)

**Terms**

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative.

**Attachments (None)**

[Add Attachment](#)

**Inbox (0)**

None

[Submit All](#) | [Unsubmit All](#)

- You may change or unsubmit data until the manager has approved it. Once a manager has approved the time, only the administrator can make changes
- After saving or submitting, the status of each timecard will be shown in the rightmost **Status** column of the calendar (unapproved, rejected, or approved)

6	7	8	9	10	11	12	Week 49
8	7:30	3	2	-	-	-	<a href="#">Edit</a> <b>Total: 20:30</b> <b>Approved: 100%</b>
13	14	15	16	17	18	19	Week 50
-	6	-	-	-	-	-	<a href="#">Edit</a> <b>Total: 6</b> <b>Approved: 0%</b> <b>&gt;Rejected: 100%</b>

## Running Reports

- Click **Reports** in the Navigation Bar

[Home](#)
[Time](#)
[Expense](#)
[Reports](#)
[Settings](#)

- Select the type of report, specify the date range and details, and click **Run**

Navigation: [Home](#) [Time](#) [Expense](#) [Reports](#)

**Time Reports**

- [Time by Employee](#) >
- [Time Accrual](#)

**Expense Reports**

- [Expenses by Employee](#)

**Accounting Reports**

- [Payables by Employee](#)

**Report Details: Time by Employee**

Date Start:   Date Stop:    Force Complete Weeks

User: **New User**  
Employee Type: n/a

Time Type:

Include Unapproved

Include Details  
 Include Zero Hours  
 Summary Only

## Changing Your Password

1. Click **Settings** in the Navigation Bar

Navigation: [Home](#) [Time](#) [Expense](#) [Reports](#) [Settings](#)

2. Under My Info, click **Change Password**

**My Info**

- [Change Password](#)