

NCBA Timesheet Tracking System

Contents

Accessing Timesheet Tracking System	2
Website Address	2
Login	2
Forgot your password?	3
Participant.....	5
My Timesheets.....	5
Add New Timesheet.....	6
Edit Timesheet	7
View Timesheet.....	10
Monitor	12
Notification to Review	12
Timesheets.....	12
View	13

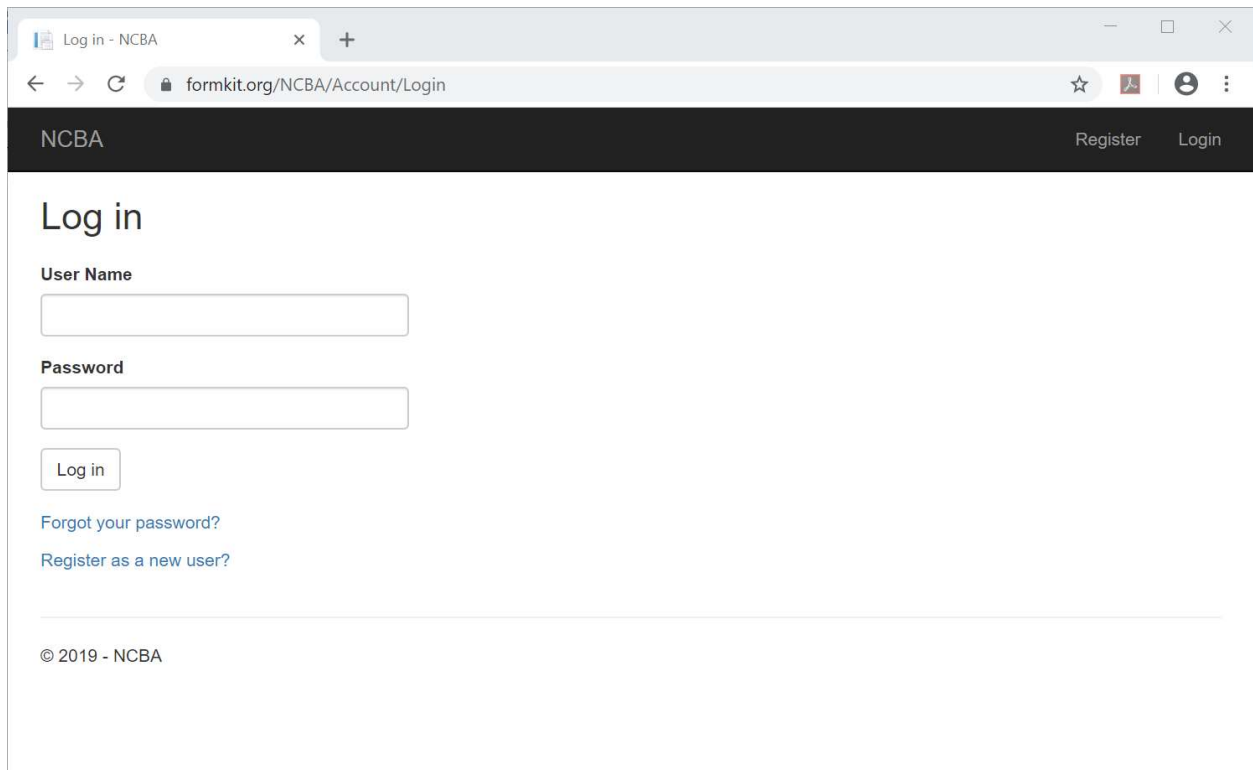
Accessing Timesheet Tracking System

Website Address

<https://www.formkit.org/NCBA/>

Login

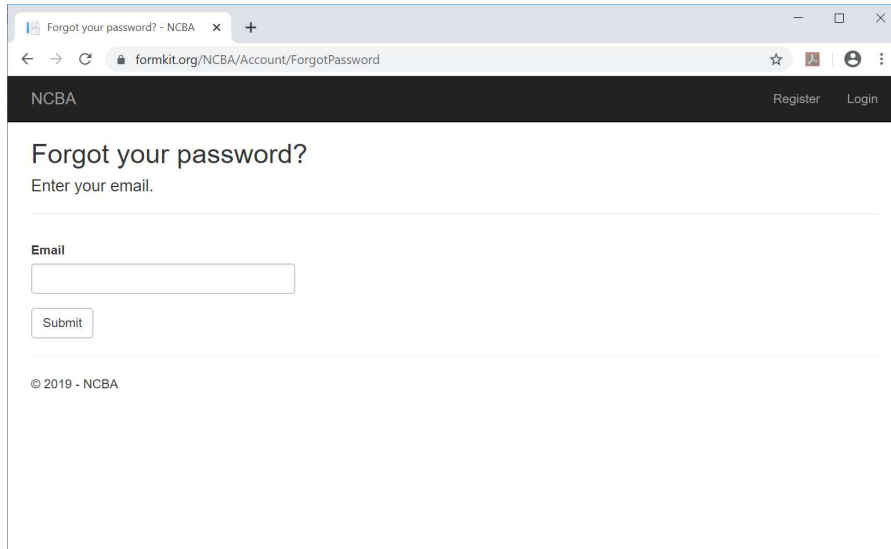
To login, enter your User Name and Password then click the 'Log In' button. **Your email address is used as your User Name.** If you cannot remember your password, you can use the 'Forgot your password?' link at the bottom of the page.



The screenshot shows a web browser window with the title "Log in - NCBA". The address bar displays "formkit.org/NCBA/Account/Login". The page has a dark header with "NCBA" on the left and "Register" and "Login" links on the right. The main content area is titled "Log in" and contains a form with two input fields: "User Name" and "Password". Below the "Password" field is a "Log in" button. At the bottom of the form, there are two links: "Forgot your password?" and "Register as a new user?". The footer of the page shows "© 2019 - NCBA".

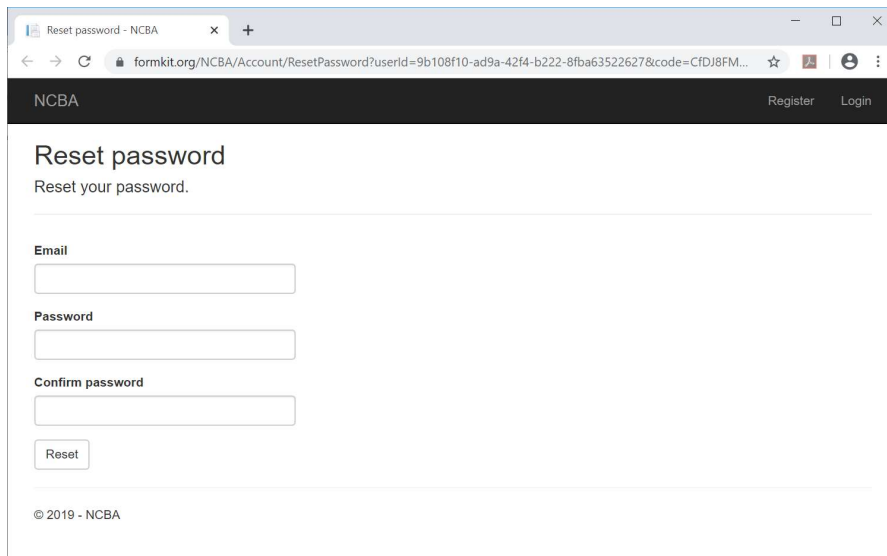
Forgot your password?

In the event you cannot remember your password, on the Log In page, click the 'Forgot your password?' link or visit <https://www.formkit.org/NCBA/Account/ForgotPassword> directly. Once on the Forgot Password page, enter your email address and click the button 'Submit'.



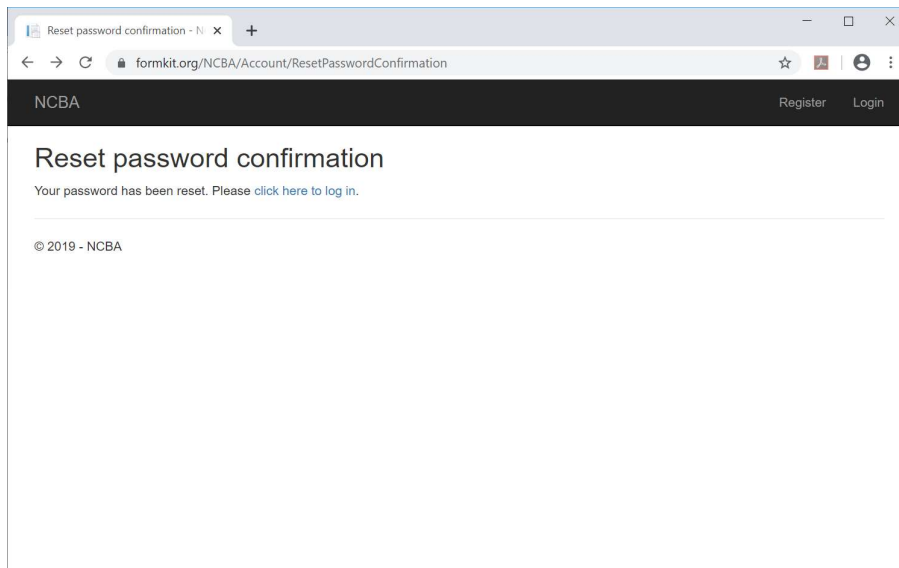
The screenshot shows a web browser window with the address bar displaying 'formkit.org/NCBA/Account/ForgotPassword'. The page has a dark header with 'NCBA' on the left and 'Register' and 'Login' links on the right. The main content area is titled 'Forgot your password?' and includes the instruction 'Enter your email.' Below this is a text input field labeled 'Email' and a 'Submit' button. At the bottom of the page, there is a copyright notice: '© 2019 - NCBA'.

Once you click 'Submit', please check your email for an email with the subject 'NCBA: Reset Password'. It is possible the email will be in your Spam/Junk folder. Within the email there is a link that will take you to the 'Reset Password' page.



The screenshot shows a web browser window with a complex URL in the address bar: 'formkit.org/NCBA/Account/ResetPassword?userId=9b108f10-ad9a-42f4-b222-8fba63522627&code=CFDJ8FM...'. The page has a dark header with 'NCBA' on the left and 'Register' and 'Login' links on the right. The main content area is titled 'Reset password' and includes the instruction 'Reset your password.' Below this are three text input fields labeled 'Email', 'Password', and 'Confirm password'. A 'Reset' button is located at the bottom of the form. At the bottom of the page, there is a copyright notice: '© 2019 - NCBA'.

After you enter your Email and Password you can click the 'Reset' button to set a new password. After your password has been reset, you can return to the Log In page to Log In with your email and newly reset password.



Participant

My Timesheets

Within the top menu there is an option for 'My Timesheets'. 'My Timesheets' contains a listing of all existing timesheets that you have previously created. For each existing timesheet the system will show you the available actions you can take based on the current status of the timesheet. At the top you have the ability to add new timesheets by clicking the 'Create New Timesheet' button.

The screenshot shows a web browser window with the address bar displaying 'formkit.org/NCBA/Timesheets'. The page has a dark header with 'NCBA' and 'My Timesheets' on the left, and 'Hello Test2!' and 'Logout' on the right. The main content area is titled 'Timesheets' and features a blue button labeled 'Create New Timesheet'. Below this is a table with the following data:

Start Date	End Date	Status	
2/1/2020	2/14/2020	Created	Edit View

At the bottom of the page, there is a copyright notice: '© 2019 - NCBA'.

Add New Timesheet

Within the 'My Timesheets' page you can click on the button 'Create New Timesheet' which starts the process of creating a new timesheet. Once this button is clicked, you are required to enter the start date of the new timesheet period. This date would be the first day of the new two-week timesheet period. Once the date is entered click the 'Create' button to have the timesheet created. After the timesheet is created, you will be immediately taken to the timesheet to begin editing it.

The screenshot shows a web browser window with the URL `formkit.org/NCBA/Timesheets`. The page has a dark header with 'NCBA' and 'My Timesheets' on the left, and 'Hello Test2!' and 'Logout' on the right. The main content area is titled 'Timesheets' and contains a 'Create New Timesheet' button. A modal form titled 'Create New Timesheet' is open, featuring a 'Start Date' label and a text input field containing '02/01/2020'. At the bottom of the modal are 'Close' and 'Create' buttons. The footer of the page reads '© 2019 - NCBA'.

Edit Timesheet

You can edit a timesheet immediately after you create a timesheet, or when you click the 'Edit' link next to your timesheet on the 'My Timesheets' page. The Edit option is only available if the timesheet is in a status that is editable. For example, once the timesheet is submitted for approval it is no longer editable.

The screenshot displays the 'My Timesheets' page in a web browser. The browser's address bar shows the URL 'formkit.org/NCBA/Timesheets'. The page header includes 'NCBA' and 'My Timesheets' on the left, and 'Hello Test2!' and 'Logout' on the right. The main content area features the title 'Timesheets' and a blue button labeled 'Create New Timesheet'. Below this is a table with the following data:

Start Date	End Date	Status	
2/1/2020	2/14/2020	Created	Edit View

At the bottom of the page, there is a copyright notice: '© 2019 - NCBA'.

Within the 'Edit Timesheet' page, you have the ability to enter your timesheet information for each day of the timesheet period.

For each day in the reporting period, you are required to enter your Start Time, End Time and optionally other fields. When selecting both Start Time and End Time, you are provided a drop-down list to choose the appropriate time within 15-minute increments.

Date	Start Time	End Time	Break	Total Hours	EPA: Holiday / Admin	EPA: O/T	EPA: Vac	EPA: Sic	Start Odometer	End Odometer	Total Miles	Comments
Saturday, February 1, 2020												
Sunday, February 2, 2020												
Monday, February 3, 2020	08:00 AM	04:30 PM	00:30	8								
Tuesday, February 4, 2020												
Wednesday, February 5, 2020												
Thursday, February 6, 2020												
Friday, February 7, 2020												

For the remaining fields, you are provided a drop-down list to choose the appropriate time within 15-minute increments. For example, 00:30 represents 30 minutes, whereas 01:30 represents 90 minutes.

Date	Start Time	End Time	Break	Total Hours	EPA: Holiday / Admin	EPA: O/T	EPA: Vac	EPA: Sic	Start Odometer	End Odometer	Total Miles	Comments
Saturday, February 1, 2020												
Sunday, February 2, 2020												
Monday, February 3, 2020	08:00 AM	04:30 PM	00:30	8								
Tuesday, February 4, 2020												
Wednesday, February 5, 2020												

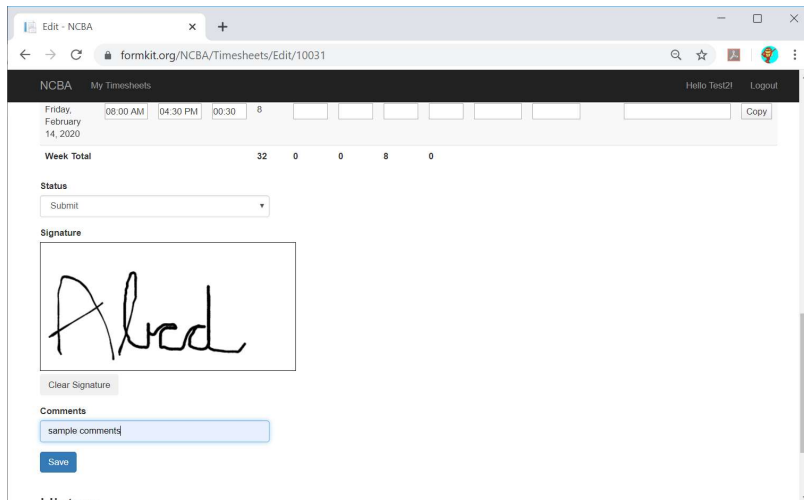
For each day and week, the system will calculate daily and weekly totals.

Copy

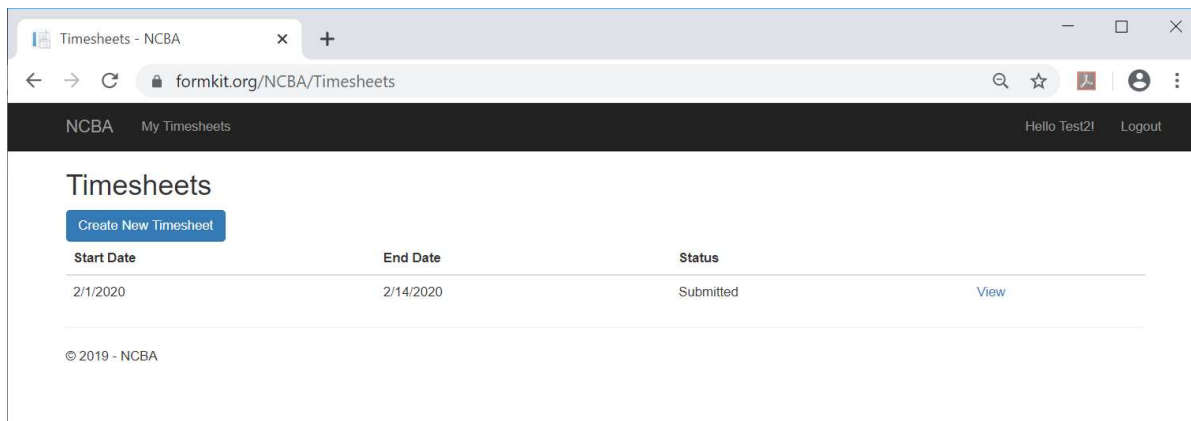
Starting on the first Monday within the timesheet period there is a 'Copy' button which will copy the timesheet information for that given day to the remaining week days of the reporting period.

Save or Submit Timesheet

Once you have completed entering your hours for each given day or the days worked up to that point, you can decide to either Save or Submit the timesheet. **Save** is used to be able to return to the timesheet at a later point for future editing. **Submit** is used to submit the timesheet to your monitor for approval. **Once the timesheet is Submitted, you will no longer be able to edit the timesheet.** To either Save or Submit, choose the option within the drop-down under 'Status', enter 'Comments' which would be communicated to your monitor and select the 'Save' button. If 'Submit' is selected, you will be required to enter a digital signature under the field 'Signature'. You are able to use your mouse to input your signature. If you want to clear your signature and re-enter a signature, there is a 'Clear' button to reset it.



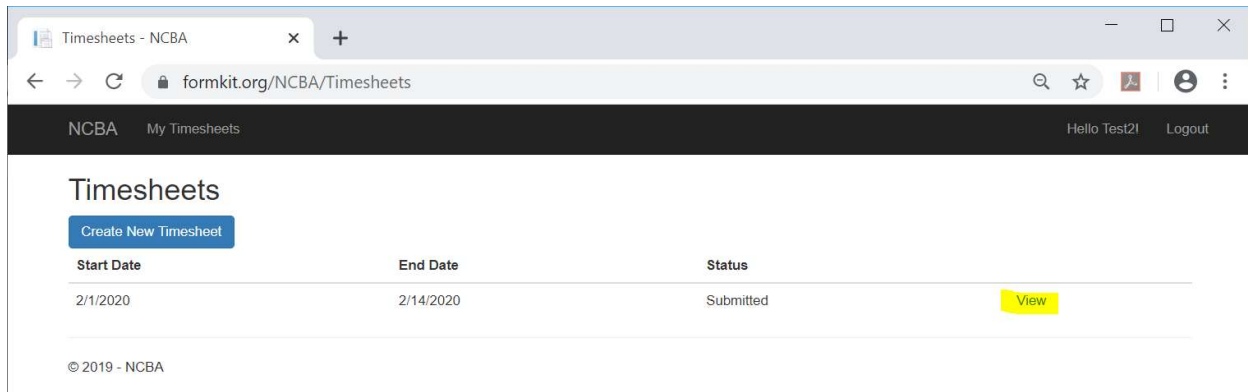
After the timesheet is Submitted, you will be redirected back to the 'My Timesheets' page which will allow you to see your new submitted timesheet. Additionally, the monitor will be emailed alerting them of a new timesheet to review.



Start Date	End Date	Status
2/1/2020	2/14/2020	Submitted

View Timesheet

Within 'My Timesheets' there is an option to 'View' your existing timesheets.



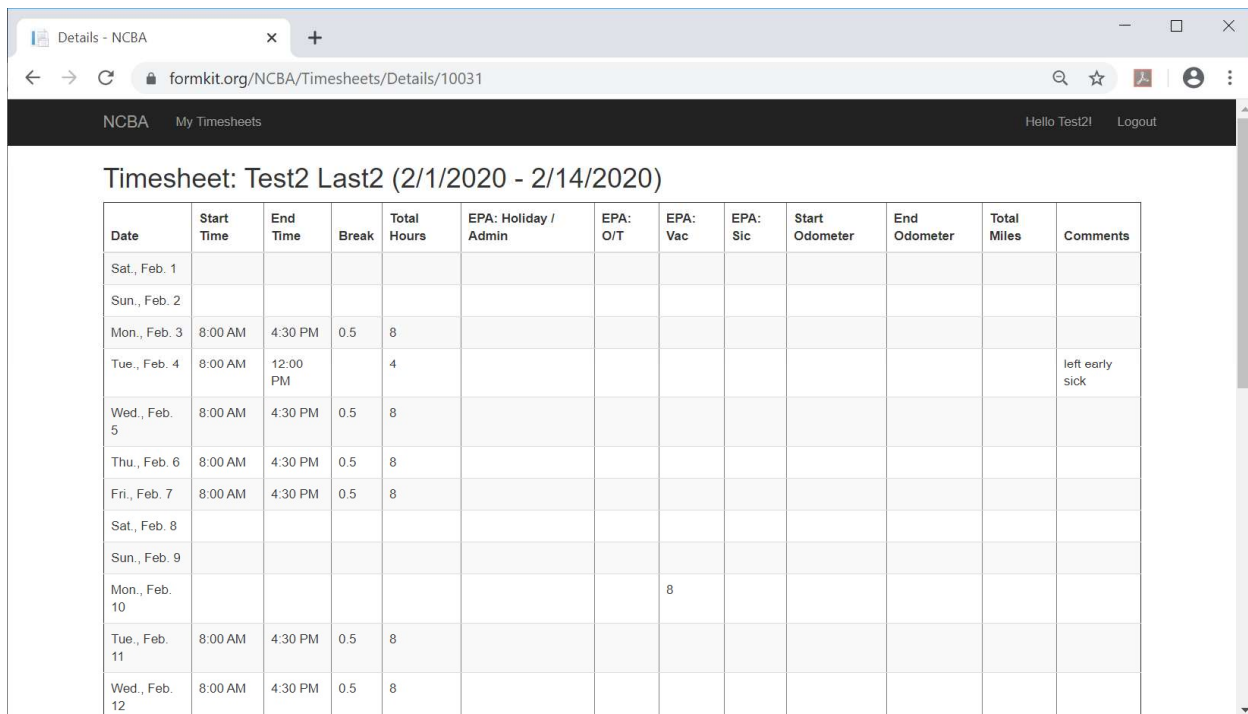
Timesheets

Create New Timesheet

Start Date	End Date	Status
2/1/2020	2/14/2020	Submitted

© 2019 - NCBA

Once viewing a timesheet, you will see the timesheet information for each given day.



Timesheet: Test2 Last2 (2/1/2020 - 2/14/2020)

Date	Start Time	End Time	Break	Total Hours	EPA: Holiday / Admin	EPA: O/T	EPA: Vac	EPA: Sic	Start Odometer	End Odometer	Total Miles	Comments
Sat., Feb. 1												
Sun., Feb. 2												
Mon., Feb. 3	8:00 AM	4:30 PM	0.5	8								
Tue., Feb. 4	8:00 AM	12:00 PM		4								left early sick
Wed., Feb. 5	8:00 AM	4:30 PM	0.5	8								
Thu., Feb. 6	8:00 AM	4:30 PM	0.5	8								
Fri., Feb. 7	8:00 AM	4:30 PM	0.5	8								
Sat., Feb. 8												
Sun., Feb. 9												
Mon., Feb. 10							8					
Tue., Feb. 11	8:00 AM	4:30 PM	0.5	8								
Wed., Feb. 12	8:00 AM	4:30 PM	0.5	8								

Payroll Office Use

Near the bottom you will see a section for 'Payroll Office Use' which summarizes the timesheet reporting period.

Payroll Office Use

Total Hours Worked	68
Holiday / Admin	0
O/T	0
Vac	8
Sic	0

History

At the very bottom you will see a section for 'History' which shows all the actions taken on the timesheet across all users including the participant, monitor and payroll staff. The history includes the **Status** taken, the **Name** of the individual user, the **Date** of the action, their **Location** (IP Address), **Comments** entered and finally the **Signature** entered.

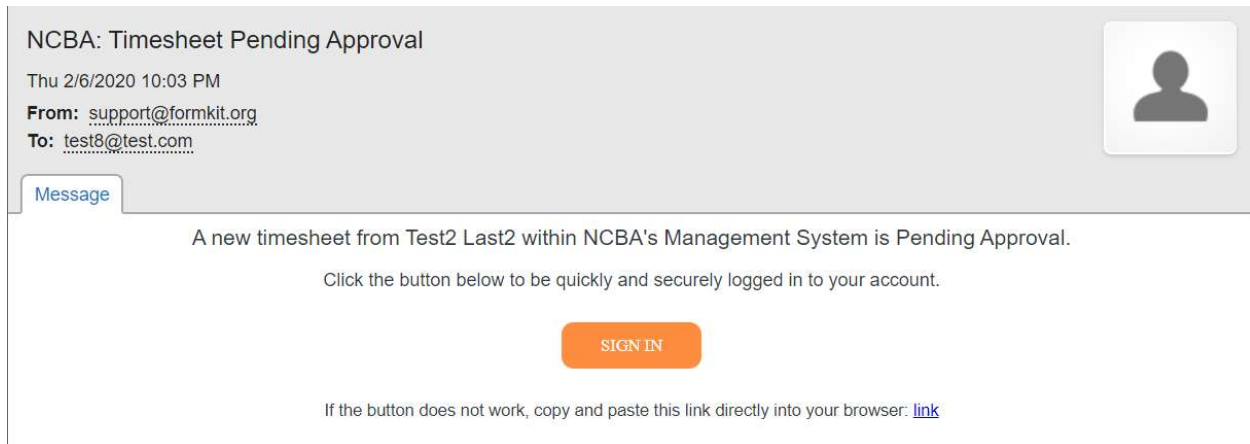
History

Status	Name	Date	Location	Comments	Signature
Submit	Test2 Last2	2/6/2020 10:03:39 PM	162.206.162.244	sample comments	
Save	Test2 Last2	2/5/2020 9:29:56 PM	162.206.162.244		
© 2019 - NCBA					

Monitor

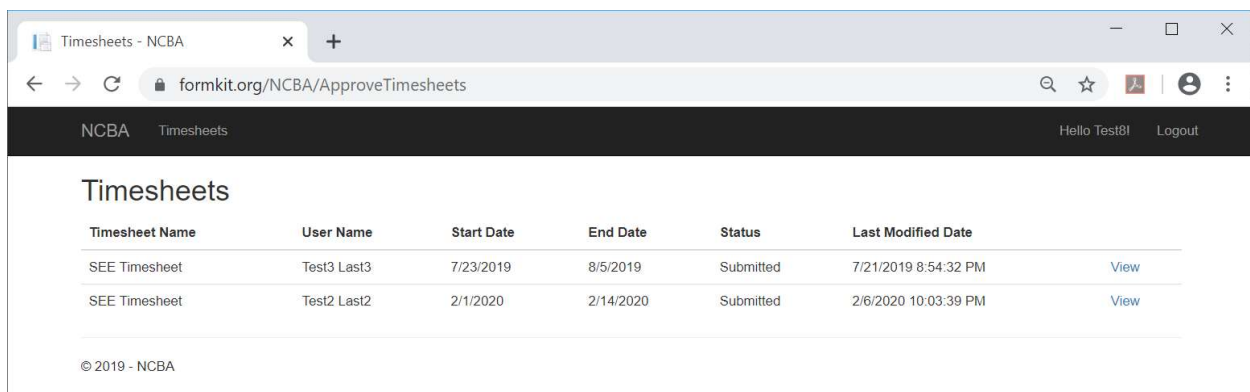
Notification to Review

After a participant submits a timesheet for review, an automated email will be sent alerting you of the new timesheet. Within the email you can click the 'SIGN IN' button which will take you to the login page and then subsequently to the timesheet for review.



Timesheets

Within the top menu there is an option for 'Timesheets'. 'Timesheets' contains a listing of all existing timesheets that have been submitted requiring approval. For each timesheet you can see the **Timesheet Name**, **User Name**, **Start Date**, **End Date**, **Status** and **Last Modified Date**. For each existing timesheet there is a 'View' link which allows you to review the timesheet.



View

Within 'Timesheets' there is an option to 'View' existing timesheets for review.

Timesheets

Timesheet Name	User Name	Start Date	End Date	Status	Last Modified Date	
SEE Timesheet	Test3 Last3	7/23/2019	8/5/2019	Submitted	7/21/2019 8:54:32 PM	View
SEE Timesheet	Test2 Last2	2/1/2020	2/14/2020	Submitted	2/6/2020 10:03:39 PM	View

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Once viewing a timesheet, you will see the participant's timesheet information for each given day.

Timesheet: Test2 Last2 (2/1/2020 - 2/14/2020)

Date	Start Time	End Time	Break	Total Hours	EPA: Holiday / Admin	EPA: O/T	EPA: Vac	EPA: Sic	Start Odometer	End Odometer	Total Miles	Comments
Sat., Feb. 1												
Sun., Feb. 2												
Mon., Feb. 3	8:00 AM	4:30 PM	0.5	8								
Tue., Feb. 4	8:00 AM	12:00 PM		4								left early sick
Wed., Feb. 5	8:00 AM	4:30 PM	0.5	8								
Thu., Feb. 6	8:00 AM	4:30 PM	0.5	8								
Fri., Feb. 7	8:00 AM	4:30 PM	0.5	8								
Sat., Feb. 8												
Sun., Feb. 9												
Mon., Feb. 10							8					
Tue., Feb. 11	8:00 AM	4:30 PM	0.5	8								

Reject or Approve Timesheet

Once you have completed reviewing the participant's hours for the days worked during the timesheet period, you can decide to either Reject or Approve the timesheet. **Reject** is used to send the timesheet back to the participant for future editing. **Approve** is used to approve the timesheet and be sent to payroll for processing. **Once the timesheet is either Rejected or Approved, you will no longer be able to change the status of the timesheet.** To either Reject or Approve, choose the option within the drop-down under 'Status', enter 'Comments' and select the 'Save' button. If 'Approve' is selected, you will be required to enter a digital signature under the field 'Signature'. You are able to use your mouse to input your signature. If you want to clear your signature and re-enter a signature, there is a 'Clear' button to reset it.

Approve Timesheet - NCBA

formkit.org/NCBA/ApproveTimesheets/Approve/10031

NCBA Timesheets Hello Test81 Logout

Status

Approve

Signature

Sample

Clear Signature

Comments

Save

History

Payroll Office Use

Total Hours Worked	68
Holiday / Admin	0
O/T	0
Vac	8
Sic	0

After the timesheet is Rejected or Approved, you will be redirected back to the 'Timesheets' page. Additionally, for a Rejected timesheet, the participant will be emailed altering them to review their timesheet.

Payroll Office Use

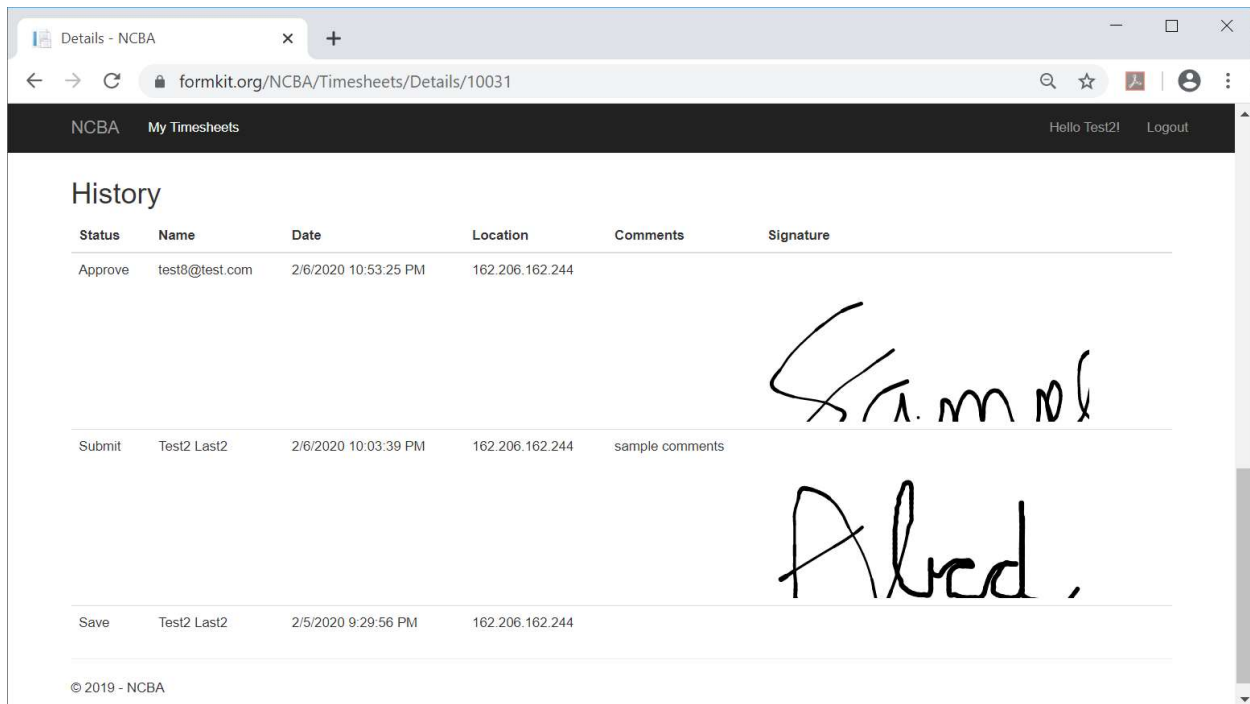
Near the bottom you will see a section for 'Payroll Office Use' which summarizes the timesheet reporting period.

Payroll Office Use

Total Hours Worked	68
Holiday / Admin	0
O/T	0
Vac	8
Sic	0

History

At the very bottom you will see a section for 'History' which shows all the actions taken on the timesheet across all users including the participant, monitor and payroll staff. The history includes the **Status** taken, the **Name** of the individual user, the **Date** of the action, their **Location** (IP Address), **Comments** entered and finally the **Signature** entered.



The screenshot shows a web browser window with the address bar displaying 'formkit.org/NCBA/Timesheets/Details/10031'. The page has a dark header with 'NCBA' and 'My Timesheets' on the left, and 'Hello Test2!' and 'Logout' on the right. The main content area is titled 'History' and contains a table with the following columns: Status, Name, Date, Location, Comments, and Signature. The table lists three actions: 'Approve' by 'test8@test.com' on '2/6/2020 10:53:25 PM' from '162.206.162.244'; 'Submit' by 'Test2 Last2' on '2/6/2020 10:03:39 PM' from '162.206.162.244' with 'sample comments'; and 'Save' by 'Test2 Last2' on '2/5/2020 9:29:56 PM' from '162.206.162.244'. To the right of the table, there are two handwritten signatures: 'Samuel' and 'Alfred'. The footer of the page shows '© 2019 - NCBA'.

Status	Name	Date	Location	Comments	Signature
Approve	test8@test.com	2/6/2020 10:53:25 PM	162.206.162.244		Samuel
Submit	Test2 Last2	2/6/2020 10:03:39 PM	162.206.162.244	sample comments	Alfred.
Save	Test2 Last2	2/5/2020 9:29:56 PM	162.206.162.244		

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