NCBA Timesheet Tracking System

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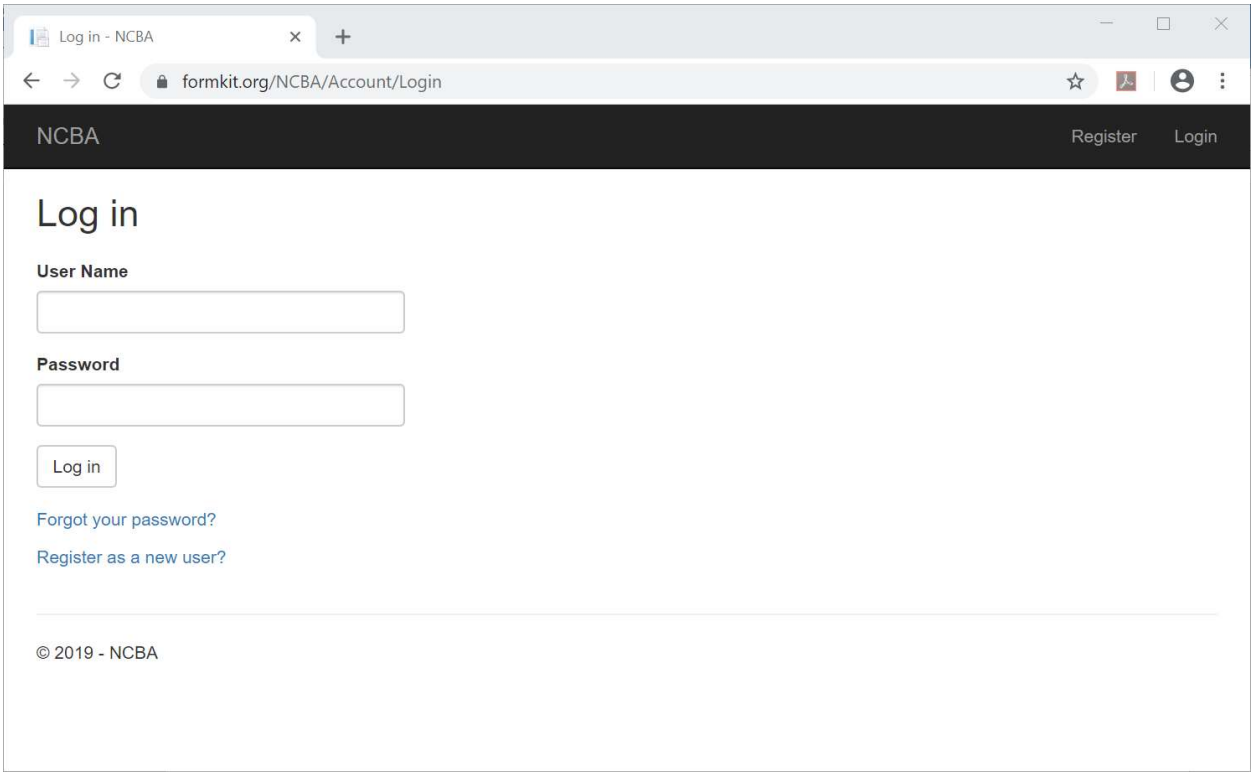
Accessing Timesheet Tracking System

Website Address

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

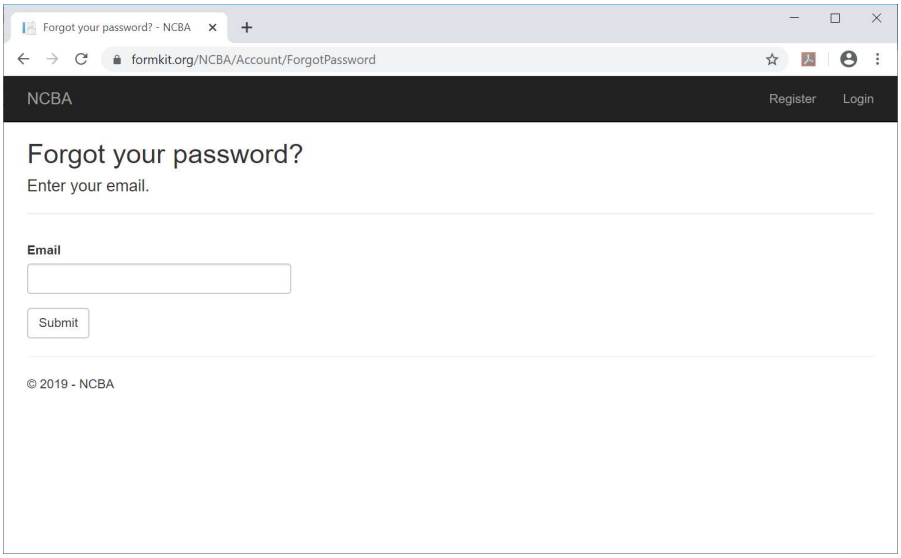
Login

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.

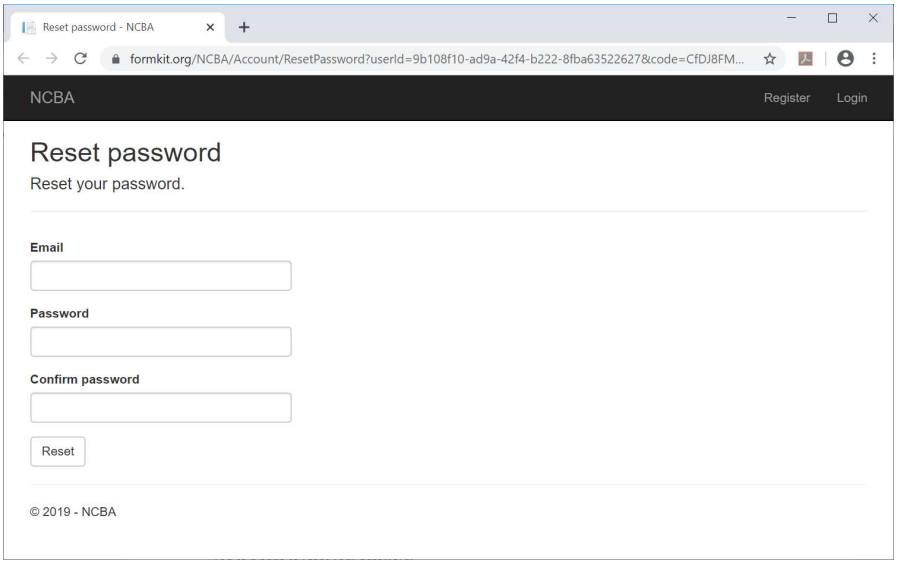


Forgot your password?

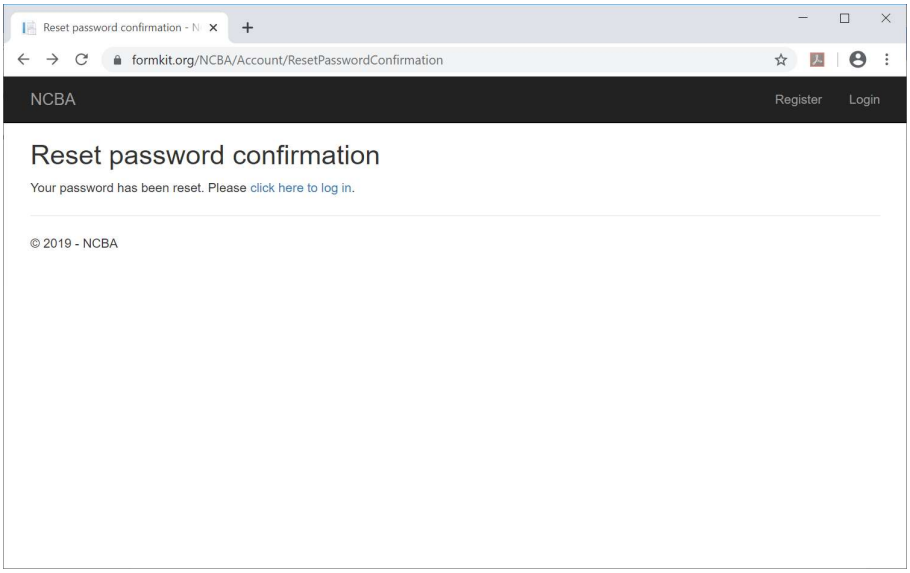
In the event you cannot remember your password, on the Log In page, click the 'Forgot your password?' link or visit https://www.formkit.org/NCBA/Account/ForgotPassword directly. Once on the Forgot Password page, enter your email address and click the button 'Submit'.



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.



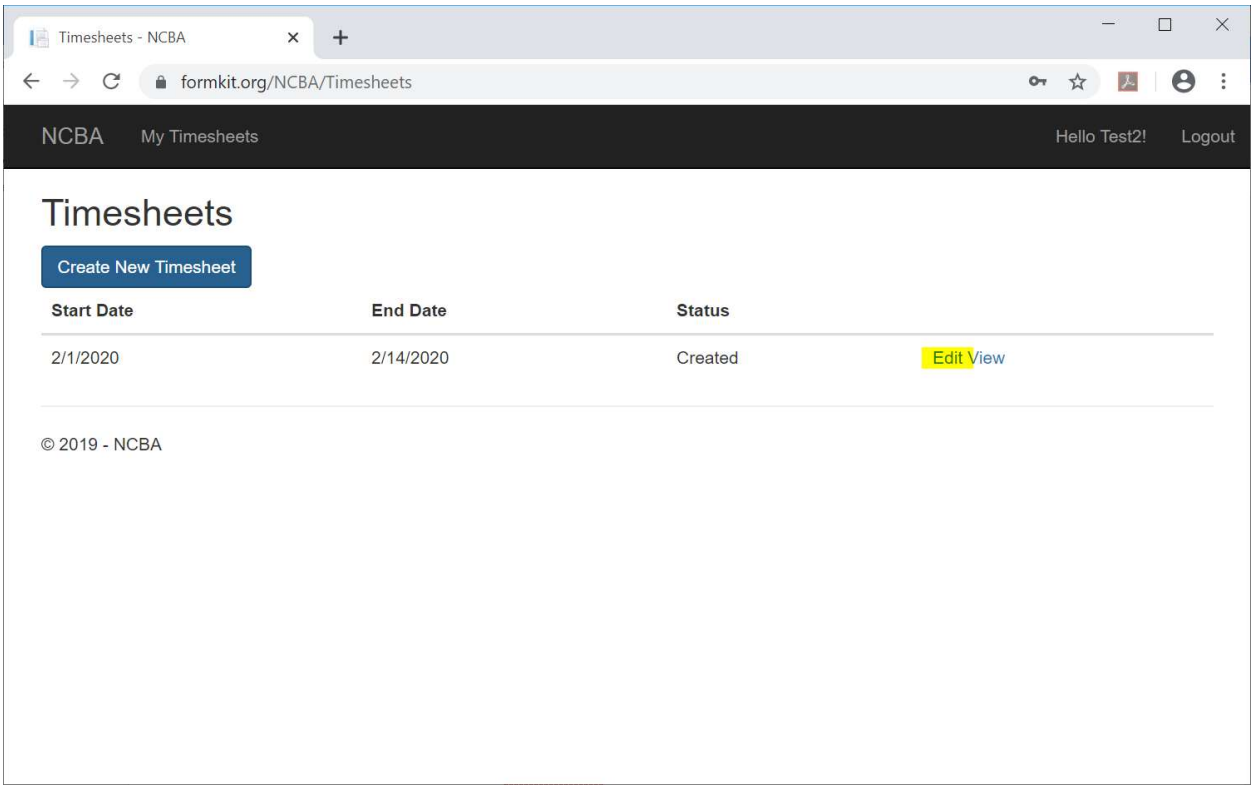
After you enter your Email and Password you can click the ‘Reset’ button to set a new password. After your password has been reset, you can return to the Log In page to Log In with your email and newly reset password.



Participant

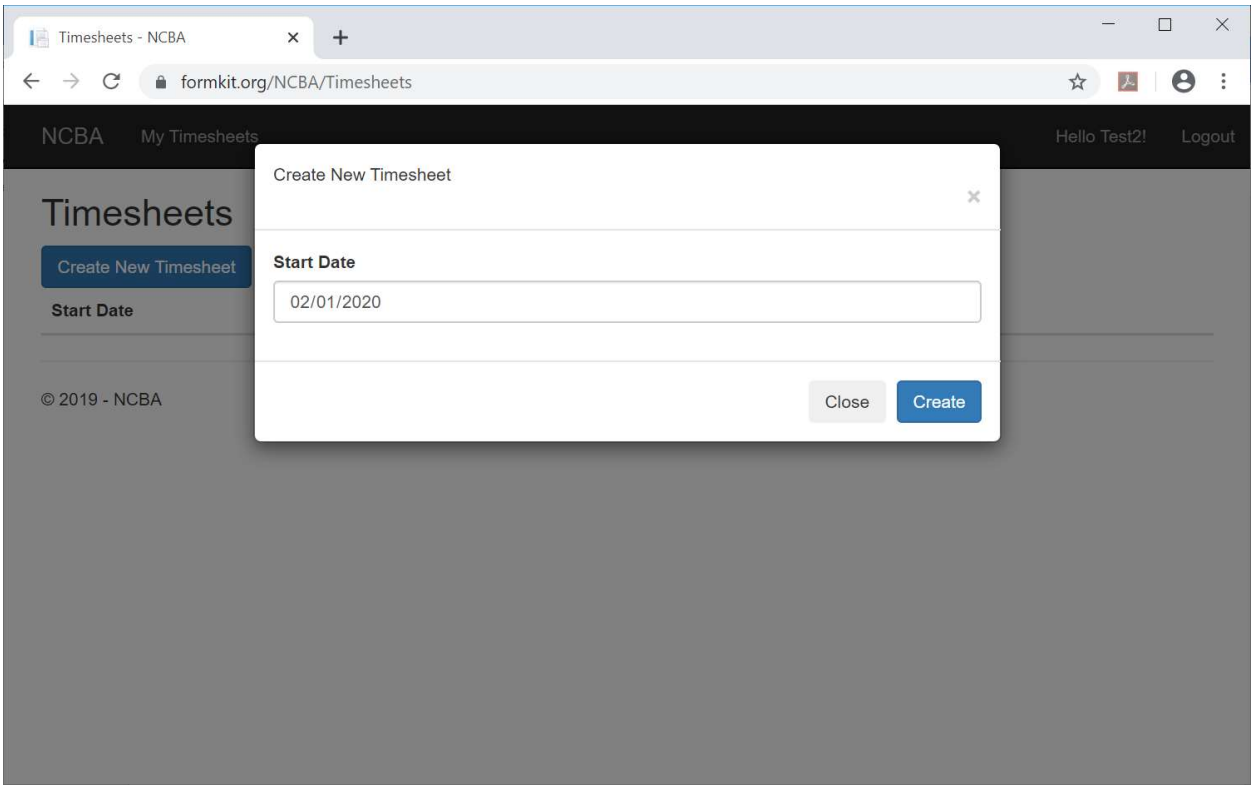
My Timesheets

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.



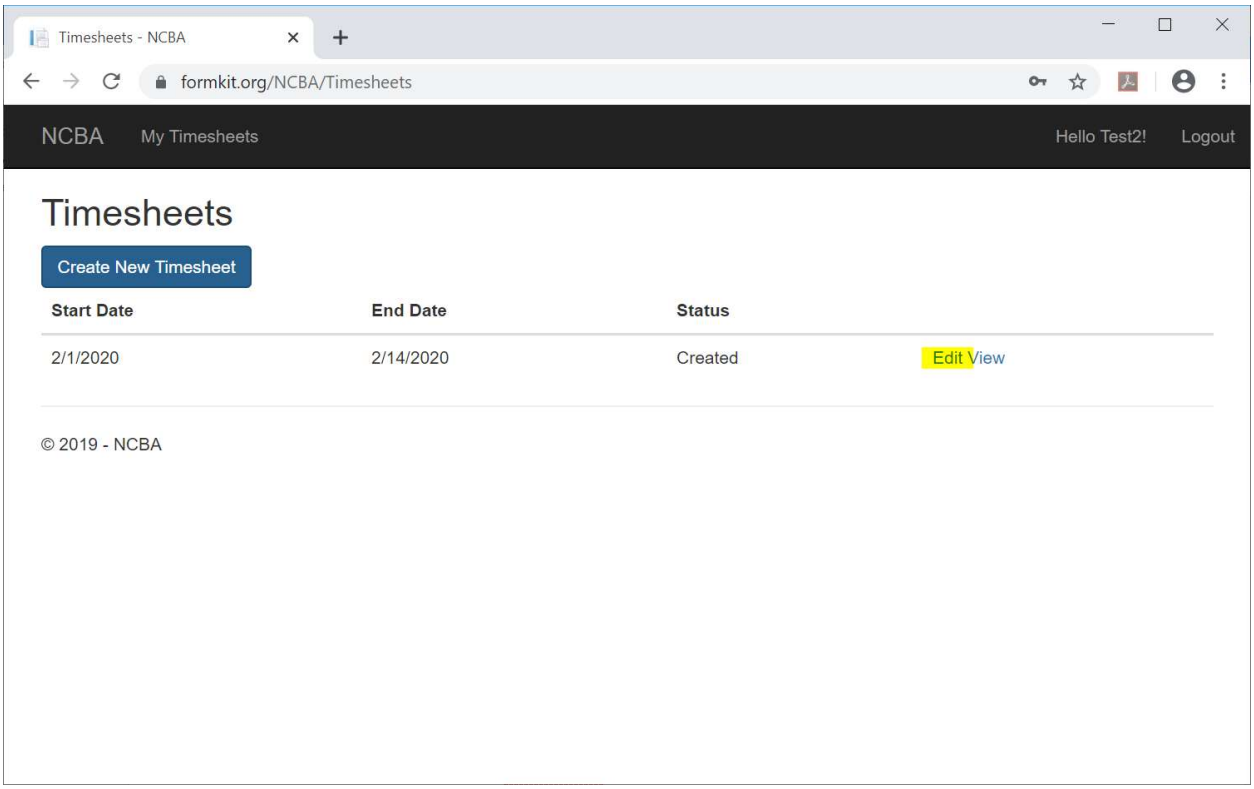
Add New Timesheet

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.



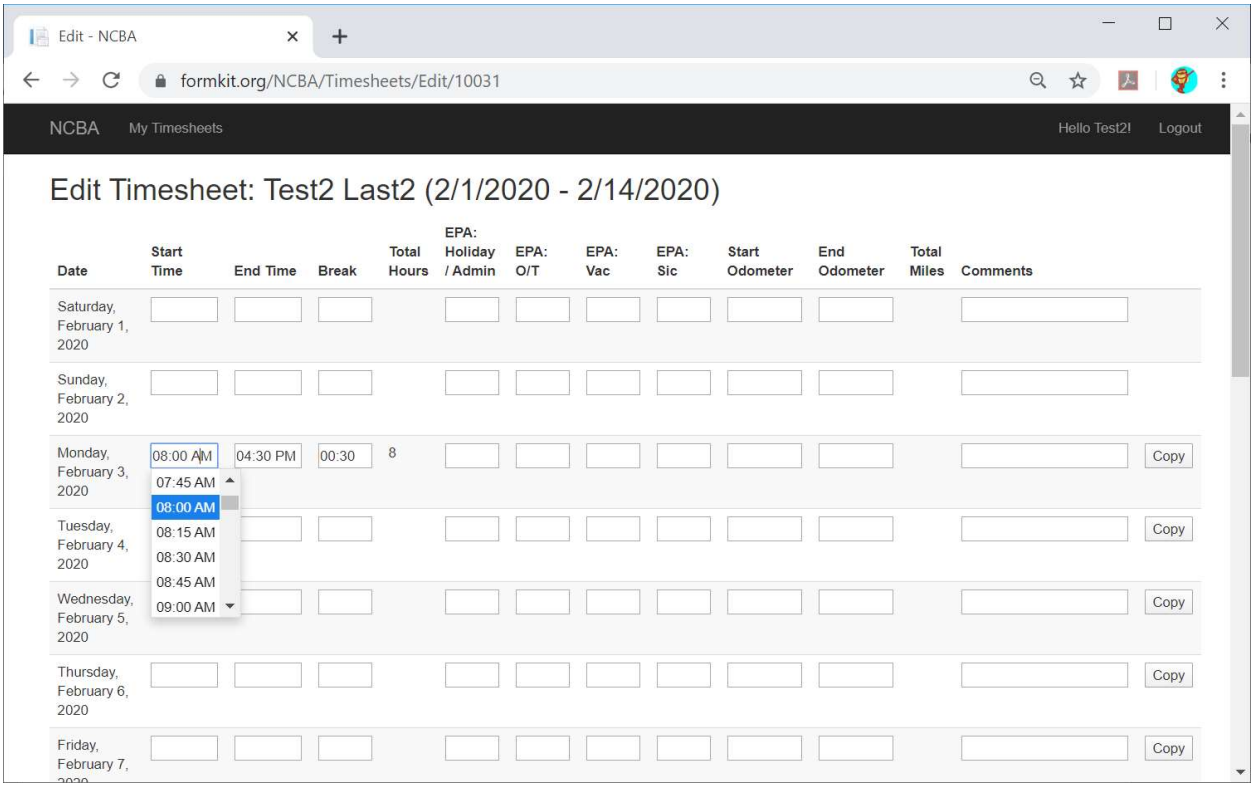
Edit Timesheet

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.

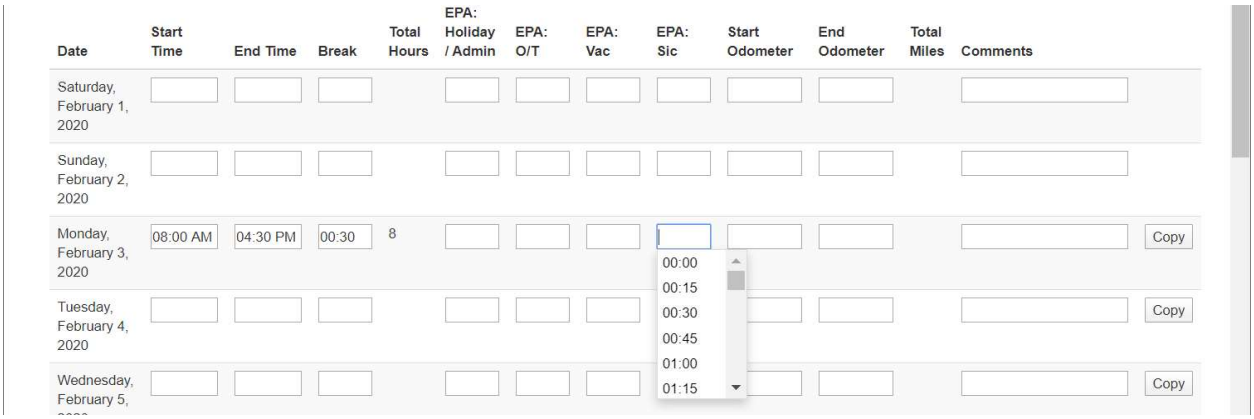


Within the 'Edit Timesheet' page, you have the ability to enter your timesheet information for each day of the timesheet period.

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.



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.



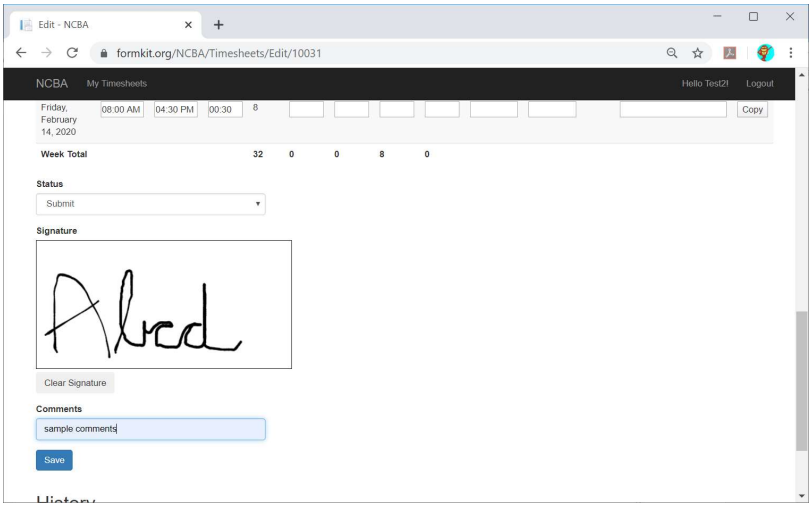
For each day and week, the system will calculate daily and weekly totals.

Copy

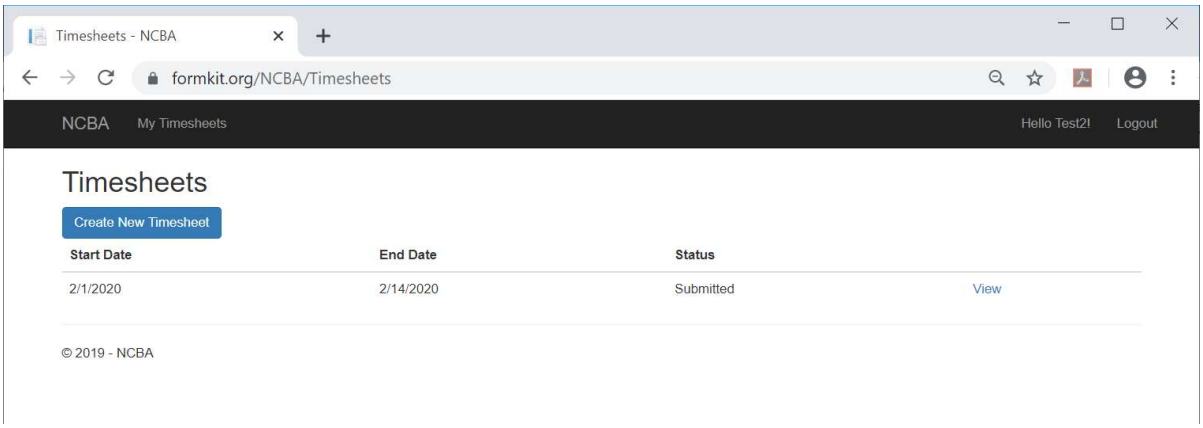
Starting on the first Monday within the timesheet period there is a 'Copy' button which will copy the timesheet information for that given day to the remaining week days of the reporting period.

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.

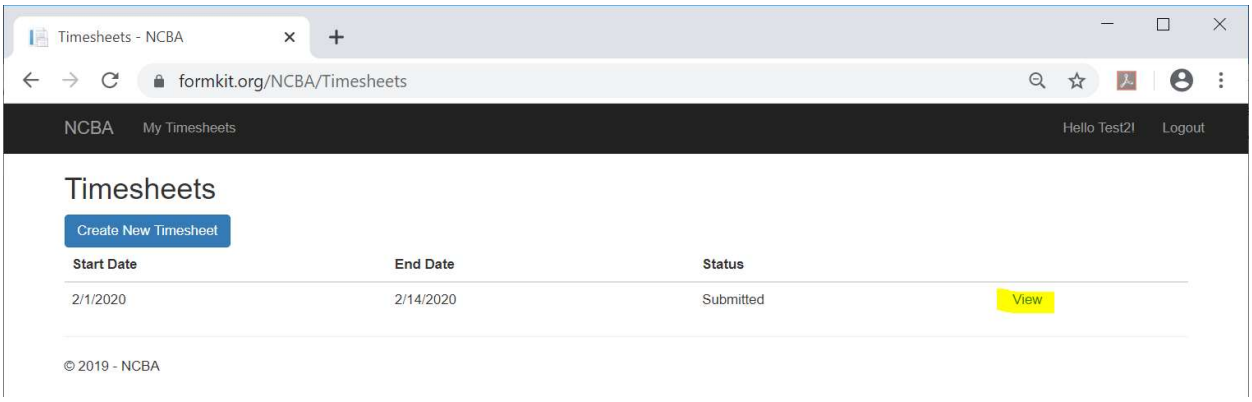


After the timesheet is Submitted, you will be redirected back to the 'My Timesheets' page which will allow you to see your new submitted timesheet. Additionally, the monitor will be emailed altering them of a new timesheet to review.

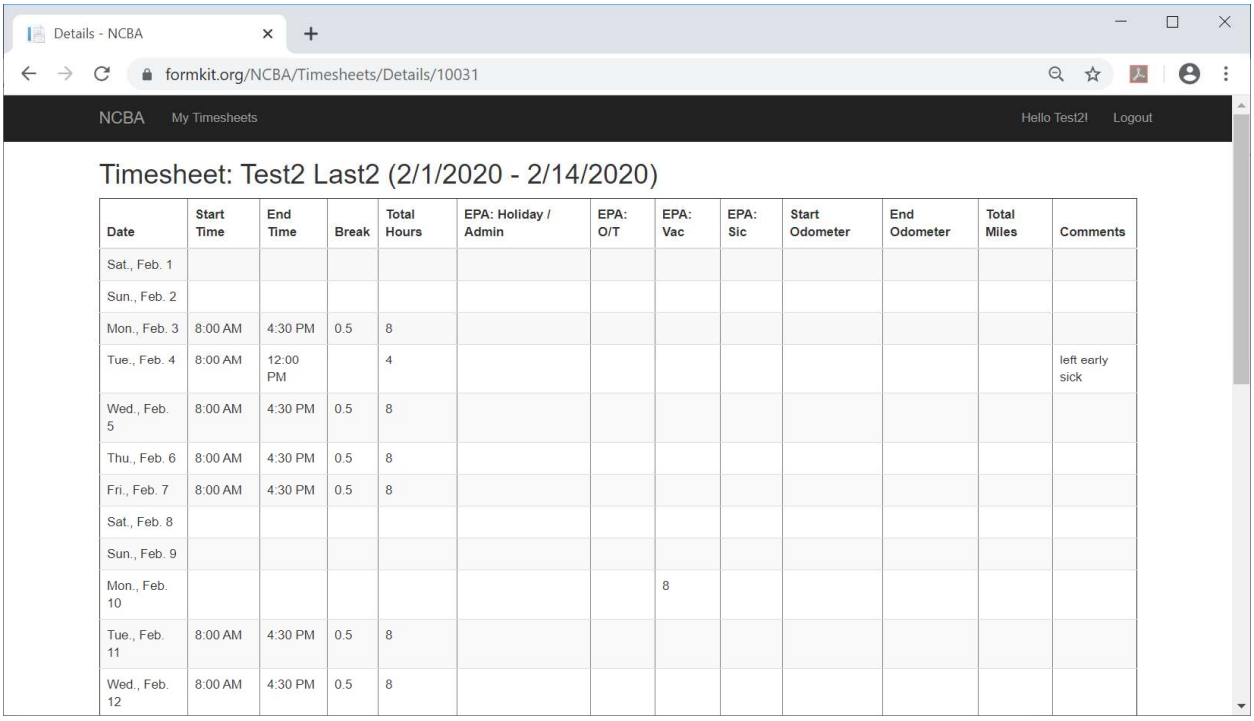


View Timesheet

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



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



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

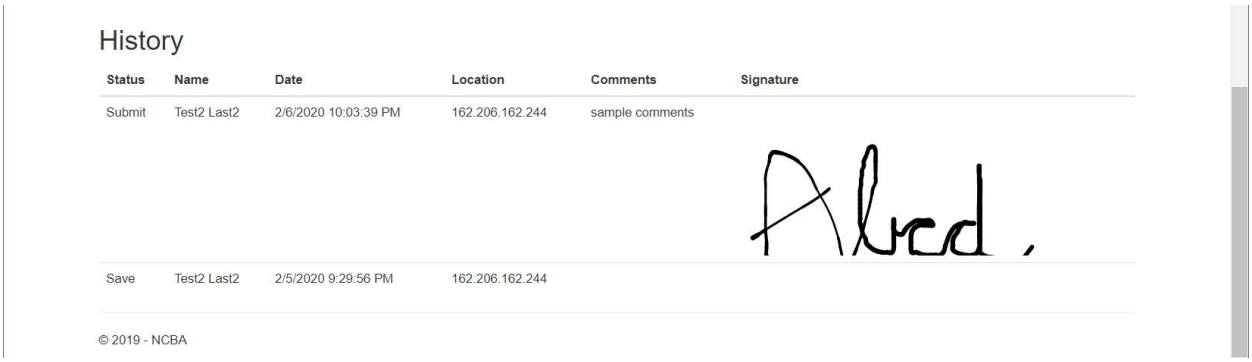
Near the bottom you will see a section for 'Payroll Office Use' which summarizes the timesheet reporting period.

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		

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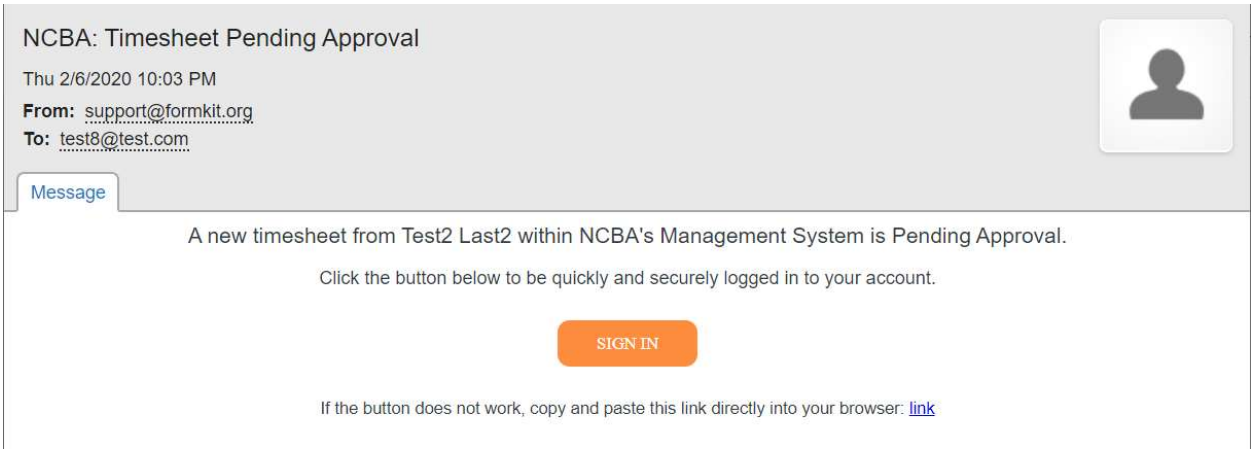
Monitor

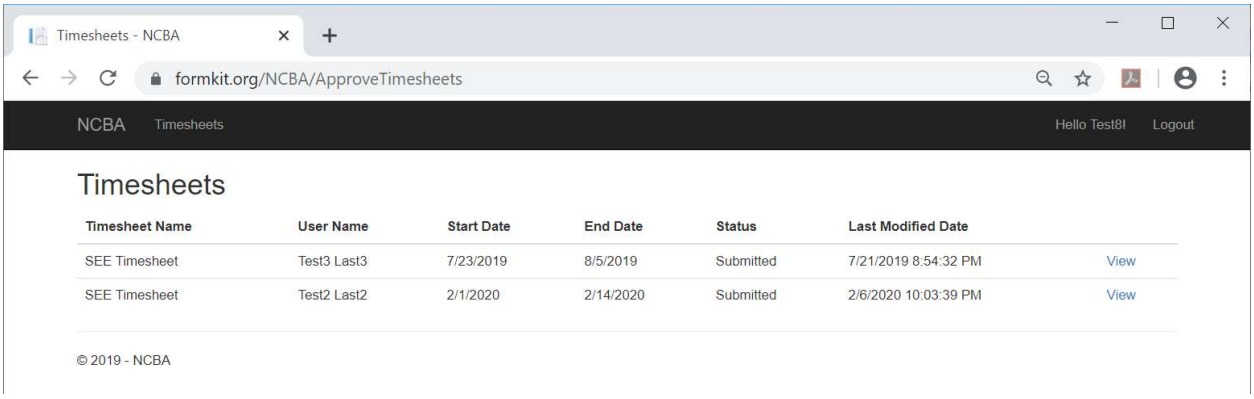
Notification to Review

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.



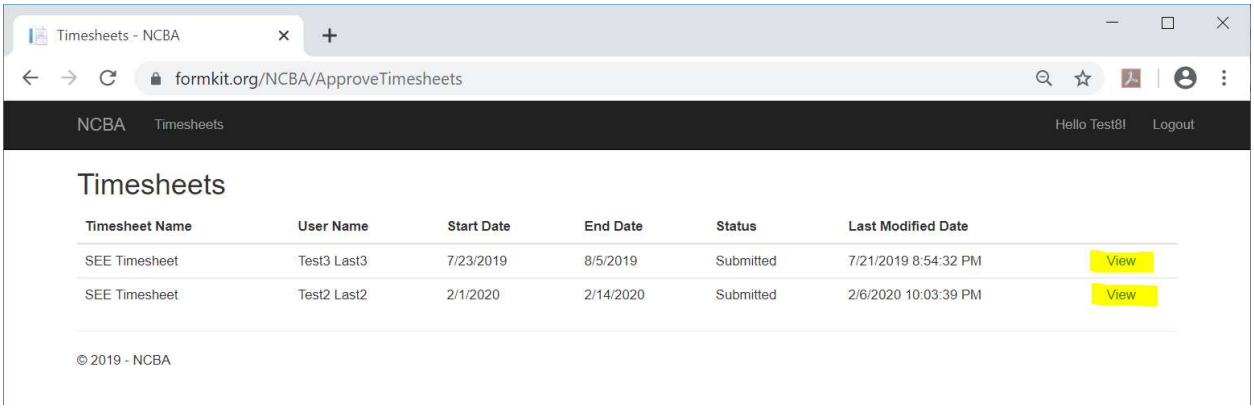
Timesheets

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.

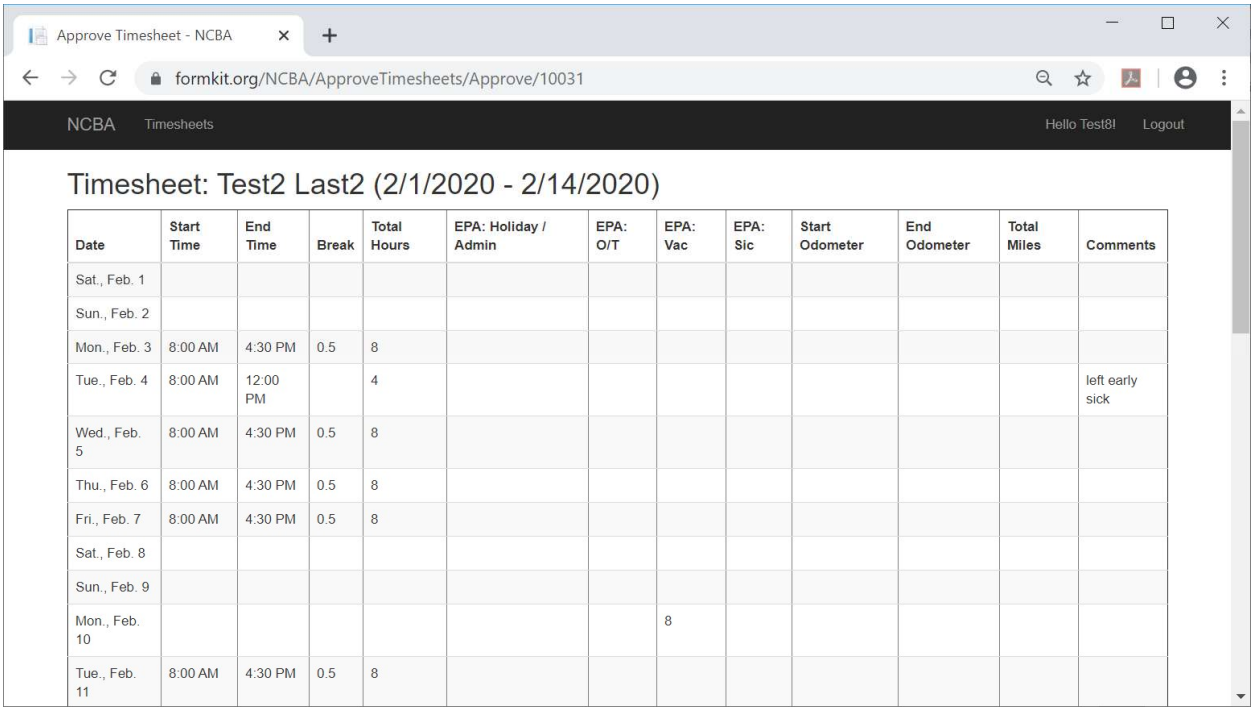


View

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



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



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
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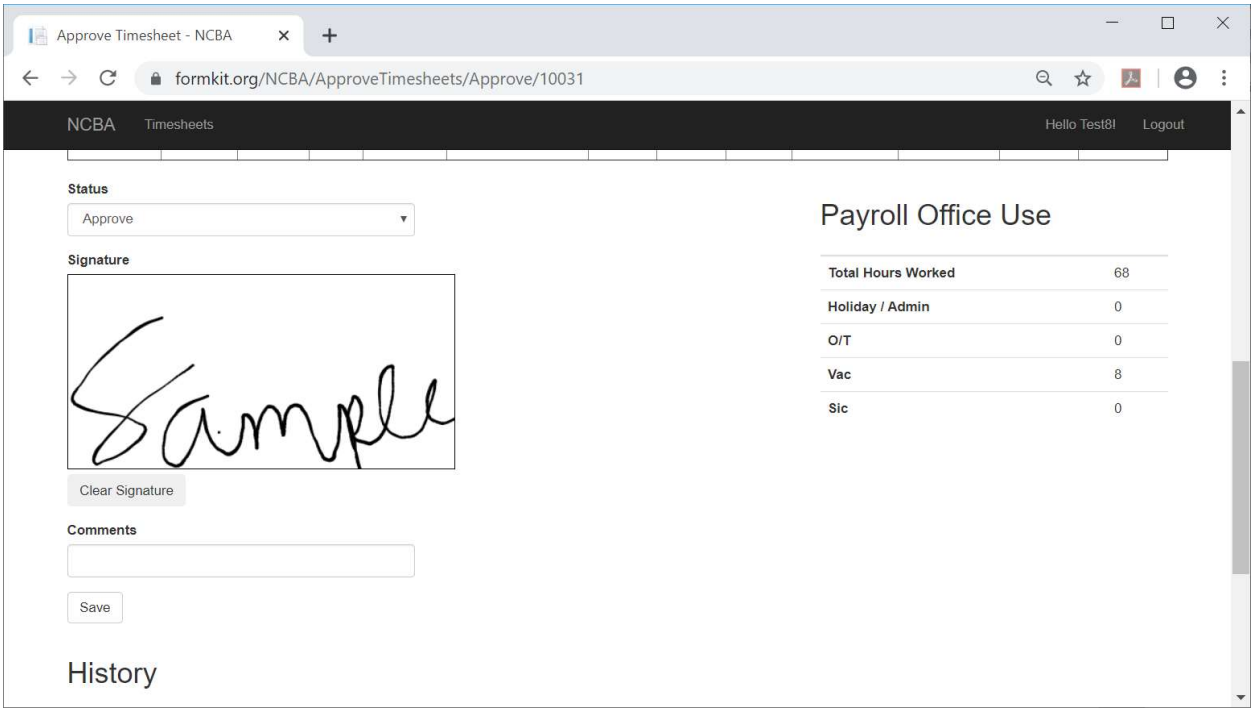
Sun., Feb. 9												
Mon., Feb. 10							8					
Tue., Feb. 11	8:00 AM	4:30 PM	0.5	8								

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.



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

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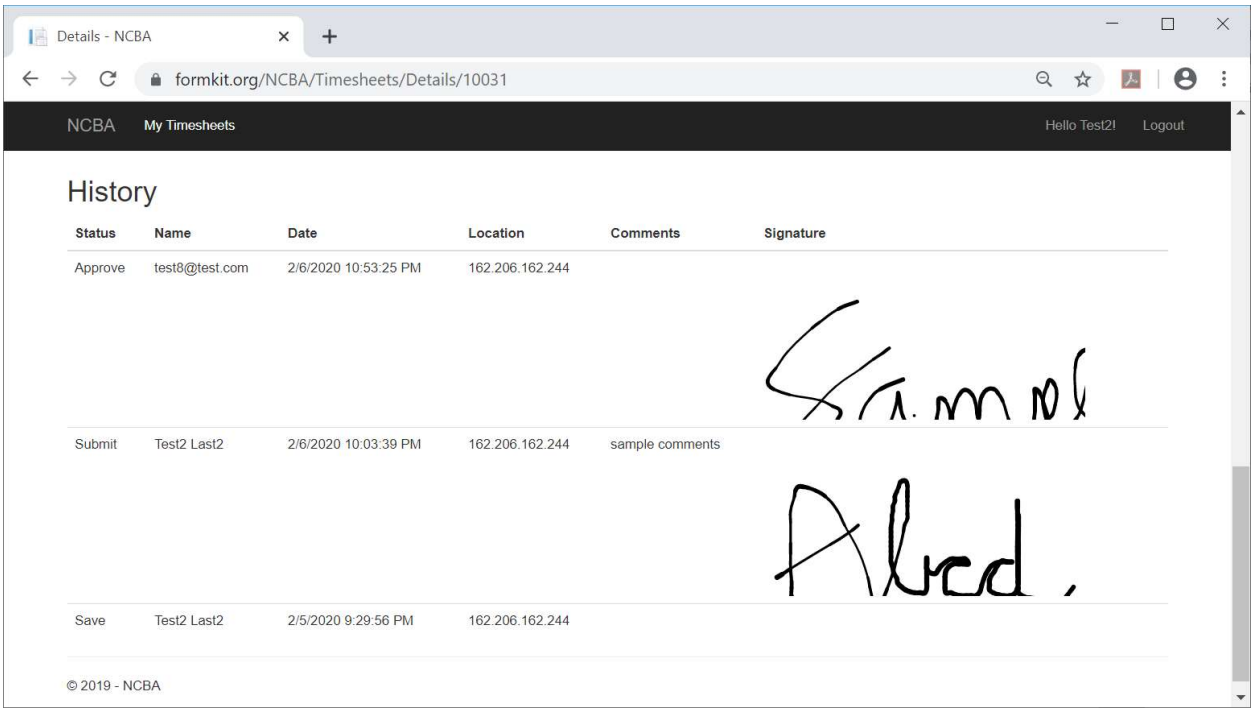
Payroll Office Use

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

History

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