# IQNavigator8

## Create & Submit Timecards/Timecard Adjustments via Supplier

*The intent of this job aid is to highlight key steps required in creating and submitting a timecard; modifying a saved or rejected timecard; and adjusting approved timecards in the N3M Workforce System. Once a non-3M worker's assignment has started and has become effective; timecards can be submitted for approval. The Supplier Accounting Representative (SAR) has the ability to submit timecards on behalf of their non-3M workers.*

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

### Create & Submit Timecard:

**1** Under **Time/Expense** tab choose the Create Timecard sub-menu link.
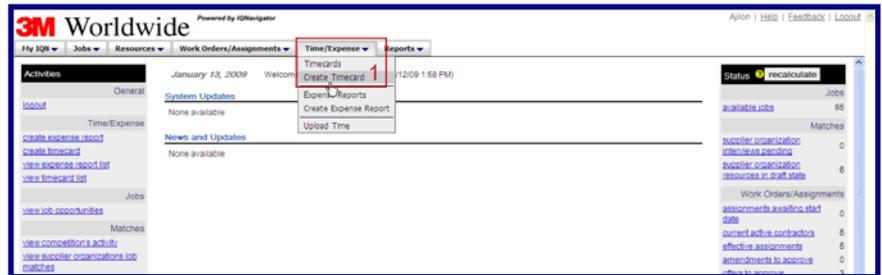


**2** Choose to enter the timecard by resource name or by organization, select the appropriate radio button next to either option.



### Create Timecard by Resource Name:



**1** To enter time for a non-3M worker by resource name, enter the non-3M worker's last name or first letter of last name in the non-3M worker's last name field.

**2** Select the weekending date from the calendar button or enter it manually.

*(Note: the system will automatically round to the nearest weekending date.)*

**3** Click the checkbox if you only want to view a list of non-3M workers that have not entered a timecard for that weekending date. Uncheck that box to view all non-3M workers even if they have submitted a timecard.

**4** Select the non-3M worker you wish to submit time for from the drop-down field.

**5** Select the **continue** button.

If you have questions or require assistance with the new application please call the IQNavigator Customer Service Desk at 1-877-706-4394 or send an e-mail to iqcustomerservice@iqnavigator.com.

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**6** The 'Timecard' screen will populate. Verify the resource name and timecard dates and enter any general comments regarding the timecard in the comments field.

**7** Select the appropriate **Rate Identifier** for the hours allocated.

**8** Select the appropriate **Cost Allocation Code(s)** for the hours allocated.

*(Note: The Cost Allocation Codes are the buyer organization's accounting charge codes.)*

**9** Enter the non-3M worker's hours into the columns for the corresponding expenditure days. You can also enter any comments regarding each week worked.

*(Note: As hours are entered, the 'Totals' column will populate.)*

**10** If available, hours may be allocated against different cost allocation codes (CAC's) by selecting the **insert** button. This will add an additional line and different CACs can be selected for time worked on different projects.

**11** To delete an unused or unwanted line, click delete**.**

**12** Select the **submit** button from the top or bottom of the timecard entry screen and then a timecard confirmation will be presented. The timecard can also be saved to modify and submit at a later date by clicking on the **save** button.

*(Note: Once a timecard has been submitted, the non-3M worker can 'retract approval request' before it has been approved or rejected to make changes to the timecard. Once a timecard is submitted, automatic email notifications will be routed to the appropriate approver(s). Once approved or rejected, an email confirmation of this event will be generated. If rejected, the timecard will be available to modify & re-submit for approval.)*

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**Create Timecard by Organization:**

**1** To create timecards for multiple non-3M workers at the same time.

**2** Select the appropriate organization from the drop-down field next to Select Organization.

**3** Select the weekending date from the calendar button or enter it manually.

*(Note: the system will automatically round to the nearest weekending date.)*

**4** Select the **continue** button.

**5** The system will present a collapsed timecard entry screen for all the non-3M worker(s) that have valid assignments for the organization & week ending date selected.

**6** Select the **'+'** symbol next to a resource name to expand and view the timecard entry section per non-3M worker. Or select the **expand all** button to enter time for all non-3M workers.

**7** The 'Timecard' screen will populate. Verify the resource name and timecard dates and enter any general comments regarding the timecard in the comments field.

**8** Select the appropriate **Rate Identifier** for the hours allocated.

**9** Select the appropriate **Cost Allocation Code(s)** for the hours allocated.

*(Note: The Cost Allocation Codes are the buyer organization's accounting charge codes.)*

**10** Enter the non-3M worker's hours into the columns for the corresponding expenditure days. As well you can enter any comments regarding each week worked.

*(Note: As hours are entered, the 'Totals' column will populate.)*

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**11** Hours may be allocated against different cost allocation codes (CAC's) by selecting the **insert** button. This will add an additional line and different CACs can be selected for time worked on different projects.

**12** To delete an unused or unwanted line, click **delete**.

**13** Select the **submit** button from the top or bottom of the timecard entry screen and then a timecard confirmation will be presented. The timecard can also be saved to modify and submit at a later date by clicking on the **save** button.

*(Note: Once a timecard has been submitted, the non-3M worker can 'retract approval request' before it has been approved or rejected to make changes to the timecard. Once a timecard is submitted, automatic email notifications will be routed to the appropriate approver(s). Once approved or rejected, an email confirmation of this event will be generated. If rejected, the timecard will be available to modify & re-submit for approval.)*

**View Timecard List:**

**1** Under **Time/Expense** choose the Timecards sub-menu link.

**2** Search and filter for a timecard/timecard adjustment by selecting the Search and Filter (timecards & timecard adjustments) hyperlink. From the Criteria 1 drop-down field, choose a value to search by. From the filter drop down, select the appropriate status. Next to the Actions row, click the **search** button.

**3** To **print**, **view**, or **view history** for a timecard/timecard adjustment, select the applicable action in the Action column drop-down menu on the right hand side of the screen, then select the **blue go arrow** button. The **modify** and **adjust** actions will also appear in the drop-down menu for those timecards that are in a status to be modified or adjusted.

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**odify a Timecard:** *(Note: Only timecards in the Under Development or Rejected statuses may be modified.)*

**1** Under the **Time/Expense** tab choose the Timecards sub-menu link.

**2** To modify a timecard, select the timecard number hyperlink –OR- from the Action column drop down menu, select 'modify', and then click the **blue go arrow** button.

*(Note: The timecard entry screen for the timecard will appear. Follow the remaining steps from the 'Create & Submit Timecard' section of this job aid.)*

**Timecard Adjustment:** *(Note: Only previously submitted and approved timecards may be adjusted.)*

**1** Under the **Time/Expense** tab choose the Timecards sub-menu link.

**2** To adjust a timecard, select the Timecard Number hyperlink -OR- from the Action column drop-down menu, select **adjust**, and the **blue go arrow** button. The timecard entry screen for the timecard will appear.

**3** To add an adjustment, click the **adjust** button in the left hand column. To add an additional editable line to any specific date, select the **insert** button.

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**4** Once you click on 'adjust' new boxes will appear. Enter the adjusted time worked each day. The adjusted hours input will completely override the previous hours approved. The user will be able to see the change in hours in bold below the entry fields.

**5** Once the adjustment is complete, select the **submit** button and a timecard confirmation will be presented. The timecard adjustment can also be saved by clicking the **save** button to modify and submit at a later date.

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