

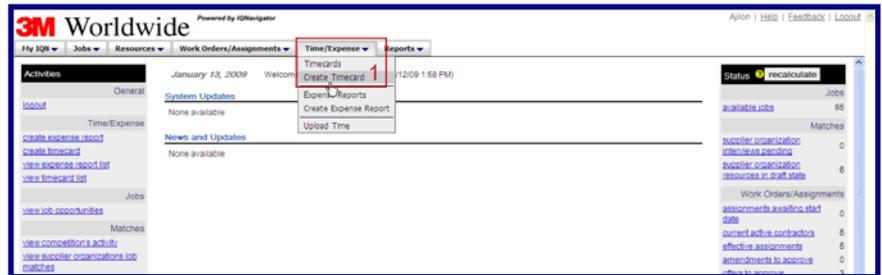
## Create & Submit Timecards/Timecard Adjustments via Supplier

*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.



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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.)*

Rate Identifier	CAC 1	CAC 2	Sun	Mon	Tue	Wed	Thu	Totals
Regular Hours	100009Aberdeen OH&ES 00001100009 EP Occup Health & H.Safety, SecuritSS1234		0	0	0	0	0	0

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- 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.
- To delete an unused or unwanted line, click **delete**.
- 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:

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

Timecard Number	Timecard Type	Total Timecard Cost	Resource Name	Weekending Date	Total Timecard Hours	Timecard Approver	Last Modified	Status	Action
T.A718277-0	Timecard	USD 1586.40	Reporting, Time	12/20/08	40	MEADHER, ERIN	12/10/08 1:10 PM	Rejected	cancel
T.A718214-0	Timecard	USD 294.48	1, Invoice Tester	10/09	18	3M Super User, Nicholas	10/09 2:58 PM	Approved	print
T.A718214-1	Timecard Adjustment	USD 261.76	1, Invoice Tester	10/09	15	3M Super User, Nicholas	11/10/09 11:43 PM	Approved	print
T.A718214-2	Timecard Adjustment	USD 310.83	1, Invoice Tester	10/09	18	3M Super User, Nicholas	11/10/09 11:43 PM	Approved	print
T.A718221-0	Timecard	USD 211.82	1, Invoice Tester	1/10/09	2	3M Super User, Nicholas	10/09 12:31 AM	Approved	print
T.A718242-0	Timecard	USD 39.24	2, Invoice Tester	10/09	6	3M User, Nicholas	11/20/09 8:52 PM	Approved	print
T.A718253-0	Timecard	USD 39.24	2, Invoice Tester	1/10/09	6	3M Super User, Nicholas	11/20/09 8:52 PM	Approved	print
T.A718261-0	Timecard	USD 3292.00	Elway, John	1/10/09	40	Stewart, Pamela	11/30/09 10:47 AM	Approved	adjust

If you have questions or require assistance with the 1-877-706-4394 or send an

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**Modify 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 Number AY	Timecard Type AY	Total Timecard Cost AY	Resource Name AY	Upload Time Date AY	Timecard Hours AY	Timecard Approver	Last Modified	Status AY	Action
T.A718184.0	Timecard	USD 3747.60	Reed, Donna	12/13/08	60	✓ Lemke Ebenhoch, Tara	1/6/09 2:09 PM	Approved	print
T.A718184.1	Timecard Adjustment	USD 3123.00	Reed, Donna	12/13/08	60	✓ Lemke Ebenhoch, Tara	1/7/09 11:59 AM	Approved	print
T.A718186.0	Timecard	USD 2686.78	Reed, Donna	12/23/08	43	✓ Lemke Ebenhoch, Tara	1/6/09 2:03 PM	Approved	print
T.A718188.0	Timecard	USD 3747.60	Reed, Donna	1/3/09	60	✓ Lemke Ebenhoch, Tara	1/6/09 1:49 PM	Approved	print
T.A718209.0	Timecard	USD 2331.84	Shepard, Derrick	1/3/09	42	✓ Sposeep, Eric	1/7/09 9:23 AM	Approved	print
T.A718209.1	Timecard Adjustment	USD 2248.66	Shepard, Derrick	1/3/09	40.6	✓ Sposeep, Eric	1/7/09 9:56 AM	Approved	print
T.A718222.0	Timecard	USD 2331.84	Big, Bird	1/3/09	42	Sposeep, Eric	1/13/09 5:17 AM	Approval Pending	print
T.A718243.0	Timecard	USD 1318.60	Black, Jack	1/10/09	38	✓ Lemke Ebenhoch, Tara	1/11/09 4:38 PM	Approved	print
T.A718243.1	Timecard Adjustment	USD 1214.60	Black, Jack	1/10/09	36	Lemke Ebenhoch, Tara	1/15/09 10:16	Approval Pending	print
T.A718246.0	Timecard	USD 1388.00	Black, Jack	1/17/09	40	✓ Lemke Ebenhoch, Tara	1/11/09 8:54 PM	Approved	print
T.A718246.1	Timecard Adjustment	USD 1283.90	Black, Jack	1/17/09	37	Lemke Ebenhoch, Tara	1/15/09 10:16	Approval Pending	print
T.A718249.0	Timecard	USD 1179.80	Black, Jack	2/14/09	34	Lemke Ebenhoch, Tara	1/12/09 10:17	Approval Pending	print
T.A718241.0	Timecard	USD 1943.48	Contractor, 9	1/10/09	28		1/16/09 10:40 AM	Under Development	2 modify

**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.

Timecard Number AY	Timecard Type AY	Total Timecard Cost AY	Resource Name AY	Upload Time Date AY	Timecard Hours AY	Timecard Approver	Last Modified	Status AY	Action
T.A718214.1	Timecard Adjustment	USD 261.76	1, Invoice Tester	1/3/09	15	✓ 3M Super User, Nicholas	1/11/09 11:43 PM	Approved	print
T.A718214.2	Timecard Adjustment	USD 310.83	1, Invoice Tester	1/3/09	18	✓ 3M Super User, Nicholas	1/11/09 11:43 PM	Approved	print
T.A718211.0	Timecard	USD 21.82	1, Invoice Tester	1/10/09	2	✓ 3M Super User, Nicholas	1/6/09 12:31 AM	Approved	print
T.A718232.0	Timecard	USD 39.24	2, Invoice Tester	1/3/09	6	✓ 3M User, Nicholas	1/12/09 8:52 PM	Approved	print
T.A718233.0	Timecard	USD 39.24	2, Invoice Tester	1/10/09	6	✓ 3M User, Nicholas	1/12/09 8:52 PM	Approved	print
T.A718261.0	Timecard	USD 3292.00	Elway, John	1/10/09	40	✓ Stewart, Pamela	1/13/09 10:47 AM	Approved	adjust
T.A718262.0	Timecard	USD 1975.20	Elway, John	1/3/09	24	✓ Stewart, Pamela	1/13/09 10:57 AM	Approved	2 adjust

- 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.

Rate Identifier	CAC 1	CAC 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals	Comment	
Regular Hours	100016.Aberdeen OH&ES_00001.3M Company EP Occup Health & H Safety, Secur01T2M100-100016		12/29/08	12/29/08	12/30/08	12/31/08	1/1/09	1/2/09		8	8	24
Totals			0	0	0	0	8	8	8	24		

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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.

The screenshot shows the '3M Worldwide' interface with the following details:

- Resource:** Erway, John
- Assignment:** IT Usability Specialist (828717)
- Date Range:** 12/28/08-1/3/09
- Status:** Under Development
- Buyer Organization:** 3M US
- Hiring Manager:** Stewart, Pamela
- Job Title:** IT Usability Specialist

Rate Identifier	Rate	Day	Hours	Totals	Comment
Regular	100015.Aberdeen OH&ES 00001.3M Company EP Occup	Sun 12/28/08			
Hours	Health & H.Safety_Securt0172M100-100015	Mon 12/29/08			
		Tue 12/30/08			
		Wed 12/31/08			
		Thu 1/1/09	10	10	Change to Hours: 2
		Fri 1/2/09	8	18	
		Sat 1/3/09	8	26	Change to Hours: 2
<b>Totals</b>				26	