



CONSULTANT ADMINISTRATOR AND EMPLOYEE USER MANUAL

**Full Service - On-Call - Materials Acceptance
and
Temp Tech**

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Consultant & Sub Consultant Administrator

Full Service - On-Call – Materials Acceptance Home Page

This document is to be used by the Consultant & Sub-Consultant Administrator and Consulting Firm Employee to Prepare, Edit, and Submit timesheets, invoices and expenses as defined in the Construction Contract. This manual applies to Full Service, On-Call, Materials Acceptance and Temp Tech. The only difference is that Job Postings are show on the Temp Tech Home Page once signed in.

To get started go to the Construction Group Home Page <http://adotnet/divisions/itd/construction/index.asp> then click on the “ADOT Consulting Invoicing Home Page”.

The Home Page for **Full Service, On-Call and Materials Acceptance** shows alert messages for Invoices returned by ADOT or for Consultant Employees submitted timesheets.

The screenshot displays the ADOTNet Consultant Invoicing Home Page. The page features a navigation menu with 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. Below the menu, there is a 'Welcome' message for Larry Lambert (C0389) | ConsultantAdmin. The main content area is titled 'Alert Messages' and contains an 'Invoice Alerts' section with a table showing 'No invoice returned from ADOT Administrator.' Below this is an 'Employee Submitted Timesheet Alerts' section with a table listing employee timesheet data.

Contract No	Invoice No	Start Date	End Date	Status	Returned On	Comments
No invoice returned from ADOT Administrator.						

WeekEndingDt	Employee	Tech Class	Total RTHrs	Total OTHrs	Total Expense (\$)	View	Approve/Disapprove
04/02/2010	Howard,Brian	RESIDENT ENGINEER(T2)	40.00	0.00	51.12	View	Approve/Disapprove
04/09/2010	Howard,Brian	RESIDENT ENGINEER(T2)	40.00	0.00	51.50	View	Approve/Disapprove
04/16/2010	Radke,Jim	TR ENGRG SPECIALIST(S9)	8.00	0.00	157.04	View	Approve/Disapprove
04/16/2010	Folk,Christina	TR CONST TECH III(S6)	27.50	0.00	0.00	View	Approve/Disapprove
04/16/2010	Howard,Brian	RESIDENT ENGINEER(T2)	40.00	0.00	151.06	View	Approve/Disapprove
04/16/2010	Albanesius,Kath	TR CONST TECH III(S6)	40.00	0.00	714.70	View	Approve/Disapprove
04/16/2010	Guerfin,Joseph	Sr Resident Engineer(T3)	18.00	0.00	178.94	View	Approve/Disapprove
04/16/2010	Zinker,Edward	TR CONST TECH V(S9)	40.00	0.00	810.57	View	Approve/Disapprove
04/16/2010	Ward,Lila	TR CONST TECH III(S6)	32.00	0.00	222.27	View	Approve/Disapprove
04/16/2010	White,Lee	TR CONST TECH III(S6)	26.00	0.00	169.83	View	Approve/Disapprove

Click **"View"** to display the time sheet entries in Read Only mode.

- 1) The Hourly Mileage rate will be displayed in the actual mileage column
- 2) The Personal Mileage rate and Company car mileage rate are per contract and effective by the time sheet week ending date.

Employee: **Bowser, Michelle** Tech Class: **Project Manager(PM)** Company Name: **Julio Construction**
 ADOT Representative: **Julio Alvarado** Project No: **test Prj Nbr**

Week Ending: 01/15/2010					01/09/2010	01/10/2010	01/11/2010	01/12/2010	01/13/2010	01/14/2010	01/15/2010			
			Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			
Tracs No.	Org No.	CEMS Code	RT Hrs	OT Hrs	RT	OT	RT	OT	RT	OT	RT	OT		
H239001C	4020	6123	9.00	1.00				9.00	1.00					
No Work Day					X	X		X	X	X	X			
Total Regular Hours			9.00					9.00						
Total Over Time Hours				1.00				1.00						
Reason for over time:			test reason											
Tracs No.	Org No.	CEMS Code	Personal Car Miles	Personal Car Mileage \$0.435/mile	Company Car Miles	Company Car Mileage \$0.430/mile	Actual Mileage Cost \$	Vehicle Lease \$	Lodging \$	Meals \$	Telephone \$	Misc. Expenditure \$		
H239001C	4020	6123												
Grand Total			0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle (Company Lease - \$600/mo. Max.)														
Per Diem (Lodging) (Long Term - \$19/day) (Short Term - ADOT Policy)														
Per Diem (Meals) (Long Term - \$20/day) (Short Term - ADOT Policy)														

[Close](#)

NOTES:

- **Approving a time sheet requires at least one editable invoice – (Refer to Add/Edit Invoice section for more details on how to Add/Edit an Invoice)**
- **To view what employees have entered, use the View Button.**
- **For more details – Refer to "View Time Sheet "section**

Temp Tech Home Page

ADOTNet

SEARCH [] Go

ADOTNet Home Page

Construction Group
CONSULTANT INVOICING

Home Invoice & Timesheets Reports Contact ADOT

Welcome Larry Lambert (C0389) | ConsultantAdmin

LogOut

Alert Messages

Invoice Alerts

Contract No Invoice No Start Date End Date Status Returned On Comments

No invoice returned from ADOT Administrator.

Employee Submitted Timesheet Alerts

Contract: 10-02TT (Temp-Tech) - PrimeConsultant Consultant Firm: PrimeConsultant Consultant Employee: Select

WeekEndingDt Employee Tech Class Total RTHrs Total OTHrs Total Expense (\$)

No employee submitted timesheet available.

Job Posting(s)

Job Posting No	District	Function	Grade	Duration	Start Date	Posted Date	Filled Date	
430	Phoenix	Office	S5	1 Year(s)	07/19/2010	07/12/2010		View Details
429	Prescott	Inspection	S6	90 Days	07/12/2010	07/07/2010	07/09/2010	View Details
428	Phoenix	Inspection	S6	9 Month(s)	07/12/2010	07/06/2010	07/08/2010	View Details
427	Phoenix	Inspection	S6	9 Month(s)	07/12/2010	07/06/2010	07/08/2010	View Details
426	Prescott	Inspection	S5	90 Days	07/06/2010	06/22/2010	06/24/2010	View Details
425	Prescott	Inspection	S8	90 Days	07/06/2010	06/22/2010	06/24/2010	View Details
424	Prescott	Inspection	S6	90 Days	07/06/2010	06/22/2010	06/24/2010	View Details
423	Prescott	Inspection	S7	90 Days	06/28/2010	06/21/2010	06/22/2010	View Details
422	Flagstaff	Inspection	S6	6 Weeks	06/18/2010	06/17/2010	06/21/2010	View Details
421	Flagstaff	Inspection	S6	6 Weeks	07/06/2010	06/17/2010	06/24/2010	View Details

1 2 3

- 1) Select **“View Details”** and you will be able to download and view the Job Posting details

NOTES:

- If your contract is not listed in the system contact the ADOT Administrator

Job Postings Detail (Temp Tech Contracts Only)

(SAMPLE LISTING JOB DESCRIPTION OF A JOB POSTING)

ARIZONA DEPARTMENT OF TRANSPORTATION REQUEST FORM

District: Holbrook

From: Sue Bingham

Date of Request: 2/1/10

Request Made By: XZY

Report To: Sue XZY

Address: 2407 E Jones Street

Org: 8740

Phone: 928.524.5485

Classification: S5

Certifications: Soils and Agg Lab, Asphalt Lab

Type of Work: Materials Testing (Marshalls, Rices, Gyros, SEs, Gradations, Proctors, Unc. Voids) – some repetitive heavy lifting required

Misc. Req. (Computers, etc.): FAST experience preferred / ADOT Rent-a-Tech time accounting proficiency required / Leadership skills / Ability to work independently

Start Date: 4/1/10

Start Time: 8:00 am (may work 3-11 shifts later in the season)

Duration: 6.5 months

Vehicle required: yes

Phone required: yes

Per Diem: yes, if applicable

Tracs Number: H602501C, H706301C, H717901C, H717901C, H546001C, H681901C, H712101C, H753201C, H658601C, H775501C, HX19101C, HX12001C, HX11201C, H792401C

Call Out Name:

NOTES

- Job Posting details are only accessible to Consultant Administrators who have at least one temp tech contract assignment
- When ADOT Administrator adds a new Job Posting Temp Tech utilization Consultant Administrators will get an email.

New Features - (Prime Consultant)

- **Moving Approved Timesheets;** (in Edit Timesheet page)
 - Any approved timesheets in an editable invoice can now be moved to any other editable invoice.
 - If the timesheet was an employee submitted one and if you have approved it to an invoice after this install, it can also be moved back to the approval queue (Home page).
 - The move option is the new one added in this release

The screenshot shows the 'Edit Timesheet' page in the ADOTNet Consultant Invoicing system. The page is accessed via a Microsoft Internet Explorer browser. The URL is http://adotnetdev/Applications/ConsultantInvoicing_QA1/Consultant/Admin/EditTimesheet.aspx. The page features a navigation menu with 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' menu is expanded, showing 'Invoice', 'Timesheet', and 'Download'. The 'Edit Timesheet' page includes a 'Select & Edit' button, a dropdown for 'Invoice #' (set to '#1 (01/01/2010 To 01/31/2010)'), a dropdown for 'Consultant Firm' (set to 'PrimeConsultant'), and a dropdown for 'Employee' (set to 'Select'). Below these fields is a table with the following data:

WeekEndingDt	Employee	Tech Class	Total RTHrs	Total OTHrs	
01/08/2010	Prime,Employee1	TR CONST TECH II(S5)	40.00	0.00	View/Edit Print/Save Delete Move

At the bottom of the page, there are links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', and a copyright notice: '© Copyright Arizona Department of Transportation All Rights Reserved'.

- **Early Fixed Fee Reimbursement;** (in Create/Edit Invoice page, and applicable only for full-serve and on-call contract.)
 - Full-service and on call invoices can have a particular consultant firm and/or a particular TRACS ending with any invoice.
 - By doing that, any remaining fixed fee portion can be reimbursed for the selected firm and TRACS even before the last invoice for the contract.
 - The ability to choose the last invoice option for any consultant and any TRACS has been added in this release.

Consultant Invoicing - Microsoft Internet Explorer provided by ADOT

http://adotnetdev/Applications/ConsultantInvoicing_QA1/Consultant/Admin/CreateEditInvoice.aspx

ADOTNet

Construction Group
CONSULTANT INVOICING

You have logged in as: Lambert, Larry (C0389) | ConsultantAdmin

Home Invoice & Timesheets Reports Contact ADOT

Invoice Timesheet Download

LogOut

Add or Edit Invoice

Manage Invoice Prime Consultant Firm PrimeConsultant Contract 10-01FS (Full-Service)

Add New Invoice

Start Date * 02/1/2010 End Date *
Percent Billed Percent Complete

Not for all TRACS

Select individual consultant firm and tracs, if ending with this invoice.

Last Invoice? Consultant Firm(s)
 PrimeConsultant
 SubConsultant

* indicates a required field Add

Existing Editable Invoice(s)

Invoice No	Start Date	End Date	Percent Billed (%)	Percent Complete (%)	Is Last Invoice?	Data Entry For
1	01/01/2010	01/31/2010	0.00	0.00	No	Edit Expense Percent

Privacy Statement | Contact ADOT | Contact ITG
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NEW Features - (Sub-Consultant)

- **“Contract Setup”**
 - Can be made – by entering/or importing budget, and expenses for full-service and on call contracts.
 - Employee rates can be entered for all contracts.
- **“Budget Summary Screen”**
 - Budgets can be imported or existing items can be saved

Contract: 10-01FS (Full-Service) - PrimeConsultant Consulting Firm: SubConsultant Tracs: H609701C

Current Budget Allocation

Total Direct Labor \$ *	345,600.00
Total Expense \$ *	7,800.00

Cost Plus Budget Items

Total Labor Overhead \$ *	432,000.00	Labor Overhead % *	125.00
Fixed Fee \$ *	1,000.00	Fixed Fee % *	10.00
Cost of Money \$ *	0.00	Cost of Money % *	0.00
Cost of Living \$ *	0.00	Cost of Living % *	0.00
Cost of Living Start Date *	1/1/2010	Cost of Living End Date	
Total Expense Overhead \$ *	0.00	Expense Overhead % *	0.00

Total Amount * 786,400.00
Effective Date * 1/1/2010

Note: Click Import without editing to keep the same budget values prime has with ADOT, or modify to override.
* indicates a required field

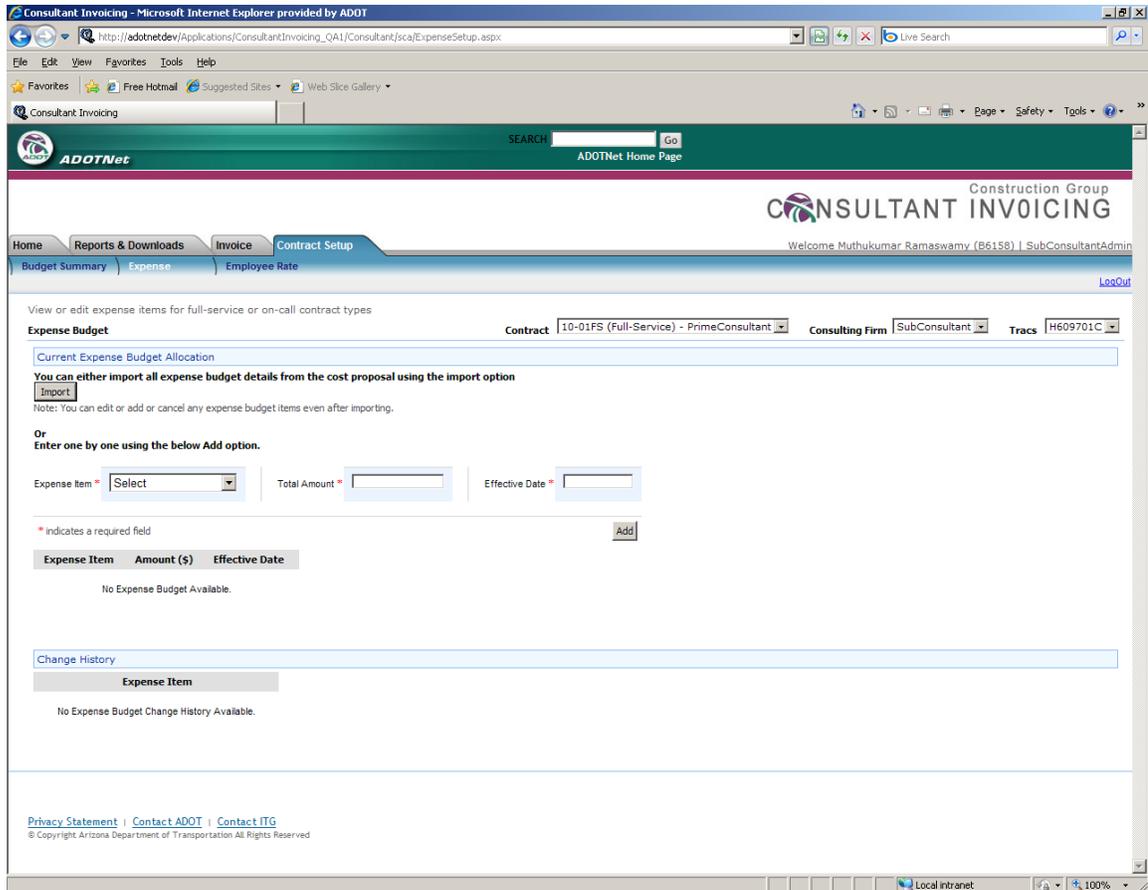
Change History

Total Contract Amount (\$)	Total Direct Labor (\$)	Total Expense Amount (\$)	Effective Date	Created By	Created Date	Modified By	Modified Date
No Change History Available.							

Last changed is displayed first.

- “Expense Items”

- Can be imported or entered manually one by one for each TRACS



- “Employee Rates”
 - Can be entered for each employee and TRACS number

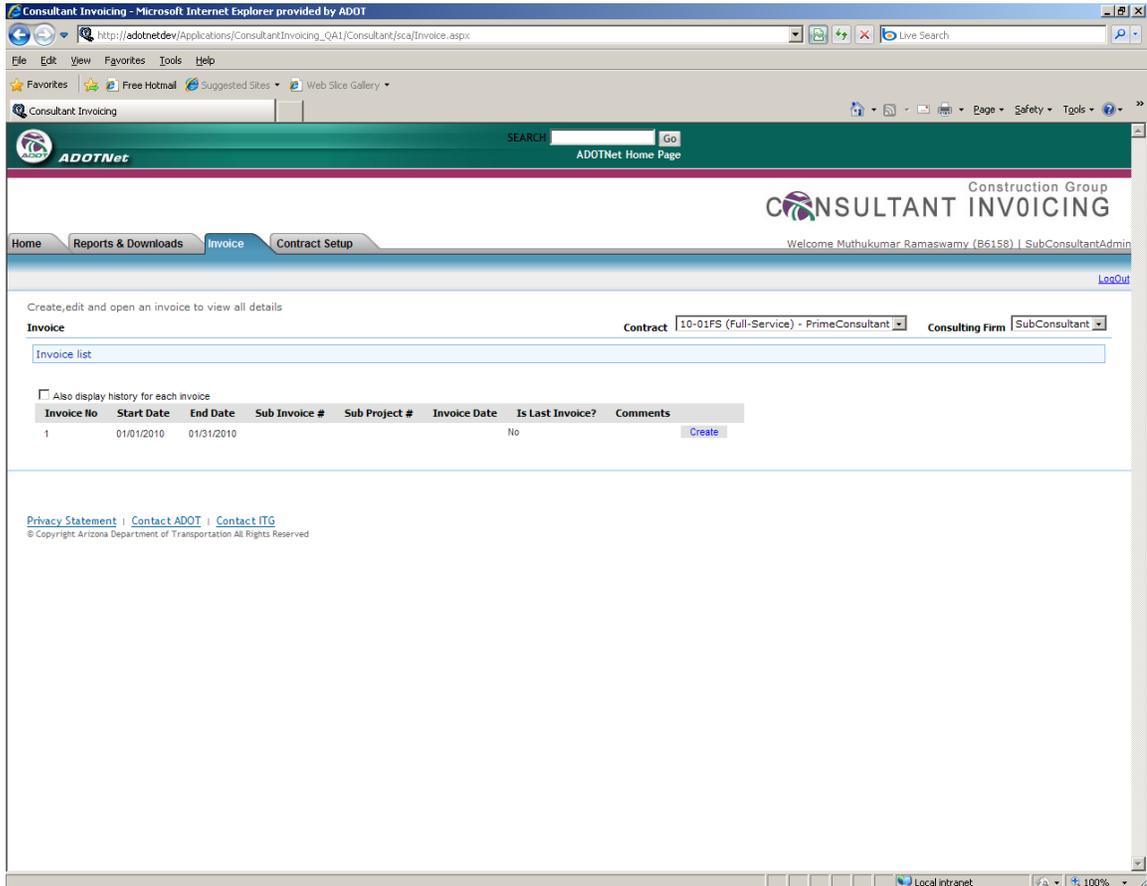
The screenshot shows a web browser window displaying the 'Consultant Invoicing' application. The page title is 'Consultant Invoicing - Microsoft Internet Explorer provided by ADOT'. The URL is 'http://adotnetdev/Applications/ConsultantInvoicing_QA1/Consultant/jsca/EmployeeRates.aspx'. The page features a navigation menu with 'Home', 'Reports & Downloads', 'Invoice', and 'Contract Setup'. The 'Employee Rate' sub-menu is active. The main content area shows 'View or edit employee rates' with a search bar and filters for 'Contract' (10-01FS (Full-Service) - PrimeConsultant) and 'Consulting Firm' (SubConsultant). A table displays 'Current rates' for 'Sub_Employee2 (B8386) TR CONST TECH #(S5)' with 'RT Rate (\$)' and 'OT Rate (\$)' both at 0.00. Below the table is a 'Change History' section showing a single entry for 'Sub_Employee2 (B8386) TR CONST TECH #(S5)'. The footer includes links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', along with a copyright notice for the Arizona Department of Transportation.

EmployeeName	TechClass	RT Rate (\$)	OT Rate (\$)	Effective Date
Sub_Employee2 (B8386) TR CONST TECH #(S5)		0.00	0.00	Edit

EmployeeName	TechClass
Sub_Employee2 (B8386)	TR CONST TECH #(S5)

- Invoices

- Can be prepared for each period the prime has already defined
- The invoice reports will be available as downloadable reports which can then be used to manually submit it to prime



- View "Pending Timesheet" approvals by prime

The screenshot displays the ADOTNet Consultant Invoicing application interface. The browser title is "Consultant Invoicing - Microsoft Internet Explorer provided by ADOT". The URL is "http://adotnetdev/Applications/ConsultantInvoicing_QA1/Consultant/sca/index.aspx". The page features a green header with the ADOTNet logo and a search bar. Below the header, there are navigation tabs for "Home", "Reports & Downloads", "Invoice", and "Contract Setup". The main content area is titled "Timesheet Alerts & Upload" and contains several sections:

- Prime Disapproved Timesheets:** A table with columns: Contract, WeekEndingDt, Employee, Tech Class, Total RTHrs, Total OTHrs, Total Expense (\$), and Prime Disapproval Comments. Below the table, it states "No prime returned timesheet available."
- Employee Submitted Timesheets:** A section with a filter bar showing "Contract: 10-01FS (Full-Service) - PrimeConsultant", "Consultant Firm: SubConsultant", and "Consultant Employee: Select". Below the filter bar, it states "No employee submitted timesheet available."
- Pending Prime Approval Timesheets:** A section with a filter bar showing "Contract: 10-01FS (Full-Service) - PrimeConsultant", "Consultant Firm: SubConsultant", and "Consultant Employee: Select". Below the filter bar, it states "No prime pending approval timesheet available."
- Upload Timesheet:** A section with a "File to Upload" field, a "Browse..." button, and an "Upload" button. A note below the field states "* indicates a required field".

At the bottom of the page, there are links for "Privacy Statement", "Contact ADOT", and "Contact ITG". The browser status bar shows "Local intranet" and "100%" zoom.

- “Employee List Report”

- Now has additional information on assignment effective dates for each TRACS on the contract

Mileage, Employee summary and Prime approved timesheet Reports & Downloads for mileage log and blank timesheet.

Reports & Downloads Contract: 10-01FS (Full-Service) - PrimeConsultant Consulting Firm: SubConsultant

Mileage & Employee summary

Mileage Report for Invoice #1 (01/01/2010 To 01/31/2010)

Employee List Report

Prime approved timesheets, mileage logs and blank timesheet Consultant Employee: Sub, Employee2 Tech Class: TR_CONST TECH II(SS)

WeekEndingDt	Tech Class	Total RTHrs	Total OTHrs	Total Expense (\$)
No prime approved timesheet available.				

Download mileage logs and timesheet

Type * Company Vehicle Mileage

Week Ending Date *

* indicates a required field

Download

[Privacy Statement](#) | [Contact ADOT](#) | [Contact ITG](#)
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Time Sheets

Using the following screens to **“Create, Edit, and Upload”** the Consultant Employee Time Sheets. (With or without RACFId)

- Verify Prime Consulting Firm & Contract #
- Enter the required information (*) - Invoice #, Consulting Firm and Employee, Tech Class and Week Ending Date
- NOTE: There should be at least one editable Invoice to add a time sheet
- Click **“Create”** to open up the time sheet data entry page
- If you do not find an employee or technician listed – Contact ADOT Administrator
- The weekend day should always be a Friday

The screenshot displays the ADOTNet web application interface. At the top, there is a search bar and the text 'ADOTNet Home Page'. Below this, the 'CONSULTANT INVOICING' logo is visible, along with the text 'Construction Group' and 'Welcome Larry Lambert (C0389) | ConsultantAdmin'. The navigation menu includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' menu is expanded, showing 'Invoice', 'Timesheet', and 'Download'. The main content area is titled 'Select timesheet items and create new timesheet' and 'Create Timesheet'. It features a 'Select & Create' button and a form with the following fields: 'Invoice #' (dropdown menu showing '#1 (01/01/2010 To 01/31/2010)'), 'Consultant Firm' (dropdown menu showing 'PrimeConsultant'), 'Employee' (dropdown menu showing 'Prime, Employee1'), 'Tech Class' (dropdown menu showing 'TR CONST TECH II(S5)'), and 'Week Ending Date' (text input field showing '7/9/2010'). A 'Create' button is located below the form. A note at the bottom left of the form states '* indicates a required field'. The footer of the page includes links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', and a copyright notice: '© Copyright Arizona Department of Transportation All Rights Reserved'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Place your mouse cursor on the box. The system will automatically provide a list

- 1) Enter Project # as in your contract record
- 2) This is used just for your reference
- 3) All these fields are required – TRACS #, Org # and CEMMS Code
- 4) Enter "6" in CEMMS code and a list is displayed for your selection
NOTE: If you do not find your TRACS # - Contact ADOT Administrator
- 5) Enter Numeric Values for RT & OT
- 6) Overtime reason is required for all OT entered
- 7) Enter numeric values
IF your contract is allowed to use Hourly Rate mileage, then Actual mileage column will calculate the rate based on the entered RT hours; if there is no personal or company car miles.
- 8) Selecting Close will close current screen and return to the previous screen
- 9) Select **"Clean All"** to clear the page of all entries
- 10) Select **"Update Display"** to calculate totals, display TRACS #, Org # and CEMMS to check if there is any error in the page
- 11) Select **"Save Time Sheet"** to save all your entries
Time sheet will only be saved if there is no error

NOTE:

If the employee is not authorized to use personal car, company car or vehicle lease: then an error message will be displayed.

Edit Time Sheet

Select "Invoices & Time sheets, Time Sheets and Edit

- 1) Verify Prime Consulting Firm & Contract #
- 2) Select the Invoice #, Consulting Firm and Employee
- 3) Click "**View/Edit**" to view or Edit a Time Sheet
- 4) Other choices allow you to Print/Save or Delete a Time Sheet

The screenshot shows the ADOTNet Consultant Invoicing system interface. The top navigation bar includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' menu is expanded, showing 'Invoice', 'Timesheet', and 'Download'. The main content area is titled 'Edit Timesheet' and includes a search bar, a 'Select & Edit' button, and dropdown menus for 'Invoice #', 'Consultant Firm', and 'Employee'. The 'Invoice #' dropdown is set to '#1 (01/01/2010 To 01/31/2010)'. The 'Consultant Firm' dropdown is set to 'PrimeConsultant'. The 'Employee' dropdown is set to 'Select'. Below the form is a table with columns: 'WeekEndingDt', 'Employee', 'Tech Class', 'Total RTHrs', and 'Total OTHrs'. The table contains one row of data for the week ending 01/08/2010, with employee 'Prime_Employee1', tech class 'TR CONST TECH II(S)', 40.00 RTHrs, and 0.00 OTHrs. Action buttons 'View/Edit', 'Print/Save', and 'Delete' are visible next to the row. The footer includes a 'Privacy Statement' link, 'Contact ADOT', and 'Contact ITG' links, along with a copyright notice for the Arizona Department of Transportation.

WeekEndingDt	Employee	Tech Class	Total RTHrs	Total OTHrs	
01/08/2010	Prime_Employee1	TR CONST TECH II(S)	40.00	0.00	View/Edit Print/Save Delete

Upload Time Sheet

Select "Invoices & Time sheets, Time Sheets and Upload"

- Fill in all required (*) information
- Verify Prime and Contract
- Verify Invoice #
- Click Browse to select a file to Upload
- Click **"Upload"**

The excel file should have been previously downloaded and used to fill in the date before the upload. For details on how to download a blank time sheet refer to "Download Time Sheet"

The screenshot displays the ADOTNet web application interface. At the top, there is a search bar and the text 'ADOTNet Home Page'. Below this, the 'CONSULTANT INVOICING' logo is visible, along with the text 'Construction Group' and a user welcome message: 'Welcome Larry Lambert (C0389) | ConsultantAdmin'. The navigation menu includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' section is active, showing sub-links for 'Invoice', 'Timesheet', and 'Download'. The main content area is titled 'Upload Timesheet' and contains the following fields and controls:

- Select & Upload** (Section Header)
- Invoice # ***: A dropdown menu showing '#1 (01/01/2010 To 01/31/2010)'.
- File to Upload ***: A text input field containing 'C:\Srd\HP\tpm\CamachoJose_TR_CONS' and a 'Browse...' button.
- Prime Consultant Firm**: A dropdown menu showing 'PrimeConsultant'.
- Contract**: A dropdown menu showing '10-01FS (Full-Service)'.
- Upload**: A button to submit the form.

A note at the bottom of the form states: '* indicates a required field'. At the bottom of the page, there are links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', along with the copyright notice: '© Copyright Arizona Department of Transportation All Rights Reserved'. The status bar at the bottom shows 'Done' and 'Local intranet'.



NOTE: If there are any errors in the time sheet excel file, the system will prompt to correct those errors and then upload the time sheet. Below is the list of checks and error messages used for the upload.

List of Checks and Errors

- The excel sheet used is protected and from unknown source. Cannot import.
- The invoice No. you selected is not an editable one based on the Contract No. in the excel sheet . Timesheets can be added to only an unsubmitted invoice.
- The Employee # field does not have the Employee No. and Profile No. in the required format.
- The Employee does not belong to the contract, OR the Employee is inactive in contract
- The Employee tech class in the excel sheet is invalid
- The week ending date is invalid.
- Missing Tracs No. or Org No. or Cemms Code value
- Invalid Tracs No. or Org No. for this employee
- Invalid CEMMS code value entered
- RT hr, OT hr, Personal Vehicle Miles, Company Car Miles, Actual Mileage, Vehicle lease, Lodging, Meals, Telephone, and billing are not numeric values
- Missing Overtime reason when the timesheet has overtime hours.
- Employee is not allowed to enter Personal Vehicle Miles or Company Car Miles or Actual Mileage or Vehicle lease.
- When Actual mileage is entered, while the contract is setup to use hourly rate.
- When Actual mileage is restricted for Temp Tech contract, but the timesheet has actual mileage values.

Download Time Sheet

Select “Invoices & Time sheets, Time Sheets and Download Time sheet”

- Fill in all required (*) information
- Verify Prime Consulting Firm & Contract #
- Select Consulting Firm, Consultant Employee & Tech Class
- Click **“Download”**

The screenshot displays a web browser window with the ADOTNet logo and navigation tabs for Home, Invoice & Timesheets, Reports, and Contact ADOT. The 'Download Timesheet' page is active, showing a form with the following fields:

- Prime Consultant Firm:** PrimeConsultant
- Contract:** 10-01FS (Full-Service)
- Consultant Firm (*):** PrimeConsultant
- Employee (*):** Prime, Employee1
- Tech Class (*):** TR CONST TECH II(SS)

A 'Download' button is located below the form. A note indicates that an asterisk (*) denotes a required field. The footer contains links for Privacy Statement, Contact ADOT, and Contact ITG, along with a copyright notice for the Arizona Department of Transportation.

Download Mileage Log

Select “Invoices & Time sheets, Time Sheets and Download Mileage Log”

- Select Company and/or Personal Mileage Log
- Fill in all required (*) information
- Verify Prime Consulting Firm & Contract #
- Enter the Mileage Type, Consulting Firm, Employee, Tech Class & Week Ending Date
- Click **“Download”** to download the excel mileage log file
- The mileage log file is only for your purpose and Consultant Invoicing does not use the data.
- The Mileage rate in the excel file is effective as of the entered weekending date
- The weekending date should always be a Friday

Company Vehicle

The screenshot displays the ADOTNet web application interface. At the top, there is a search bar and the text "ADOTNet Home Page". Below this, the "CONSULTANT INVOICING" logo is visible, along with the text "Construction Group" and "Welcome Larry Lambert (C0389) | ConsultantAdmin". The navigation menu includes "Home", "Invoice & Timesheets", "Reports", and "Contact ADOT". The "Download" link under "Invoice & Timesheets" is active.

The main content area is titled "Mileage Log" and includes a "Select & Download" button. The form contains the following fields:

- Mileage Type ***: Company Vehicle Mileage
- Consultant Firm ***: PrimeConsultant
- Employee ***: Prime, Employee1
- Tech Class ***: TR CONST TECH II(SS)
- Week Ending Date ***: 7/9/2010

A "Download" button is located at the bottom of the form. A note below the form states: "* Indicates a required field".

At the bottom of the page, there are links for "Privacy Statement", "Contact ADOT", and "Contact ITG", along with the copyright notice: "© Copyright Arizona Department of Transportation All Rights Reserved".

Personal Vehicle

The screenshot shows a web browser window displaying the ADOTNet Consultant Invoicing application. The browser's address bar shows the URL [http://www.adotnet.com/ADOTNet/ADOTNetHome.aspx](#). The application header includes the ADOTNet logo, a search bar, and the text "ADOTNet Home Page". The main navigation menu has tabs for "Home", "Invoice & Timesheets", "Reports", and "Contact ADOT". The "Reports" tab is active, and the "Download" sub-tab is selected. The user is logged in as "Larry Lambert (C0389) | ConsultantAdmin".

The main content area is titled "Select employee details and download mileage logs". It features a "Mileage Log" section with the following filters:

- Prime Consultant Firm:** PrimeConsultant
- Contract:** 10-01FS (Full-Service)

Below these filters is a "Select & Download" section with the following dropdown menus and text input:

- Mileage Type:** Personal Vehicle Mileage
- Consultant Firm:** PrimeConsultant
- Employee:** Prime, Employee1
- Tech Class:** TR CONST TECH II(SS)
- Week Ending Date:** 7/9/2010

A "Download" button is located below the filters. A note indicates that an asterisk (*) denotes a required field. At the bottom of the page, there are links for "Privacy Statement", "Contact ADOT", and "Contact ITG", along with the copyright notice: "© Copyright Arizona Department of Transportation All Rights Reserved".

Invoices

This section focuses on Invoices and how to **“Add, Edit and Submit Invoices”** as shown in the following screens.

- Fill in the required (*) Boxes and Click **“Add”**

The screenshot displays the ADOTNet web application interface for 'Consultant Invoicing'. The page title is 'Add or Edit Invoice'. The 'Manage Invoice' section shows the 'Prime Consultant Firm' as 'PrimeConsultant' and the 'Contract' as '10-01FS (Full-Service)'. Below this, the 'Add New Invoice' form includes fields for 'Start Date' (01/15/2010), 'End Date' (01/29/2010), 'Is Last Invoice?' (No), 'Percent Billed', and 'Percent Complete'. An 'Add' button is located below the form. A table titled 'Existing Editable Invoice(s)' shows one invoice with the following details:

Invoice No	Start Date	End Date	Percent Billed (%)	Percent Complete (%)	Is Last Invoice?	Data Entry For
1	01/01/2010	01/31/2010	0.00	0.00	<input checked="" type="checkbox"/>	Edit Expense Percent

At the bottom of the page, there are links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', along with a copyright notice for the Arizona Department of Transportation.

- 1) Select the contract to add or edit invoice
- 2) If your contract is missing contact the ADOT Administrator
- 3) Start date will be filled based on previous invoice end date
- 4) You can change it to any required date
- 5) End date should be greater than Start date
- 6) Start and End dates cannot have overlapping periods with previous invoices
 - a. For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts this option will rollover any pending or unused Fixed Fee amounts in the last invoice
- 7) Percent billed and Percent complete are optional date entry fields. If any value is entered, then it will be used in the invoice report heading
- 8) Date entry for Expense and Percent is required only for FULL SERVICE, ON-CALL, and MATERIAL ACCEPTANCE contracts
- 9) Use Edit to change any of the invoice detail
- 10) If changes to an Approved Invoice is needed; it can be added to a future invoice
- 11) Is Last Invoice box? Used for TEMP TECH Contracts only

Existing Editable Invoice(s)

- Select **“Expenses”** to view the **Project Expenses** detail on an invoice
- Select **“Open Details”** to edit the **Project Expenses**

The screenshot displays the ADOTNet Consultant Invoicing web application. The top navigation bar includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' section is active, showing 'Invoice', 'Timesheet', and 'Download' options. The main content area is titled 'Project Expense' and shows details for 'Expense Items' under 'Invoice #1 (01/01/2010 To 01/31/2010)'. A table lists 'Expense Tracs No' with two entries: H609701C and H669001C, each with an 'Open Details' link. The second screenshot shows the 'Open Details' view for 'Tracs No: H609701C', featuring input fields for 'Initial Setup', 'Cameras', and 'Field Equipment', each with a dollar sign and a value of 0.00. A legend indicates that an asterisk (*) denotes a required field. The bottom of the page contains a footer with 'Privacy Statement', 'Contact ADOT', and 'Contact ITG' links, along with a copyright notice for the Arizona Department of Transportation.

- Select **"Percent"** to view the **Project Percent** for a specific TRACS #

The screenshot shows the ADOTNet Consultant Invoicing web application. The top navigation bar includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' section is active, with sub-links for 'Invoice', 'Timesheet', and 'Download'. The main content area displays 'Edit project percents in an invoice.' and 'Project Percent' for Invoice #1 (01/01/2010 To 01/31/2010) and Contract No 10-01FS-PrimeConsultant (Full-Service). A table lists Tracs No H609701C and H669001C, each with an 'Open Details' link.

This screenshot shows the same ADOTNet Consultant Invoicing interface, but with a modal form open for editing the details of Tracs No H609701C. The modal form has a title 'Tracs No: H609701C' and contains the following table:

Company	% Completed (%)	% Billed (%)
PrimeConsultant *	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
SubConsultant *	<input type="text" value="0.00"/>	

Below the table, there is a note: '* indicates a required field' and 'Save' and 'Cancel' buttons. The 'Open Details' link for Tracs No H669001C is visible below the modal.

Edit an Invoice

- Click **“Edit”** and this screen opens
- Fill in all required (*) fields
- When edits are complete Click **“Update”**

The screenshot shows the ADOTNet web application interface. At the top, there is a search bar and the ADOTNet logo. The main header includes the text "CONSULTANT INVOICING" and "Construction Group". Below the header, there are navigation tabs for "Home", "Invoice & Timesheets", "Reports", and "Contact ADOT". The "Invoice & Timesheets" tab is active, showing sub-tabs for "Invoice", "Timesheet", and "Download". The main content area displays a form titled "Select invoice to submit" with an "Invoice List" table. The table has columns for "Invoice No", "Start Date", "End Date", "Is Last Invoice?", and "Status". A single row is visible with "Invoice No" 1, "Start Date" 01/01/2010, "End Date" 01/31/2010, "Is Last Invoice?" checked, and "Status" "Created". There is an "Open" link next to the status. The bottom of the page contains a footer with links for "Privacy Statement", "Contact ADOT", and "Contact ITG", and a copyright notice for the Arizona Department of Transportation.

- 1) Select the contract to add or edit invoice for that contract
- 2) If your contract is missing contact the ADOT Administrator
- 3) Start date will be filled based on previous invoice end date
- 4) You can change it to any required date
- 5) End date should be greater than Start date
 - a. Start and End dates cannot have overlapping periods with previous invoices
- 6) For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts this option will rollover any pending or unused Fixed Fee amounts in the last invoice
- 7) Percent billed and Percent complete are optional date entry fields
- 8) If any value is entered, then it will be used in the invoice report heading
- 9) Is Last Invoice box? Used for TEMP TECH Contracts only

Submit an Invoice

- Select the invoice you want to submit
- Click **“Open”** and a new screen opens

The screenshot shows the ADOTNet Consultant Invoicing web application. The top navigation bar includes 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Invoice & Timesheets' section is active, showing 'Submit Invoice' details for Contract No. 10-01FS-PrimeConsultant (Full-Service), Invoice # 1, with a start date of 01/01/2010 and an end date of 01/31/2010. The interface is divided into two main steps: 'Step 1. Prepare Invoice Reports' and 'Step 2. Submit Invoice'. Step 1 includes a list of reports to be prepared: Claims, Project Charges, TracsSummary, Mileage, Invoice Cover Page, and Payment Summary. Step 2 includes a text area for 'Enter Submit Comments' and a 'Submit' button. Below the steps is a table showing timesheet data for the week ending 01/08/2010, with columns for Employee, Tech Class, Total RTHrs, Total RT (\$), Total OTHrs, Total OT (\$), and Total Expense (\$).

WeekEndingDt	Employee	Tech Class	Total RTHrs	Total RT (\$)	Total OTHrs	Total OT (\$)	Total Expense (\$)
01/08/2010	Prime,Employee1	TR CONST TECH II(SS)	40.00	0.00	0.00	0.00	22.90

NOTE:

When submitting an invoice you must print a hard copy of all 6 Reports and Payment Summary signed by Prime Representative. Forward all Hard Copy Reports to Consultant Contract Administrator with the monthly invoice.

YOU MUST SUBMIT ONE INVOICE PER MONTH

Full Service – On Call - Materials Acceptance contracts must also submit an Excel Spreadsheet for individualized office expenses (examples – paper, postage, field supplies, etc.).

- Verify Contract #, Invoice #, Start Date, End Date, Percent Billed and Percent Complete
- Select **“Prepare Invoice Reports”** so the labor charges will be recalculated and kept current
- Add optional comments to Submit Comments box then click **“Submit”**
- You will then see the following screen if the Invoice was submitted successfully
- Click **“View”** to view a Time Sheet
- Click **“History”** to view a list of Invoices

ADOTNet

SEARCH [] Go

ADOTNet Home Page

Construction Group
CONSULTANT INVOICING

Home Invoice & Timesheets Reports Contact ADOT

Welcome Larry Lambert (C0389) | ConsultantAdmin

LogOut

Prepare invoice reports, view invoice details and submit invoice

Submit Invoice

Invoice Details

Contract No **10-O1F5-PrimeConsultant (Full-Service)** Invoice # **1** Start Date **01/01/2010** End Date **01/31/2010** Percent Billed (%) **0.00** Percent Complete (%) **0.00**

Step 1. Prepare Invoice Reports

Invoice Reports

1. Certs
2. Project Charges
3. TracsSummary
4. Mileage
5. Invoice Cover Page
6. Payment Summary

Prepare

* Note: Labor charges & Reports will be updated only after preparing

Step 2. Submit Invoice

Enter Submit Comments

Submit

* Note: Submit only after preparing

View Timesheets

Consultant Firm PrimeConsultant Employee Prime, Employee1

WeekEndingDt	Employee	Tech Class	Total RTHrs	Total RT (\$)	Total OTHrs	Total OT (\$)	Total Expense (\$)
01/08/2010	Prime,Employee1	TR CONST TECH II(SS)	40.00	0.00	0.00	0.00	22.90

View Print/Save

Local intranet

- 1) Always prepare the invoice before submitting
 - a. This updates the labor charges with any recent modifications (by adding new time sheets, or a time sheet edit mode, or if any rate has been changed)
 - b. If there is an exception then an error link will be displayed near the Submit button. View the exception details and make recommended changes
- 2) For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts select project expense to view project expenses or Project Percents to view Project Percents

Reports

This section focuses on the Standard and Adhoc Reports

- Click “Standard” to select and view the available Standard Reports
- Select the Report Type
- Select Prime Consultant
- Select Contract
- Select Invoice
- Select the format for viewing the report
- Click **“View Report”**

Standard Reports

The screenshot displays the ADOTNet web application interface for selecting and viewing reports. The page title is "CONSULTANT INVOICING" under the "Construction Group" header. The user is logged in as "Larry Lambert (C0389) | ConsultantAdmin". The navigation menu includes "Home", "Invoice & Timesheets", "Reports", and "Contact ADOT". The "Reports" section is active, showing "Standard Reports" and "Adhoc Reports" options. The "Standard Reports" section includes a search bar and a form with the following fields:

- Report: CEMMS
- Prime Consultant: PrimeConsultant
- Contract *: 10-01FS (Full-Service)
- Invoice *: #1 (01/01/2010 To 01/31/2010)

A legend indicates that an asterisk (*) denotes a required field. The "Report Format" is set to "PDF", and a "View Report" button is visible. The footer contains links for "Privacy Statement", "Contact ADOT", and "Contact ITG", along with the copyright notice: "© Copyright Arizona Department of Transportation All Rights Reserved".

Adhoc Report Setup

- Select the Adhoc Report you want to create
- Click **“Clear All”** to start with a blank template
- Fill in the required information based on the Report selected
- Select Report format
- Click **“Show Report”** to view the report

The screenshot displays the ADOTNet web application interface for Consultant Invoicing. The page is titled "ADOTNet" and "CONSULTANT INVOICING Construction Group". The user is logged in as "Larry Lambert (C0389) | ConsultantAdmin".

The main section is "Adhoc Report Setup" with the sub-header "Create and View Adhoc Reports". The "Report Layout" is set to "CEMMS".

The filters are organized into several sections:

- Contract and Consulting Firm:**
 - Contract: 10-01FS (Full-Service) - PrimeConsultant
 - Consulting Firm: All (with "Select From List" and "Clear Selection" options)
- Employee:**
 - Status: All
 - Name: All (with "Select From List" and "Clear Selection" options)
 - Grade: All (with "Select From List" and "Clear Selection" options)
 - Personal vehicle: All
 - Company vehicle: All
 - Actual mileage: All
 - Vehicle Lease: All
- Invoice:**
 - Invoice No: [] OR From [] To []
 - Company vehicle: All
 - Actual mileage: All
 - Vehicle Lease: All
 - Invoice No: [] OR From [] To []
 - Period Beginning: [] To []
 - Period Ending: [] To []
 - Paid Between: [] To []
 - Weekending Date: [] To []
- ADOT Administration and Projects:**
 - Group / District: All (with "Select From List" and "Clear Selection" options)
 - Org No: All Orgs (dropdown)
 - County: All (with "Select From List" and "Clear Selection" options)
 - Project Type: All
 - Tracs: All (with "Select From List" and "Clear Selection" options)
 - Cemms: All (with "Select From List" and "Clear Selection" options)

At the bottom right, there are buttons for "Clear All", "Report Format" (set to "Excel"), and "Show Report".

Footer text includes: "Privacy Statement | Contact ADOT | Contact ITG", "© Copyright Arizona Department of Transportation All Rights Reserved", and "Local intranet".

Contact ADOT

- Select Prime Consulting Firm
- Select the Contract
- Select a Subject
- Enter Details of your Request
- Click **“Submit”** to send your request

The screenshot shows a web browser window displaying the ADOTNet Consultant Invoicing application. The browser's address bar shows 'ADOTNet Home Page'. The application header includes the ADOT logo, a search bar, and the text 'ADOTNet Home Page'. The main navigation bar features tabs for 'Home', 'Invoice & Timesheets', 'Reports', and 'Contact ADOT'. The 'Contact ADOT' tab is active, and the user is logged in as 'Larry Lambert (C0389) | ConsultantAdmin'. The main content area is titled 'Submit your request to ADOT' and contains a form with the following fields:

- Enter your request:** A large text input field.
- Prime Consultant Firm:** A dropdown menu with 'PrimeConsultant' selected.
- Contract *:** A dropdown menu with '10-01FS (Full-Service)' selected.
- Select a subject:** A dropdown menu with 'Employee Profile Related' selected.
- Enter details of your request:** A large text input field.
- Submit:** A button located below the 'Enter details of your request' field.

At the bottom of the page, there are links for 'Privacy Statement', 'Contact ADOT', and 'Contact ITG', along with a copyright notice: '© Copyright Arizona Department of Transportation All Rights Reserved'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Consultant Firm Employees

This section is used by the Consulting Firm Employee to Prepare, Edit, and Submit timesheets and expenses as defined in the Construction Contract. This manual applies to Full Service, On-Call, Materials Acceptance and Temp Tech.

To get started go to the Construction Group Home Page <http://adotnet/divisions/itd/construction/index.asp> then click on the "ADOT Consulting Invoicing Home Page".

Once signed in use the following screens to **"Create, Edit and Submit Time Sheets"**, with Personal and/or Company Expenses.

Create Time Sheet

- Select appropriate Contract and Tech Class
When the timesheet for a week is not created the link will be **“Create”**.
When the timesheet is created and saved the link will be **“Edit”**
When the timesheet is submitted the link will be **“View”**
- Click on **“Create”** next to the correct Period Ending
- You can also Download Personal & Company Mileage Logs
The Personal and Company mileage logs are for your Firm not for ADOT
- If you do not find your Contract and Tech Class – First Contact your Prime and/or Sub-Consultant; then the ADOT Administrator
- If the Sub-Consultant is approved to review and approve timesheets then submit to Sub-Consultant Administrator first; then Sub-Consultant Administrator will forward to Prime Consultant Administrator
- If your timesheet is disapproved you will receive an email in your ADOT email account. The timesheet status will be **“Disapproved”**. Select edit and fill in necessary corrections and re-submit the timesheet.

The screenshot shows the 'CONSULTANT INVOICING' web application. The user is logged in as 'Camacho, Jose (B9666) | ConsultantEmployee'. The interface includes a navigation bar with 'Home', 'Add / edit / view timesheets', and 'My Timesheets'. Below this, there are dropdown menus for 'Contract' (08-14 - TriStar) and 'TechClass' (TR CONST TECH III(S6)).

Month	Period Ending	Timesheet Status	Create	Download Mileage Log
December 2009	12/18/2009	Not Entered	Create	Personal Company
	12/11/2009	Not Entered	Create	Personal Company
	12/04/2009	Not Entered	Create	Personal Company
	11/27/2009	Not Entered	Create	Personal Company
	11/20/2009	Not Entered	Create	Personal Company
November 2009	11/13/2009	Not Entered	Create	Personal Company
	11/06/2009	Not Entered	Create	Personal Company
	10/30/2009	Not Entered	Create	Personal Company
	10/23/2009	Not Entered	Create	Personal Company
	10/16/2009	Not Entered	Create	Personal Company
1 2 3 4				
October 2009				

Create Time Sheet and Expenses

Time Sheet

- Select/Verify TRACS No. & Org No.
- Fill-in CEMMS Code
- Fill-in hours worked both Regular and Overtime

Expenses

- Enter TRACS No. & Org No.
- Enter CEMMS Code
- Enter Personal Car Miles
- Enter Company Car Miles
- Enter Vehicle Leasing Costs
- Enter Lodging Costs
- Enter Meal Costs
- Enter Telephone Costs
- Enter Miscellaneous Expenses
- Click on **“Submit Time Sheet”**
- Other choices include – Close, Clear All, Update Display, Save Time Sheet

Create / Edit Timesheet



Employee: **Bowser, Michelle** Tech Class: **Project Manager(PM)** Company Name: **Julio Construction**

ADOT Representative: Project No:

Week Ending 01/08/2010					01/02/2010	01/03/2010	01/04/2010	01/05/2010	01/06/2010	01/07/2010	01/08/2010	
			Total	Total	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Tracs No.	Org No.	CEMMS Code	RT Hrs	OT Hrs	RT	OT	RT	OT	RT	OT	RT	OT
H239001C	4020	6114	1.00				1.00					
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
Select	Select											
No Work Day					X	X		X	X	X	X	
Total Regular Hours			1.00				1.00					
Total Over Time Hours												
Reason for over time:			<input type="text"/>									

Tracs No.	Org No.	CEMS Code	Personal Car Miles	Personal Car Mileage \$0.435/mile	Company Car Miles	Company Car Mileage \$0.430/mile	Actual Mileage Cost \$	Vehicle Lease \$	Lodging \$	Meals \$	Telephone \$	Misc. Expenditure \$
H239001C	4020	6114										
Grand Total			0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Vehicle (Company Lease - \$600/mo. Max.)
Per Diem (Lodging) (Long Term - \$19/day) (Short Term - ADOT Policy)
Per Diem (Meals) (Long Term - \$20/day) (Short Term - ADOT Policy)

Place your mouse cursor on the box. The system will automatically provide a list

- 1) Enter Project # as in your contract record - This is used just for your reference
- 2) All these fields are required – TRACS #, Org # and CEMMS Code
- 3) Enter "6" in CEMMS code and a list is displayed for your selection
NOTE: If you do not find your TRACS # - Contact ADOT Administrator
- 4) Enter Numeric Values for RT & OT
- 5) Overtime reason is required for all OT entered
- 6) Enter numeric values
 - a. IF your contract is allowed to use Hourly Rate mileage, then Actual mileage column will calculate the rate based on the entered RT hours; if there is no personal or company car miles.
 - b. If the employee is not authorized to use personal or company car
Click **"Close"** will close current screen to return to the previous screen
- 7) Select **"Clean All"** to clear the page of all entries
- 8) Select **"Update Display"** to calculate totals, display TRACS #, Org # and CEMMS to check if there is any error in the page
- 9) Select **"Save Time Sheet"** to save all your entries
Time sheet will only be saved if there are no errors

