

TimeTrack Xpress



Soroc's TimeTrack Xpress gives managers the ability to quickly approve their employee's timesheets and expenses.

QUICK USER GUIDE

You can access the site by going to: <https://timetracker.soroc.com/> and log on using your Soroc domain username and password OR the username and password that was provided to you.

When you log in, you will be brought to the approval screen which displays all the timesheets and expenses you need to approve.

Approvals

The timesheets and expenses are organized by employee and week. To view the details of the week for any employee, click on the "Total Hours" column which is in blue. A popup will display all the timesheets / expenses inputted by that employee for that week.

- You can approve or reject the employee's week of timesheets or expenses by clicking on the "Approve" or "Reject" buttons. Once clicked, the line item will disappear.
- To Search for a certain employee, you can type any part of their name into the search box, and the items will automatically filter to what you are looking for.
- In some cases, you may have multiple pages of approvals. Click on the left and right arrows to page through all the requests.

At the top there is an option "My Employees". Clicking this, will display a list of employees you currently approve timesheets and expenses for. Clicking on a name will bring you to a page displaying their history.

Timesheet / Expense Entry

Clicking on the "My History" option at the top of the screen will bring you to the employee details screen. From here, you can review all your previous timesheets and expenses, as well as edit and create new ones.

The timesheets / expenses are organized by week. To view the details of that week, click the Total Hours / Total button, and a pop up will show you everything entered for that week.

Adding New Timesheet

At the top right there is a button labeled "+ Timesheet". Clicking this will pop up with a timesheet entry screen:

- Select the date you want to enter a timesheet for.
- Select the project. (note changing the date after selecting the project MAY reset the project as some projects are date specific, so make sure to recheck the project after selecting the date)
- Enter any necessary notes.
- You can either enter a duration (ie 1.5 for 1 and a half hours) OR you can select the start and end times. And the duration will be entered automatically for you.
- Click "save new timesheet" to save.

The popup will close and a new week (if it wasn't there already) will appear in your history list with the status of "in progress". You'll see the "+ Timesheet" button is now on that line. You can click this to enter more times for that week. Only the days within that week will be selectable. If you want to enter time for another week, then click on the "+ Timesheets" at the top right of the page again.

Editing Timesheets

You can only edit timesheets for weeks that are "in progress". Clicking the "Total Hours.." button will show you all the timesheets entered for that week. If they're editable, an "Edit" button will be shown on the right of each timesheet. Click that and you will be shown the "Edit Timesheet" screen:

- You can't change the dates or projects for any timesheets you edit. If you want to change the date or project, you will have to delete and create a new one by clicking the "Delete Timesheet" button at the top of the edit timesheet screen.
- After you make your changes, click the "Update Timesheet" button. This will save your changes and allow you to enter more timesheets if necessary. You can quickly edit or review other timesheets by clicking on them in the list below the calendar.

Adding Expenses

At the top right there is a button labeled "+ Expense". Clicking this will pop up with a New Expense entry screen:

- Select the date you want to enter the expense for.

- Select the type of expense. This will determine if price or quantity is entered.
- Select the project this expense is put against.
- Edit / Enter a description and notes.
- Enter the price / quantity.
- Click “Save New Expense” when finished to save.

The window will close and a new Expense item will be shown with the status of “In Progress”. A “+ Expense” button will be shown on that line and will allow you to quickly add more expenses to that week.

Edit Expenses

You can only edit expenses for weeks that are “In Progress”. Click the “Total:..” button and a popup will display all the expenses for that week. If you are able to edit them, an “Edit” button will be shown on the right of each expense. Click that, and you will be shown the “Update Expense” screen:

- You cannot edit the date / expense type / project. If you want to change any of these, you will have to delete this expense (by clicking the “Delete Expense” button) and adding a new expense.
- You can edit the description, Price / Quantity, and notes.
- When you’re finished click the “Update Expense” button.

Submitting Timesheets or Expenses for Manager Approval

When you’ve entered in all the timesheets and expenses for a given week, you can submit it for approval:

- Click the “Total:..” button on the week that has a status of “In Progress”
- The pop up will display all your entered timesheets / expenses for that week and will have a “Submit For Approval” button.
- You will be asked to confirm. Clicking “Ok” will close the popup and change the status of the week of that timesheet / expense to “For Approval”.