

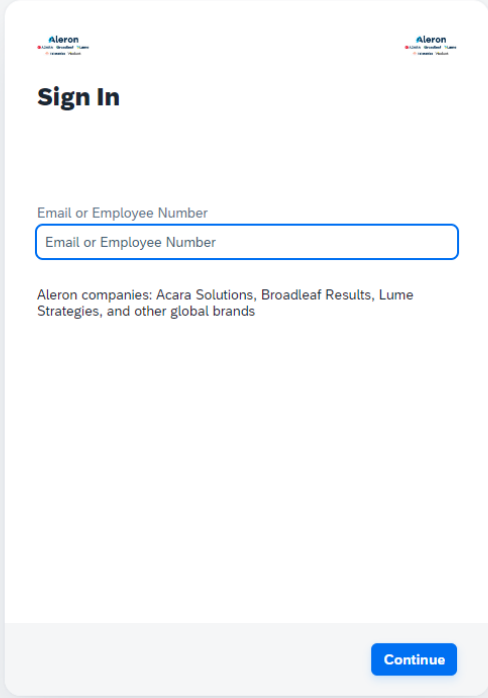
Tempus User Guide – Timesheet Entry

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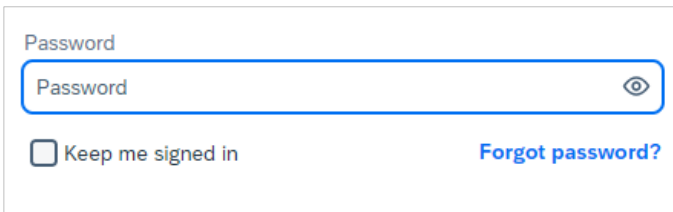
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How to Log into Tempus

To log into Tempus, navigate to this [link](#), and enter your credentials. These are the same credentials as you use for EmpowerMe.

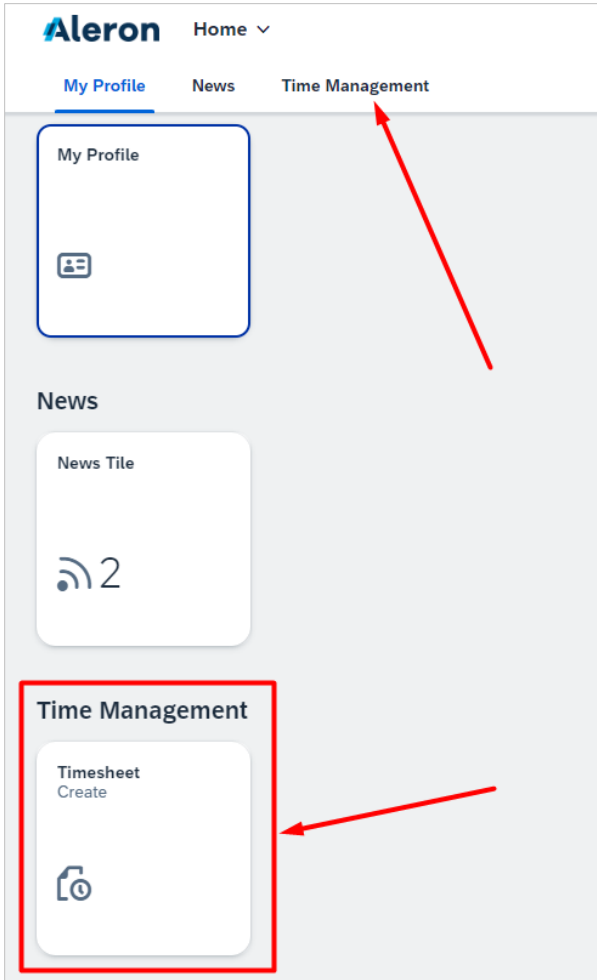
The image shows a mobile app interface for signing in. At the top, there are two Aleron logos. The main heading is "Sign In". Below it is a text input field labeled "Email or Employee Number" with the placeholder text "Email or Employee Number". Underneath the input field, there is a line of text: "Aleron companies: Acara Solutions, Broadleaf Results, Lume Strategies, and other global brands". At the bottom right of the screen is a blue button labeled "Continue".

If you need to reset your password, click *Forgot Password* and enter your email address to receive a password reset notification. If you experience any difficulty logging into the system, please contact your Program Administrator for support.

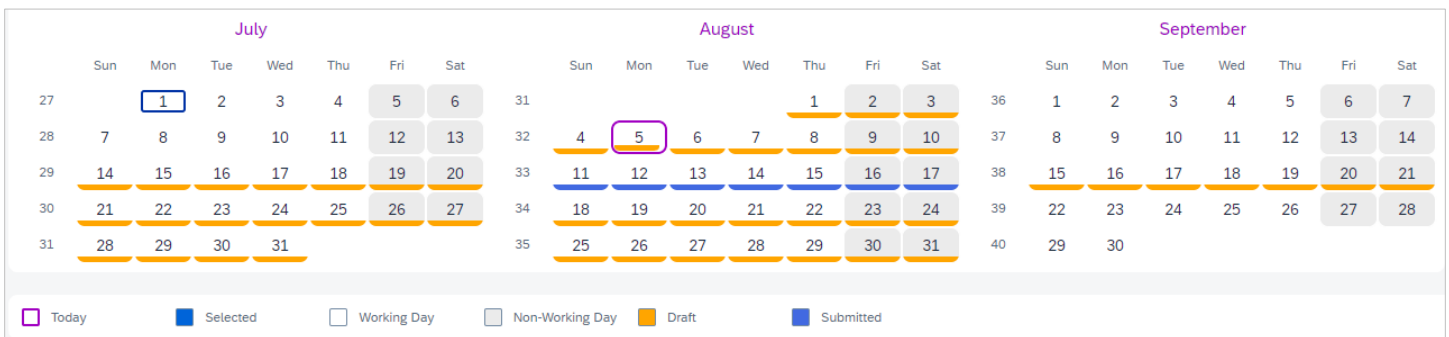
The image shows a password input section. It has a label "Password" above a text input field. The input field contains the placeholder text "Password" and has an eye icon on the right side to toggle visibility. Below the input field is a checkbox labeled "Keep me signed in". To the right of the checkbox is a blue link that says "Forgot password?".

Accessing Timesheet Calendar

Once logged in, you can find and click into the **Timesheet – Create** widget on the dashboard, via the Time Management tab at the top, or in the home button dropdown.



This takes you to the Timesheet Calendar page. Weeks are color-coded to show which weeks have associated timesheets.



To view a timesheet, click on any day of the week associated with that timesheet, and it will open your timesheet details page.

Be sure to make note of any alerts at the top of the page. Details of your assignment are shown, and time entries are found at the bottom.

Completing a Timesheet

From the Timesheet Calendar page, double click on a day within the week you want to enter time for.

This will take you into the Timesheet Details page, where you can copy the previous week's hours forward and make any needed edits, or you can manually enter time.

	Submit for approval	Show/Hide breaks	Timesheet History	Copy Previous Timesheet	
Month/Day	Shift	Project	Start Time	End Time	Lunch/Time Off Hours
Sunday, 2024-08-04	+ Shift First		00:00	00:00	00:00
Monday, 2024-08-05	+ Shift First		00:00	00:00	00:00
Tuesday, 2024-08-06	+ Shift First		00:00	00:00	00:00

Shift can be changed daily, and time entries can be made by clicking into the Time Selector icon or typing in the time directly in the field.






Start Time	End Time	Lunch/Time Off Hours
00:00	00:00	00:00



09:20 AM PM

Hours







OK Cancel



Each row allows for up to two breaks. You can hide the break fields if they are not needed using the **Show/Hide breaks** feature.


 Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet


Month/Day		Shift	Project	Start Time	End Time
Sunday, 2024-08-04	+	Shift First		09:00 AM	05:00 PM
Monday, 2024-08-05	+ 	Shift First		00:00	00:00
Tuesday, 2024-08-06	+ 	Shift First		00:00	00:00

You can also copy the time entries from the previous day using the **Copy** icon on the row you want to add time. You'll still be able to make edits if needed.

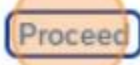


 Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet
  You ch

Month/Day		Shift	Project	Start Time	End Time
Sunday, 2024-08-04	+	Shift First		09:00 AM	05:00 PM
Monday, 2024-08-05	+ 	Shift First		00:00	00:00
Tuesday, 2024-08-06	+ 	Shift First		00:00	00:00







You may see a **Confirmation** popup when you enter time if your timesheet is a draft. Click **Proceed** to continue.



 **Confirmation**

Please confirm that working hours continue the next day?











If you have worked two shifts in the same day, you can add a row using the **+** on the row for that day. To delete an added row, click the **Trash** icon. Select the correct shift for those extra hours, and complete time as normal.


 Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet
  You ch

Month/Day		Shift	Project	Start Time	End Time
Sunday, 2024-08-04	+	Shift First		09:00 AM	05:00 PM
	+ 	Shift First		06:00 PM	10:00 PM
Monday, 2024-08-05	+ 	Shift First		00:00	00:00

Save your entries using the **Save** icon. Only click **Submit for Approval** once you have completed all entries for the work week **(be sure to click Save at least once before submitting for approval to ensure your values are captured. Otherwise, it may generate a zero hour timesheet).**




☒ Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet
  You have changes

Month/Day		Shift	Project	Start Time	End Time
Sunday, 2024-08-04	+	Shift First		09:00 AM	05:00 PM
Monday, 2024-08-05	+ 	Shift First		00:00	00:00
Tuesday, 2024-08-06	+ 	Shift First		00:00	00:00

Resubmitting a Corrected Timesheet

If your timesheet has been rejected, you will need to submit a corrected timesheet. It is important that you **save your changes as you go** and be sure to **submit once you've completed your corrections**.


From your Timesheet Calendar page, you will see your rejected timesheet week in a deep maroon color. Click any day on that week to access that timesheet.



 Timesheet

Timesheet

Meaghan Test / 9000000376

Welcome to a timesheet application. To start the application, please select a workorder for which you are creating a



July – September 2024

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	1	2	3	4	5	6
28	7	8	9	10	11	12
29	14	15	16	17	18	19
30	21	22	23	24	25	26
31	28	29	30	31		

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31				1	2	3
32	4	5	6	7	8	9
33	11	12	13	14	15	16
34	18	19	20	21	22	23
35	25	26	27	28	29	30

☐ Today
 ☒ Selected
 ☐ Working Day
 ☐ Non-Working Day
 ☒ Draft
 ☒ Rejected

Scroll to the bottom of the timesheet detail page to view the rejection comments to find out what to correct.





Timesheet Status

Status: Rejected

Rejected on: Aug 8, 2024, 12:17:24 PM
 Rejected by: vinokurovai@aleroninc.com

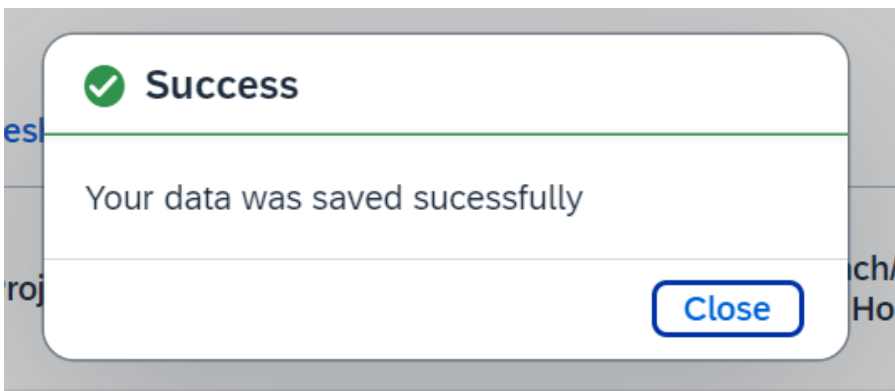
Reason: Timesheet needs to be re-done
 Rejection comment: Test rejected by

Make necessary changes to your timesheet and **click the Save icon** to ensure your changes are saved. (More steps **REQUIRED** below.)





☒ Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet

Month/Day		Shift	Project	Start Time	End Time	Lunch/Time Off Hours	Other Break
Sunday, 2024-08-11	+	Shift First		08:00 AM	05:00 PM	01:00 X	00:00 X
Monday, 2024-08-12	+	Shift First		08:00 AM	05:00 PM	01:00 X	00:00 X
Tuesday, 2024-08-13	+	Shift First		08:00 AM	05:00 PM	01:00 X	00:00 X

You will receive a confirmation pop up that your changes are made. (One more step REQUIRED below.)



After all changes are completed and saved, click **Submit for Approval**. This will route back to your supervisor to approve. You may need to notify your manager that you have submitted the change to ensure that they approve in a timely manner.

☒ Submit for approval
  Show/Hide breaks
  Timesheet History
  Copy Previous Timesheet

Submit for approval

Month/Day		Shift	Project	Start Time	End Time	Lunch/Time Off Hours	Other Break	Total Work Hour
Sunday, 2024-08-11	+	Shift First		08:00 AM	05:00 PM	01:00 X	00:00 X	08.0
Monday, 2024-08-12	+	Shift First		08:00 AM	05:00 PM	01:00 X	00:00 X	08.0

Tracking Timesheet Status

From the dashboard when you log in, you can access a list of all your timesheets and their statuses by clicking My Profile.

Timesheet History				
Change Date	Changed by	Status	Action	Rejection reason
Jul 22, 2024, 9:43:21AM	meaghanemaess@gmail.com	Draft	Created	
Aug 1, 2024, 10:15:35AM	meaghanemaess@gmail.com	Draft	Time data change	

Sunday, 2024-08-04	+	Shift First	▼	▼	00:00	🕒	00:00	🕒	00:00	✕	00:00	✕	00:00
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Video Walkthrough

Click [here](#) for a video walkthrough of the above instructions.