



Time & Expense

- Day 1: Time & Expense Admin
 - Time & Expense Admin
 - Configuration screens
 - Resource Groups (Supervisor -vs- Manager)
 - Roles (Functional & Security)
 - Creating User Accounts
 - CP functionality/features (sorting/copying to Excel/rearrange columns)
 - UI Pro Configuration
 - Alternate File Locations
 - Time Admin
 - Time Control screens

- Mobile Time (In/Out and Start/Stop not available)
 - Daily Floor Check
 - Manage Events
 - Expense Admin
 - Expense Control Screens
 - Mobile Expense – To be released in September timeframe
 - Uploading Per Diem Files
- Day 2: Time & Expense For Users
 - Time Admin
 - Timesheets
 - Employee
 - Supervisor
 - Approve Timesheets (My Desktop/Home Dashboard/Manage/Approve search
 - Timesheet Status (Inquiry & Manage/Approve screen)
 - Leave Request
 - Employee
 - Supervisor
 - Approve pending leave requests
 - Timesheet/charging Reports
 - Expense Functionality
 - Expense Reports
 - Employee
 - Wizard -vs- classic interface (Wizard not available when in Manage/Approve)
 - Supervisor