



## 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

