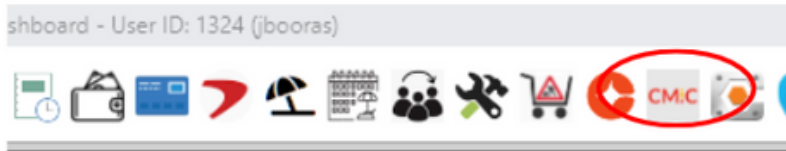


eTime Directions

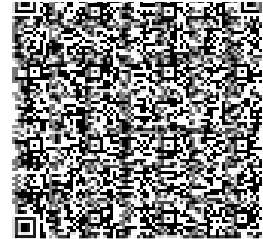


*NOTE- Accessing CMiC

Dashboard



QR Code

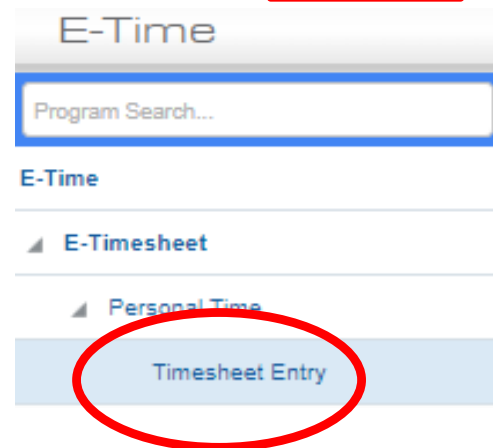


Website

1 To Access:

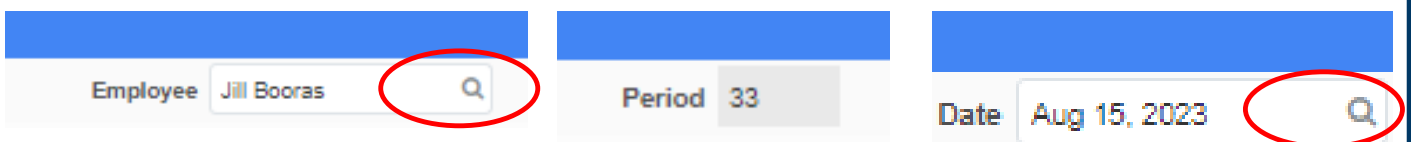


- When you enter into CMiC, click on the purple CMiC eTime button
- Click on "Timesheet Entry"



2

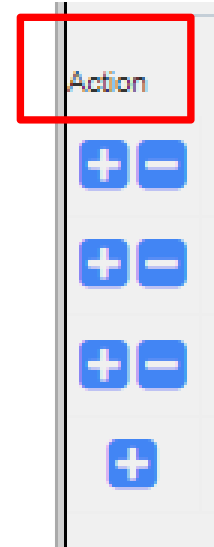
- At the top of the screen under "Period", check:
 - Employee: This will autofill to user's name.
 - To complete time for another employee, click the magnifying glass
 - Period
 - Date



*Period and date can be changed for vacation purposes

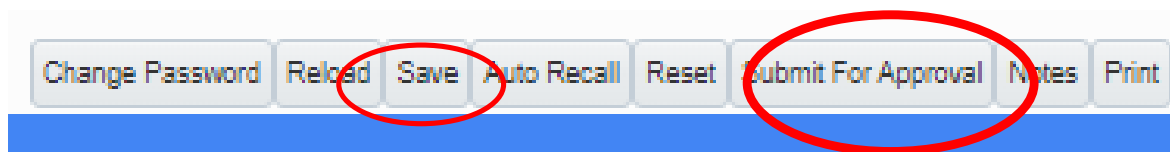
5

- Use the "+" under "Action" to add a row
- Use the "-" under "Action" to delete a row



6

- When complete
 - Click "Save"
 - You can save and go back at a later time to finish the timesheet before you "Submit for Approval"
 - Click "Submit for Approval"
 - This is the final step. Once submitted, you can no longer edit the time card
- Please note that if you enter time for someone else, you click "Submit for Approval" for each person separately.

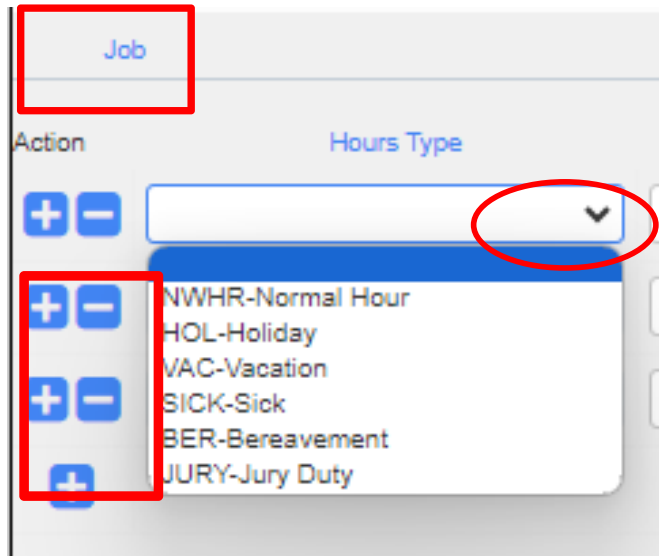


***Contact [Christina Clyde](#) if changes need to be made**

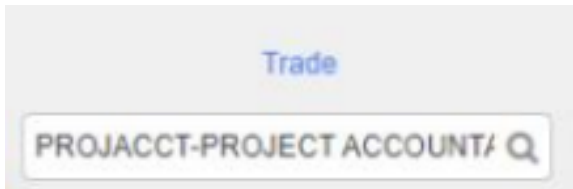
REFERENCE

Job Entry Guide

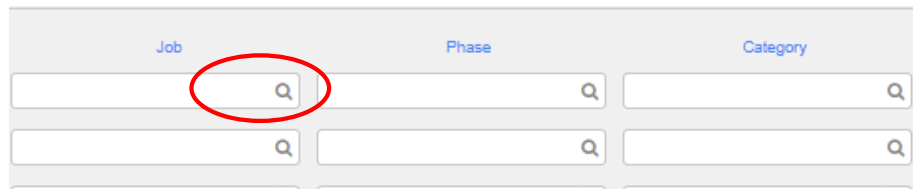
- Choose the appropriate "Hour Type" by using the drop down menu
- If you need to post time to more than one job in one week, use the "+" sign to add another line. Use the "-" sign to delete the line



- By using the TAB key, "Trade" and "Company" will auto-fill



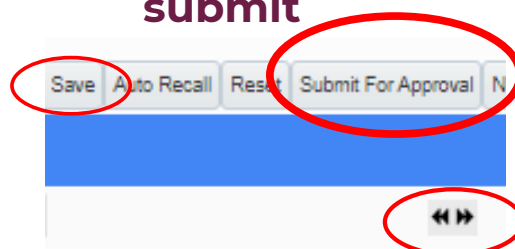
- The "Job", "Phase", and "Category" must be either manually typed in, or you can use the magnifying glass to search



- Use the arrows to move the period. You can move forward to the week of vacation and enter it ahead of time

- "Save" button will NOT submit

- Once timesheet is complete, click "Submit for Approval"

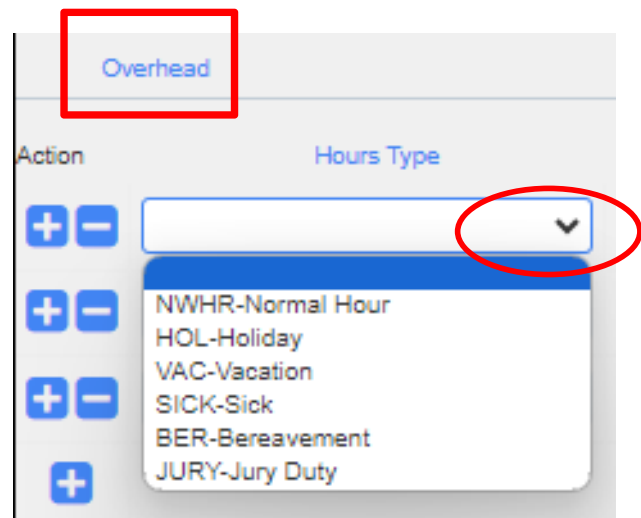


REFERENCE

Overhead Entry Guide

The "Overhead" section of the timecard is ONLY to be used for personnel who DO NOT post time to jobs

- Choose the appropriate "Hour Type" by using the drop down menu



Overhead

Action Hours Type

+ - [Dropdown Menu]

+ - NWHR-Normal Hour

+ - HOL-Holiday

+ - VAC-Vacation

+ - SICK-Sick

+ - BER-Bereavement

+ - JURY-Jury Duty

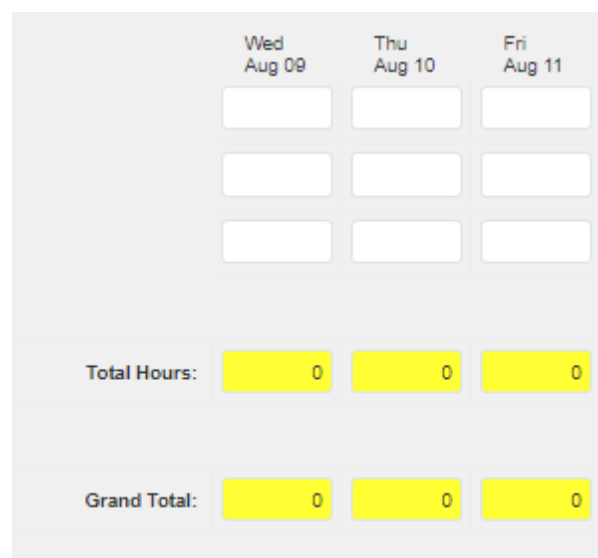
- By using the TAB key, "Trade", "Company", and "Account" will auto-fill.
 - If account does not autofill, reach out to [Christina Clyde](#) before submitting your time



Trade Company Account

PROJACCT-PROJECT ACCOUNT/ Q LKCO-LEE KENNEDY COMPANY Q 849.010-OFFICE SALARIES-HEAD Q

- Enter the hours for each day



	Wed Aug 09	Thu Aug 10	Fri Aug 11
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Grand Total:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>