



BASTION
TECHNOLOGIES

Subcontractors & Consultants Electronic Timesheet Instructions



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1 Introduction

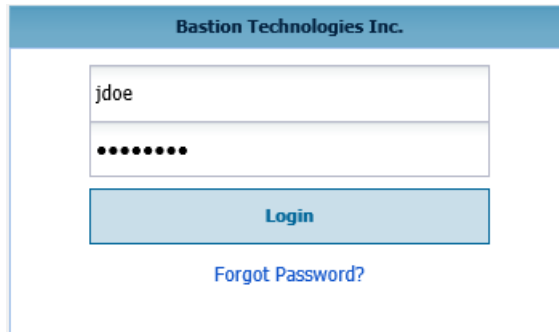
Each subcontractor and consultant is responsible for ensuring the accuracy of the information reported on his/her timesheet. The hours reported will determine the amount Bastion pays to the subcontractor or consultant each week. The hours and associated cost also gets reported to the respective Customers each week. Timesheets must be completed each week and electronically submitted bi-weekly.

2 Accessing the Website

Access the timesheet website at: <https://www.bastiontechnologies.net>

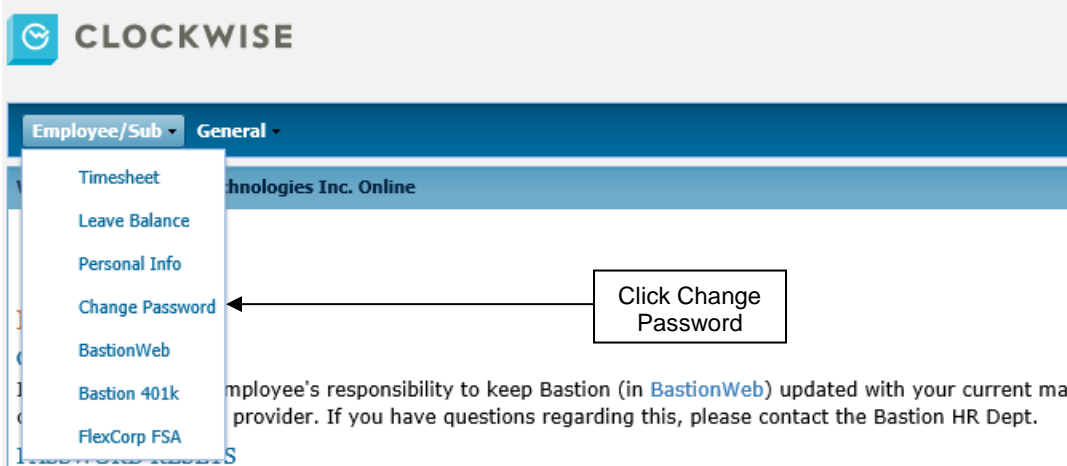
2.1 Logging into the Application

At the login page, type your user name and password. Your user name is normally the first letter of your first name plus your last name (e.g., John Doe = jdoe). Your default password will be assigned by Bastion Contracts. Click “Login” to enter the application.



3 Changing Your Password

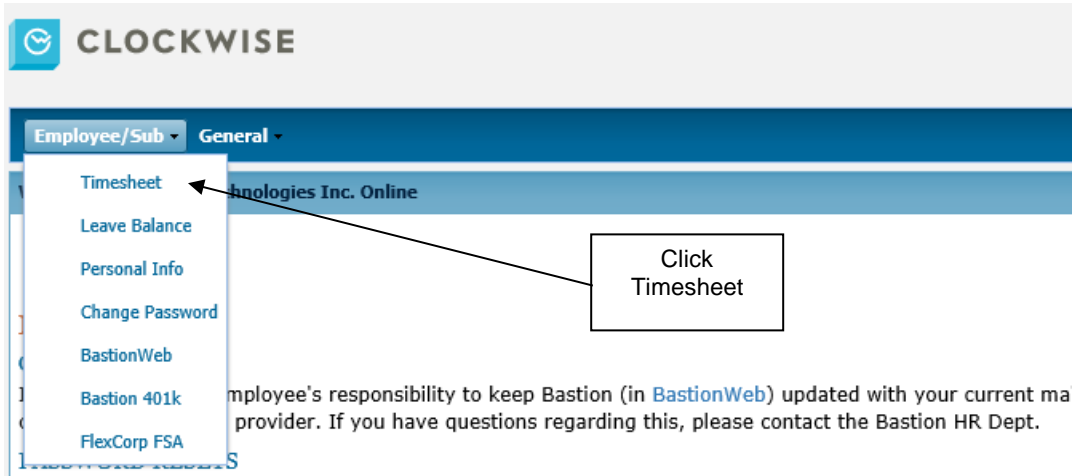
You may change your password by clicking “Employee/Sub” and then “Change Password.”





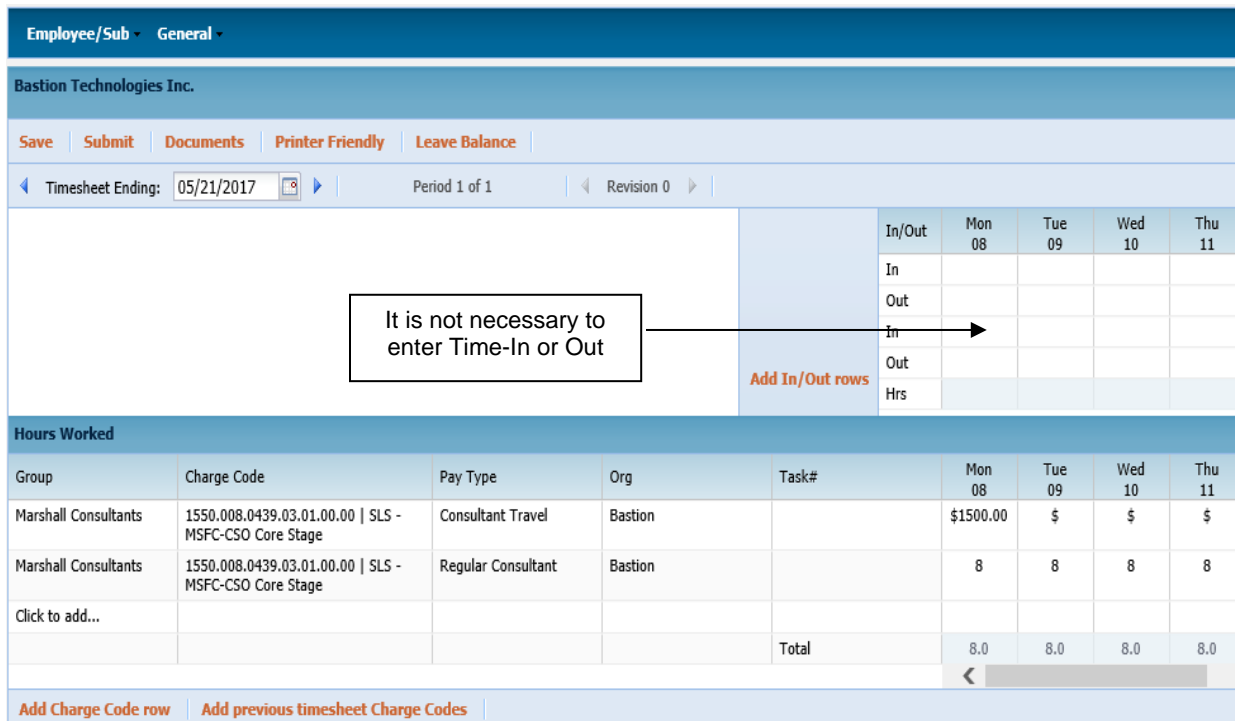
4 Accessing Your Timesheet

You may access your timesheet by clicking “Employee/Sub” and then “Timesheet.”



4.1 Using Your Timesheet

- Contractors and Consultants do not need to enter Time-In and Time-Out values for each day but are required to enter their time charges under the Hours Worked section of the timesheet.





4.2 Adding Charge Codes and Hours Worked

To add a charge code to your timesheet, follow these steps:

1. Click on “Click to add...”
2. Choose a Group from the dropdown list.
3. Choose the appropriate Charge Code from the dropdown list. Your Bastion contact adds charge codes to your list. If the charge code you need is not listed, contact Bastion to have it added to your list.
4. Choose the appropriate Pay Type from the dropdown list. For most situations, you should choose “Regular Subcontractor” or “Regular Consultant” depending on your classification on the contract. If the pay type you need is not listed, contact Bastion to have it added to your list.
5. Enter the daily hours worked for each charge code as illustrated below.
6. Click “Save” to save your entries.

Note: You must click Save after completing changes to your timesheet

Employee/Sub ▾ General ▾

Bastion Technologies Inc.

Save | Submit | Documents | Printer Friendly | Leave Balance

Timesheet Ending: 05/21/2017 | Period 1 of 1 | Revision 0

					Add In/Out rows	In/Out	Mon 08	Tue 09
						Hrs		
Hours Worked								
Group	Charge Code	Pay Type	Org	Task#			Mon 08	Tue 09
Consultants	1550.008.0439.03.01.00.00 SLS - -CSO Core Stage	Regular Consultant	Bastion				8	8
Click to add...								
					Total		8.0	8.0

Add Charge Code row | Add previous timesheet Charge Codes

1 - 4. Choose a Group, Charge Code, and Pay Type. Org auto adds Bastion.

5. Enter hours here



4.3 Adding Travel or ODC Cost

Records for travel or ODC reimbursement are entered on the timesheet in much the same way that hours are recorded. In addition, you may upload the required expense documentation when working remotely. To add a cost reimbursement record to your timesheet you must add a new charge code cost line. If you need to enter travel or ODC expenses and don't have access to the travel or ODC pay types on the required charge number, contact Bastion to get the pay types added to your charge number.

To add travel or ODC to your timesheet follow these steps:

1. Click on "Click to add..."
2. Choose a Group from the dropdown list.
3. Choose the appropriate Charge Code from the dropdown list.
4. Choose either a travel or ODC pay type.
5. Add the cost under any day of the week.
6. Click "Save" to save your entries.
7. If working remotely you may upload your travel documentation via the Documents menu option.

Save Submit Documents Printer Friendly Leave Balance

Timesheet Ending: 05/21/2017 Period 1 of 1 Revision 0

In/Out	Mon 08	Tue 09
In		
Out		
In		
Out		
Hrs		

Hours Worked

Group	Charge Code	Pay Type	Org	Task#	Mon 08	Tue 09
Consultants	1550.008.0439.03.01.00.00 SLS - CSO Core Stage	Regular Consultant	Bastion		8	8
Consultants	1550.008.0439.03.01.00.00 SLS - CSO Core Stage	Consultant Travel	Bastion		\$	\$2350.75
Click to add...						
Total					8.0	8.0

Upload travel documentation by browsing for the locally saved file and attaching it to this timesheet. The system allows for multiple attachments and file types however they must be added one at a time.

Choose a cost Pay Type; A \$ sign will appear in each of the daily fields.

Enter travel or ODC cost here



4.4 Changing Yours Hours Worked

If you add or change hours on a prior day, the system will prompt you to enter a reason for each change. Enter your reason and click “Save” to save your entries.

Reason For Changes ✕

You must provide reason for the change(s) made in this session (75 Characters max.)

Day ▲	Old Value	New Value	Reason
Fri May 12 2017	3	2	<input style="width: 100%;" type="text"/>

4.5 Consultant Weekly Activity Reports

Consultants will need to continue to provide their weekly activity reports as this is a FAR requirement. Reports can be either uploaded via the Documents menu (See the ODC example provided in Section 4.3) or entered in the comments field. Subcontractor report deliverables will be based upon the individual subcontract.

Hours Worked			
Group	Charge Code	Pay Type	Org
Consultants	1550.008.0439.03.01.00.00 SLS - -CSO Core Stage	Consultant Travel	Bastion
Consultants	1550.008.0439.03.01.00.00 SLS - -CSO Core Stage	Regular Consultant	Bastion
Click to add...			

Add Charge Code row
Add previous timesheet Charge Codes

Enter report text here. Records are retained once the timesheet has been saved.



4.6 Submitting Your Timesheet

At the end of the two-week timesheet period you need to submit your timesheet electronically. Make sure you have entered all your time against the proper Charge Codes and Pay Types. Click “Submit” to submit your timesheet.

The screenshot shows the CLOCKWISE software interface. At the top, it says "CLOCKWISE" and "Time and Attendance Software Sign Off". Below that, there's a navigation bar with "Employee", "Supervisor", "Administrator", "Human Resource", "Accounting", and "General". A search bar contains "Profile" and "Search Employees". The main area shows "Bastion Technologies Inc." and a menu with "Save", "Submit", "Documents", "Printer Friendly", and "Leave Balance". The "Submit" button is highlighted with a callout box that says "Click Submit to send your timesheet". Below the menu, there's a "Timesheet Ending:" field with a date "05/21/2017" and a "Revision 0" indicator. A table shows In/Out times for days Mon 08, Tue 09, Wed 10, Thu 11, Fri 12, Sat 13, and Sun 14, with a "Total" column. The table data is as follows:

In/Out	Mon 08	Tue 09	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Total
In	8:00a	8:00a	8:00a	8:00a	8:00a			
Out	5:30p	5:30p	5:30p	5:30p	5:30p			
In								
Out								
Hrs	9.5	9.5	9.5	9.5	9.5			65.8

4.7 Retrieving a Previous Timesheet

Retrieve an old timesheet by clicking the “◀” arrow next to the timesheet ending date on your current timesheet. Use the arrow to scroll through previous timesheets. If you need to correct a prior timesheet, you will need to scroll back to that timesheet.

The screenshot shows the CLOCKWISE software interface, similar to the previous one. The "Timesheet Ending:" field has a date "05/21/2017" and a "Revision 0" indicator. Next to the date are two navigation arrows: a left arrow (◀) and a right arrow (▶). A callout box points to these arrows with the text "Click ◀ for previous or ▶ for next timesheet". The table below the navigation bar is the same as in the previous screenshot.

4.8 Correcting Your Timesheet

4.8.1 Correcting an Unsubmitted Timesheet


Correct an unsubmitted timesheet as follows:

1. If necessary, scroll to the timesheet by clicking the “◀” arrow.
2. Make the changes and click “Save.”
3. Enter the reasons for the changes and click “Save.”
4. Click “Submit” to submit the timesheet.




4.8.2 Correcting a Submitted but Unapproved Timesheet

Correct a timesheet that has been submitted but not approved by your supervisor as follows:

1. Scroll to the timesheet by clicking the “” arrow.
2. Click “Unsubmit.”
3. Make the changes and click “Save.”
4. Enter the reasons for the changes and click “Save.”
5. Click “Submit” to re-submit the timesheet.

4.8.3 Correcting a Submitted and Approved Timesheet

Correct a timesheet that has been submitted and approved as follows:

1. Scroll to the timesheet by clicking the “” arrow.
2. Click “Correction.”
3. Make the changes and click “Save.”
4. Enter the reasons for the changes and click “Save.”
5. Click “Submit” to re-submit the timesheet.