

wand



HOURLY TIME ENTRY

Quick Reference Guide

This guide walks you through hourly time entry in **Wand**. It covers some of the primary features to help you get up and running fast!

Timecard Entry Instructions

Quickly entering hourly timecards in Wand

How to Enter Hourly Timecards in Wand

To get started, go to <https://prowand.pro-unlimited.com> and enter your username and password. From the homepage, do the following:

- Click "Select" to add to the appropriate requisition from the list if you have more than one assignment
- Select "Time" from the "Type" drop down menu
- Select the Date Range from the drop-down menu. (If the date range you need does not appear, enter any date from the desired date range into the Date Other field.)
- Click the "Submit" button

Add Time & Expense

To enter time and / or expenses, please select from a requisition listed below

Req# Select

Job Title
Manager
Status

Req#: 3161080

Type: Time

Date Range: 04/13/2009 - 04/19/2009

Date Other:

Enter Your Timecard Details

For each day worked, enter your time in and out, selecting the Type of Labor or Lunch. Click on "Add New" to add a line for each time type. Remember to enter your lunch time in and out. In the event that you did not take a lunch break, click on the "No Lunch Break Taken" checkbox. Once you have entered all of your relevant time entries, press the "Submit" button.

Day/Date	Notes	Status Notes	Status
Thursday 04/16/2009			Pending

No Lunch Break Taken

Start: 8:00 AM End: 12:00 PM Type: Labor

4.00 Total Hrs

Timecard Entry Instructions (continued)

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Start			End			Type		
8	00	AM	12	00	PM	Labor	Delete	
12	00	PM	1	00	PM	Lunch	Delete	
1	00	PM	2	00	PM	Labor	Delete	
							Default	
5.00 Total Hrs							<input type="button" value="Add New"/>	

Timecard Summary

Now that you have entered your timecard details, the next screen summarizes your entries. In this screen, you will see the “Billing Line #”.

- View your timecard summary, and review the details that you have entered
- To edit your time, click on the link, or click on the “Edit” button at the bottom of the screen
- If your time is accurate, click on “Done”

Billing Item

The Billing Item has been su

Billing Line#: 110269773

Congratulations! Your Timecard Has Been Submitted!

Your timecard has now been completed in Wand. Your manager will be notified via email to log into Wand to approve your pending time.