wand

WEEKLY 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 weekly timecards in Wand

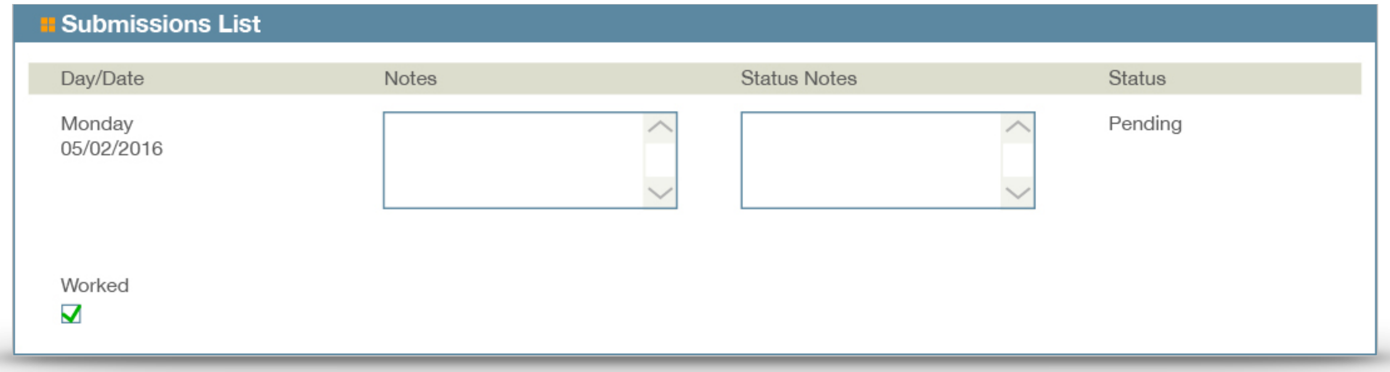
How to Enter Weekly Timecards in Wand

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

Entering Your Timecard Details

For each day worked, click on the “**Worked**” checkbox. Once you have entered your time for relevant days within the week, scroll down to the bottom of the screen and click “**Save**”.



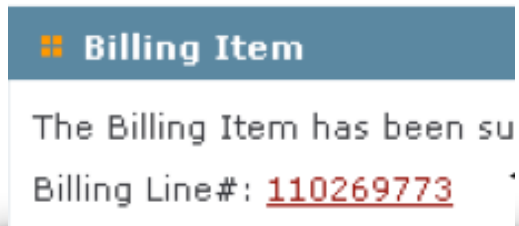
Timecard Entry Instructions (continued)

Quickly entering weekly timecards in Wand

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**"



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 time.