

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

The screenshot shows a web form titled "Add Time & Expense". At the top, it says "To enter time and / or expenses, please select from a requisition listed below". Below this, there are fields for "Req #", "Job Title", "Manager", and "Status", with a "Select" button next to "Req #". Further down, there are dropdown menus for "Type" (set to "Time") and "Date Range" (set to "04/13/2009 - 04/19/2"). Below these is a "Date Other" text input field. At the bottom right is a "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”.

The screenshot shows a table titled "Submissions List". The table has four columns: "Day/Date", "Notes", "Status Notes", and "Status". The first row shows "Monday 05/02/2016" in the "Day/Date" column, empty text boxes in the "Notes" and "Status Notes" columns, and "Pending" in the "Status" column. Below the table, there is a "Worked" checkbox which is checked with a green checkmark.

Day/Date	Notes	Status Notes	Status
Monday 05/02/2016			Pending

Worked

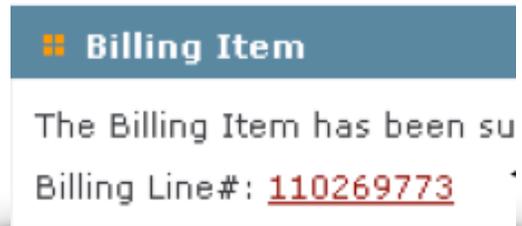
Timecard Entry Instructions (continued)

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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.