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1. Introduction

Welcome to the I.T. Alliance Project Timesheet system. This unique system has been customised to provide a streamlined timesheet system that is fast, efficient and user friendly.

2. Logging In

Login Name

Your Login name is your name, first name and surname. There is a space between the two names. e.g. Pamela Wisley

Password

The system administrator will send you an e-mail containing your password. Once you have received your Password, you can commence logging time via the web.

Q -What happens if you forget your Password?

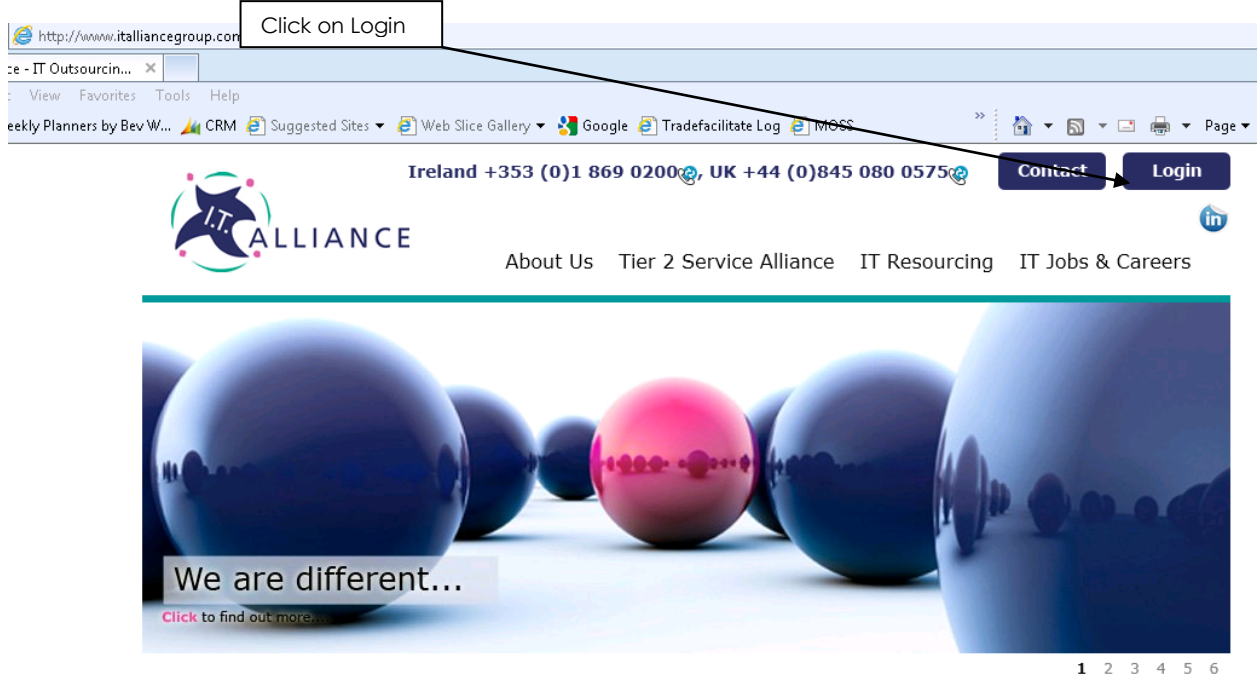
A - Contact the Service Desk in I.T. Alliance, through phone 01 8690222 or e-mail newrequest@italliancegroup.com



3. I.T. Alliance’s Project Time System

The following 14 screen shots will take you through the process of logging in and filling in time.

Screen # 1 – Login



Two IT services, delivered to a single standard.

(1) Selling and delivering IT consultancy, IT projects & IT services in your name.

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(2) Your complete IT recruitment service for top IT contractors and IT staff.

For IT job hunters or hiring companies, we offer a seamless bridging process between the highest quality IT professionals and some of the most respected companies throughout Ireland, the UK, and Europe.

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- Latest News -

I.T. Alliance survey highlights what tech jobs are most in demand - Big demand for Project Managers and Infrastructure Engineers

01-Mar-12
Project Managers closely followed by Infrastructure Engineers head the "most wanted"...more

3rd March 2012- I.T. Alliance to showcase at Career Reboot Event

24-Feb-12
Microsoft, in conjunction with I.T. Alliance and other partners is hosting...more



Screen # 2

Select 'Project Time System'

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Login

- ▶ [Project Time System](#) [>]
- ▶ [Intranet System](#) [>]
- ▶ [Webmail](#) [>]
- ▶ [Citrix XenApp 6.5 Portal](#) [>]
- ▶ [IT Support Portal](#) [>]

I.T. Alliance System Access
Web Timesheet System
 I.T. Alliance Group Web Timesheet System is a fully interactive website which allows employees and contractors to enter their timesheets online. You will need permission to login to secure sites in order to access this site. Please use the relevant link in the navigation area to the left to Login to the Timesheet System.

Intranet
 I.T. Alliance Intranet is only for the employees of the company. Employees of the company can access HR, IM, Finance information and view various Testing and Consulting product demos. Please use the relevant link in the navigation area to the left to Login to the Intranet.

Webmail
 I.T. Alliance provides Webmail for the employees of the company. You will need permission to login to secure sites in order to access this site. Please use the relevant link in the navigation area to the left to Login to Webmail.

Citrix Portal
 I.T. Alliance Citrix Portal delivers applications to selected employees of the company who require access to company applications offsite. You will need permission to login to secure sites in order to access this site. Please use the relevant link in the navigation area to the left to Login to the Portal.

Project Time System
 If you are recording your time against project codes then please use the relevant link in the navigation area on the left to Login to the Project Time System.

IT Support Portal
 The I.T. Alliance IT Support Portal allows employees to log and view calls and queries. You will need permission to login to secure sites in order to access this site. Please use the relevant link in the navigation area on the left to Login to the IT Support Portal.

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[Site Map](#)

Screen # 3

Select 'Candidates'

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Timesheets

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I.T. Alliance Web Timesheet System

Welcome to the I.T. Alliance Timesheets web site. This is a fully interactive web site linked directly to the I.T. Alliance Timesheets Server database.

You can view or download the [Candidates User Guide Here](#).

You can view or download the [Clients User Guide Here](#).

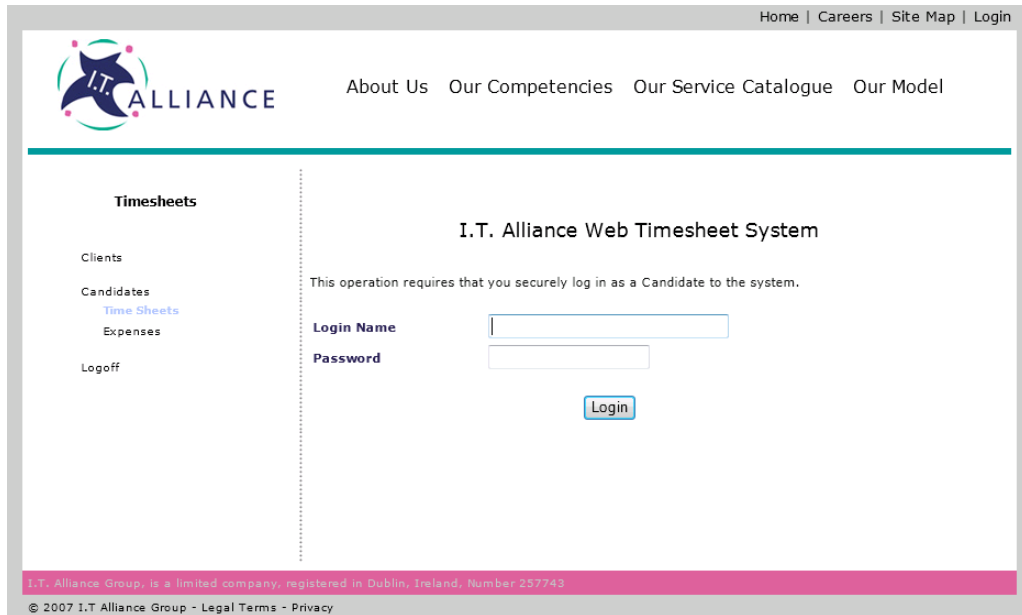
Adobe Reader is needed to view these documents. This can be downloaded from the [Adobe Website](#).

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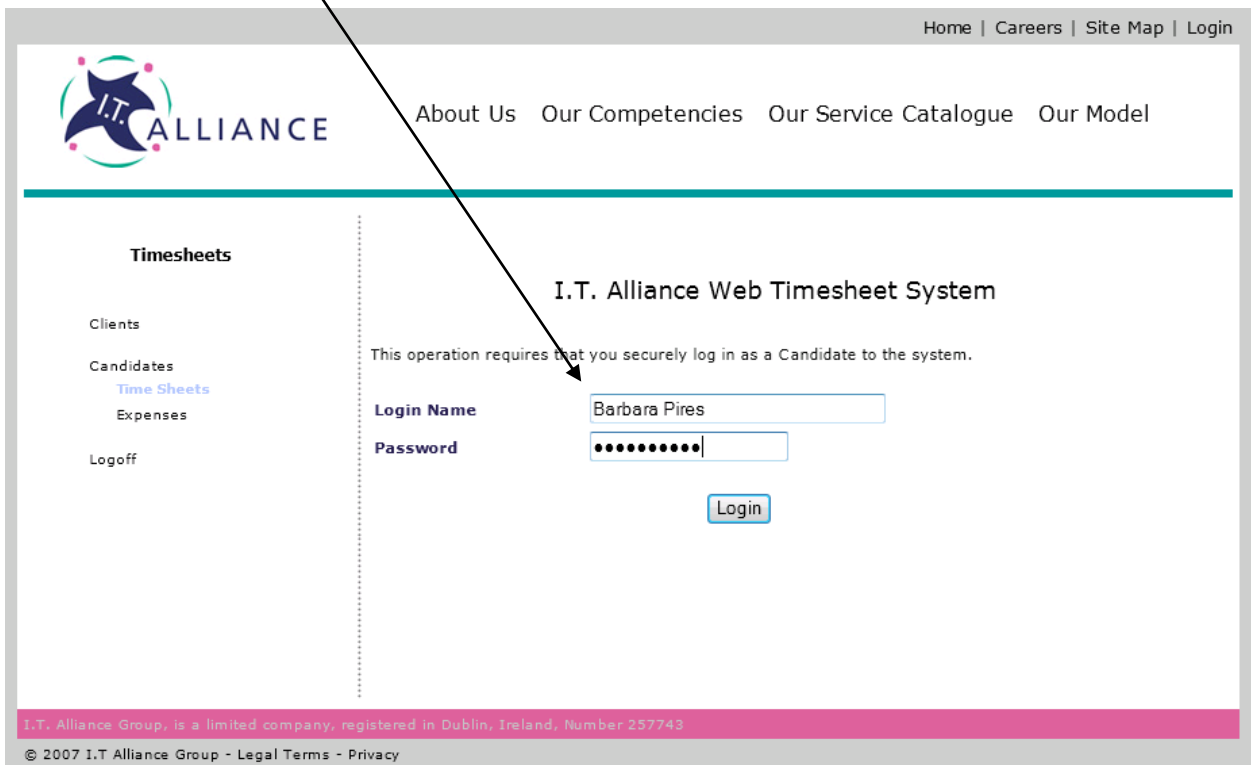


Screen # 4 – Login Page



Screen # 5

Login Name = First Name Surname
Password = Surname_**** (****= A unique 4 digit Pin number)





Screen # 6 – Select Placement

Select placement based on Company and Start date

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I.T. Alliance Web Timesheet System

Reference	Job Title	Company	Candidate	Start Date
12598	Receptionist	IT Alliance	Barbara Pires	02/02/2010
13597	Receptionist	IT Alliance	Barbara Pires	21/01/2010
13782	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	04/01/2011
13782.1	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	03/10/2011
13782.2	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	01/01/2012

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Screen # 7 – View and Enter New Timesheet

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I.T. Alliance Web Timesheet System

Placement Reference	12598
Candidate	Barbara Pires
Job Title	Receptionist
Client Company	IT Alliance
Client Contact	Terence O'Donnell
Location	Park House, North Circular Road, Dublin 7,
Start Date	02/02/2010
End Date	31/12/2012

Existing TimeSheets

No	Period	Date Submitted	Total Hours	Status
<input type="button" value="New TimeSheet"/>				

To Add a New Timesheet

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Screen # 8 – Timesheet Grid

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I.T. Alliance Web Timesheet System

PRINTER SAFE TIMESHEET

Company Name	IT Alliance	Terms and Conditions
Customer PO	12598	Approval of this contract time record constitutes my acknowledgement that I have received prior to the date hereof and have agreed to all the terms and conditions of my contract. I confirm that the above details shown in this timesheet are correct.
Placement Ref	--	
Company Id No	--	
Sage Com Code		

Candidate Name	Start Date	End Date	Hrs Per Week
Barbara Pires	02/02/2010	31/12/2012	37.5

Fill in All Hours

Week Ending	Weekend Aug 5 2012							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Std Hours	0	0	0	0	0	0	0	0.00
Totals	0	0	0	0	0	0	0	0.00
Comments								

TimeSheet Status	Not Authorised
Approved By	
Approved Date	

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Select week from the drop down the list

Time should be entered Mon to Sun

27.04.11



Screen #9 – Entering time per day and selecting project code

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I.T. Alliance Web Timesheet System

PRINTER SAFE TIMESHEET

Company Name IT Alliance	Terms and Conditions
Customer PO	Approval of this contract time record constitutes my acknowledgement that I have received prior to the date hereof and have agreed to all the terms and conditions of my contract. I confirm that the above details shown in this timesheet are correct.
Placement Ref 13597	
Company Id No --	
Sage Com Code	

Candidate Name	Start Date	End Date	Hrs Per Week
Barbara Pires	21/01/2010	06/01/2011	40

Fill in All Hours

Week Ending Weekend Jan 24 2010

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Std Hours	0	0	0	0	0	0	0	0.00
	0	0	0	0	0	0	0	0.00

Standard hours for Monday

Co Code	Name	Hours
A-2-0002	Annual Leave	0.00
A-2-0003	Bank Holidays	0.00
A-2-0004	Certified Sick	0.00
A-2-0005	Uncertified sick	0.00
A-2-0006	Training	0.00
A-2-0007/003	Admin Gen-Objectives	0.00

Submit

Click on the clock icon to enter hours per day

Enter number of hours against the applicable project

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Screen # 10 – Submitting time per day

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I.T. Alliance Web Timesheet System

PRINTER, SAFE TIMESHEET

Company Name	IT Alliance	Terms and Conditions
Customer PO	13597	Approval of this contract time record constitutes my acknowledgement that I have received prior to the date hereof and have agreed to all the terms and conditions of my contract. I confirm that the above details shown in this timesheet are correct.
Placement Ref	--	
Company Id No	--	
Sage Com Code		

Candidate Name	Start Date	End Date	Hrs Per Week
Barbara Pires	21/01/2010	06/01/2011	40

Fill in All Hours

Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Weekend Jan 24 2010	0	0	0	0	0	0	0	0.00
Co	Standard hours for Monday							0.00
A-2-0002	Annual Leave						0.00	0.00
A-2-0003	Bank Holidays						0.00	0.00
A-2-0004	Certified Sick						0.00	0.00
A-2-0005	Uncertified sick						0.00	0.00
A-2-0006	Training						0.00	0.00
A-2-0007/003	Admin Gen-Objectives						0.00	0.00
P-2-0159/002	Internal Cloud Trade Facilitate						7.50	0.00
Submit								

Click submit once the total number for that day is entered

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Screen # 11 – Updating Timesheet

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PRINTER SAFE TIMESHEET

Company Name	IT Alliance	Terms and Conditions
Customer PO		Approval of this contract time record constitutes my acknowledgement that I have received prior to the date hereof and have agreed to all the terms and conditions of my contract. I confirm that the above details shown in this timesheet are correct.
Placement Ref	13597	
Company Id No	--	
Sage Com Code		

Candidate Name	Start Date	End Date	Hrs Per Week
Barbara Pires	21/01/2010	06/01/2011	40

Fill in All Hours

Week Ending	Weekend Jan 24 2010							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Std Hours	7.50	0	0	0	0	0	0	7.50
Totals	7.50	0	0	0	0	0	0	7.50
Comments								

TimeSheet Status	Not Authorised
Approved By	
Approved Date	

Click Update Timesheet once all the time has been entered for that week

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27.04.11



Screen # 12 - Timesheet entry successful

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I.T. Alliance Web Timesheet System

Your changes to TimeSheet: 149569 were successful.

[Re-Edit Details](#) [View Placement](#)

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Screen # 13 – Accessing entered timesheets

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I.T. Alliance Web Timesheet System

Reference	Job Title	Company	Candidate	Start Date
12598	Receptionist	IT Alliance	Barbara Pires	02/02/2010
13597	Receptionist	IT Alliance	Barbara Pires	21/01/2010
13782	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	04/01/2011
13782.1	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	03/10/2011
13782.2	Customer Service Agent	I.T. Alliance - Unassigned	Barbara Pires	01/01/2012

Select Timesheets from the menu


Select the relevant placement

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Screen # 14 – View timesheets

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Placement Reference	13597
Candidate	Barbara Pires
Job Title	Receptionist
Client Company	IT Alliance
Client Contact	Terence O'Donnell
Location	Park House, North Circular Road, Dublin 7,
Start Date	21/01/2010
End Date	06/01/2011

Existing TimeSheets

No	Period	Date Submitted	Total Hours	Status
149569	Weekend Jan 24 2010	02-Aug-2012	07.50	Not Authorised
124702	Weekend Mar 21 2010	07-Mar-2011	00.00	Not Authorised

You can view entered timesheets for that placement and their current status

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Support / Communication

If you have a technical or general query with the Timesheet system, it is very important that you let us know as soon as possible. This should be done by e-mail to newrequest@italliancegroup.com or call The Service Desk Agent in Park House on (01) 8690222.