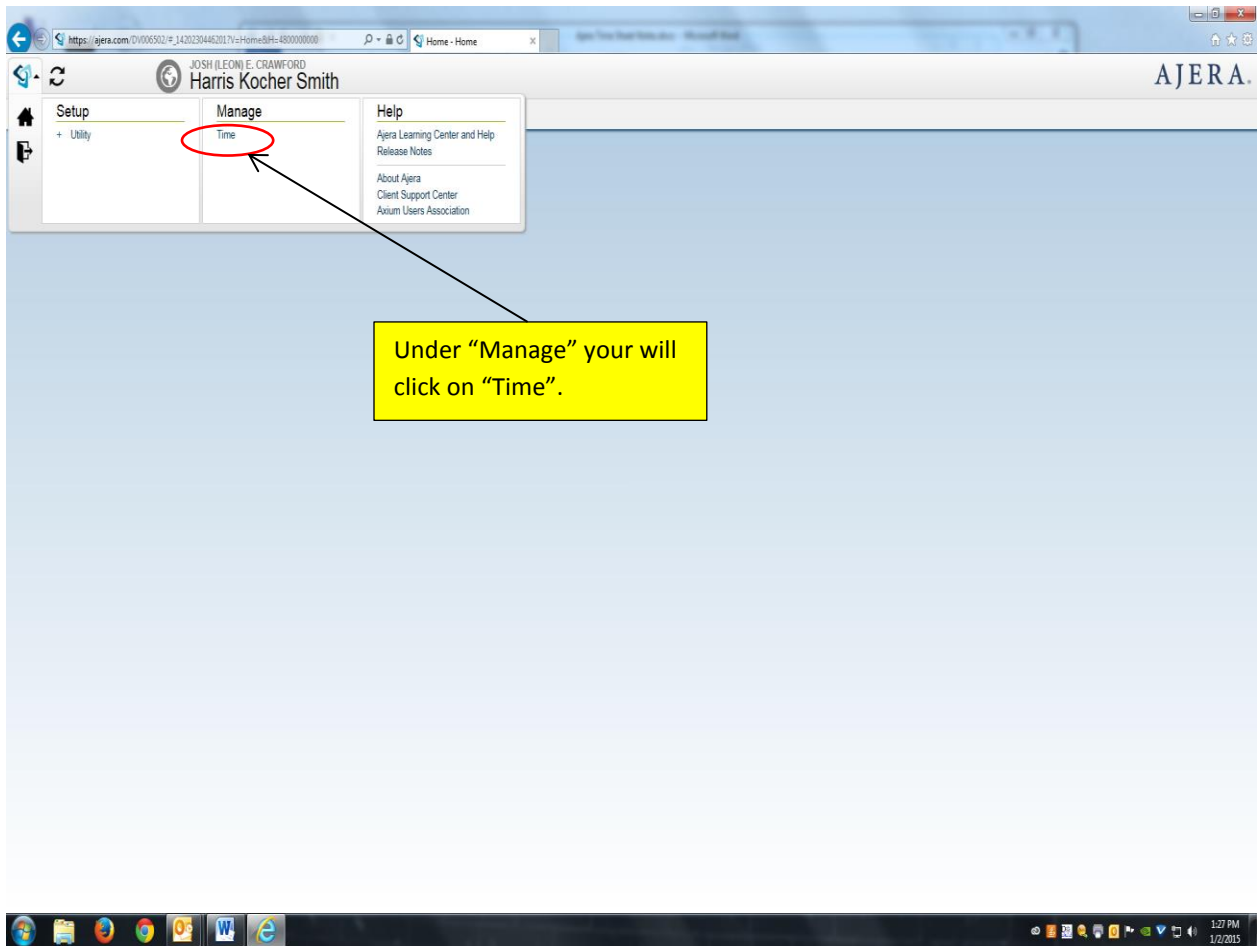
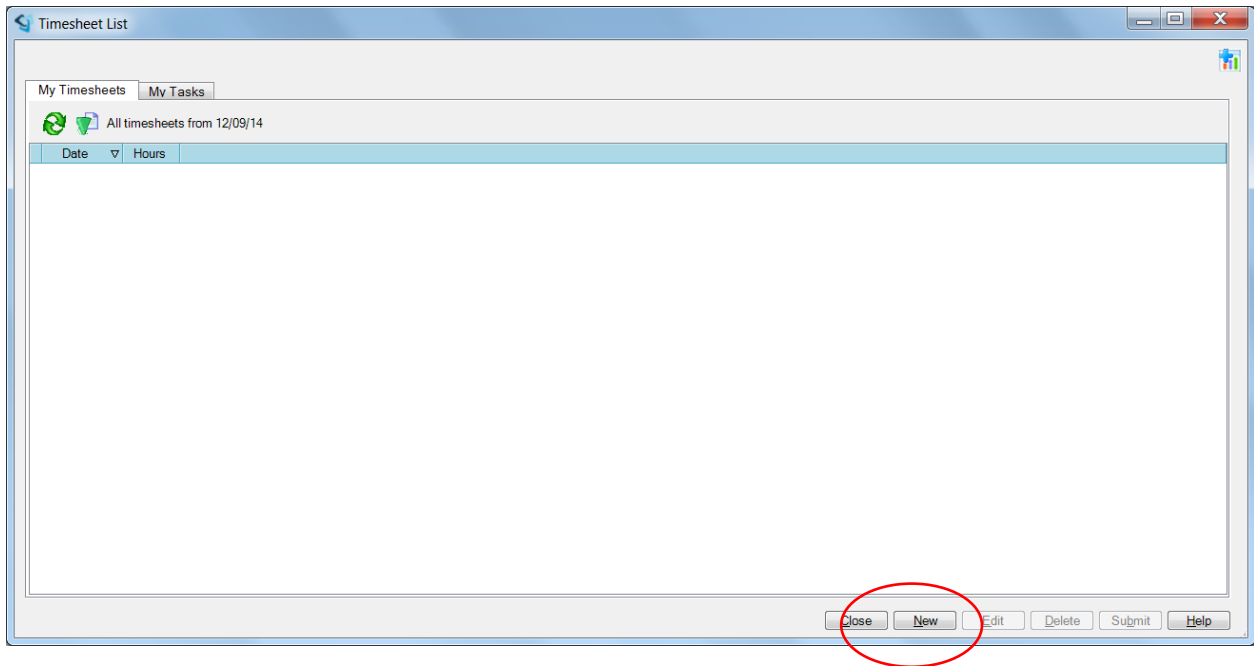


Click the down arrow.



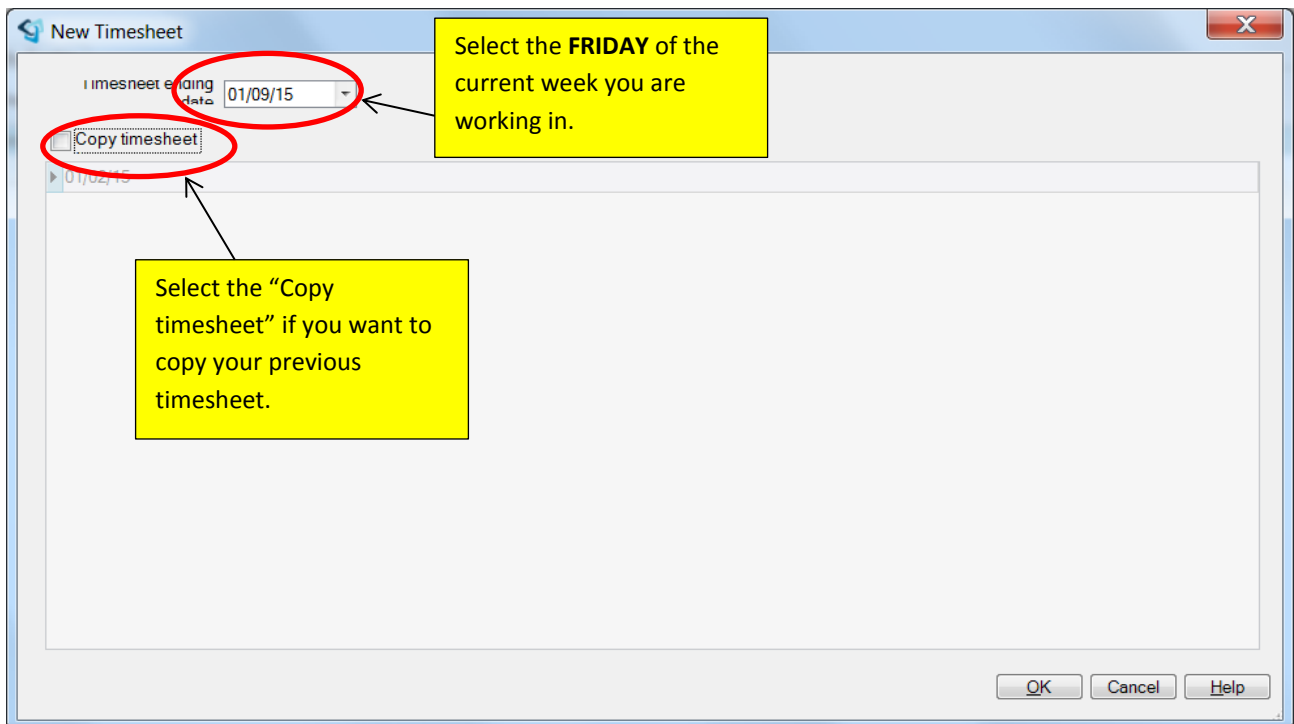
Under "Manage" your will click on "Time".



1. On the **My Timesheets** tab, click the **New** button.
2. **IMPORTANT: FOR YOUR FIRST TIMESHEET YOU WILL PICK THE FRIDAY OF THE CURRENT WEEK YOU ARE WORKING IN (you should only have to do this once).** For all timesheets after the first one, you can leave the date that appears. Please note it will always be the Friday of every work week and **NOT** every other Friday.

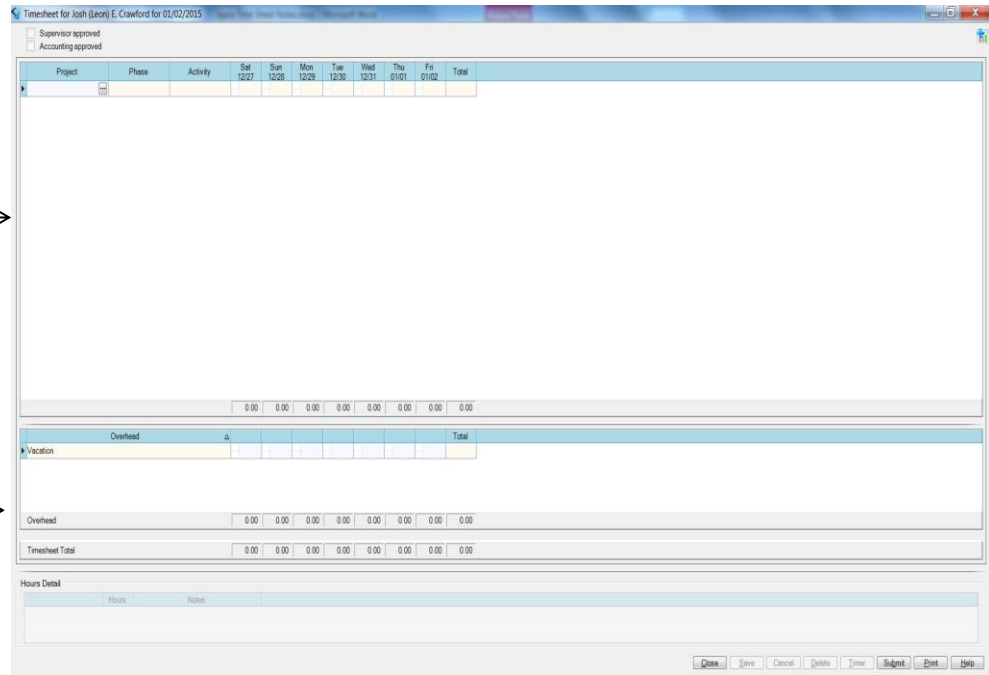
Note: You can also enter your time by [copying an existing timesheet](#).

3. Click OK.





Direct time or project time goes in the top area.

Non billable time goes in the second area.



Your timesheet appears. It consists of two areas for entering your time.

Direct Time:	<ol style="list-style-type: none">1. In the table at the top of the window, enter a project, phase, and then activity. <p>For more information about the project, phase, or activity , click  (Customize) after clicking .</p> <ol style="list-style-type: none">2. Type the hours you worked on the project/phase/activity for each day of the week.3. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered.4. Repeat steps 1-3 for each project/phase/activity for which you worked. <p>You can also enter hours using the timer. You can use the timer to track start/stop times, or you can use the timer without tracking start/stop times.</p>
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Project List

Search

Status	ID	Description
Active	110706	1050 S. Broadway
Active	140705	10556 Montecito Drive Survey
Active	140715	11th Street Between Walnut & Larimer
Active	140619	12495 N Dumont Way
Active	140412	13th & Yost ALTA Survey
Active	130114	13th & Yukon
Active	140511	14th & Zuni
Active	140113	15th & Market Building Monitoring
Active	140603	16th & Broadway Signalization Survey
Active	140604	16th Street Mall Utility Coordination
Active	140306	18th & Boulder St. Apartments
Active	121201	250 Columbine
Active	140818	2847-2863 Welton Street & 2848 California Stre...
Active	131012	2980 Huron Street Residence
Active	111105	29th & Huron Apartments
Active	120805	29th & Huron Construction Staking
Active	140617	3000 Inca St & 3019-3103 Huron St
Active	070904	34th & Tejon
Active	140408	34th & Tejon. Phase 3 Survey
Active	140201	360 Inverness Drive South
Active	131205	38th & Lowell

Close Select Help

Phase List

Description

- ▶ AMLI Littleton Village
 - ▣ Preliminary Engineering
 - ▣ Engineering Services
 - ▣ Conversion Phase

Pick the item in the list you are working on.

Close Select Help

Activity List

Status	Description	Activity Type
Active	Engineering Services	Labor
Active	Surveying Services	Labor

Close Select Help

Timesheet for Josh (Leon) E. Crawford for 01/09/2015

Supervisor approved
 Accounting approved

Project	Phase	Activity	Sat 01/03	Sun 01/04	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Total
141112 The Yards at D...	ALTA/ACSM Lan...	Engineering Ser...								
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overhead										
Vacation										
Overhead			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Timesheet Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hours Detail

	Hours	Notes
Regular		
Overtime		

Close Save Cancel Delete Timer Submit Print Help

Pick the item in the list you are working on.

Overhead or non-project time	<ol style="list-style-type: none"> 1. In the table in the bottom window, type the hours in the cell that correspond to the type of overhead and day of the week for the time you want to enter. 2. If notes are required on the timesheet, a Notes window appears when you leave a timesheet cell. If you do not enter notes in that window, Ajera clears the time you just entered.
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If you enter a row by mistake, do one of the following:

- Click the row, click the **Delete** button, and click **Yes** to delete it.
- Right-click the row, click **Delete Row**, and click **Yes** to delete it.

If you need to clear the contents of a timesheet cell, right-click the cell, click **Clear contents**, and click **Yes** to clear the contents of the cell.

Do one of the following:

- If you are not ready to submit the timesheet, click **Close**. You can open it later. Ajera saves it under its week ending date.
- If your timesheet is completed, **Save** and **Print**.
- If you are finished with the timesheet and want to send it for approval, click the **Submit** button. Once you submit a timesheet, you can no longer change it unless you unsubmit it. Click **Close**.

Timesheet

Harris Kocher Smith

HKS HARRIS KOCHER SMITH
DENVER • DALLAS/FORT WORTH

Tuesday, January 06, 2015
Page 1

Janette (Dixie) Rourke
Timesheet date: 1/2/2015
Target percent billable 0.00% Timesheet percent billable 65.96% Employee Status: Active

Project	Phase	Activity	Employee Type	Sat-27	Sun-28	Mon-29	Tue-30	Wed-31	Thu-01	Fri-02	Total
13th & Yukon 130114	1 Basic Services 01 Civil Base Plan	Engineering Services	Administrative			0.50					0.50
34th & Tejon 070904	1 Basic Engineering Services 03 PBG Site Plan	Surveying Services	Administrative			8.00	4.00	3.00			15.00
Direct Total				0.00	0.00	8.50	4.00	3.00	0.00	0.00	15.50
Overhead											
Sick Time					8.00						8.00
Overhead Total				0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Regular Total				0.00	8.00	8.50	4.00	3.00	0.00	0.00	23.50
Timesheet Total				0.00	8.00	8.50	4.00	3.00	0.00	0.00	23.50

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

	Name	Date
Employee submitted	Janette (Dixie) Rourke	1/6/2015
Supervisor approved		
Accounting approved		