



2018 eFAACT introductory email

To enter your time, you will go to this website.

<https://timeandexpense.myefaactweb.com/login.aspx?err=>

A screenshot of a web browser window displaying the 'MyeFAACT Web' login page. The browser's address bar shows the URL 'Login to MyeFAACT'. The page has a light beige background with the title 'MyeFAACT Web' in a green, bold font. Below the title are three input fields: 'Username:' with the text 'JDoe', 'Password:' which is empty, and 'Customer PIN:' with the text '0GIVHY'. There is a checked checkbox labeled 'Remember Me' and a 'Login' button. At the bottom of the page, there is a link for 'MyeFAACT Administration Login' and a section titled 'Forgot your password?' with instructions to contact the eFAACT Administrator for a password reset.

Your username is your email address.

Your temporary password is 123456. **Important: Please do not change this password until we tell you to. There may be changes/updates that we need to make to timecards/accesses and we will need the password to remain the same so that we can easily do so.**

Your PIN is: OLMPOY (“Zero”, Capital LMPOY)

When you log in, you will want to check the Remember Me box on the login page as this will retain your pin for future logins. You will also want to save this web address as a favorite.

**Once you are on the website use the below steps:**

Click on “Enter Time”; from the dropdown click on “Classic View”

You will generally see four weeks of time on the top of the page. Click on the week that you are entering time for. To “sign/submit” your time use the pen under the hours that you just entered. You will be prompted to enter your password to confirm that these hours are correct.

**For compliance, you must enter your time daily.** If you do not, you and your supervisor will receive an e-mail in the morning with a notice that your time has not been entered for the prior day. Please, enter your time daily, it will create a lot of problems for me if time is not entered by every employee daily. Even one employee who doesn't enter their time will suspend the whole process for the day.

Please login immediately to familiarize yourself with this system and verify you are able to access it. Timekeeping on eFAACT will begin 7/21/2018. Please feel free to email Phyllis Zerhusen with any questions or problems regarding timesheet entry, Phyllis's email address is pzerhusen@dse-inc.net. You may also reach out to your supervisor for assistance.

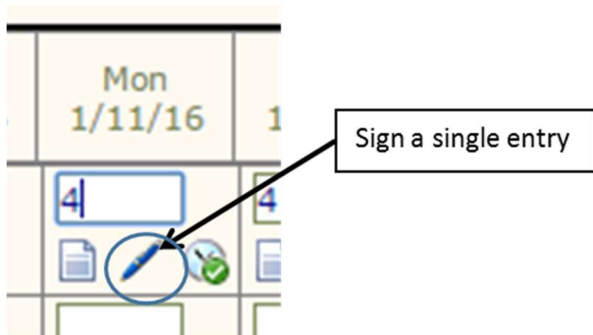
**You are required to enter your time at the end of each day before you leave. Your time must be signed for the following week by each Monday morning at 9 a.m. At that time, your supervisor will approve your timesheet which will be imported into the accounting system at noon each Monday.**

The eFAACT administrator, Phyllis Zerhusen, will be monitoring timesheet entry and will be in communication daily with anyone out of compliance with our policy. It is very important to adhere to daily time tracking as it is a condition of our contracts. In an audit, if we are found to be non-compliant, we could lose contracts and face additional measures. This may be a change for many of us, but it's important as we ensure our system adheres to the regulations imposed by our contracts.

### **SIGNING TIMECARDS**

You can either sign timecards daily or at the end of the week.

Daily:



At the end of the week:

1/1/2016 - 1/31/2016

6 1/10/2016 - 1/16/2016 1/17/2016 - 1/23/2016 1/24/2016 - 1/30/2016 1/31/2016 - 1/31/2016

Action Target

Day  Task  12/27/15 thru 1/2/16  All Days

Authorized Period	01/01 - 01/02	01/03 - 01/09	01/10 - 01/16	01/17 - 01/23	01/24 - 01/30	TOTAL
09/30/15 - 09/29/16					0.00	0.00

2. Sign

1. Pick "Target" period to sign

## eFAACT time documentation procedure:



### Enter hours for Tasks available on the TimeCard

Enter hours for the Task displayed at the head of the row. Hours are automatically saved when the cursor leaves the cell. If [adjusting hours for time entered on a previous day](#), an adjustment reason is required.

TimeCard for John Second  
2/1/2014 - 2/15/2014

2/1/2014 - 2/2/2014    2/3/2014 - 2/9/2014    2/10/2014 - 2/15/2014


Display Controls      Action      Target

             Day    Task    2/1 thru 2/7    All Days

Hours Remaining	Period Total	Task	Sat 2/1	Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7
0.00	1.00	<a href="#">B&amp;P:CO CATS:Pres</a>		1					
0.00	0.00	<a href="#">GBA:CO CATS:Pres</a>							
Daily Totals			<						>
			0	1	0	0	0	0	0

### Document Your Work

Document your work using the icon within the time cell.



**Document Work**

Task: B&P:CO CATS:Pres  
Workday: 2/2/2014  
Total Hours: 1  
Undocumented Hours: 1

Hours:

Classification:

Documentation:

     Status:

After you click on “Add” you will also need to click on the “Close” button that appears at the bottom of the documentation.