Job Aid: Time & Expense in the Contractor Talent Portal	The purpose of this job aid is to instruct Contractors on creating a Time Sheet, adding Tasks, entering time, withdrawing, editing and submitting a Time Sheet, as well as creating an Expense Sheet, entering expenses, editing and submitting Expense Sheets.

Tasks

a. Accessing your Time Sheet from the Home Page
b. Adding Tasks
c. Entering Time
d. Withdrawing a Time Sheet
e. Editing a Time Sheet
f. Submitting a Time Sheet
g. Creating an Expense Sheet
h. Entering Expenses
i. Submitting an Expense Sheet
j. Editing an Expense Sheet

Key Terms

Expense Codes – Categories of expenses, designated by alphanumeric codes, that allow for expense categories to be assigned to cost centers. The company where you are assigned to creates expense codes such as travel or mileage that workers can enter their expenses.

Expense Sheet – A form for reporting expenses for reimbursement that is completed and submitted online by a worker. Categories of expenses, designated by alphanumeric codes, that allow for expense categories to be assigned to cost centers. The company where you are assigned to creates expense codes such as travel or mileage that workers can enter their expenses against.
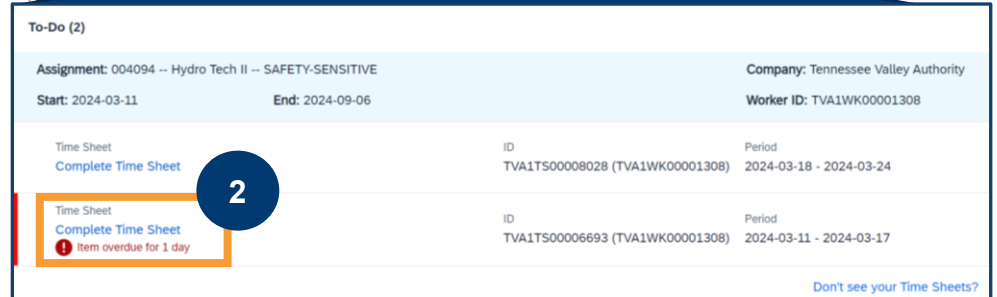
Task Codes - Alphanumeric designations for specific company-defined activities to which labor hours and currencies are allocated in a time sheet.

Contractor Talent Portal
Contractors
Time & Expense in Contractor Talent Portal

TVA

1 On the **Home Page**, under the **To-Do** section, you can see Time Sheets requiring completion or Expense Sheets that have been rejected.
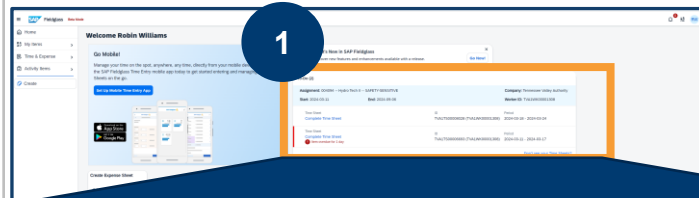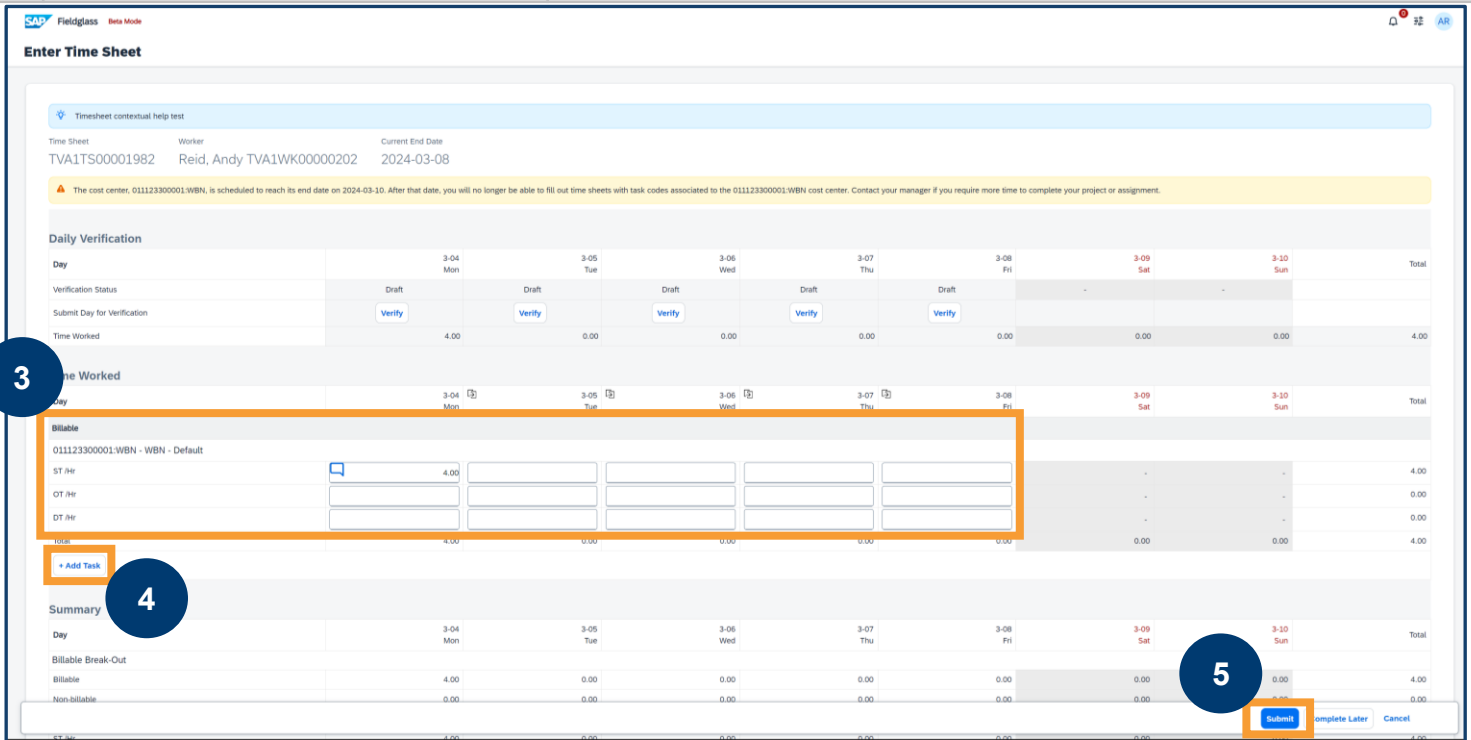
2 To complete your Time Sheet, click on **Complete Time Sheet** for the Time Sheet you wish to complete.

To-Do (2)

Assignment: 004094 -- Hydro Tech II -- SAFETY-SENSITIVE | Company: Tennessee Valley Authority

Start: 2024-03-11   End: 2024-09-06 | Worker ID: TVA1WK00001308

Time Sheet	ID	Period
Complete Time Sheet	TVA1TS00008028 (TVA1WK00001308)	2024-03-18 - 2024-03-24
Time Sheet Complete Time Sheet ⚠ Item overdue for 1 day	ID TVA1TS00006693 (TVA1WK00001308)	Period 2024-03-11 - 2024-03-17

Don't see your Time Sheets?

3 On the **Enter Time Sheet** page, you can enter your time in the **Billable** section for each **Task**.

4 To add a Task to your billable section, click on **+Add Task**.

5 To submit your Time Sheet, click **Submit**.

Once you have clicked **+Add Task** on your Time Sheet,

6 On the **Add Task** pop up, you can select **Common Tasks** or **Other Tasks**.

7 To select a Task to add, **click the radio button** to the left of the **Cost Center**.

8 Once you have made your selection, click **Add Task** to add it to the Time Sheet.

Add Task

6

Common Tasks | Other Tasks

12 Items Found | Apply Filters

	Cost Center	Task
	Enter Criteria	Enter Criteria
○	011123200001:WBN	WBN
●	100301	1.1.1.13
○	100301	1.1.1.2
○	100301	1.1.1.5
○	100301	1.2.8.17
○	100290	2.1.1

7

8

Add Task   Cancel

Time Worked

Day		3-11 Mon			3-17 Sun	Total
Billable						
× 100301 - 1.1.1.13 - Default						
ST /Hr						0.00
OT /Hr						0.00
DT /Hr						0.00
× 100301 - 1.1.1.7 - Default						
ST /Hr						8.00
OT /Hr						1.00
DT /Hr						1.00
Total					0.00	10.00

+ Add Task

9

Comments   ✕

10

Testing

Remaining: 33

11

Add

9 When entering time, you can click the **message bubble** within the type of time worked and the day worked to **add comments**.

10 Within the message pop up, you can enter the desired comments.

11 Once finished, you can click **Add** which will add the comment and close the pop up.

12 When entering time, you may have different types of time worked. For your **Standard Time** worked, enter your hours on the **ST/Hr** row. If you have **Overtime** worked, enter your hours on the **OT/Hr** row. If you have **Double Time** worked, enter your hours on the **DT/Hr** row.

Manually entering OT is only applicable to craft positions.

DT is only applicable to craft positions.

13 Enter these hours in the corresponding days and billable hour types that you worked.

14 When you have finished filling out your time sheet, click the **Submit** button, a pop up will appear.

15 Within the pop up, click **Submit** to submit your Time Sheet.

Williams, Robin

Time Sheet

Status	Time Sheet ID	Period	Buyer	Supplier
Pending Approval	TVA1TS00006693	2024-03-11 to 2024-03-17	Tennessee Valley Authority	G.D. Barri & Associates, Inc. (TVA)(GDBA)

✓ **Success!**
Time Sheet has been submitted.

16

16 After you have successfully submitted your Time Sheet, you will be returned to the Time Sheet page, and you will have a "**Success!**" **Message**.

Time Sheets List

Williams, Robin

Time Sheet

Withdraw **17**

Status	Time Sheet ID	Period
Pending Approval	TVA1TS00006693	2024-03-11 to 20

✓ **Success!**
Time Sheet has been submitted.

18 **Withdraw Time Sheet**

Comments:

testing

Remaining: 993

19 Withdraw   Cancel

17 If you need to **Withdraw** your Time Sheet to make edits. On the Time Sheet you'd like to withdraw, click **Withdraw**. A pop up will appear.

18 Within the pop up, in the **Comments** field, you can enter your reason for withdrawing the Time Sheet.

19 Once finished, click **Withdraw**.

Time Sheets List

Williams, Robin

Time Sheet

20 Edit Actions ⌄

Status	Time Sheet ID	Period	Buyer	Supplier
Draft	TVA1TS00006693	2024-03-11 to 2024-03-17	Tennessee Valley Authority	G.D. Barri & Associates, Inc. (TVA)(GDBA)

20 To edit a Time Sheet, click **Edit**.

		3-11 Mon	3-12 Tue	3-13 Wed	3-14 Thu	3-15 Fri	3-16 Sat	3-17 Sun	Total
✕ 100 01 - 1.1.1.13 - Default									
ST /Hr									0.00
OT /Hr									0.00
DT /Hr									0.00
✕ 100301 - 1.1.1.7 - Default									
ST /Hr		8.00							8.00
OT /Hr		1.00							1.00
DT /Hr		1.00							1.00
Total		10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

+ Add Task

| 21	When returned to the Time Sheet to conduct your edits, if you would like to remove a **Task**, click on the **X** in the upper left-hand corner of the Task on the Time Sheet.
22	If you need to edit the time you have entered, add or change the time within each field corresponding to the type of billable time worked, and on the day it was worked.

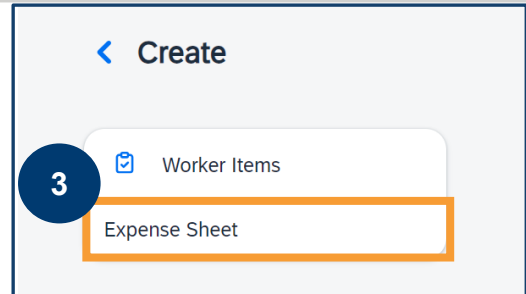| 23	Once you have completed your edits, click the **Submit** button in the bottom right-hand corner of the Time Sheet. A pop up will appear.
24	Within the pop up, click **Submit** to submit the Time Sheet.
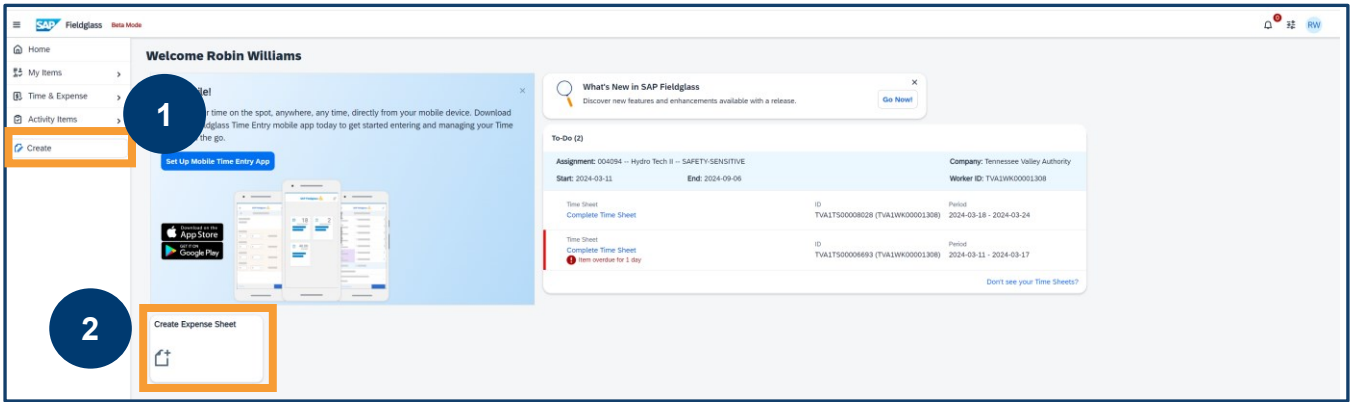
To enter your expenses on an **Expense Sheet**, there are two ways to create an Expense Sheet.

1 The first is to click **Create** on the left-hand Navigation menu. This will redirect you to a new screen.

2 The second, and faster way is to click **Create Expense Sheet** in the center portion of the Home Page.

3 If you clicked **Create** from the Home Page, on this screen, to create an Expense Sheet, click **Expense Sheet** underneath Worker Items.

4 On the **Create Expense Sheet** page, to create an Expense Sheet, click on the **Expense Code** corresponding to the Cost Center you wish to submit an expense for. Click on the blue **Expense** [7] **Code** to proceed.

5	Within the **Billable** section of the **Expense Codes** page, you will enter your expense information.

6	You will need to enter a date for the expense. Click the **calendar button** on the left-hand portion of the screen, next to the Copy button.
7	A calendar will pop up. Click on the **date** that the expense took place.

8

| Merchant | testing |
| Description | testing |

9

| **8** | In the **Merchant** field, enter the name of the Merchant that you acquired the expense from. For Example, you rented a car to travel for TVA business, you would enter Enterprise Car Rental' in the field. |
| **9** | In the **Description** field, enter a description of what the expense is. |

Expenditure Type   Staff Aug - Equip Rental   **10**   ⌄

Expenditure Type

Expense Amount

- Staff Aug - Airfare
- **11** Staff Aug - Equip Rental
- Staff Aug - Ground Transport
- Staff Aug - Lodging
- Staff Aug - Meals
- Staff Aug - Miscellaneous
- Staff Aug - Temp Living Per Diem

| **10** | You will need to select the correct **Expenditure Type** for the expense you are submitting. In the **Expenditure Type** field, click the drop-down arrow to open the selection of possible Expenditure Types. |
| **11** | From the drop-down, select the **Expenditure type** that is appropriate for the expense you are trying to submit. |
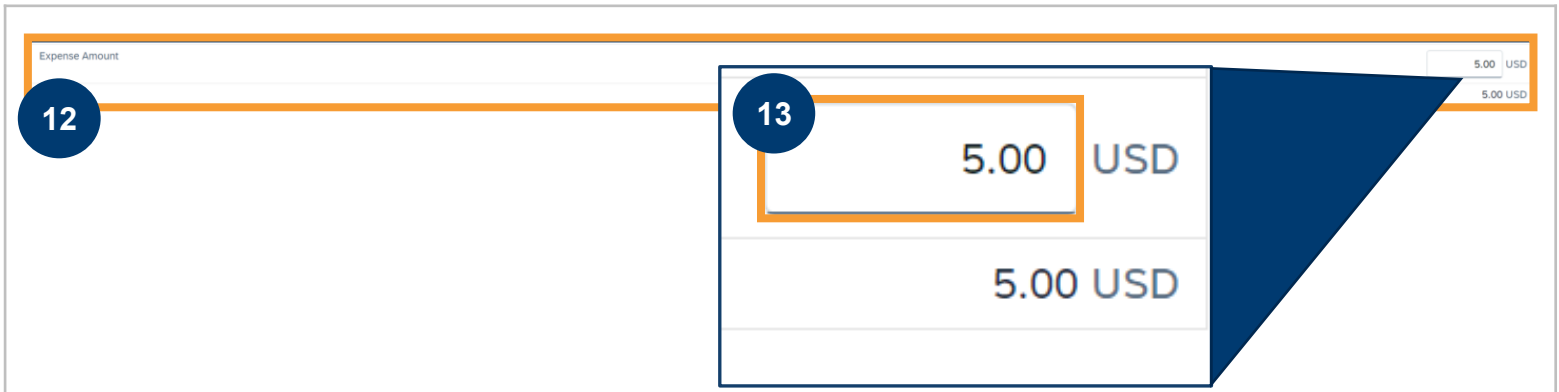
12 In the **Expense Amount** section you will enter the expense amount.

13 There is an editable field on the right-hand side of the section, enter the exact amount of the expense you are creating.
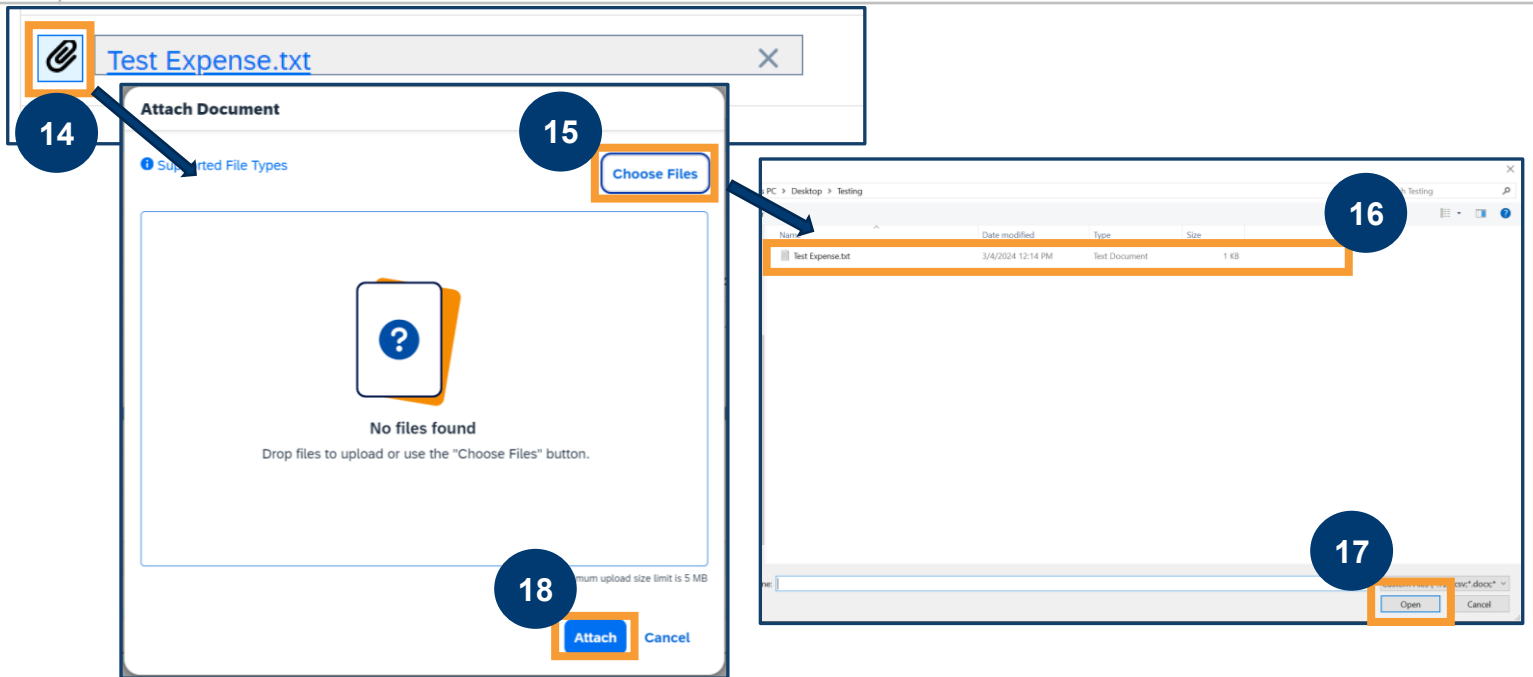
14 You must attach a copy of your expense. On the left-hand side of the section, click the **paperclip icon**.

15 Once the Attach Document pop up appears, click on **Choose Files**.

16 The file explorer will pop up. Find and select the file you want to attach.

17 Click **Open**.

18 Click **Attach**, to attach the file of your expense.

General Information

19 Comments (optional)

Testing

Remaining: 1993

19 In the **General Information** section, you can optionally enter any comments you feel are needed.

Expense Validation *

20 ◯ No   ⦿ Yes

20 In the **Expense Validation** section, mark **Yes** or **No** if the submitted expense is in accordance with your Supplier's contractual language or the GSA.gov website.

Refresh   **Submit**   Complete Later **21** Cancel

22

Confirmation

Submit Expense Sheet?

23 OK   Cancel

21 If you are not finished with filling out the information for your expense and need to complete it at a later date, you can click **Complete Later**.

22 If you are finished entering your expense details and are ready to submit it, click **Submit**.

23 A **Confirmation** pop up will appear. Click **OK** to finish submitting your Expense Sheet.

After submitting your **Expense Sheet**, it is reviewed by your Supplier.

24 If your Expense Sheet is rejected, your **Home Page** will show you a message requiring your attention.

25 To resolve the rejected Expense Sheet, click on the blue **Correct Expense Sheet**.

26 On the Expense Sheet page, you can click **Edit** if you would like to edit the Expense Sheet and resubmit.

After clicking **Edit**, you can re-enter or change any of the previously entered information and submit once again.