Contractor Talent Portal
Suppliers
Submit Time Sheets

TVA

Job Aid: Submit Time and Expense on behalf of a Worker	The purpose of this job aid is to help a Supplier learn the process of Submitting Time Sheets on behalf of a Worker.

Tasks
a. Locate Time Sheet from the Main Navigation Page
b. Search and/or Filter for applicable Time Sheet
c. Add Tasks and Hours to Time Sheet for each day and appropriate Rate
d. Submit Time Sheet

Key Terms

**Time Sheet:** A tool used to record employee working time and activities
Task Codes: Alphanumeric designations for specific buyer-defined activities to which labor hours and currencies are allocated in a time sheet.

Contractor Talent Portal
Suppliers
Submit Time Sheets

1 To Submit a Time Sheet on behalf of a worker select **Worker** from the Navigation menu on the left side of the screen.

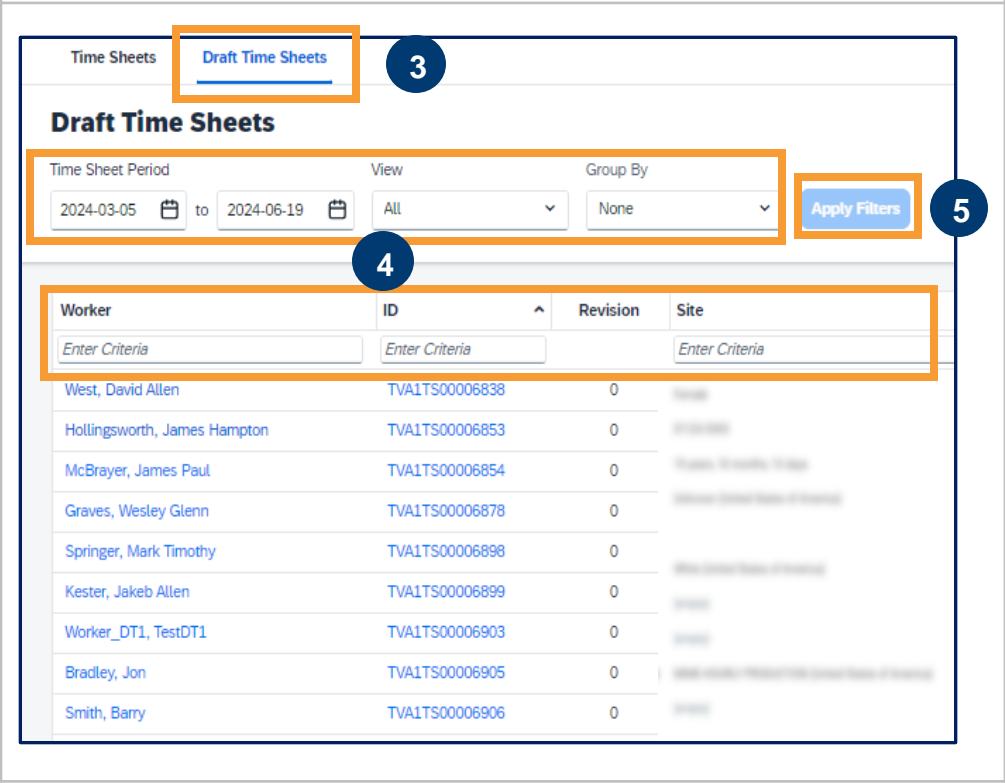**2** Select **Time Sheet** from the drop-down menu.
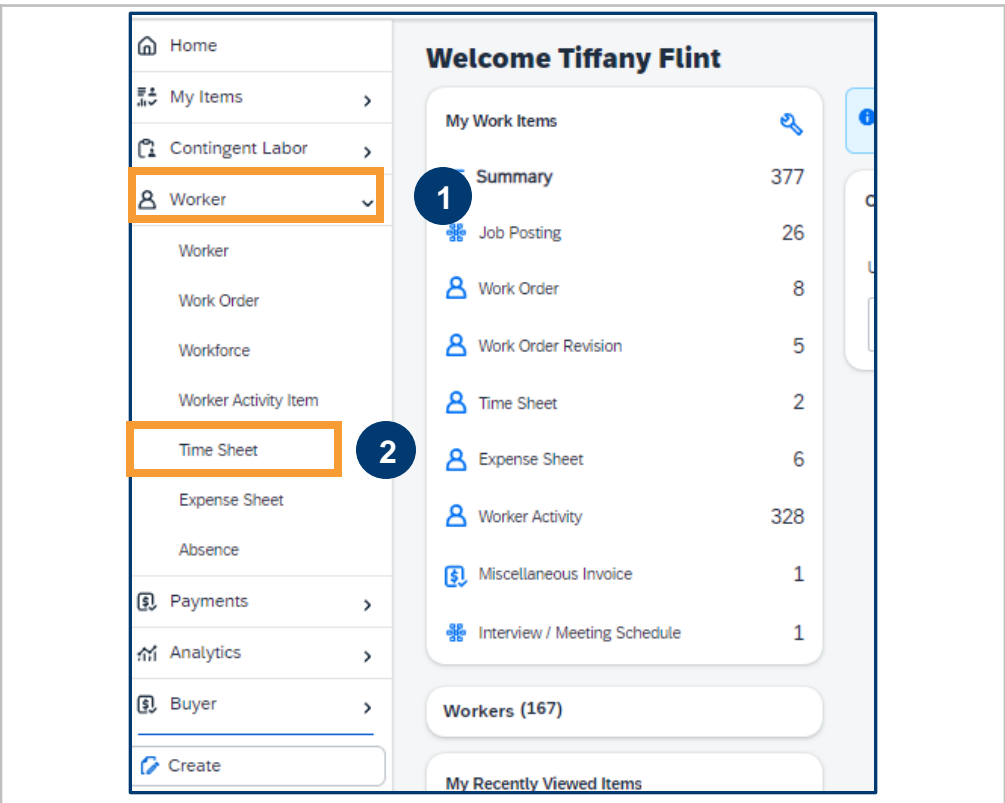
3 Select **Draft Time Sheets** at the top of the page.

4 Filter or Search for a Draft Time Sheet using the filters highlighted:
- Date
- Worker
- ID
- Site

5 After selecting Filter or Search method, click **Apply Filters.**

*Note: Search columns can be re-sized to see additional details.

6 After selecting desired Worker, click **Time & Expense Tab.**

↗ Workers List

DD **Donald, Dan** | **DF0034 -- TECHNICIAN, CHEM-LAB (F&H) - LEVEL B -- SAFETY-SENSITIV**
Ⓣ Worker

Status	Worker ID	Period	Buyer	Flags
Open	TVA1WK00000139	2023-11-20 to 2024-08-31	Tennessee Valley Authority	Possible Match

Details   Activity Items   Revisions   **Time & Expense**   **6** udit Trail   Related

Time & Expense

Period
2024-03-05 📅 to 2024-03-19 📅   Apply Filters

7 Select a **Draft Time Sheet** by clicking on the **ID** link.

Time Sheets

Status	ID	Revision	Start	End	Approved	ST	OT
All ▾	Enter Criteria						
Draft	TVA1TS00006911	0	2024-03-18	2024-03-24		0	0
Draft	TVA1TS00005519	0	2024-03-11	2024-03-17		0	0
Draft	TVA1TS00001932	0	2024-03-04	2024-03-10		0	0

Clear Sort Clear Filters

7

8 Click **Edit** in the upper right-hand corner.

↗ Time Sheets List

West, David Allen   **8**   Edit   ctions ⌄
Time Sheet

Status	Next Step	Time Sheet ID	Period	Buyer
Draft	Need to submit	TVA1TS00006838	2024-03-18 to 2024-03-24	Tennessee Valley Authority

Details   Rate Details   Related   🔍

Job Posting   Worker ID
005000 -- Conveyor Car Dump Operator -- SAFETY-SENSITIVE - TVA1JP00000148   TVA1WK00000051

Daily Verification

Day	3-18 Mon	3-19 Tue	3-20 Wed	3-21 Thu	3-22 Fri	3-23 Sat	3-24 Sun	Total Worked
Verification Status	-	-	-	-	-	-	-	
Comments								
Time Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Time Worked

Day	3-18 Mon	3-19 Tue	3-20 Wed	3-21 Thu	3-22 Fri	3-23 Sat	3-24 Sun	Total Worked
Total Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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9	Scroll down to the **Billable** section.	
10	Select **Add Task.**	
11	When the pop up appears, select the desired **Task.**	
12	Select **Add Task** to add to the Billable section of the Time Sheet.	

13	Enter appropriate Hours for each Rate category: Standard Time (ST), Over Time (OT), and Double Time (DT). Do this for each day of the week. If another task is needed, click **Add Task.** ***Note**: OT is calculated in the system based on 40+ hours worked in a week. Suppliers will reference their contract with TVA when entering DT.
14	When Time Sheet has been completed, click **Submit**, or **Complete Later.**
15	When the page refreshes, select **Submit** to successfully Submit the Time Sheet.

Contractor Talent Portal
Suppliers
Submit Revised Time Sheets

TVA

Job Aid: Submit Time and Expense on behalf of a Worker	The purpose of this job aid is to help a Supplier learn the process of Submitting Time Sheets on behalf of a Worker.

Tasks

a. Locate Time Sheet from the Main Navigation Page
b. Search and/or Filter for applicable Time Sheet
c. Remove unwanted Task Code from Time Sheet
d. Add appropriate Task Code
e. Enter appropriate Hours for each Day and Rate
f. Submit

Key Terms

**Time Sheet:** A tool used to record employee working time and activities
Task Codes: Alphanumeric designations for specific buyer-defined activities to which labor hours and currencies are allocated in a time sheet.

Contractor Talent Portal
Suppliers
Submit Revised Time Sheets

1 To Revise a Submitted Time Sheet select **Worker** from the Navigation menu on the left side of the screen.
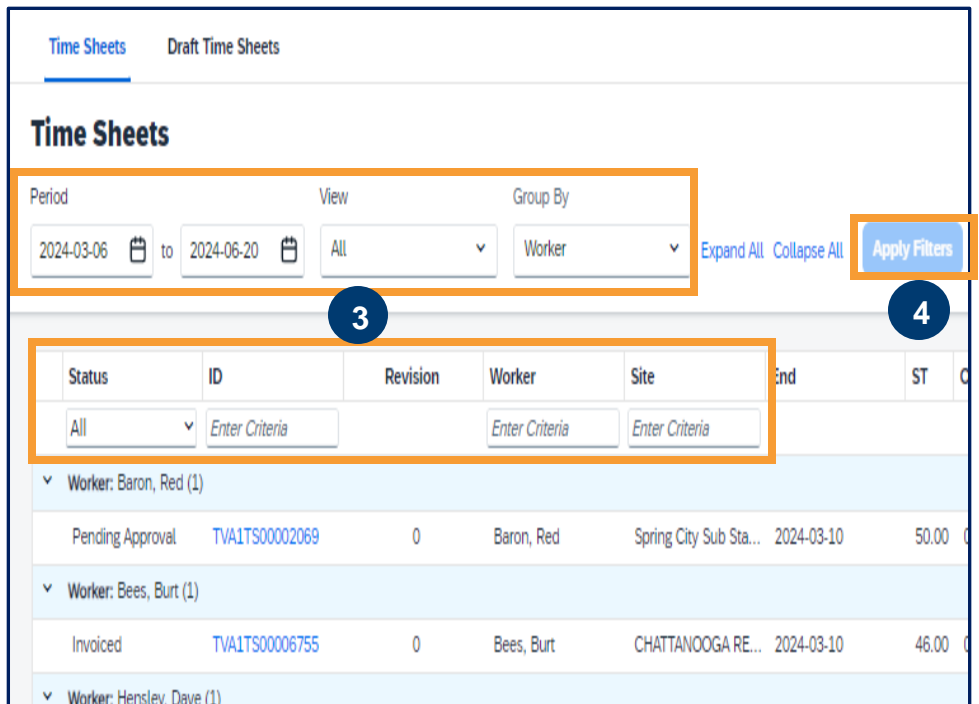
2 Select **Time Sheet** from the drop-down menu.
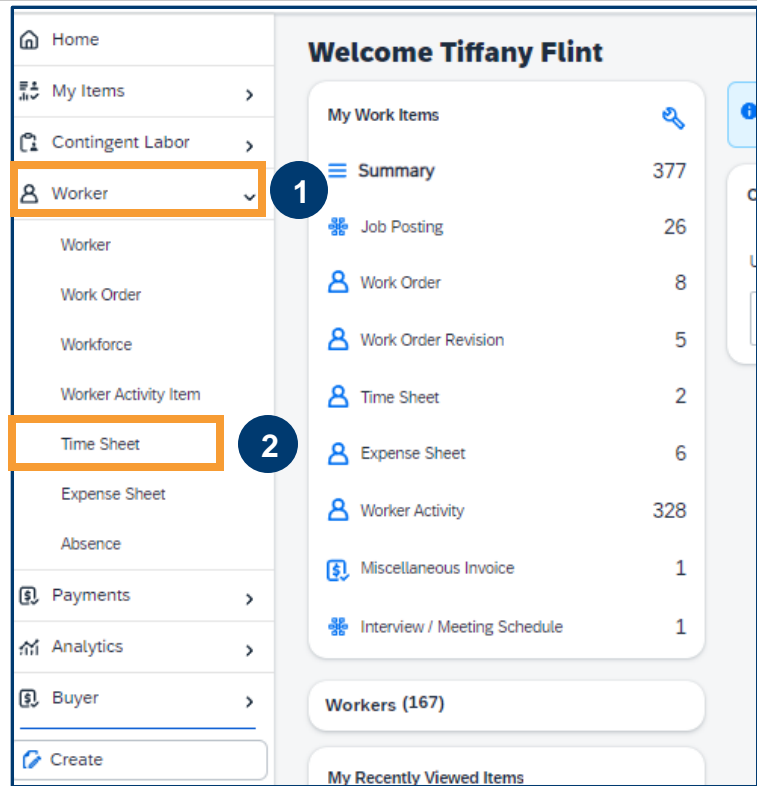
3 Filter or Search for an Invoiced Time Sheet using the filters highlighted:
- -Date
- -Status
- -Worker
- -ID
- -Site

4 After selecting Filter or Search method, click **Apply Filters.**

5 Select the applicable Time Sheet by clicking **ID** link.
- o To Revise a Time Sheet, be sure the Time Sheet status is **Invoiced.**
- o A Time Sheet **cannot** be revised if it not in **"Invoiced"** status.
- o If a Time Sheet is not invoiced, the Supplier can withdraw the **Pending** Time Sheet to modify and re-submit or await the Hiring Manager's approval or rejection to proceed with the Revision**.**

Time Sheets

Period		View	Group By	
2024-02-22 to 2024-06-07		All ˅	Worker ˅	Expand All Collapse All **Apply Filters**

Status	ID	Revision	Worker	Site	End
All ˅	Enter Criteria		Henley	Enter Criteria	
˅ Worker: Henley, Don (1)					
Invoiced	TVA1TS00001830	1		CHATTANOOGA REGION...	2024-

Clear Sort Clear Filters

6 When the Time Sheet displays, click **Actions** drop down menu in the upper right-hand corner.

6 Actions ˅

Time Sheet

7 Revise

Print

Status	Time Sheet ID	Period	Buyer
Invoiced	TVA1TS00008056	2024-03-11 to 2024-03-17	Tennessee Valley Authority

Details   Rate Details   Related   Q

Job Posting   Worker ID

AJ0023 -- MECHANICAL ENGINEER, DESIGN (NPG) C - LEVEL C - TVA1JP00007467   TVA1WK00001319

7 Select **Revise** from the drop-down menu.

Daily Verification

Day	3-11 Mon	3-12 Tue	3-13 Wed	3-14 Thu	3-15 Fri	3-16 Sat	3-17 Sun	Total Worked

Contractor Talent Portal
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TVA

8 When the Time Sheet displays, scroll down to the Billable section under Time Worked.

9 Click the **Red X** next to the task code that needs to be removed or revised.

Time Worked

Day	3-04 Mon	3-05 Tue	3-06 Wed	3-07 Thu	3-08 Fri
Billable **8**					
❌ **9** 1.1 - Default					
ST /Hr	8.00	8.00	12.00	10.00	8.00
OT /Hr					
Total	8.00	8.00	12.00	10.00	8.00

+ Add Task **10**

10 Click **Add Task** to add a new Task Code.

11 When the Add Task pop up displays, select the desired **Task Code.**
  o You can utilize the Filter option to search for Cost Center or Taks Codes.

Add Task

Common Tasks   Other Tasks

10 Items Found   Apply Filters

Cost Center	Task
Enter Criteria	Enter Criteria **11**
○ Project11	3.001.2
○ Project11	1.1
○ Project21	2.1.1
○ Project21	2.1.2
○ Project21	2.1.3
○ Project21	2.1.5

12 Click **Add Task** in the bottom right-hand corner.
  o Repeat those steps to add as many new Tasks as needed.

12 Add Task   Cancel

Contractor Talent Portal Suppliers
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TVA

13 Once the new task(s) are added to the Time Sheet, enter the hours for each day and rate appropriately.
- o **ST – Standard Time**
- o **OT – Overtime**
- o **DT – Double Time**

Time Worked

Day	2-19 Mon	2-20 Tue	2-21 Wed	2-22 Thu	2-23 Fri
Billable					
✕ Project11 - 1.1 - Default					
ST /Hr					
OT /Hr					
DT /Hr					
✕ Project31 - 1.6 - Default					
ST /Hr	4.00	4.00	4.00	4.00	4.00
OT /Hr	1.00	1.00	1.00	1.00	1.00
DT /Hr	1.00	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00	6.00

14 Scroll down to **Time Sheet Fields** and Select a **Reason** from the drop-down menu.

15 Add optional comments.

16 Upload any necessary Attachments by clicking **Add Attachments.**

17 Click **Submit** or **Complete Later.**

Time Sheet Fields

Reason*
[Select a Reason] ▾

Comments (optional)

Remaining: 2000

Attachments
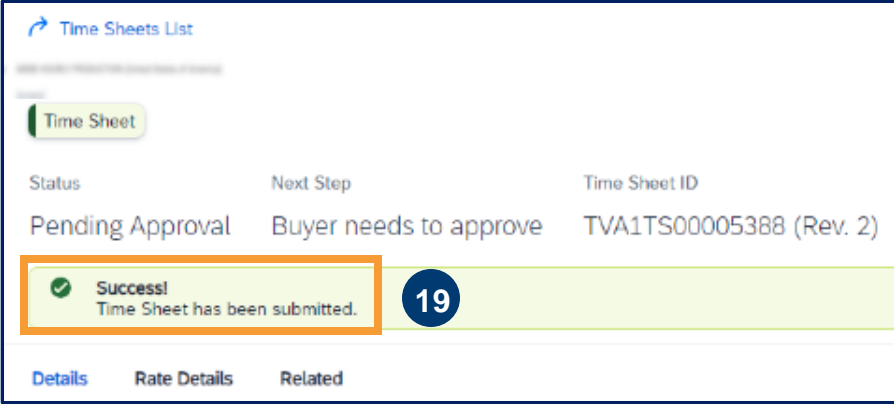No Attachments Defined
+ Add Attachments

Submit   Complete Later   Cancel

18	A confirmation message will appear, click **Submit** to officially submit Revised Time Sheet.	**Confirmation** Submit Time Sheet? **Submit** **18**
19	A Success message will appear to indicate the Revised Time Sheet has been successfully submitted. The Time Sheet will be routed to the Hiring Manager for approval.	Time Sheets List Time Sheet Status: Pending Approval Next Step: Buyer needs to approve Time Sheet ID: TVA1TS00005388 (Rev. 2) ✓ Success! Time Sheet has been submitted. **19** Details Rate Details Related

Contractor Talent Portal
Suppliers
Submit Expense Sheets

TVA

Job Aid: Submit Expense Sheets on behalf of a Worker	The purpose of this job aid is to help a Supplier learn the process of Submitting Expense Sheets on behalf of a Worker.

Tasks

a. Search and/or Filter for Worker
b. Create Expense for Worker
c. Select Expense Codes and complete Expense details

Key Terms

Expense Sheet: A form for reporting expenses for reimbursement that is completed and submitted online by a worker.

Expense Code: Categories of expenses, designated by alphanumeric codes, that allow for expense categories to be assigned to cost centers. A buyer creates expense codes such as travel or mileage that workers can enter their expenses against.

Contractor Talent Portal
Suppliers
Submit Expense Sheets

TVA

1 To Submit an Expense Sheet on behalf of a worker select **Worker** from the Navigation menu on the left side of the screen.

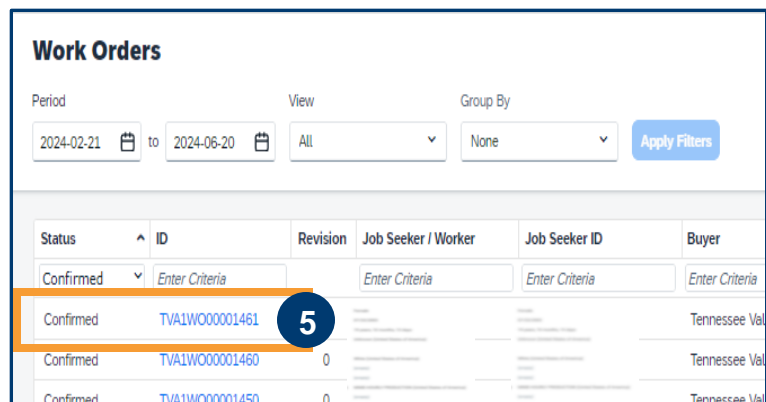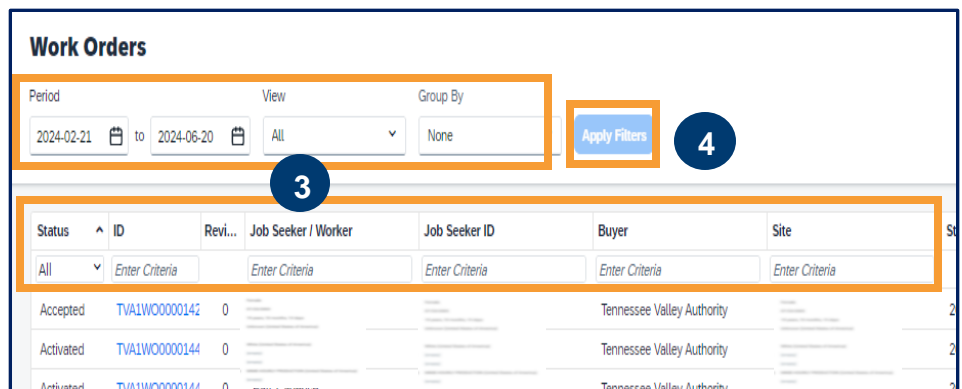**2** Select **Work Order** from the drop-down menu.
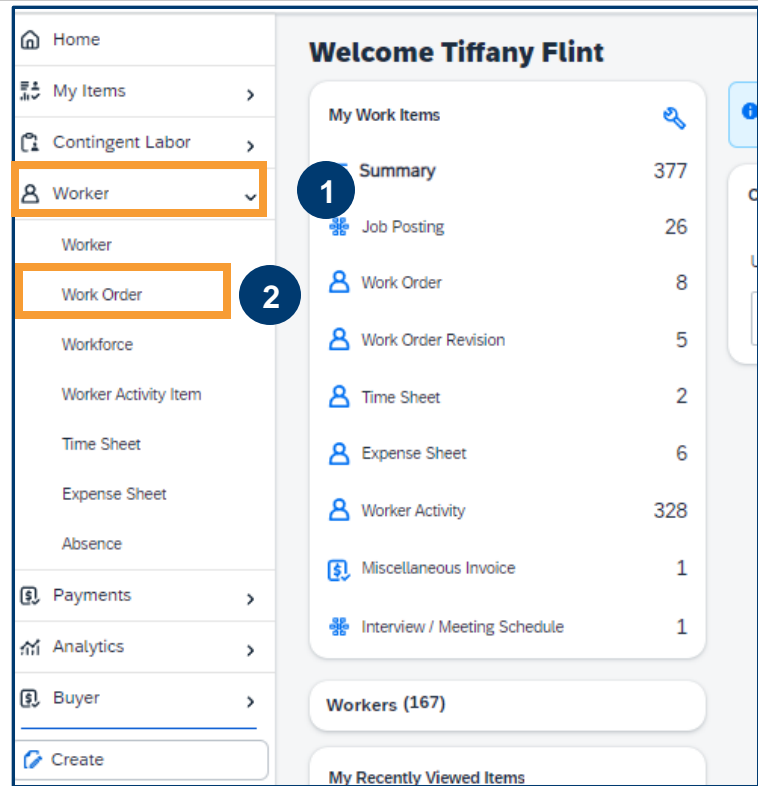
3 Filter or Search for a Worker using the filters highlighted:
- -Date
- -Worker
- -ID
- -Site

4 After selecting Filter or Search method, click **Apply Filters.**

5 Select the applicable **Worker Order** by clicking on the **ID link**. To Create an Expense Sheet, the Work Order Status needs to be Confirmed.

***Note:** Search columns can be re-sized to see additional details.

6	In the upper right-hand corner of the screen click **Actions.**	
7	From the drop-down list, select **Create Expense Sheet.**	
8	When the page refreshes, select the appropriate **Expense Code.**	
9	Scroll down to the **Billable** section.	
10	Enter details specific to the **Expense:** ○ Date of Expense ○ Merchant ○ Description ○ Expenditure Type ○ Amount Select the **Paper Clip** icon to attach a receipt to the Expense.	

Contractor Talent Portal
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Submit Expense Sheets

TVA

11 Enter **Comments** as necessary.

12 Are the entered Expenses in line with the GSA Contractual rates? Select Yes or No under **Expense Validation.**

13 Attach any necessary **Attachments.**

14 Click **Submit** to Submit Expense Sheet.

General Information

Comments (optional)   **11**

Remaining: 2000

Expense Validation * 💡   **12**
○ No   ○ Yes

Attachments   **13**

No Attachments Defined
+ Add Attachments

14   Refresh   **Submit**   Complete Later   Cancel

---

15 To Submit Expense Sheet, click **OK.**

Staff Aug - Meals

Confirmation

Submit Expense Sheet?

15   **OK**   Cancel

16 A Success message will appear to indicate the Expense Sheet has been successfully submitted.

Status	Next Step	Expense Sheet ID	Submit Date	Buyer
Pending Approval	Buyer needs to approve	TVA1ES00000224	2024-03-06 04:16 PM	Tennessee Valley Authority

✓ Success!
Expense Sheet has been submitted.   **16**

Details   Related

Job Aid: Submit a Revised Expense Sheets on behalf of a Worker	**The purpose of this job aid is to help a Supplier learn the process of Submitting a Revised Expense Sheets on behalf of a Worker.**

Tasks

a. Locate Expense Sheet from the Main Navigation Page
b. Search and/or Filter for Worker
c. Revise Expense Sheet by removing Expense and adding correctly revised Expense
d. Select correct Expense Codes and complete Expense details

Key Terms

Expense Sheet: A form for reporting expenses for reimbursement that is completed and submitted online by a worker.
Expense Code: Categories of expenses, designated by alphanumeric codes, that allow for expense categories to be assigned to cost centers. A buyer creates expense codes such as travel or mileage that workers can enter their expenses against.

1 To Revise an Expense Sheet on behalf of a worker select **Worker** from the Navigation menu on the left side of the screen.

2 Select **Expense Sheet** from the drop-down menu.
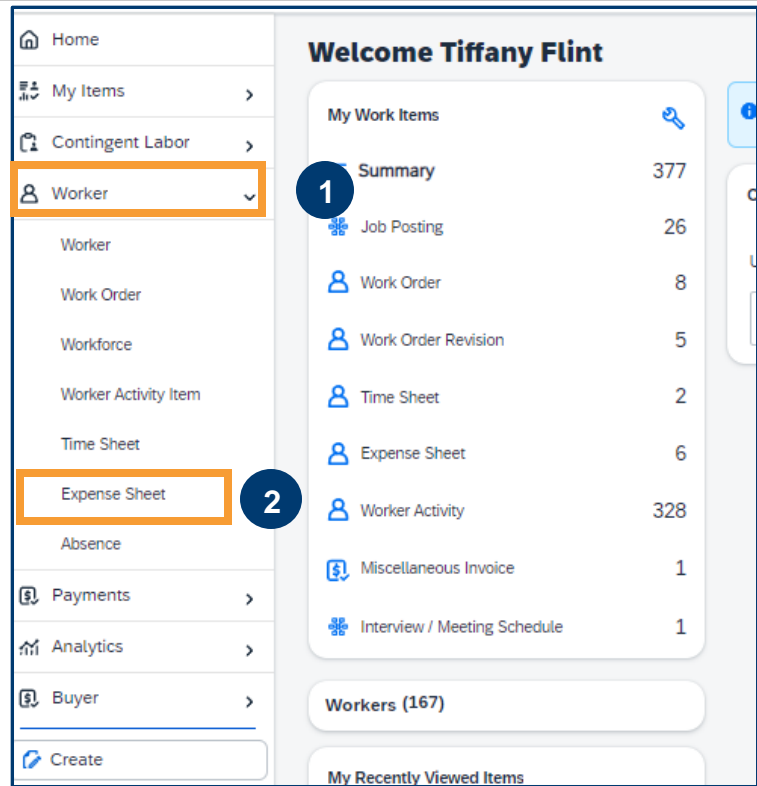
3 Filter or Search for an Expense Sheet using the filters highlighted:
- o Date
- o Status
- o ID
- o Worker
- o Site
- o Buyer

4 After selecting Filter or Search method, click **Apply Filters.**
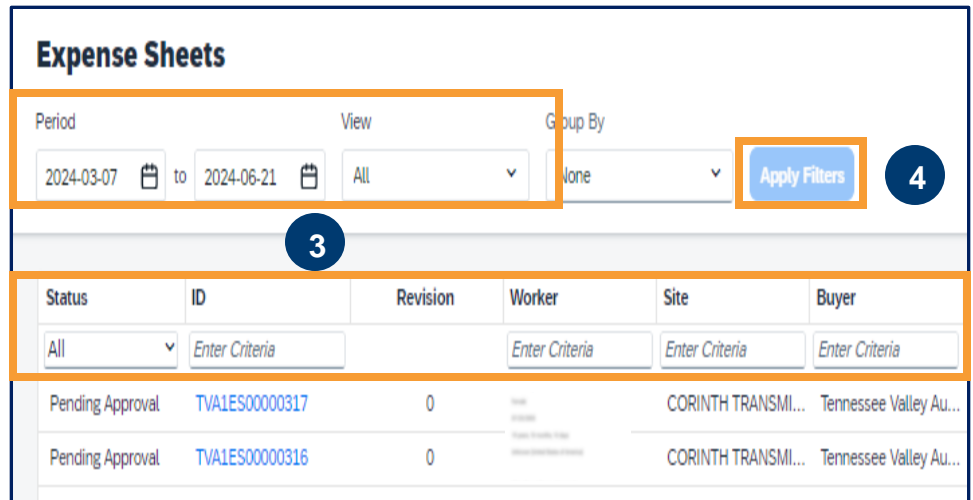
*Note: Search columns can be re-sized to see additional details.

5	Click the **ID** link of the applicable Expense Sheet that needs revision. ***Note:** Search columns can be re-sized to see additional details.	**Expense Sheets** Period 2024-03-07 to 2024-06-21 View All Group By None Apply Filters Status ID Revision Worker Site Buyer All / Enter Criteria / Enter Criteria / Enter Criteria Invoiced TVA1ES00000345 **5** 0 Oakfield Substation Tennessee Valley Au…
6 **7**	When the Expense Sheet is displayed, select **Actions** button in the top right-hand portion of your screen. Select **Revise** from the drop-down menu.	Expense Sheets List **6** Actions ∨ Expense Sheet **7** Revise Status Expense Sheet ID Submit Date Buyer Invoiced TVA1ES00000345 2024-03-18 02:51 PM Tennessee Valley Authority Details Related Job Posting Worker ID AJ0023 -- MECHANICAL ENGINEER, DESIGN (NPG) C - LEVEL C - TVA1JP00007467 TVA1WK00001319 Expense Sheet Details Work Order/Work Order Revision Owner HM3 ⓘ Legal Entity Default Site Oakfield Substation (SUB56) Business Unit TRANSMISSION LINES (1000000106)

8 To revise the Expense, edit the required fields:
- o Merchant
- o Description
- o Expenditure Type
- o Expense Amount

To completely remove the Expense, click the **X** icon.

Billable

102553 (102553)

2.2 (2.2)-Default

X	Copy 2024-02-05 📅	**8**

Merchant | test
Description | test
Expenditure Type | Staff Aug - Meals ⌄
Expense Amount | 45.00 USD

Total | 45.00 USD

9 Select a **Reason** from the drop-down menu.
If "Other" is selected, add comments to explain.

10 Enter **Comments** as necessary.

11 Select Yes or No, for **Expense Validation.**

12 Attach any necessary Attachments by clicking the **+Add Attachments** button.

General Information

Reason *
[Select a Reason] ⌄   **9**

Comments (optional)

10
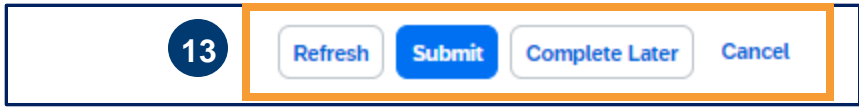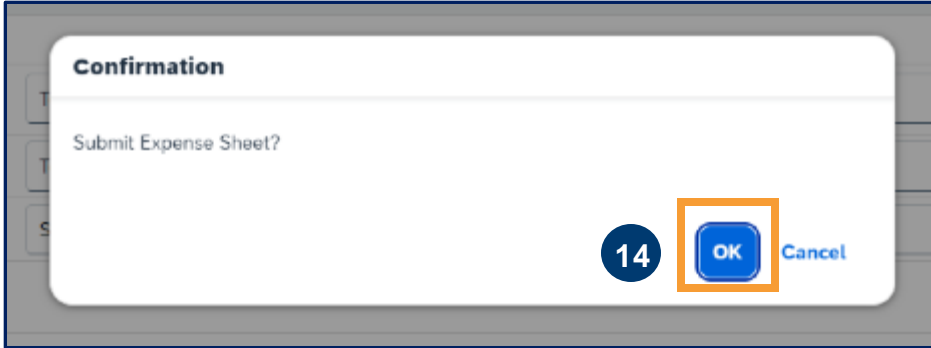
Remaining: 2000

Expense Validation * 💡
○ No   ● Yes   **11**

Attachments

No Attachments Defined   **12**
+ Add Attachments

Contractor Talent Portal
Suppliers
Submit Revised Expense Sheets

TVA

13	Click **Submit** to submit the Revision. Click **Complete Later**, if needed Click **Refresh** to restart.	**13** Refresh **Submit** Complete Later Cancel
14	A confirmation message will appear, Select **OK** to Submit Revised Expense.	**Confirmation** Submit Expense Sheet? **14** **OK** Cancel
15	A Success message will appear to indicate the Expense Sheet has been successfully submitted. The Expense Sheet will be routed to the Hiring Manager for approval.	Expense Sheet Status: Pending Approval · Next Step: Buyer needs to approve · Expense Sheet ID: TVA1ES00000262 (Rev. 1) · Submit Dat 2024-03 ✓ Success! Expense Sheet Revision has been submitted. **15** Details Related