Entering Time in Wand - Domestic U.S. Payroll Hourly 1 and Hourly 4 Timecards

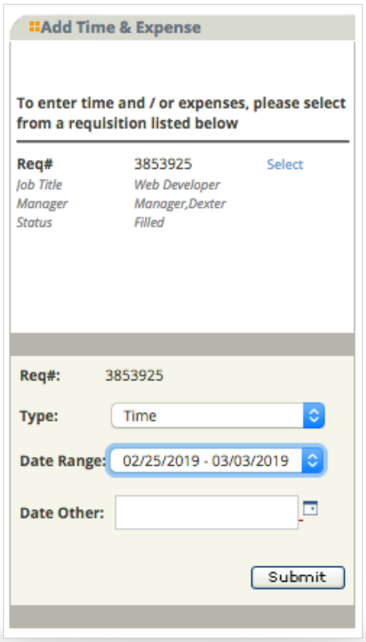
Worker Quick Reference Guide

This guide walks you through **entering time in Wand**. It covers some of the primary features to help you get up and running fast!

Entering Time in Wand

Quickly enter weekly time **without allocations** in Wand

How to Enter Weekly Timecards in Wand



To get started, go to https://prowand.pro-unlimited.com and enter your username and password.

From the homepage, do the following:

- Click "**Select**" to add to the appropriate requisition from the list if you have more than one assignment
- Select "**Time**" from the "**Type**" drop-down menu
- Select the **Date Range** from the drop-down menu (*If the date range you need does not appear, simply click on the calendar icon next to "**Date Other**" and select the dates*)
- Click the "**Submit**" button

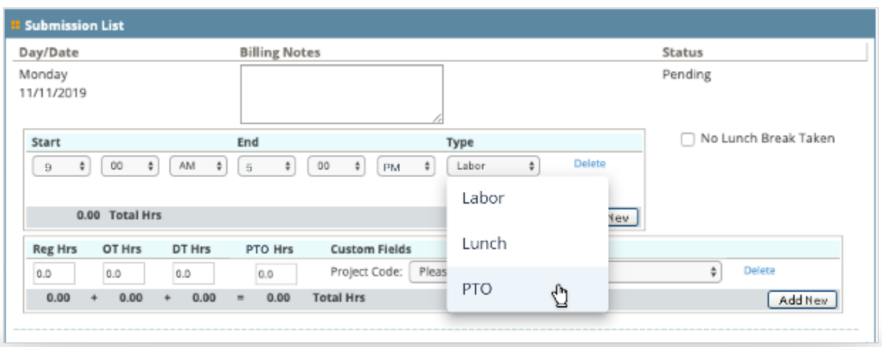
Enter Your Timecard Details **(No Allocations)**

For each day worked, enter the **"Start"** and **"End"** time(s), selecting **"Labor"** from the drop-down under the "**Type**" header. If lunch was taken, enter the **"Start"** and **"End"** time and select **"Lunch"** from the drop-down under **"Type".** If no lunch was taken, check the box next to **"No Lunch Break Taken."** If PTO was taken, select **"PTO"**.

Note: *Names that appear for leave time in the "Type" drop-down are configurable and may vary from the screenshot. Most common variations will be "PTO" and "Sick."*

Click the **"Add New"** button to add additional time information and **"Delete"** to delete a line. Clicking **"Default"** populates the section with preconfigured start/end time information.

Once you have entered your relevant time for the week, scroll to the bottom of the screen and click "**Submit.**"



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Quickly enter weekly time **with allocations** in Wand

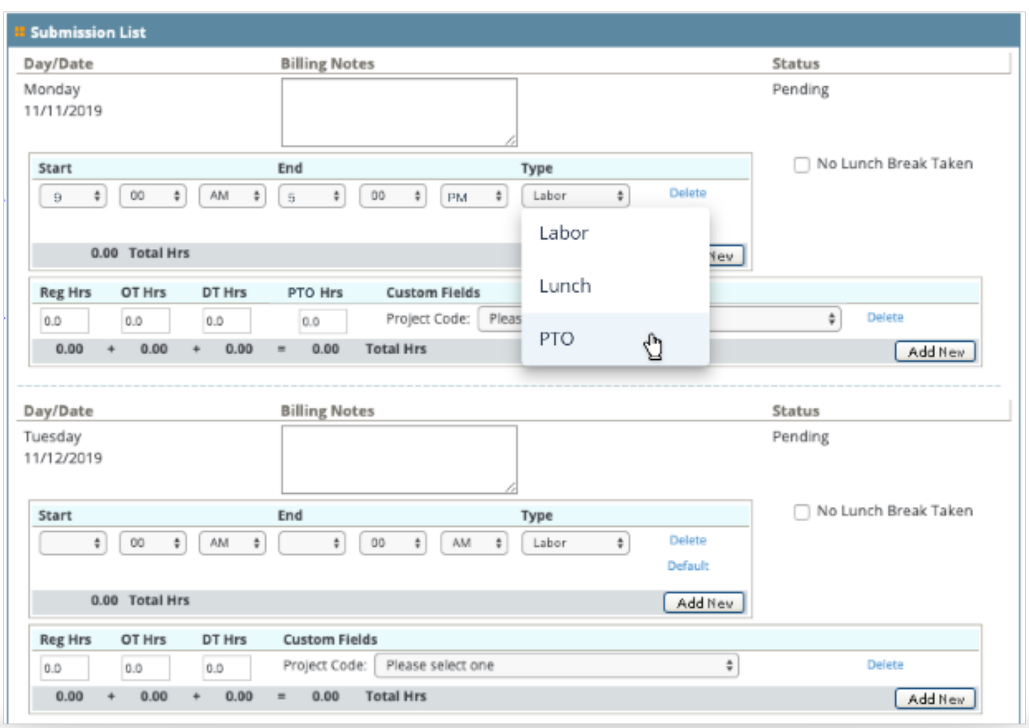
Entering Your Timecard Details (With Allocations)

For each day worked, enter the **"Start"** and **"End"** time(s), selecting **"Labor"** from the drop-down under the "**Type**" header. If lunch was taken, enter the **"Start"** and **"End"** time and select **"Lunch"** from the drop-down under **"Type."** If no lunch was taken, check the box next to **"No Lunch Break Taken."** If PTO was taken, select **"PTO."**

Click the **"Add New"** button to add additional time information and **"Delete"** to delete a line. Clicking **"Default"** populates the section with preconfigured start/end time information.

To enter your allocation, select the appropriate project code from the drop-down underneath the "**Custom Fields**" header. Next, enter the appropriate number of hours for each rate category ("Reg Hrs," "OT Hrs," etc.). Click "**Add New**" to add additional lines for allocation.

Once you have entered all of your relevant time for the week, scroll down to the bottom of the screen and click "**Submit.**"



Entering Time in Wand

Review and submit leave time

Reviewing and Submitting Leave Time

Within your timecard, you will see your accrued leave time displayed (for example, **“PTO Accrued”**) in the top right-hand corner. This will list your accrued PTO as of a specific date, allowing you to make more informed decisions when submitting your PTO.

Req#: 9407957 **Client:** Enosis, Inc. **Worker:** Blue, Julia **Earning E/D:** 12/06/2019 **PTO Accrued:** 5 hrs as of 11/11/2019
You are eligible to use <PTO> hours on <date>

Previously Submitted List

Ref#	Det#	Date	Type	Start Time	End Time	Hours
1	551060593	09/30/2019	Hourly	8:30 AM	4:30 PM	8.00
2	551107359	10/01/2019	Hourly	8:30 AM	4:30 PM	8.00
3	551107360	10/02/2019	Hourly	8:30 AM	4:30 PM	8.00
4	551060594	10/03/2019	Hourly	8:30 AM	4:30 PM	8.00
5	551107361	10/04/2019	Hourly	8:30 AM	4:30 PM	8.00

Should you enter more PTO time than you have accrued, a message will appear alerting you to your available hours.

⚠ WARNING

You have entered 8.00 PTO hours, but our records indicate only 5.00 hours are available.

If you have questions on your balance, please contact your program representative.

To proceed, you may either modify your PTO entry or continue to submit your time for review.

***Note**: If you believe that you have accrued more leave time than is displayed in Wand, please contact your program representative.*

***Note**: Depending on client configuration, the functionality and steps described in this QRG may differ slightly from your Wand experience. Please contact your Program Representative if you have any questions or need assistance.*