

WAND TIME ENTRY INSTRUCTIONS

Please submit your time each week before Sunday at midnight.

1. Go to <https://prowand.pro-unlimited.com> and enter your username and password.
2. If you have more than one assignment, select the appropriate requisition from the list by clicking on **Select**. If you only have one assignment, there is no need to click on Select.
3. Select **Time** from the **Type** drop-down menu.
4. Select the **Date Range** from the drop-down menu. (If the date range you need does not appear, enter any date from the desired date range into the **Date Other** field.)
5. Click on **Submit**.
6. For each day worked, enter your time in and out, selecting the **Type** of Labor or Lunch. Click on **Add New** to add a line for each time type. Remember to enter your lunch time in and out. In the event that you did not take a lunch break, click on the **No Lunch Break Taken** checkbox.
7. Once you have entered your time for relevant days within the week, scroll down to the bottom of the screen and click on **Save**.
8. The next screen will summarize your entry. The Billing Line # will appear. To edit your time, click on the link, or click on the **Edit** button at the bottom of the screen. If your time is accurate, click on **Done**.
9. Your manager will be notified via email to log into WAND to approve your pending time.

The screenshot shows the WAND web application interface. At the top, there are navigation links for 'MY ACCOUNT', 'ONLINE HELP', 'CONTACT US', and 'LOG OUT'. Below this is a header with the WAND logo and a navigation bar with 'Home', 'YourSource', 'Requisition', 'Time & Expense', and 'Reporting'. The main content area shows a 'View:' dropdown set to 'Pending Time & Expense' and a message: 'No information is available for the selected category'. A modal window titled 'Add Time & Expense' is open, containing a 'Req#' dropdown with 'Job Title', 'Manager', and 'Status' options. Below this, the 'Req#' is set to '3161080', the 'Type' is 'Time', and the 'Date Range' is '04/13/2009 - 04/19/2009'. There is also a 'Date Other' field and a 'Submit' button.

The screenshot shows a time entry grid for Thursday, 04/16/2009. The grid has columns for 'Day/Date', 'Notes', 'Status Notes', and 'Status'. The 'Status' is 'Pending'. Below the grid, there are fields for 'Start' (8:00 AM), 'End' (12:00 PM), and 'Type' (Labor). There is a 'Delete' button and a 'Default' button. A checkbox for 'No Lunch Break Taken' is present. At the bottom, there is a '4.00 Total Hrs' and an 'Add New' button.

The screenshot shows the time entry grid with three entries for Thursday, 04/16/2009. The first entry is from 8:00 AM to 12:00 PM (Labor). The second entry is from 12:00 PM to 1:00 PM (Lunch). The third entry is from 1:00 PM to 2:00 PM (Labor). The total hours are 5.00. There is a 'Delete' button for each entry and a 'Default' button. A checkbox for 'No Lunch Break Taken' is present. At the bottom, there is a '5.00 Total Hrs' and an 'Add New' button. Below the grid, there is a certification statement: 'I certify that the timecard submitted is an accurate record of the time worked.' and 'Save' and 'Cancel' buttons.

The screenshot shows a 'Billing Item' notification. It says: 'The Billing Item has been successfully submitted. Billing Line#: 110269773'. There is a link to edit the item. A black box with white text says: 'If you need to edit your timecard, click on the link.' with an arrow pointing to the link.

The screenshot shows the summary screen. It displays 'Total Hours : 40.00'. There is an 'Edit' button and a 'Done' button.

Need assistance? Contact the WAND Helpdesk at (888) 368-9141.