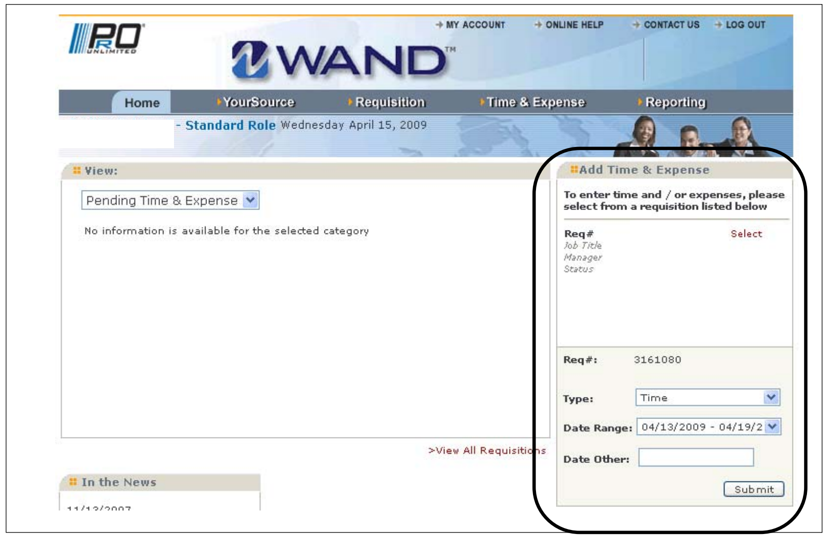
WAND Time Entry Instructions

Please submit your time each week before Sunday at midnight.

1. Go to https://prowand.pro-unlimited.com and enter your username and password.

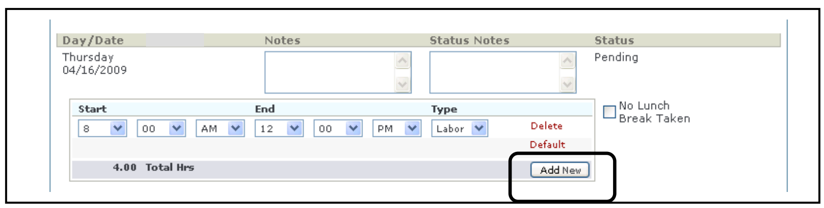


2. If you have more than one assignment, select the appropriate requisition from the list by clicking on **Select**. If you only have one assignment, there is no need to click on Select.

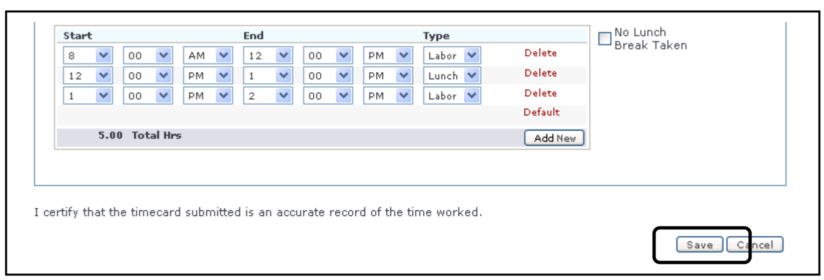
3. Select **Time** from the **Type** drop-down menu.

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**.

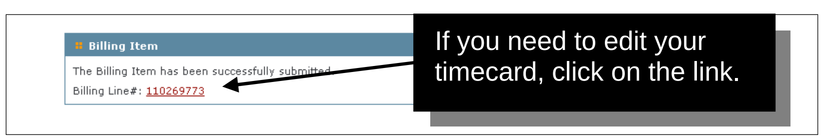


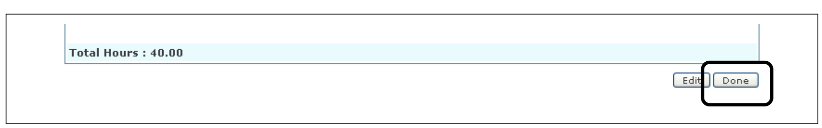
6. For each day worked, enter your time in and out, selecting the **Type** of Labor or Lunch. Click on **Add New** to add a line for each time type. Remember to enter your lunch time in and out. In the event that you did not take a lunch break, click on the **No Lunch Break Taken** checkbox.



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.

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

Rev. 11/19/2010