Orion ISO Timesheet Entry Instructions

Accessing Online Timesheets:
1. Go to Internet Explorer, Google Chrome or Mozilla FireFox and enter the website address: https://timesheets.orioniso.com

You may be asked to download the Silverlight Application, click to install Silverlight by following the prompts.

2. Enter your Employee ID and password. Your password is the last 4 digits of your Social Security Number.

3. Click OK
4. Click on “Daily Timesheet Entry”
Entering a New Timesheet:

1. **Document #:** This will fill in for you. Do not change the number.
2. **Date:** Click on the Date Picker icon (alendar) to pick a date from the calendar. This date is the start of the pay period you are entering time for and is always the 1st or 16th of a month.
3. **Period Begin Date:** This will fill in for you.
4. **Period End Date:** This will fill in for you
5. **Employee ID:** This will fill in for you
6. **Date:** Click on the Date Picker icon (alendar) to pick a date worked from the calendar. This date must be within the Period Begin Date and Period End Date.
7. **Project #:** Click on the Looking Glass icon (lexible services) to select the correct consumer.
a.  
   i.  **Project Number:** This will show the first few letters of the consumer’s last name, first few letters of the consumer’s first name and a two digit number.  
   **If you are entering training time, choose the ISO TRAINING project**
   ii.  **Project ID:** These will be the authorized dates of service in the format of MMDDYY-MMDDYY.  Time worked must fall within these Project ID dates.  
      In the example above, the authorized dates are 01/01/14-12/31/14 and 07/01/14-06/30/15.

8.  **Cost Cat ID:** Click on the Looking Glass icon (🔍) to select the correct service code.

a.  
   i.  **Cost Category:** Service code
   ii.  **Description:** Service code description
   iii.  **Start Date:** Authorized start date for this service.  Your date worked must be on or after this date.
iv. **End Date:** Authorized end date for this service. Your date worked must be on or before this date.

9. **Hrs/Qty:** This field cannot be changed and will calculate the hours worked based on Time Begin and Time End fields.

10. **Time Begin:** Highlight this field so it is in yellow and then enter your time in one of the following ways:
   a. **Up/Down Arrows:** You can use the arrows to advance the hours and minutes until you reach your desired time.
   b. **Hand Key:**
      i. **Standard Time:** You can hand key a standard start time, such as 1:00 PM
      ii. **Military Time:** You can hand key a start time in military time, such as 1300.
         As you key in military time, the standard time will display above the Time Begin field for you to verify the correct time has been entered. You can click on this pop up if you wish to stop typing and have it fill in this time for you.

11. **Time End:** Highlight this field so it is in yellow and then enter your time in one of the following ways:
   a. **Up/Down Arrows:** You can use the arrows to advance the hours and minutes until you reach your desired time.
   b. **Hand Key:**
      i. **Standard Time:** You can hand key a standard start time, such as 1:00 PM
      ii. **Military Time:** You can hand key a start time in military time, such as 1300.
         As you key in military time, the standard time will display above the Time Begin field for you to verify the correct time has been entered. You can click on this pop up if you wish to stop typing and have it fill in this time for you.

12. **Sleep Deduction:** If the timesheet includes 24 consecutive hours of time, a “Sleep Deduction” checkbox will appear above “Expand Comments.” Click this checkbox if this timesheet qualifies for a Sleep Deduction.

13. **Comments:** This is where you will type your required daily notes. You can enter/view them in the following ways:
   a. **Comment Field:** You can type directly in this field and will see the first few characters of the comments.
b. **Notepad Icon ( )**: Click on this icon to enter/view the full comments.

c. **Expand Comments**: Click on this button to make a horizontal scroll bar available at the bottom of the timesheets to scroll to the right to view the full comments. Once you click on “Expand Comments” it will change to “Shrink Comments” to remove the horizontal scroll bar.

14. **Entering Additional Lines**: After entering any comments, click “Tab” on your keyboard and a new timesheet line will be available.

15. **Deleting Lines**: Click the red “X” on the right of the line you wish to delete.

16. **Saving the Timesheet**: Click “Save Timesheet” at the bottom of the window to save your unfinished timesheet.

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**Submitting a Timesheet**

Once you have completed your timesheet you will submit it for your employer to approve.

1. **Verified by Employee**: Mark this checkbox. Your employee name and the date you marked the checkbox will automatically be entered.

2. **Submit Timesheet**: Click this button to submit the timesheet to your employer. You **will not be able to make any changes to your timesheet once it is submitted**.
Printing a Timesheet

**Print Timesheet:** Click this button to get a report of the existing timesheet. You can print directly from the report, or click on the floppy disk icon (💾) to choose your options.

Deleting a Timesheet

**Delete Timesheet:** Click this button to delete the entire timesheet you are currently on.

Clearing a Timesheet

**Clear Timesheet:** Click this button to clear the timesheet you are currently on. Any changes since you last saved will be lost.

Editing an Existing Timesheet

You can edit an existing timesheet prior to submitting it for approval. To do this, click on the looking glass (🔍) to the right of Document #.
a. **PATS Number**: These are your saved timesheets. The most recently entered timesheet has the highest number and will be at the bottom of the list.

b. **Employee**: This will show the timesheet date, employee ID and employee name.

c. Click on the timesheet you want to edit and click “OK.”

### Resubmitting a Timesheet

There may be times when your employer rejects your timesheet. Upon doing so, you will receive an email notification that the timesheet has been rejected.

1. Edit the existing timesheet per the instructions above
2. Your employer will have added comments regarding the rejection to the Timesheet Comments.

3. Once you have made the appropriate changes to your timesheet, click the “Resubmit” checkbox
4. Click the Submit Timesheet button to send the timesheet to your employer for approval.

I hereby certify the above is a correct statement of time worked

Verified by Employee: ☑️ John Doe

Approved by

Timesheet Comments: You need to include transportation for August 18.

Print Timesheet Clear Timesheet Submit Timesheet Delete Timesheet Save Timesheet