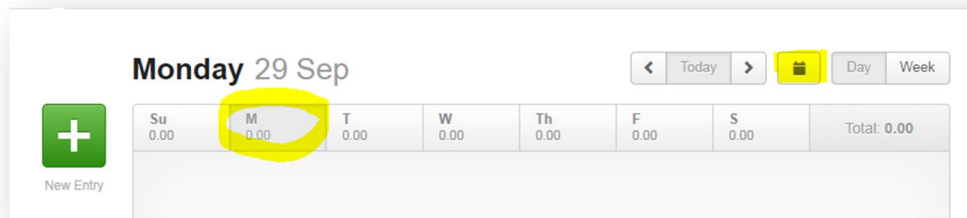




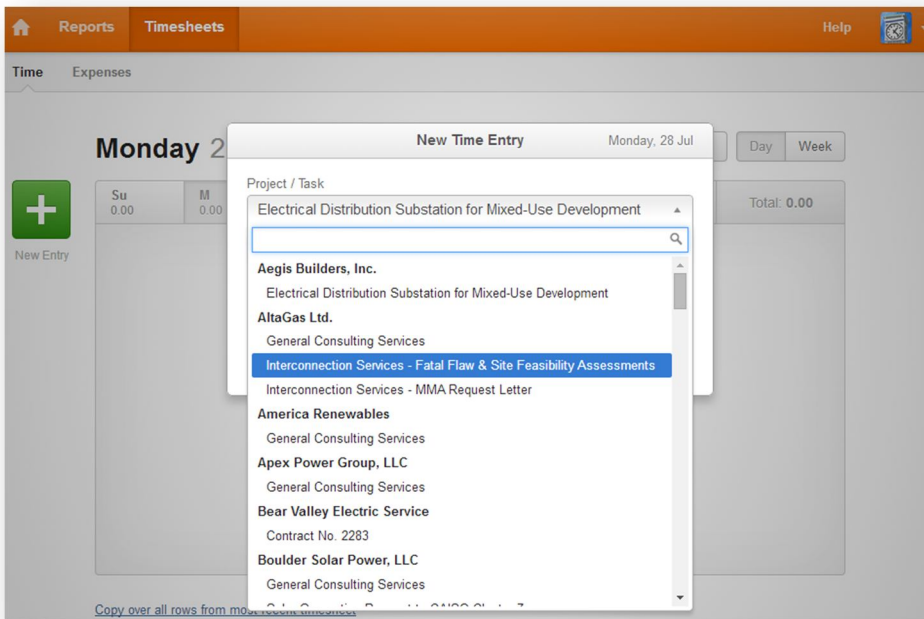
Harvest Timesheet & Expense Report Instructions

Timesheet Log

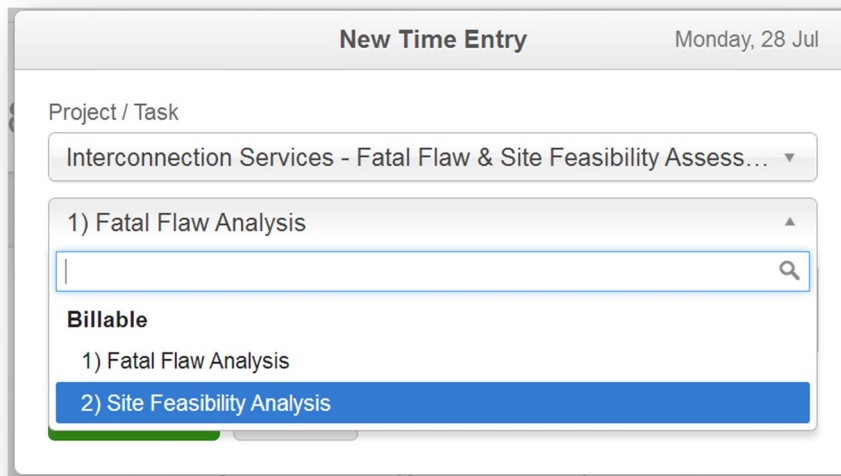
- 1) Go to: <https://zglobal.harvestapp.com> and log-in.
- 2) Select "**Timesheets**" from the orange menu.
- 3) Select the date you wish to log time for by clicking on the day of the week or by selecting a date from the calendar.



- 4) Click on the green "+ new entry" button.
- 5) On the New Time Entry screen, click on the first drop-down menu, Clients appear in **Bold** and their corresponding Task Order/Contracts appear below.
- 6) Select the Task Order.



- 7) Once you have selected a Task Order, the second drop-down menu will populate with Tasks, select a Task.



8) Write details regarding your work in the Notes section.

New Time Entry Monday, 28 Jul

Project / Task

Interconnection Services - Fatal Flaw & Site Feasibility Asses... ▾

1) Fatal Flaw Analysis ▾

Notes (optional) Shift+Return for line break

0.00

Start Timer Cancel

9) Write in the amount of time spent on this task on the bottom-right text field.

New Time Entry Monday, 28 Jul

Project / Task

Interconnection Services - Fatal Flaw & Site Feasibility Asses... ▾

1) Fatal Flaw Analysis ▾

Notes (optional)

3.00

Save Entry Cancel

10) Select the green **“Save Entry”** button to save.

11) Once saved, your entry will appear below on the corresponding date.


Monday 28 Jul

< Today > 📅 Day Week

Su	M	T	W	Th	F	S	Total: 3.00
0.00	3.00	0.00	0.00	0.00	0.00	0.00	

New Entry

Interconnection Services - Fatal Flaw & Site Feasibility Assessments
(AltaGas Ltd.)

3.00 Start 

1) Fatal Flaw Analysis – My notes go here.

Total: 3.00

12) To edit or delete your entry, select the pencil icon. Be sure to save any additional edits.

Timesheet Summary

- 1) Select **"Reports"** from the orange menu.
- 2) Select **"Time"** from grey menu.
- 3) Select **"Timeframe"** from drop-down menu (week, month).
- 4) Select **"Detailed Report"** button.
- 5) To change timeframe or sort by client, select **"Change Filters"**.
- 6) Summary report will be shown. You can select print or export to excel if needed.

Expense Reports

- 1) Select **"Timesheets"** from the orange menu.
- 2) Select **"Expenses"**.
- 3) Click on the **"+ Add Expense"** button.
- 4) Enter in the date.
- 5) If expense is to be billed to a client – select a project and task order.
If expense is for ZGlobal (non-billable), select **"ZGlobal Non-Billable Expense"** and uncheck billable box.
- 6) Choose expense category (Airfare, Lodging, etc.).
- 7) Enter the amount.
- 8) Enter any notes/details.
- 9) Click on the green **"Add Expense"** button.
- 10) Scan and upload your receipts on Harvest *OR* give originals to Yana to upload for you.

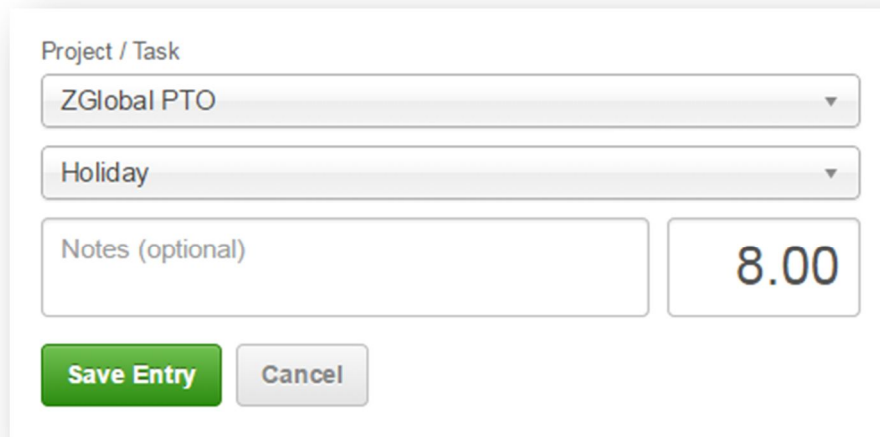
NOTE: If you upload your receipts, you **must** also run an expense report (see below), print a copy, staple original receipts to printed report, and give to Shawna. If Yana uploads receipts for you, she will do this.

Expense Report Summary

- 1) Select "**Reports**" from the orange menu.
- 2) Select "**Expense**".
- 3) Select "**Timeframe**".
- 7) Click on "**Run Report**" button, a summary report will be shown. You can select print or export to excel if needed.

Log PTO (Vacation, Holidays, etc.)

- 1) Select "**Timesheets**" from the orange menu.
- 2) Select the date you wish to log time for by clicking on the day of the week or by selecting a date from the calendar.
- 3) Click on the green "**+ new entry**" button.
- 4) On the New Time Entry screen, click on the first drop-down menu, select the "**ZGlobal PTO**".
- 5) On the second drop-down menu select the type of PTO (example: Holiday).
- 6) Enter time taken on the bottom-right text field.



Project / Task

ZGlobal PTO

Holiday

Notes (optional)

8.00

Save Entry Cancel

- 7) Select the green "**Save Entry**" button to save.
- 8) Once saved, your entry will appear below on the corresponding date.

Log Time or Expenses on Your Smart Phone

iPhone: <http://www.getharvest.com/iphone>

Android: <http://www.getharvest.com/android>