

THE RIGHT PEOPLE.



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## **CAI IT Staff Augmentation Contracts**

### **Candidate VectorVMS Timesheet and Expense Guide**

## ENTERING TIME

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When you are engaged, you will receive login emails directly from VectorVMS. These emails should not be discarded.

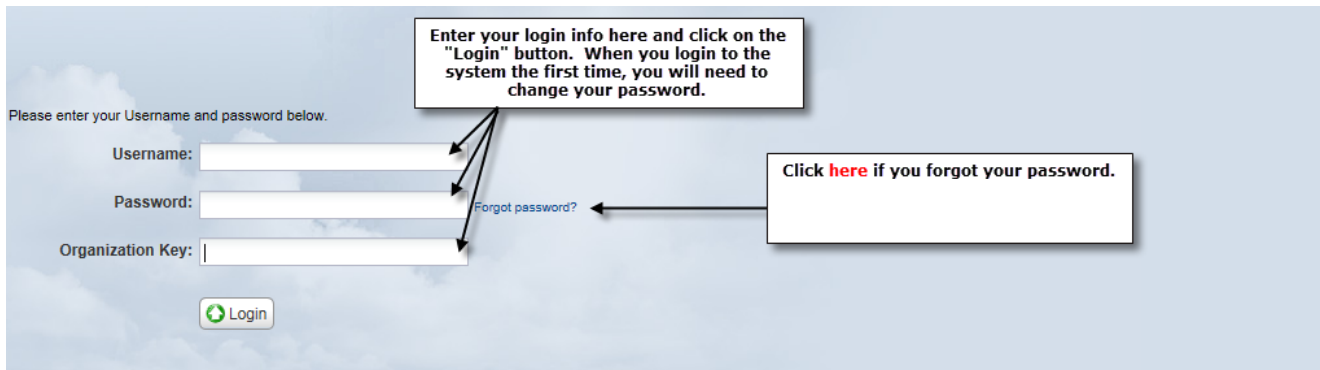
You will need to enter weekly timesheets into VectorVMS. The work week for these contracts is Sunday through Saturday, and you will be resourced to at least one project in VectorVMS. Once you submit your timesheet, a designated Agency user will approve/reject the timesheet. If the timesheet is rejected, you will receive a VectorVMS notification, and you can resubmit a corrected timesheet. The correction/submission process will continue until your timesheet is approved.

**Timesheets must be entered into VectorVMS by noon every Monday, even if you didn't work the previous week.**

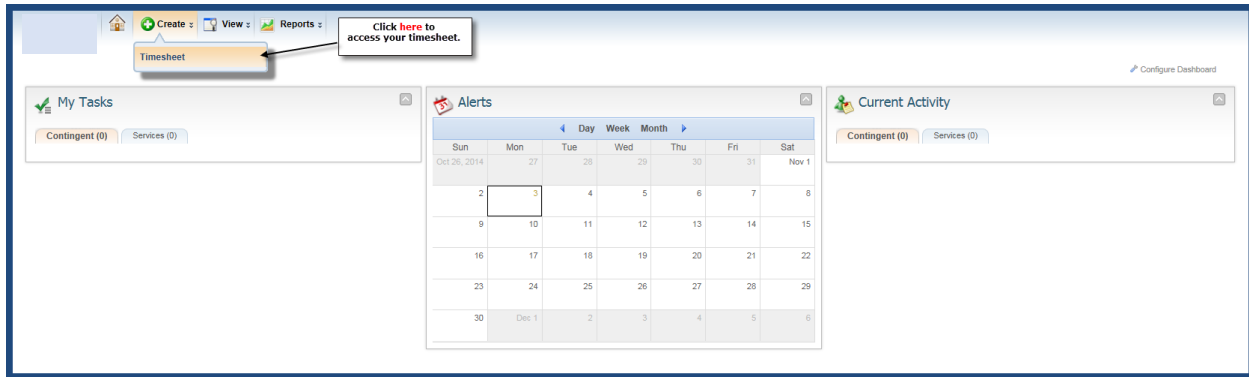
**Only billable time should be entered. If you worked on a State/Commonwealth holiday, you should enter the time as usual and enter a note in the Comment section, stating you did indeed work the holiday.**

The following screen shots detail how to submit a timesheet, starting with the Login screen.

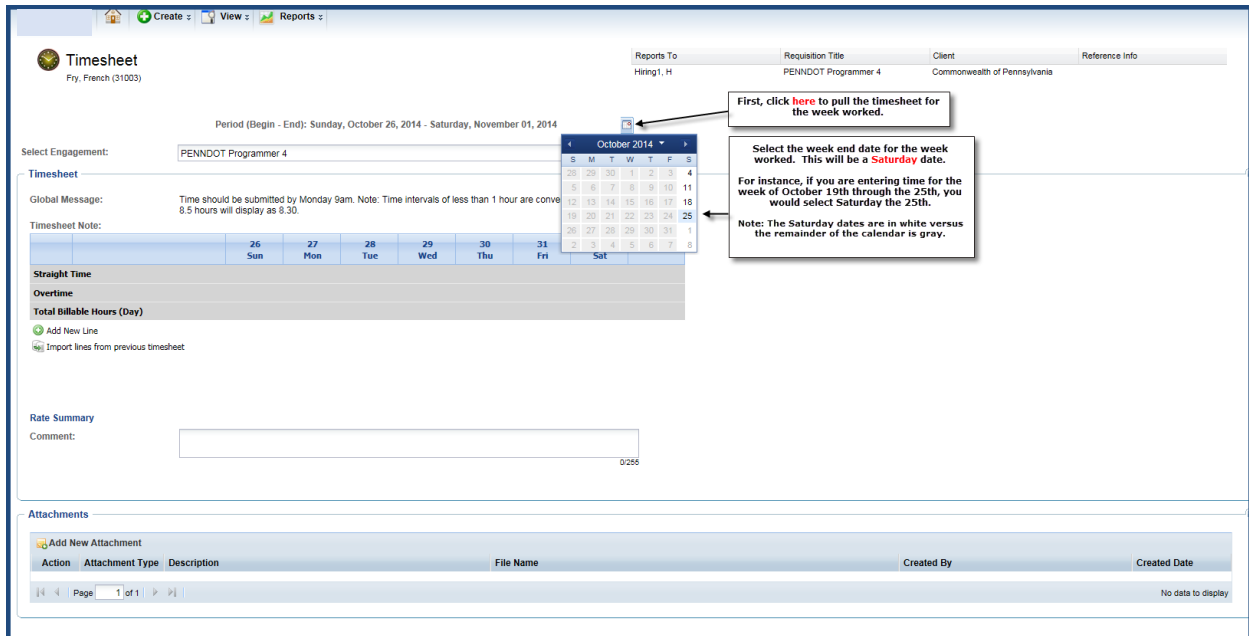
### Login to VectorVMS



## Click on Timesheet under the Create tab



## Access the Timesheet



## Select the Engagement

**Timesheet**  
Fry, French (31003)

Period (Begin - End): Sunday, October 26, 2014 - Saturday, November 01, 2014

Select Engagement: PENNDOT Programmer 4

Global Message: Database Administrator  
Client: Commonwealth of Pennsylvania  
Card Id: 32124, Engr Id: 16815 Through Date: 10/27/15

	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	Total
<b>Straight Time</b>								
<b>Overtime</b>								
<b>Total Billable Hours (Day)</b>								

Rate Summary  
Comment:

Attachments

Action	Attachment Type	Description	File Name	Created By	Created Date
No data to display					

Save As Draft | Submit | Cancel

## Select Project Line

Each candidate will be resourced to at least one project in VectorVMS.

Period (Begin - End): Sunday, October 26, 2014 - Saturday, November 01, 2014

Select Engagement: PENNDOT Programmer 4

Global Message: Time should be submitted by Monday 8.5 hours will display as 8.30.

Timesheet Note:

	26 Sun	27 Mon
<b>Straight Time</b>		
<b>Overtime</b>		
<b>Total Billable Hours (Day)</b>		

Project Selection Dialog:

- Projects
  - 16314 - PDOT - 05/01/09 - SUPPORT
    - 16315 - 45001234456
    - 16316 - PROG-L00010
  - 125872 - PennDOT-01/14-EDMS-TS4
    - 125873 - 4500689532
    - 125874 - PROG-L00001

Cost Center: PENNDOT

Add | Cancel

## Enter the Hours

Period (Begin - End): Sunday, October 26, 2014 - Saturday, November 01, 2014

Select Engagement: PENNDOT Programmer 4

**Timesheet**

Global Message: Time should be submitted by Monday 9am. Note: Time intervals of less than 1 hour are converted to minutes. Ex: 8.5 hours will display as 8.30.

Timesheet Note:

	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	Total
Project								
PDOT - 05/01/09 - SUPPORT / 45001234456 / PROG--L00010								
Cost Center	PENNDOT							
Straight Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Billable Hours (Day)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Add New Line](#)

**Rate Summary**

Comment:

**Attachments**

[Add New Attachment](#)

Action	Attachment Type	Description	File Name	Created By	Created Date
No data to display					

Save As Draft Submit Cancel

**Annotations:**

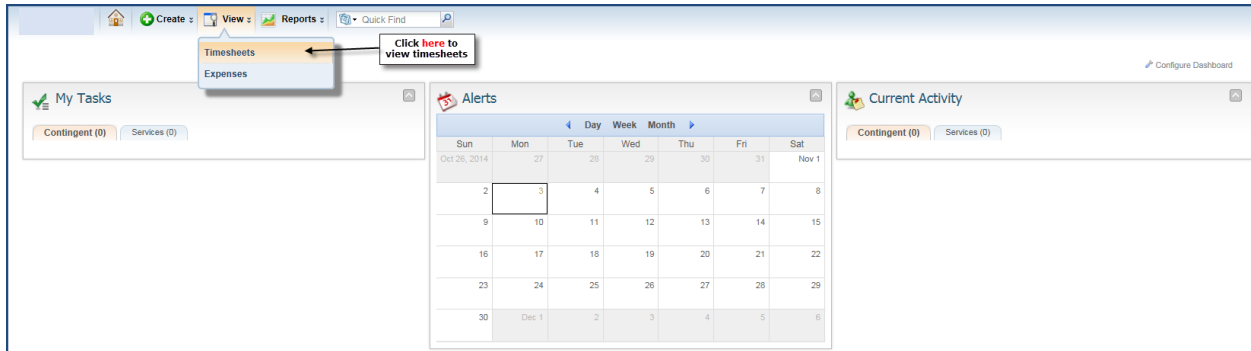
- Submit the billable hours worked each day on the project in each white square. Time must be entered in 15 minute increments.
- You can add comment(s) as necessary.
- You have the option to add an attachment, if necessary.
- Click here to save as a draft.
- Click here to submit the timesheet.
- Click here to cancel and start over.

## Missing Timesheets

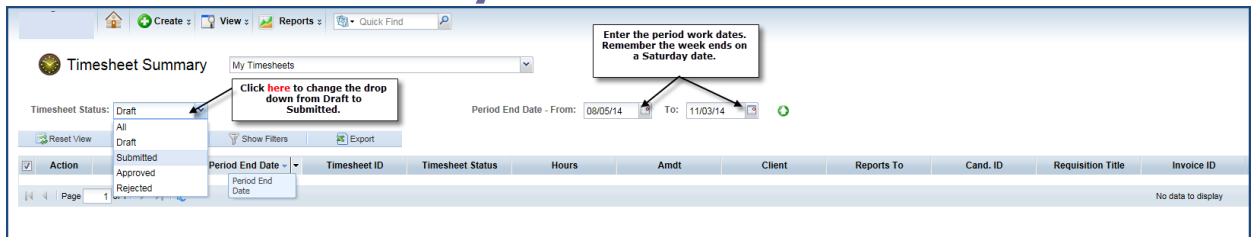
Reports will be run each Monday to determine who has not entered a timesheet for the prior week. You will be contacted via email and phone if your timesheet is missing.

## Timesheet Changes

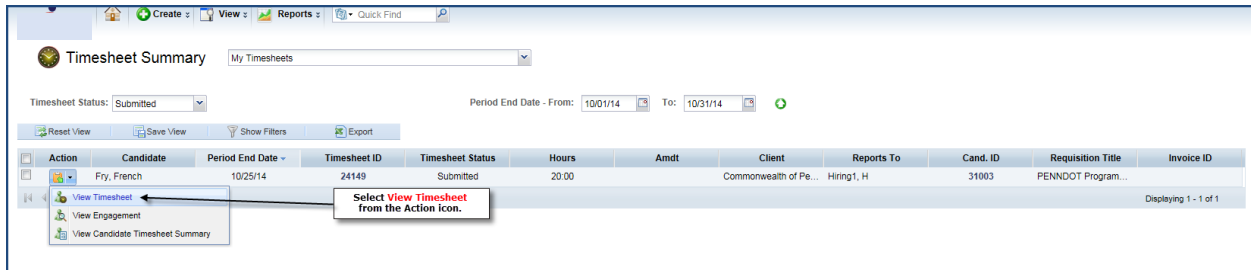
If a timesheet is submitted, and you realize it needs to be changed you can do this as long as it has not yet been approved.



## Timesheet Summary



## View Timesheet



## Edit Submitted Timesheet

**Timesheet**  
Fry, French (31003)

Reports To	Requisition Title	Client	Reference Info
Hiring1, H	PENNDOT Programmer 4	Commonwealth of Pennsylvania	

[Previous](#) [Back to Summary](#) [Next](#) Item 1 of 1

Period (Begin - End): Sunday, October 19, 2014 - Saturday, October 25, 2014

Select Engagement: PENNDOT Programmer 4

**Timesheet**

Timesheet ID: 24149 Submitted by: French Fry Status: Submitted (French Fry) 10/31/14 04:13 PM

	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	Total
Project								
PennDOT 9/1/14-EDMS-TS4 / 4500689532 / PROG-L00001								
Cost Center								
PENNDOT								
	04:00	04:00	04:00	04:00	04:00	04:00		20:00
<b>Straight Time</b>								20:00
<b>Total Billable Hours (Day)</b>								20:00

Rate Summary

**Attachments**

Attachment Type	Description	File Name	Created By	Created Date
No data to display				

Page 1 of 1

[Click here to Edit the Submitted timesheet](#)

View Printable Version

Edit Submitted

## Approved Timesheets

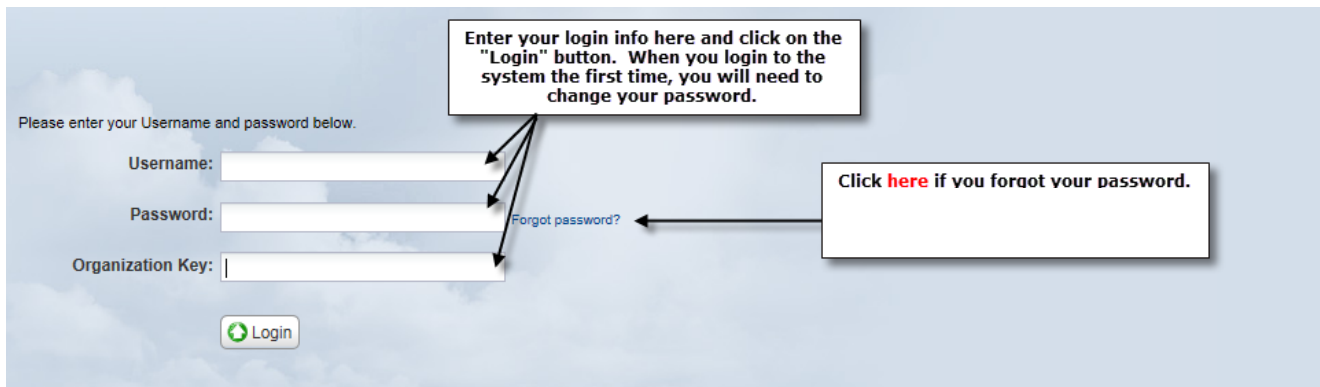
Timesheets that have been previously approved cannot be edited by you. Contact the CAI help desk to make the change. The contact information can be found on page 9 of this guide.

# SUBMITTING EXPENSES

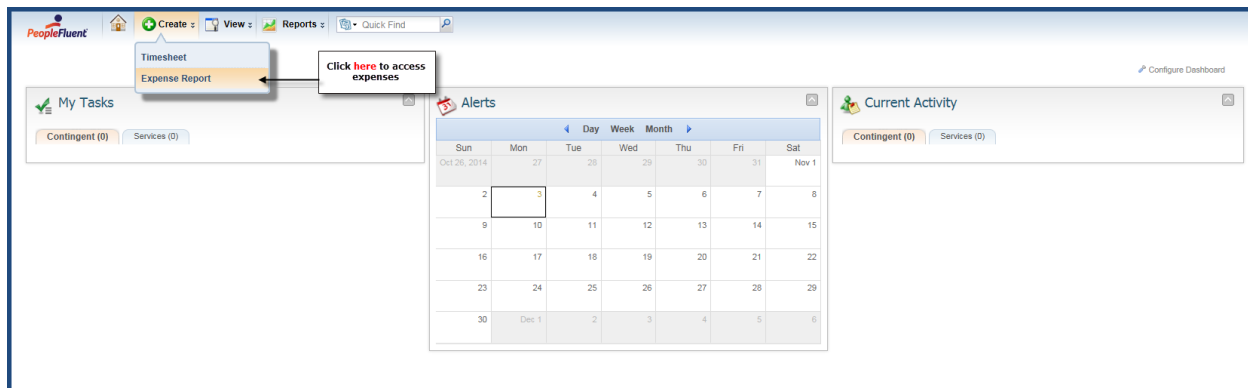
Depending on the contract, you may or may not submit expenses through VectorVMS. If you are not sure if your expenses are reimbursable, please contact your vendor.

If your expenses are reimbursable and they are to be entered into VectorVMS, the process is similar to the timesheet submission process, and like the timesheet process, expenses should be entered by noon on Monday. The following screen shots highlight the expense submittal process, starting with the Login Page.

## Login to VectorVMS



## Access the Expenses



## Enter the Expenses

The screenshot shows the 'Expense Report' form in PeopleFluent. At the top, it displays 'Expense Report' for 'Fy, French (31003)' and includes fields for 'Reports To', 'Requisition Title', 'Client', and 'Reference Info'. The main form is divided into several sections:

- Expense Report Information:** Contains 'Instructions', 'Expense Report ID', and 'Expense Report Name'. A callout box points to the 'Expense Report Name' field with the instruction: "Enter a name for the expense report".
- Expense Report Line Item Summary:** A table with columns for 'Line Items', 'Remove', 'Status', 'Date', 'Description', 'Type', and 'Amount'. A callout box points to the 'Amount' column with the instruction: "Enter the amount of the actual expense, or the allowable per diem." Below this is a 'Line Item Detail' form with fields for 'Item ID', 'Date', 'Type', 'Amount', 'Project', 'Reason', 'Description', 'Location', and 'Comment'. Callout boxes provide instructions for these fields:
  - 'Date': "Enter the date of the expense"
  - 'Type': "Enter the type of expense from the drop down."
  - 'Project': "Select the PeopleFluent project."
  - 'Description': "Enter a description for the expense"
  - 'Add Item' button: "Select here to add the expense item"
- Expense Report Comments:** Includes an 'Add Comment' text area and a table with columns for 'Date', 'User Name', and 'Comment'. A callout box points to the 'Add Comment' area with the instruction: "Attach required receipts".
- Attachments:** Features an 'Add New Attachment' button and a table with columns for 'Action', 'Attachment Type', 'Description', 'File Name', 'Created By', and 'Created Date'. A callout box points to the 'Add New Attachment' button with the instruction: "Select here to submit the expense report".

At the bottom of the form, there are buttons for 'Save As Draft', 'Submit Expense Report', and 'Cancel'. The browser address bar shows 'http://www.peoplefluent.com/'.

Please be sure to submit only those expenses that can be reimbursed. If there is a question on what is reimbursable, please contact the CAI Account Management team.

## CONTACTING CAI

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If you have any questions, please free to contact the Help Desk for each contract:

- **Arkansas:** Arkansas\_Help@compaid.com or 800-635-5138
- **Delaware:** Delaware\_Help@compaid.com or 800-635-5138
- **District of Columbia:** DC\_Help@compaid.com
- **Iowa:** Iowa\_Help@compaid.com or 515-288-1598
- **Michigan:** Michigan\_Help@compaid.com or 800-635-5138
- **New Jersey:** NJ\_Help@compaid.com or 800-635-5138
- **North Carolina:** NC\_Help@compaid.com or 800-635-5138
- **Virginia:** SMSA\_Help@compaid.com or 800-635-5138