# GTASMS CONTRACTORS' TRAINING MANUAL

(for timesheet entry)

*Powered by

Econometrix

preferred provider of
vendor mgt software

# Contact Information

**Comsys System Support:**

**itsms@gtasms.com** - all general inquires including billing/payments, staff set up/changes, system access, and training

**supplier@gtasms.com** - background checks, vendor performance, and general vendor questions

**jobs@gtasms.com** - all questions regarding job requests, candidate submittals, and short listing

**GTA Support and Contact**

**Nancy Curtis** - ITSMS Contract Administrator
Telephone: 404-657-7726
Fax: 404-651-5333
Email: ncurtis@gta.ga.gov

**System Access Information:**

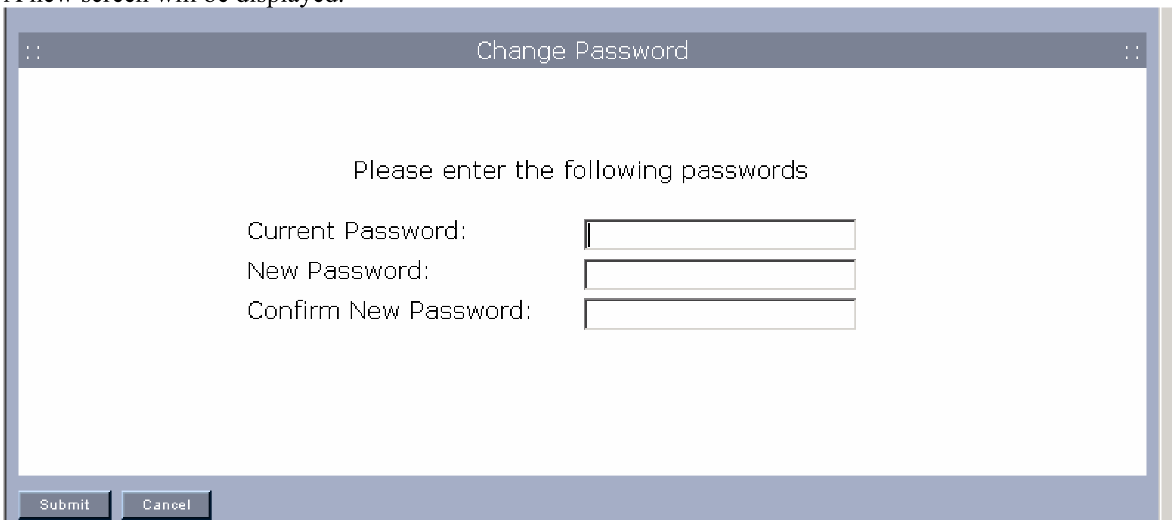
| | |
|---|---|
| **System Link** | **https://ecinsight.econometrix.com/cc/gtasms.vms** **(available July 1, 2005)** |
| **GTA/Comsys Information Website** | **http://www.gtasms.com** |

# Index of Frequently Asked Questions

**Changing Your Password?**

1. Click on password from the common menu items at the top right hand section of the screen.

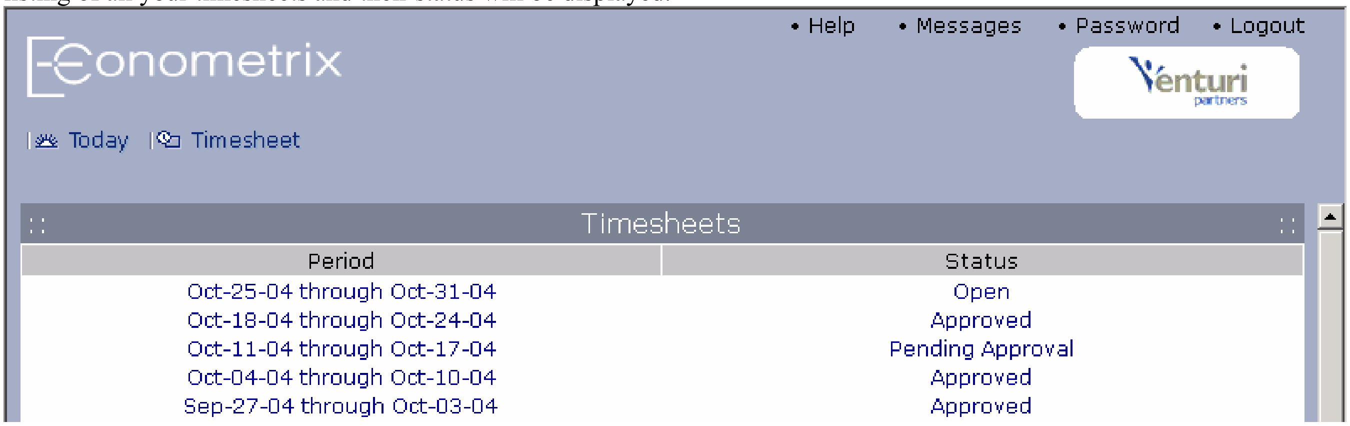

2. A new screen will be displayed.



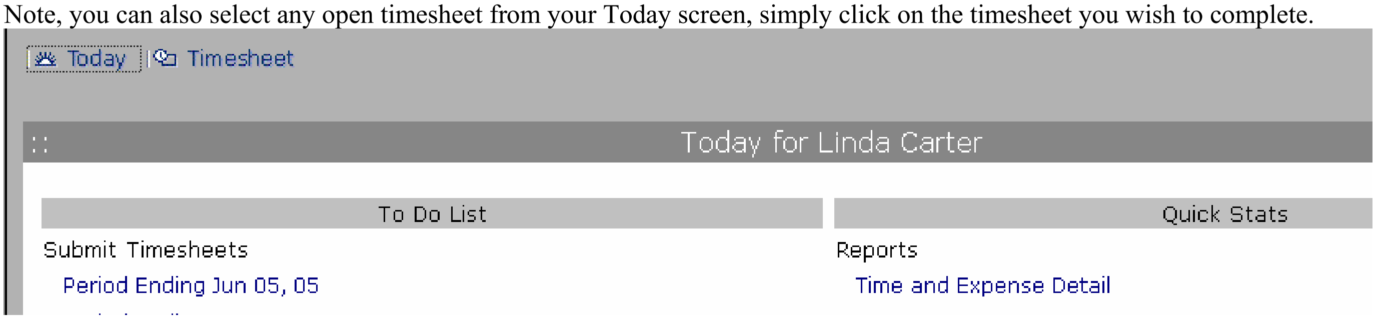

3. Type in your old password. A series of asterisks will be displayed.
4. Press the tab key to move to the next field.
5. Type in your new password and press the tab key. Note that the new password must have a minimum of seven (7) characters.
6. Re-type your new password for verification purposes.
7. Click the submit button. Your password has now been changed. Please make note of your new password.

**Timesheet Entry**

1. To complete or view a listing of all timesheets, click on the timesheet menu item on the top left section of the screen. A listing of all your timesheets and their status will be displayed.

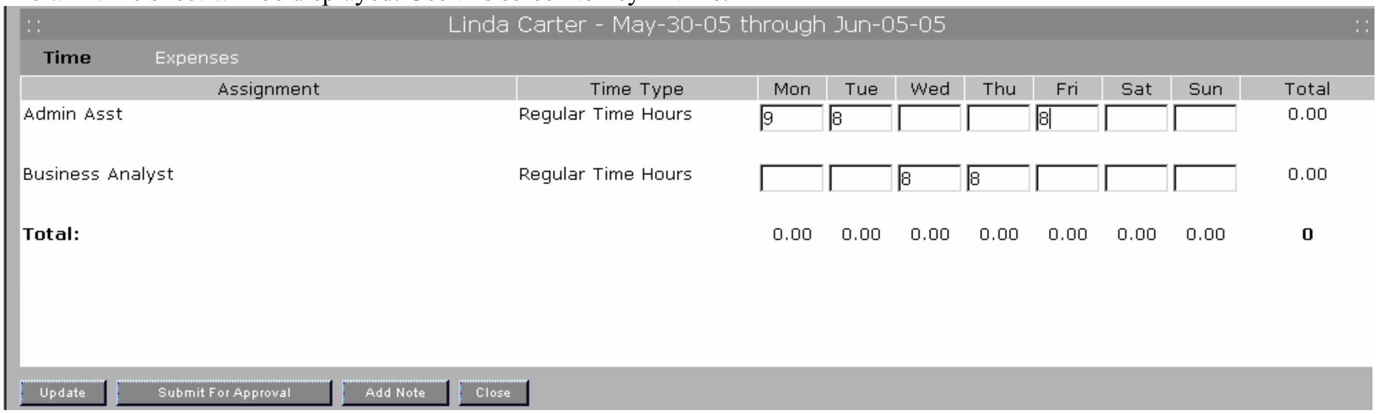



Note, you can also select any open timesheet from your Today screen, simply click on the timesheet you wish to complete.



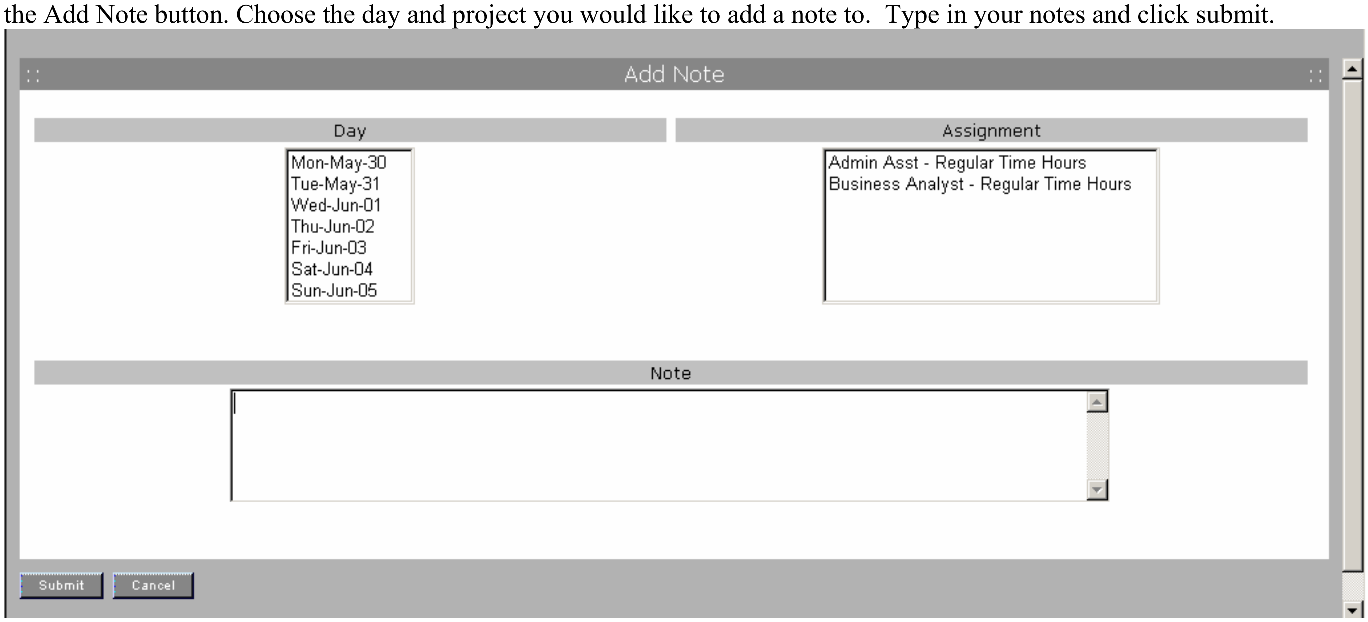

2. Click to select the current time period for which you are entering time.

3. A blank time sheet will be displayed. Use this screen to key in time.




4. Type in the number of hours worked for each project you worked on that day. Click update.

5. To add any notes (reason for more than 8 hours or what specific tasks you performed) for your manager to see, click on the Add Note button. Choose the day and project you would like to add a note to. Type in your notes and click submit.



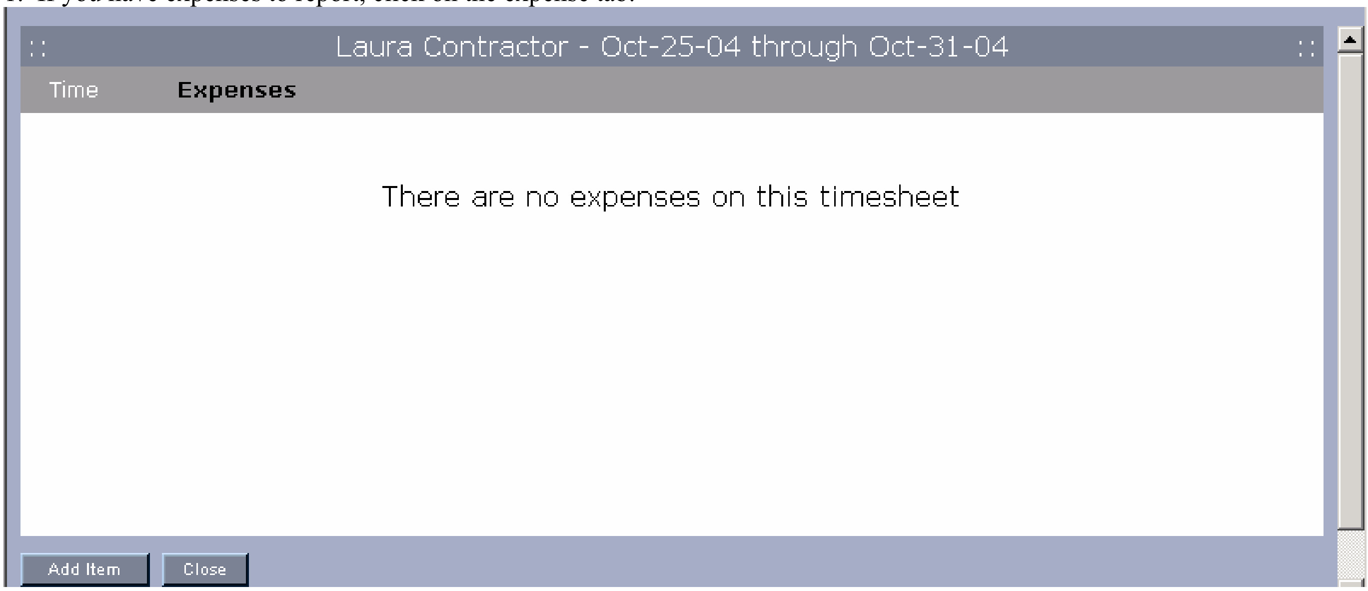

6. Repeat steps 4 and 5 for the remainder of the period.

7. Once complete; click the update button to save your changes.

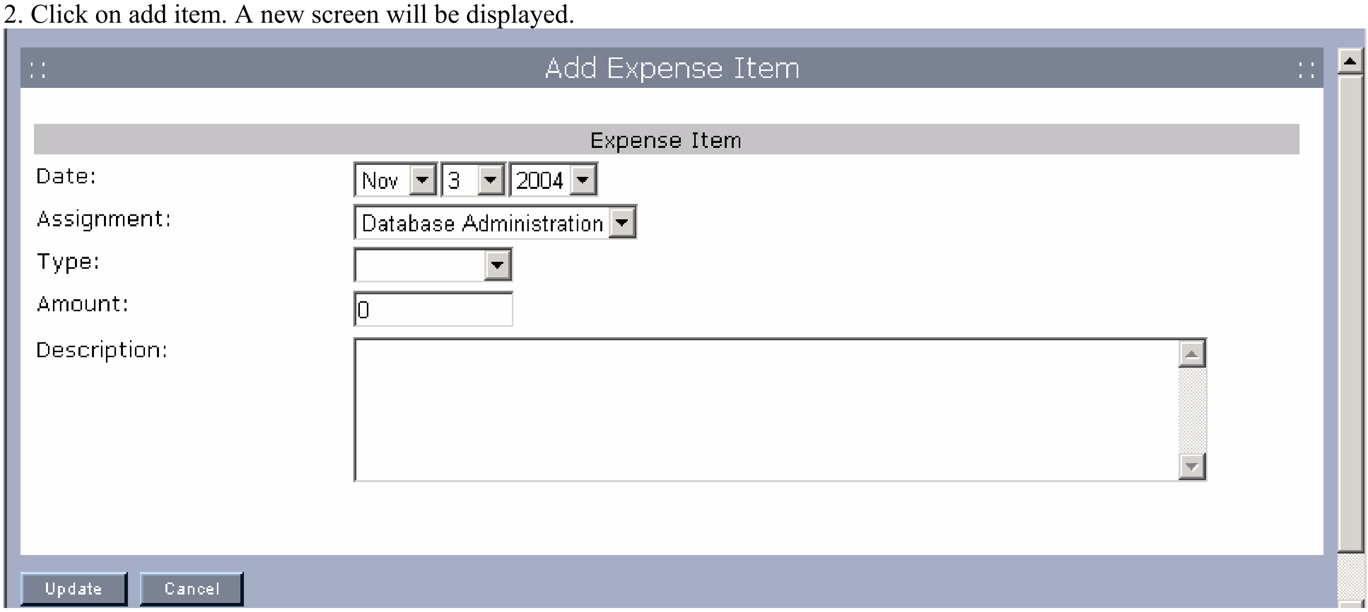
8. To submit your timesheet for approval, see instructions below.

**Inputting Expenses**

1. If you have expenses to report, click on the expense tab.

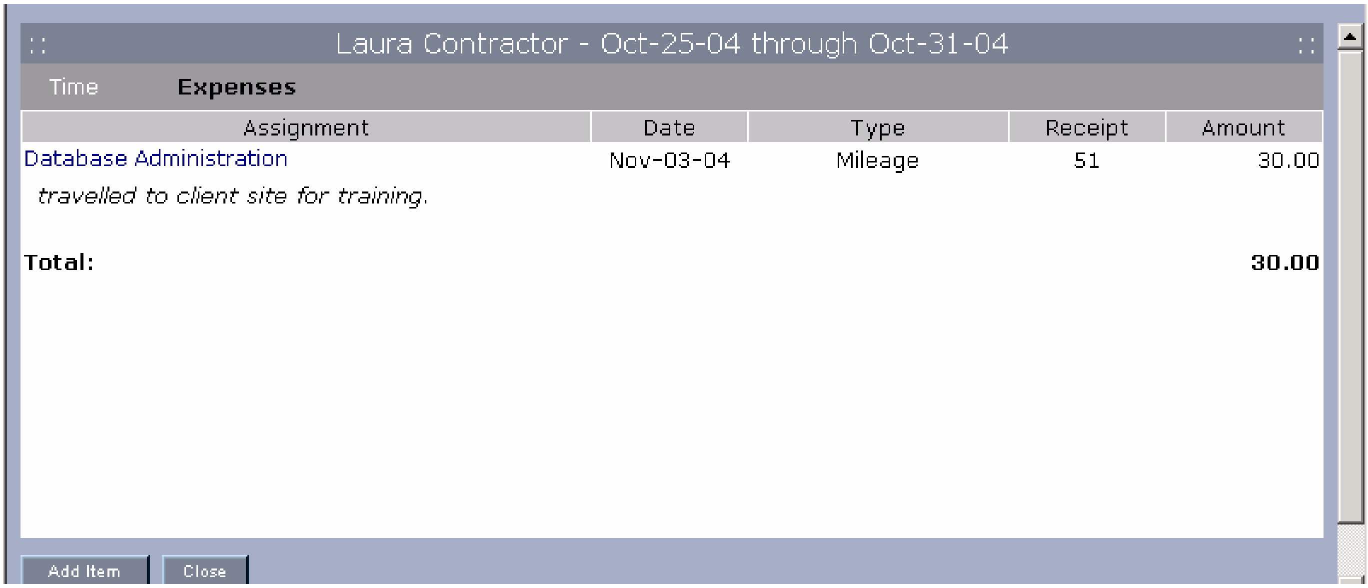



2. Click on add item. A new screen will be displayed.




3. Use the drop down boxes or text boxes to select/input the date, project/assignment, expense type, amount and description.

4. Click the update button to save your changes. Note that once you click update, the system will automatically generate a receipt number. Write this number on the top of your paper receipt for accounting purposes. Please forward original receipts to all respective parties.

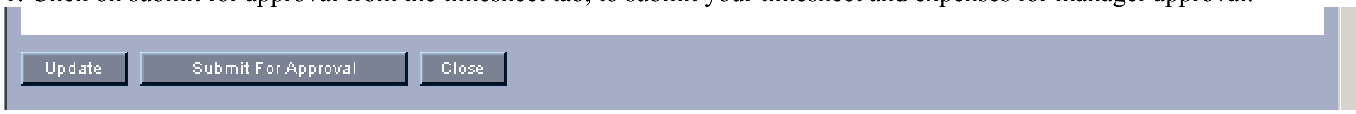



5. To enter more expenses, repeat steps 2-4 above.

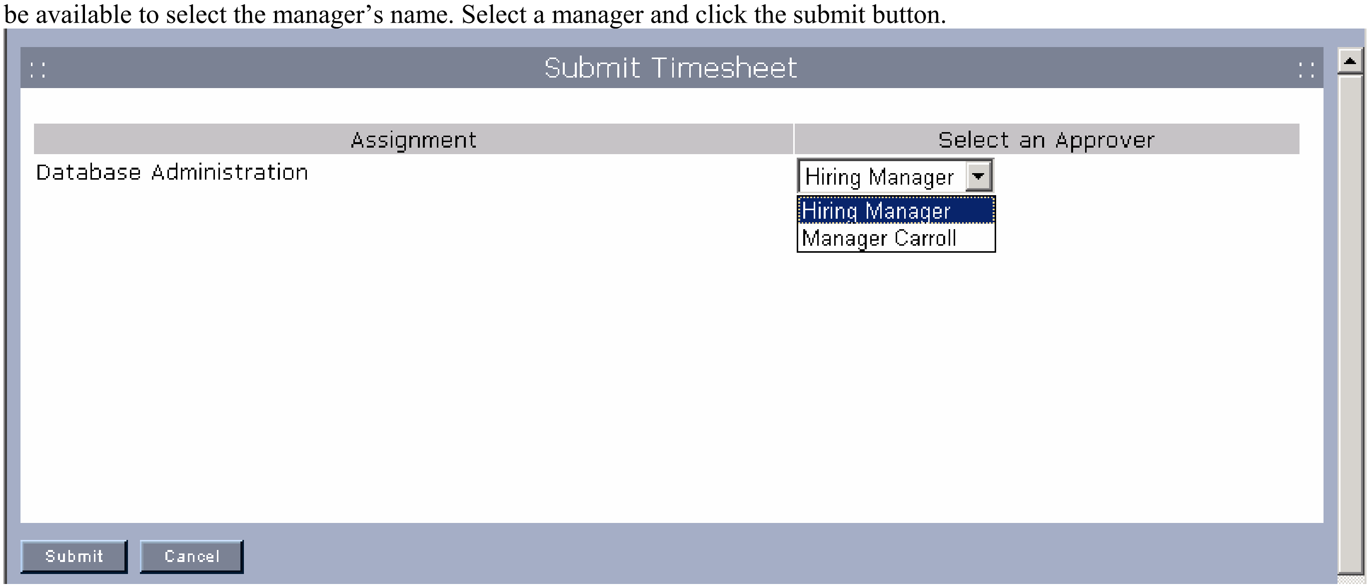
6. Once complete; click on the time tab. The system will return to the timesheet screen to allow for additional time entry or submission of your timesheet and expense report. See submitting instructions below.

**Submitting your time and expense to your manager**

1. Click on submit for approval from the timesheet tab, to submit your timesheet and expenses for manager approval.




2. If you have the option of selecting the approving manager or a back up approver for that manager. A drop down menu will be available to select the manager's name. Select a manager and click the submit button.




3. You will be notified via e-mail once your manager has approved your time.

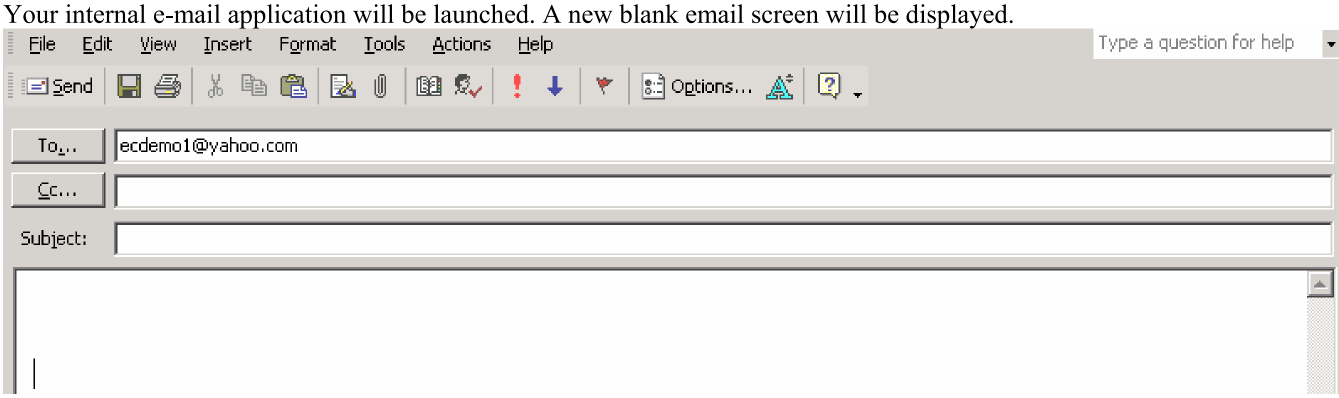
4. Click the logout common menu item once complete.

**Contacting Your Client Service Representative**

Note: You may contact the client service representative with a click of a button. Notify them of changes to your status, vacation time, missing projects, or any other questions you may have.

1. Click on messages from the common menu items at the top right hand section of the screen.


2. Your internal e-mail application will be launched. A new blank email screen will be displayed.




3. Type in any information in the subject line. Type in the detailed information in the body of the e-mail.
4. Click the send button to send the e-mail.