

Harvest Online Time System
Employee Manual



EQUITY PACKAGING, INC.
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A. Purpose:

Equity Packaging, Inc. will start using a web-based time and expense entry system designed to simplify the reporting process and improve the accuracy of time/expense reports submitted by our employees; and to simplify and reduce the time and effort required on the part of our clients in the review and approval of timesheets.

B. When:

Online timesheets are to be completed and submitted for approval on a weekly basis. By the end of each Friday, employee should submit their timesheet for approval.

C. Method:

(1) Access the following website: <http://equitytime.harvestapp.com>

(2) Enter your username and password – your username is your Equity Packaging, Inc. email address – in the following format: *first name .last name@equitypackaging.com*. (period between names – no spaces)

Your password is the first three letters of your last name followed by the last four letters of your social security number (no spaces).

(3) The website opens to a page like this:

Equity Packaging, Inc. Logged in as Sample Employee (Logout)

Reports Timesheets Help

Time Expenses Archive

Using this entry screen

1. Start by adding some projects and tasks you have already set up. Do so by click on the **Add tasks to timesheet** button on the lower left.
2. Once you have the tasks added, go ahead and enter some time. You can enter time in either decimal value (e.g. 1.5) or in HH:MM format (e.g. 1:30). This page will auto-save your entries as you enter your time. You can also explicitly save by clicking on the **Save** button near the bottom. Once saved, your hours are visible from the Reports tab.
3. When you have entered all your time for a specific week, submit your timesheet by clicking on the **Submit for Approval** button. This will send a notification to the project managers and admins on your team to let them know your timesheet is ready for review.
4. If you prefer to enter your time with more details and use the Harvest Timer, please check out the [Daily Timesheet](#).

If you don't need to see this help message again, you can [hide this tip](#).

Timesheet for Sample Employee

23 Jun 2008 - 29 Jun 2008

Client - Project (Task)	Mon Jun 23	Tue Jun 24	Wed Jun 25	Thu Jun 26	Fri Jun 27	Sat Jun 28	Sun Jun 29	Total
Total	0	0	0	0	0	0	0	0

+ Add task to timesheet

Save Submit timesheet for approval

stapp.com/entry# Internet

EQUITY PACKAGING, INC.

Harvest Online Time System Employee Manual

EPI-DOC-0014 ORIGINAL

(4) You should be in the WEEK view for entering time data. If you are in the DAY view, you should change by clicking on the WEEK icon.

(5) Find and click on the green button on the bottom of your screen that says: **Add Task To Timesheet**

The following options may already be selected / defaulted – if not, you will need to choose them:

- (a) Project – client name and your last name
- (b) Task - select one for each line of time sheet hourly, time-off, or holiday

Click: **Add To Timesheet**

(6) Your timesheet now looks similar to this:

Timesheet for Sample Employee

23 Jun 2008 - 29 Jun 2008

Client - Project (Task)	Mon Jun 23	Tue Jun 24	Wed Jun 25	Thu Jun 26	Fri Jun 27	Sat Jun 28	Sun Jun 29	Total
⊗ Kraft - TT - Sample Project (Equity / Admin Time)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	0	0	0	0	0

Project: Task:

Last saved at: 16:09

- (a) Once you are finished adding all the tasks to your timesheet, you can enter the hours in the white boxes provided.
- (b) Your work hours should be entered under the HOURLY category. The sheet will automatically total each row and you will see the total on the right hand side.
- (c) Use the rows / tasks for Holiday and Employee Time Off to enter Holiday time and PTO respectively. Remember – these hours can only be entered in increments of 8 hours.
- (d) Click **SAVE** when you are finished entering your time. Review your time carefully and make any changes needed.
- (e) If you have expenses for the given week, go to step 7, otherwise, goto step 8.

(7) Click on the tab for **Expenses** at the top of the web page. You will see a page that looks like this:

Equity Packaging, Inc. Logged in as Sample Employee ([Logout](#))

Reports **Timesheets** Help

Time | **Expenses** | Archive

Expenses for Sample Employee

23 Jun 2008 - 29 Jun 2008

DATE	CLIENT / PROJECT (CATEGORY)	AMOUNT	NOTES
Jun 26 (Thu)	Choose a project Choose a category	\$	
Add Cancel			
+		TOTAL	\$0.00

Review and submit this week's timesheet

- (a) Check the time (week) period. Change as needed using the arrow keys to the left and right of the calendar icon.
- (b) Choose your Project (client name and your last name).
- (c) Choose an Expense category.
- (d) Enter the dollar amount (for mileage, you will be prompted to enter the total mileage not the dollar amount).
- (e) Click **ADD** after entering each expense. When you are finished, review your expenses carefully and make any changes needed.
- (f) **Remember to FAX copies of your corresponding receipts to the Equity office, at (908) 470-1090, or scan and email them to officeadmin@equitypackaging.com. If you are going to FAX your expense receipts, please make sure to fax them with a cover page that contains your name, (you can print out and use the template at the end of this manual).**
- (g) If requested by the client manager, you may need to show him/her copies of your corresponding receipts in order to obtain approval.
- (h) Click the button: **Review and Submit This Week's Timesheet.**

EQUITY PACKAGING, INC.

Harvest Online Time System Employee Manual

EPI-DOC-0014 ORIGINAL

(8) **Check your information carefully for accuracy – only when you are ready, click**

SUBMIT FOR APPROVAL

(9) You can use the **REPORTS** tab on the website to view reports of your saved, submitted, and approved timesheets. You can filter by different tasks and track your own PTO / Holiday use, your total hours, etc. Take some time to familiarize yourself with the website. If you have any questions or need technical support help, you should do *one* of the following:

- (a) Click on the **HELP** link at the top right of the website.
- (b) Click on the **SUPPORT** link at the bottom left of the website and send a support email to Harvest, the company that provides technical support.
- (c) For support questions relating to your time, PTO eligibility, etc. please send an email to **OFFICEADMIN@EQUITYPACKAGING.COM** or Call our main office – 908-470-0101.

☺ **PROCESS COMPLETE** ☺

EQUITY PACKAGING, INC.

Harvest Online Time System Employee Manual

EPI-DOC-0014 ORIGINAL



EXPENSE RECEIPT FACSIMILE COVER PAGE

Please Fax Receipts to: Attn: Office Manager, (908) 470-1090

EMPLOYEE NAME: _____

TIME PERIOD: _____ TO _____

TOTAL # SHEETS: _____ (Including Cover Page)

EQUITY PACKAGING, INC.

Harvest Online Time System Employee Manual

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