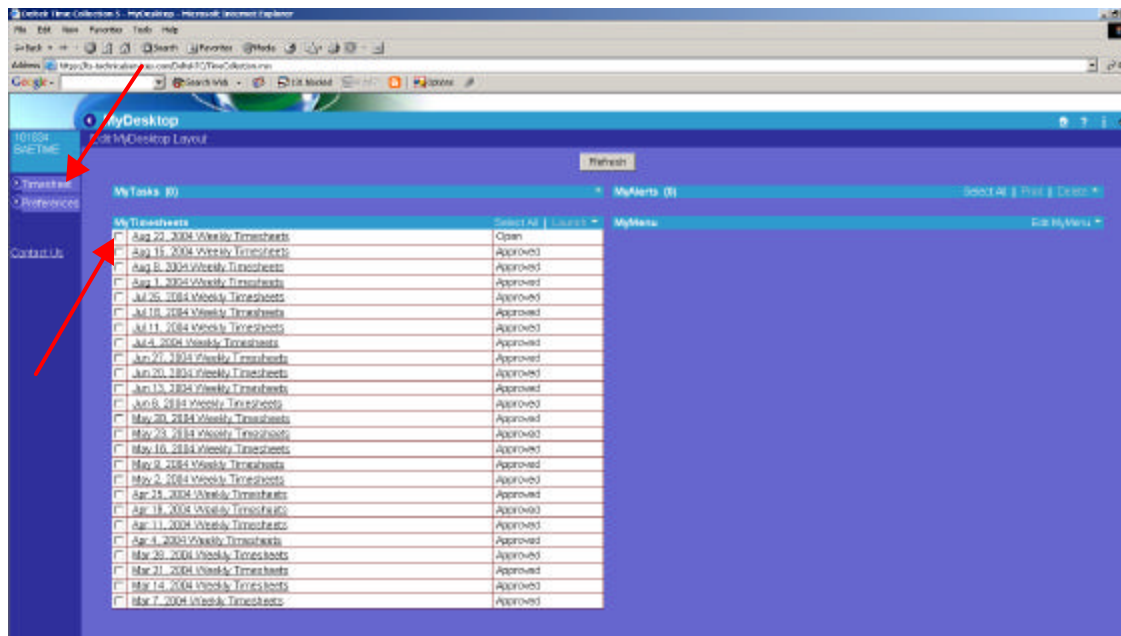


Time Collection 5.1

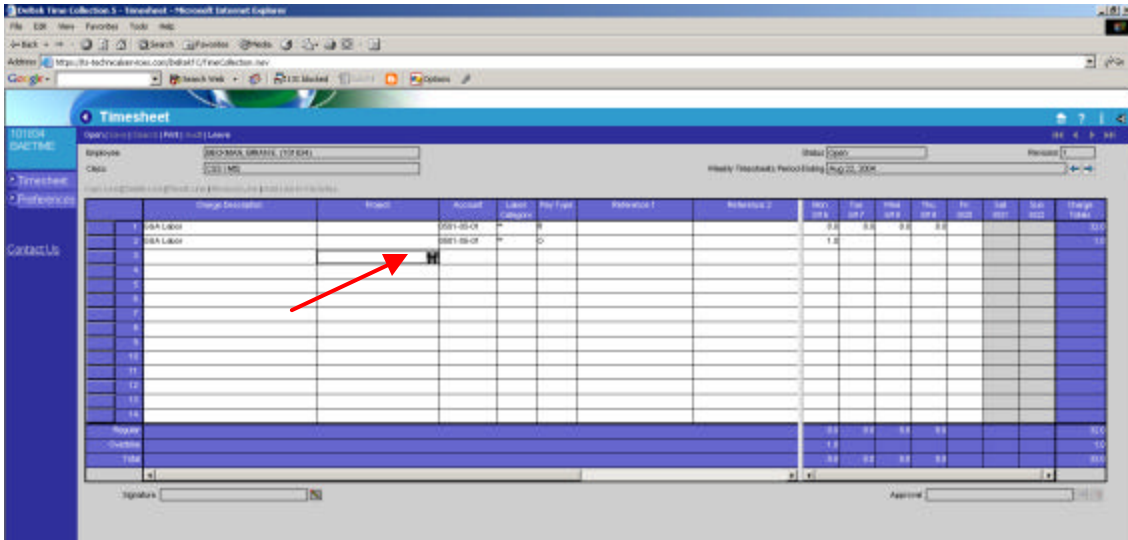
Login ID: Employee ID
Password: password – lower case
Domain: BAETIME



Once you've logged in, you will see this screen. Double-click the link for the timesheet week you'd like to enter time for or click on Timesheet in the left hand column.



In order to lookup a project and/or account, click the binoculars in the appropriate field.



Once you have clicked the binoculars, the screen below will be displayed. Click on the '+' to expand the charge group.

