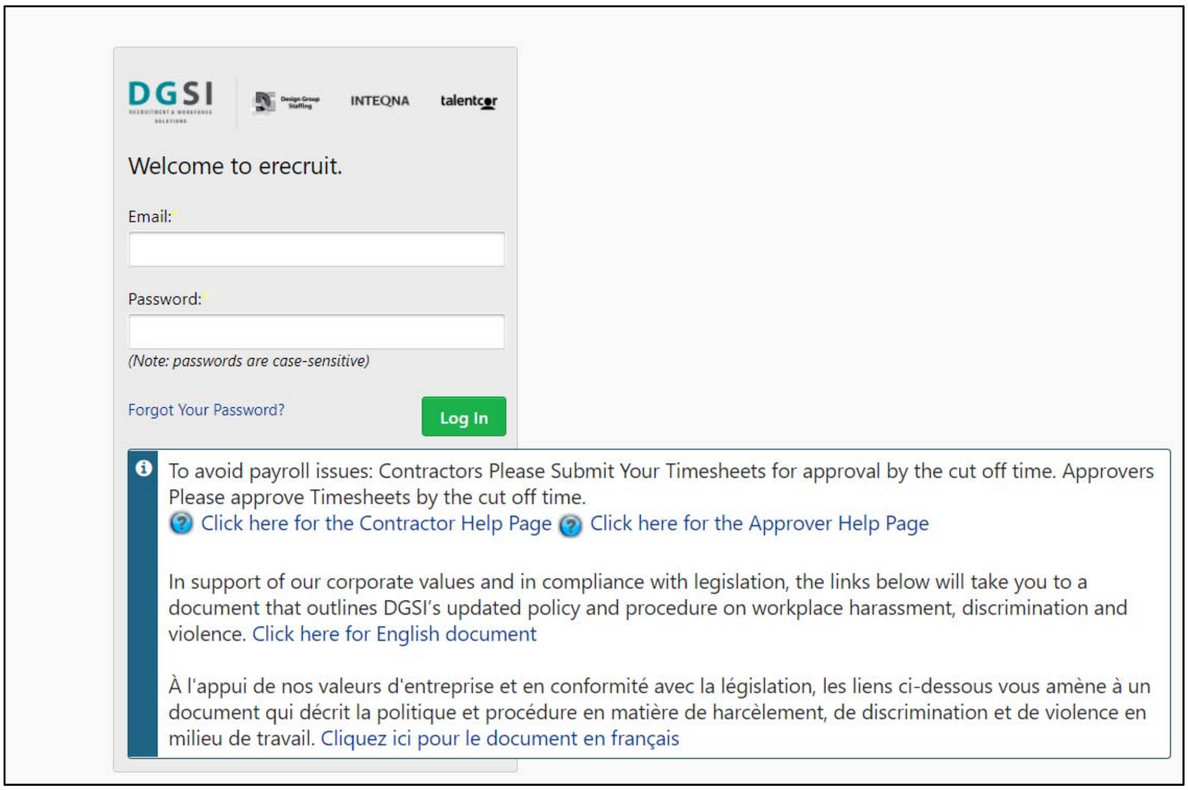
DGSI RECRUITMENT & WORKFORCE SOLUTIONS | Design Group Staffing | INTEQNA | talentcor

Time & Expense Entry Instructions

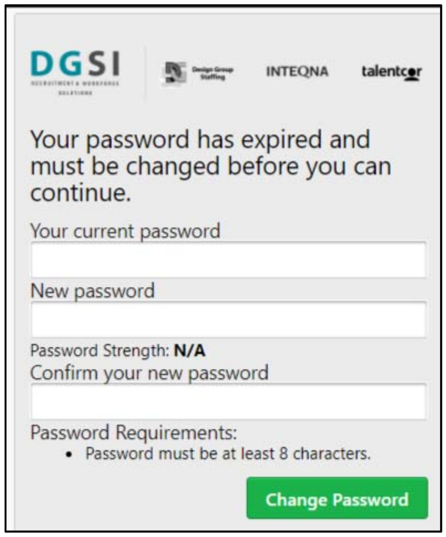
Welcome to DGSI, and congratulations on your new placement! You will use the Candidate Portal to enter your time and eligible expenses. You will receive an email with a link and your user ID and password for accessing the Portal.

Logging in to the Candidate Portal

1. To log into the Portal, go to https://login.mydgsi.ca and enter your user ID and password. Once your user ID and password have been entered, click **Log In**.



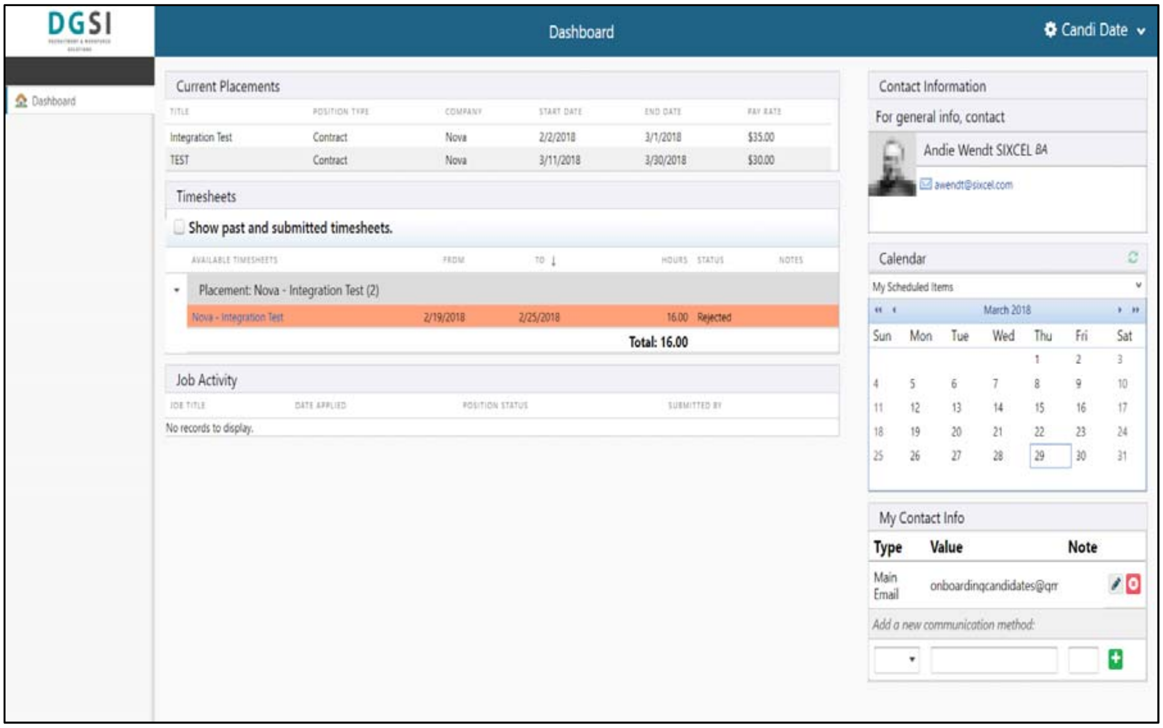
2. If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click **Change Password**.



3. Once you are logged into the Portal, you will be presented with your Dashboard. The Portal Dashboard is made up of the following:

   - Current Placements: A list of your active placements.
   - Timesheets: A list of your available timesheets. **This is where you will go to enter time and expenses.**
   - Job Activity: This displays the activity for all your positions.
   - Emergency Contacts: Go here to self-manage your Emergency Contact information.
   - My Contact Info: Go here to self-manage your contact information.

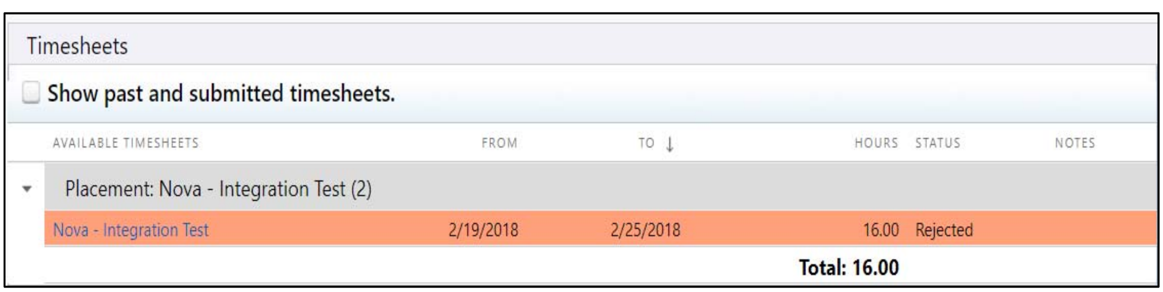
The Dashboard:



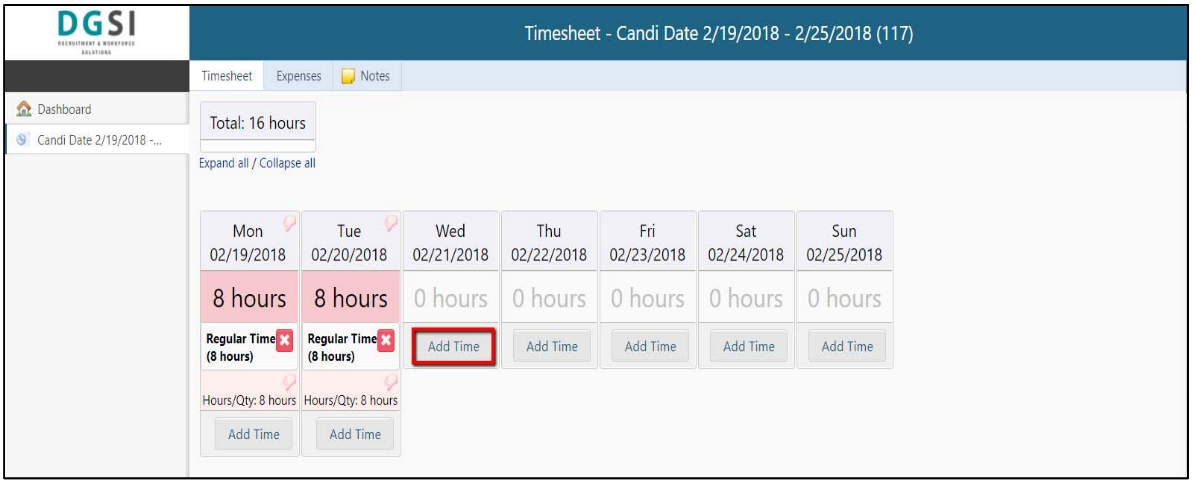
Entering Your Time

Your DGSI timesheet must be entered on a bi-weekly basis. Complete the following steps to access your timesheets and enter your time.

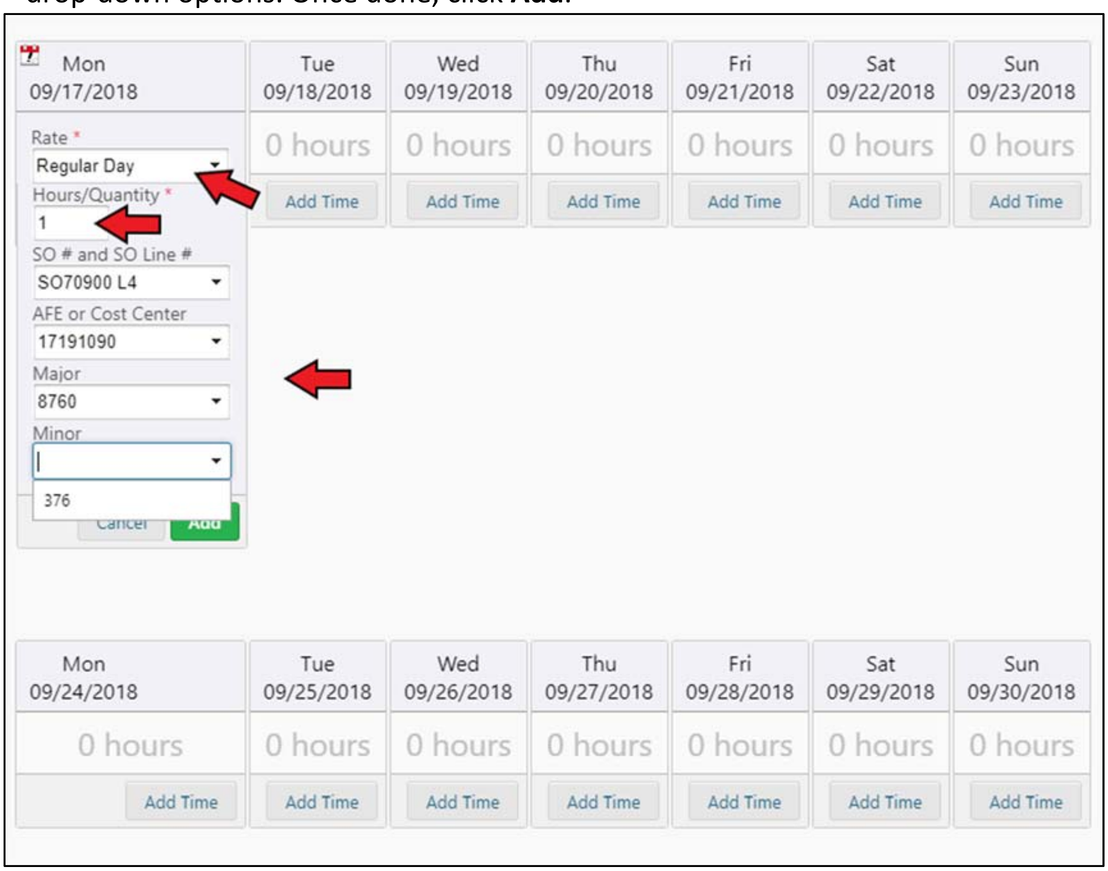
1. To enter your time, click on the link that corresponds to the timesheet relating to the hours you worked.



2. Once your timesheet opens, click **Add Time** for the days that you worked.



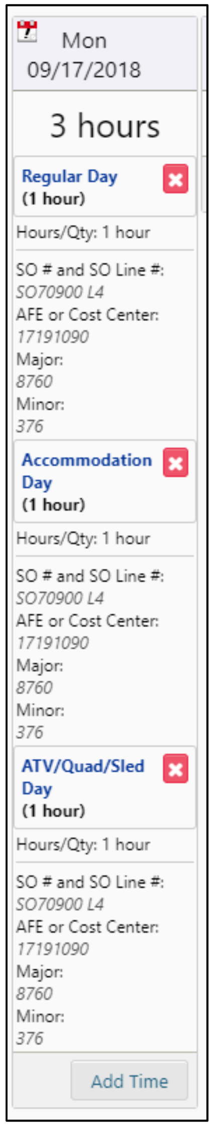
3. Select the Rate type (e.g. Regular Time, Regular Day, etc.) from your drop-down list, and enter value of '1' for each entitled day, or number of hours worked if paid by the hour. In addition, enter the appropriate project codes to each Rate type using the drop-down options. Once done, click **Add**.



Notes:

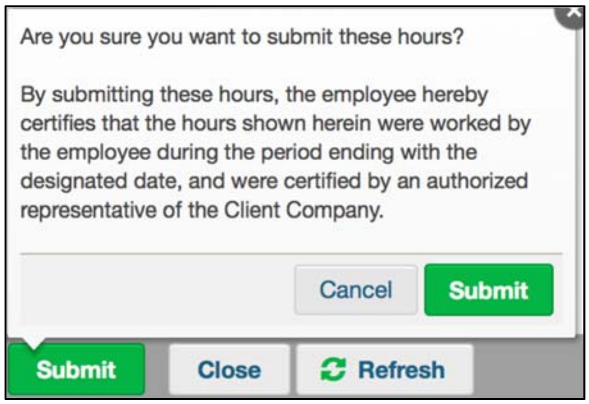
For your specific e-time set up please reference to the last page. Only enter time that you physically worked. If SO # and/or SO Line are unknown, please contact Encana before submitting your timesheet. If you did not work on a Public Holiday, please do NOT enter any hours here.

4. Repeat these steps, as necessary, for any additional Rate types until all time is entered for the period.



5. If you have a late timesheet, please enter that time worked on the actual date you worked.

6. Once your time has been entered, go to the instructions on eligible expenses, or click **Submit** if you have no expenses. If you have expenses, time and expenses must be submitted together.



If you submit your timesheet, and your supervisor authorizes your time before our deadline, you should expect to receive your pay on schedule. The timesheet deadline is a strict deadline and late or incorrect timesheets will result in a delay in pay. Your approved time will be available to you on your Dashboard. **It is highly recommended you ensure your time has been approved prior to the deadline to avoid a delay in pay.**

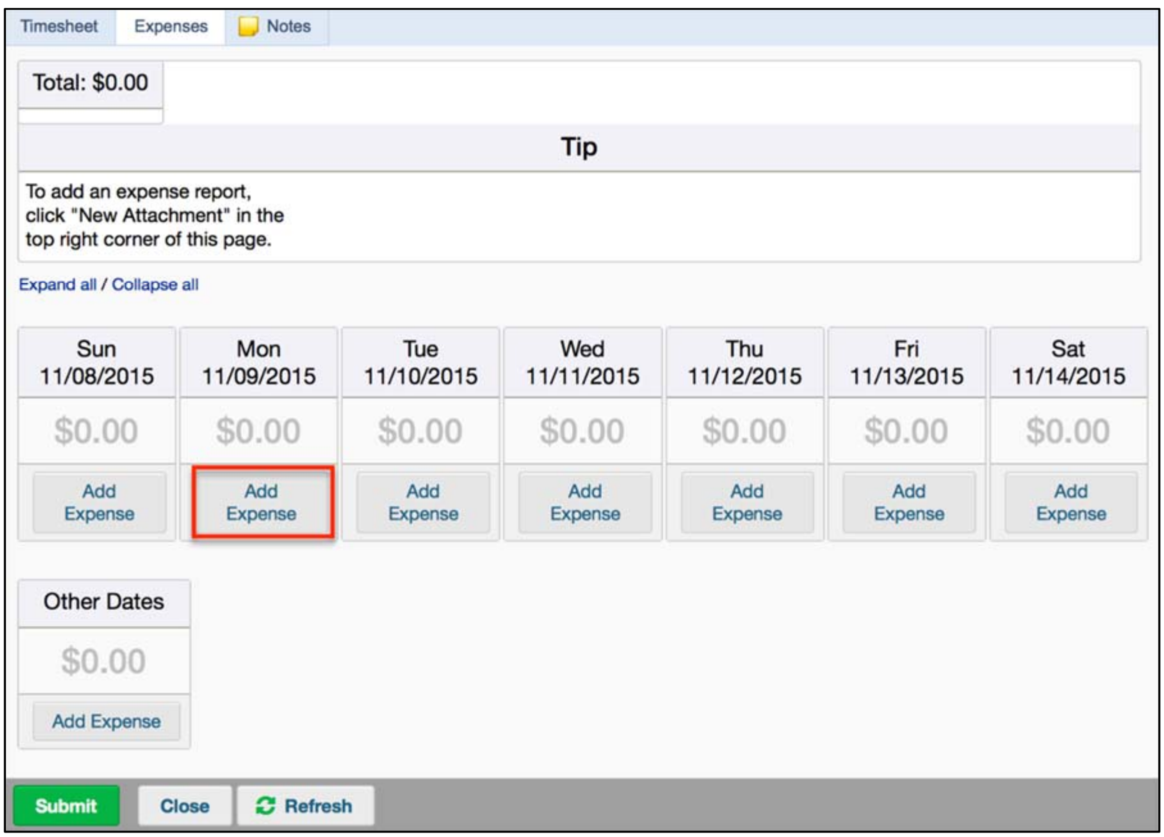
Entering Reimbursable Expenses

All expenses must be entered on a bi-weekly basis. Complete the following steps to enter any eligible expenses.

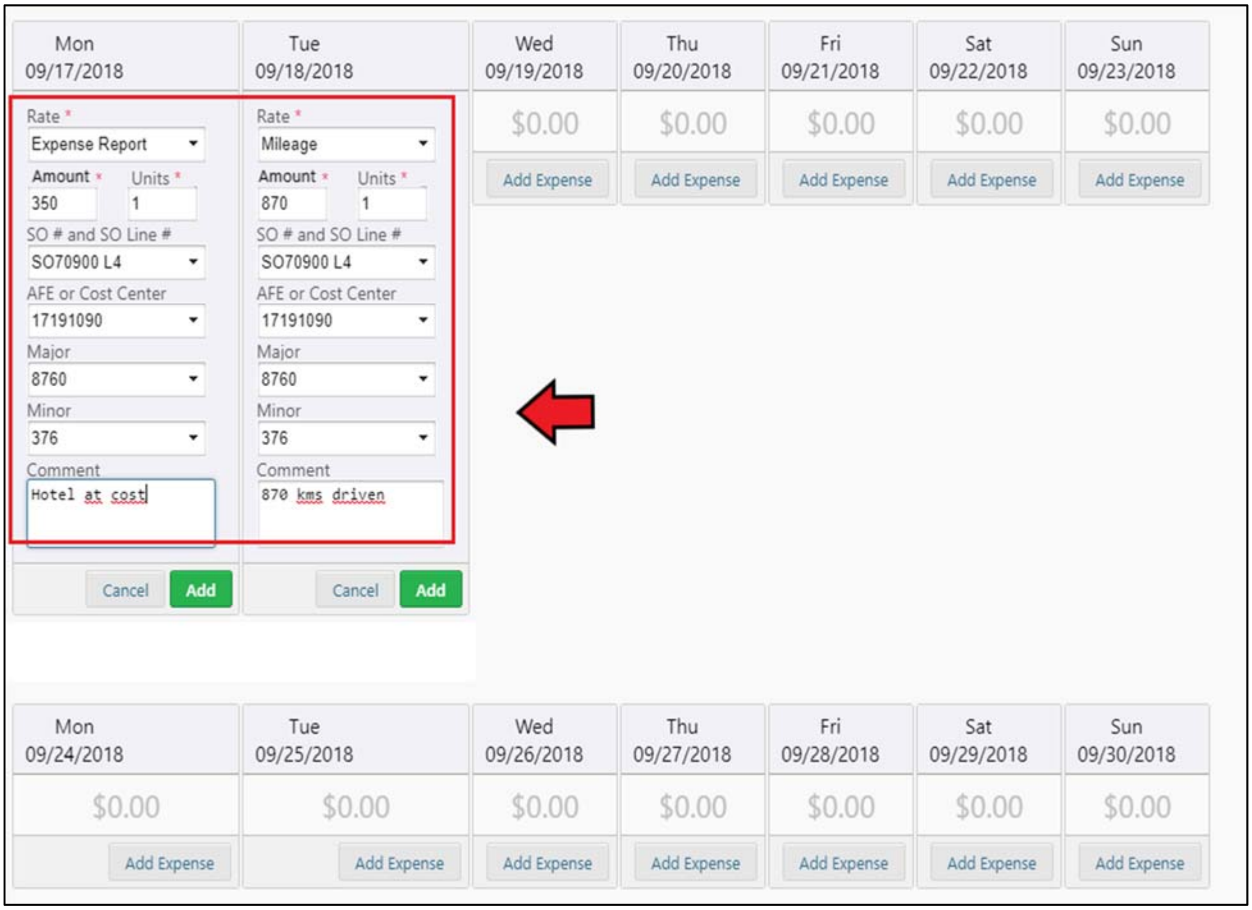
1. If your placement has been set up to allow expenses, you will be able to enter expenses by clicking on the **Expenses** tab on your timesheet.

Note: If the Expenses tab is not active on your timesheet, but you have expenses that require submittal, contact payroll at paysupport@dgsi.ca for assistance.

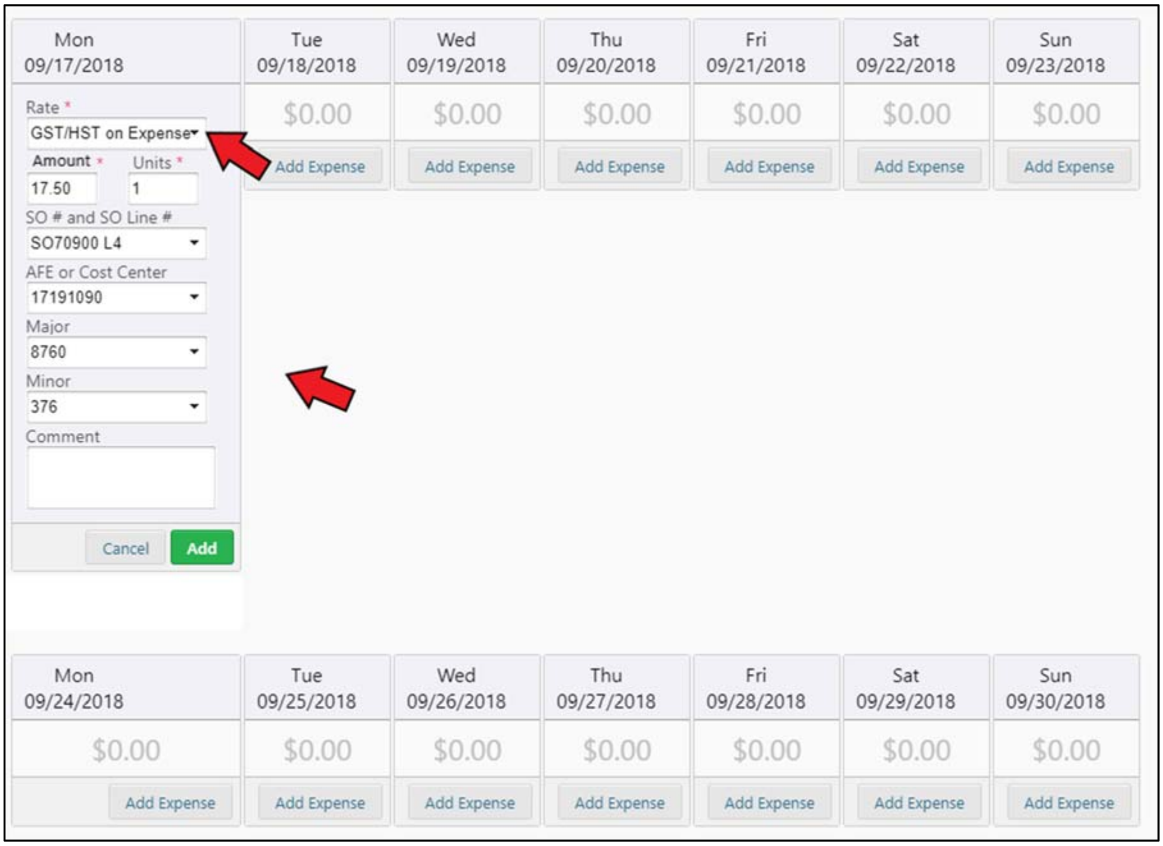
2. To enter expenses on your bi-weekly timesheet, click **Add Expense** on that day.



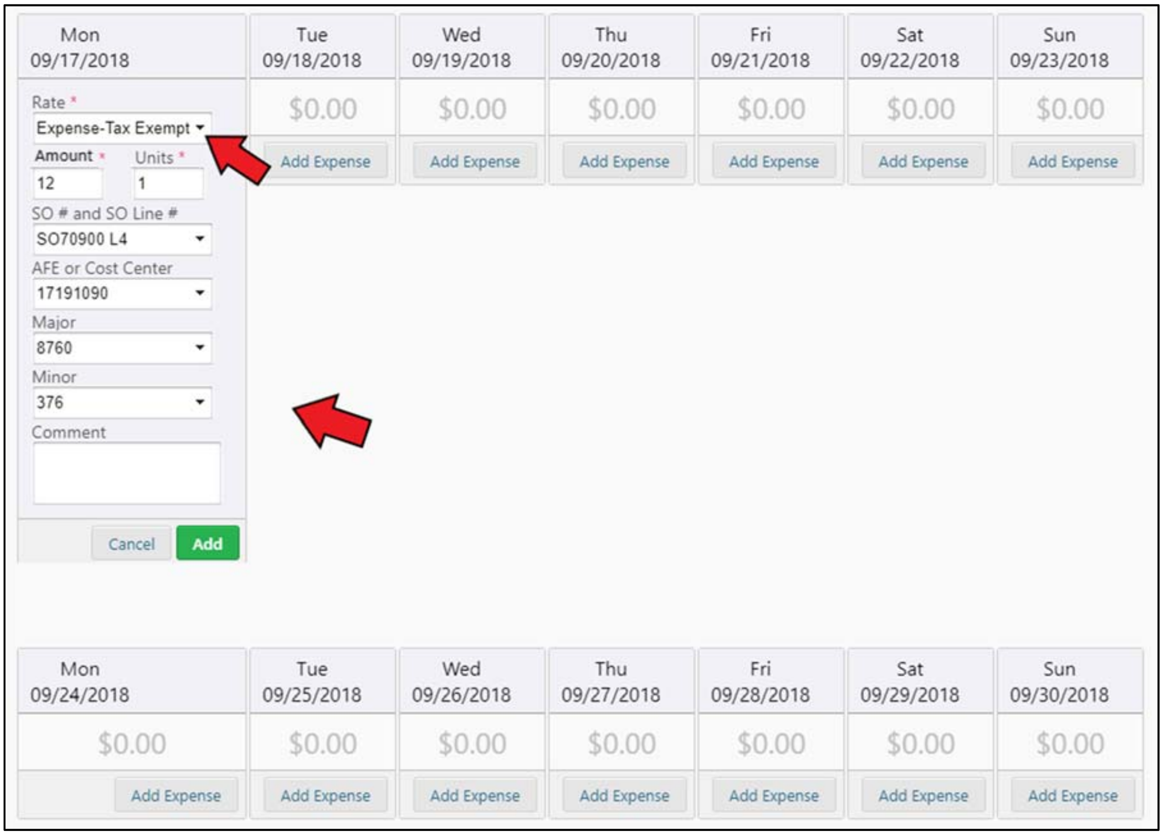
3. Select the expense Rate type (e.g. Mileage, Expense Report, etc.) and enter the corresponding expense amount excluding sales tax (GST/HST). In addition, enter the appropriate project codes to each Rate type using the drop-down options Once done, click **Add**.



4. Repeat step 3 above, selecting the applicable Rate type for sales tax (GST/HST), and enter the tax amount. Once done, click **Add**.



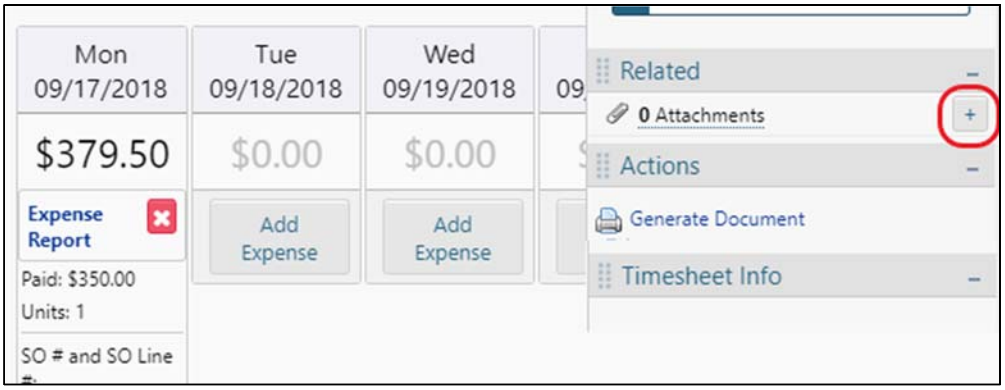
5. For any non-taxable portion, select the Rate type Expense-Tax Exempt, and enter the amount. Once done, click **Add**.



<u>Notes:</u>

For your specific e-time set up please reference to the last page. If SO # and/or SO Line are unknown, please contact Encana before submitting your timesheet.

6. To attach your expense receipts, click the **+** next to the Attachments line under Related in the right panel of the Portal. **Failure to attach a receipt will result in a delay in your expense reimbursement.**

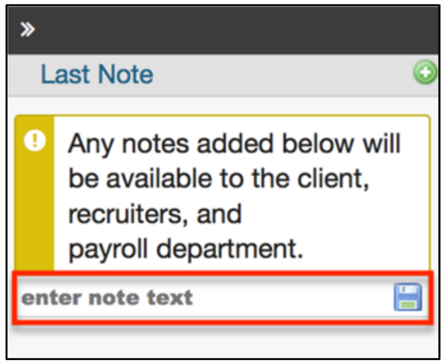


7. Select the attachment Type, and then click to select or drag and drop the file you wish to upload before adding the attachment name.

All expense items must have an attachment.

Finalizing Your Timesheet

8. If you would like to include a note or message to your time approver or DGSI recruiter, use the Last Note function under the right panel of the Candidate Portal to enter any notes.



9. Once your time and applicable Expenses have been entered, click **Submit** to have your timesheet reviewed for approval.