

## WAND TIME ENTRY INSTRUCTIONS

Please submit your time each week before Sunday at midnight.

1. Go to <https://prowand.pro-unlimited.com> and enter your username and password.
2. If you have more than one assignment, select the appropriate requisition from the list by clicking on **Select**. If you only have one assignment, there is no need to click on Select.
3. Select **Time** from the **Type** drop-down menu.
4. Select the **Date Range** from the drop-down menu. (If the date range you need does not appear, enter any date from the desired date range into the **Date Other** field.)
5. Click on **Submit**.
6. For each day worked, click on the **Worked** checkbox.
7. Once you have entered your time for relevant days within the week, scroll down to the bottom of the screen and click on **Save**.
8. The next screen will summarize your entry. The Billing Line # will appear. To edit your time, click on the link, or click on the **Edit** button at the bottom of the screen. If your time is accurate, click on **Done**.
9. Your manager will be notified via email to log into WAND to approve your pending time.

WAND  
Home | YourSource | Requisition | Time & Expense | Reporting  
Standard Role Monday May 18, 2009

View: Pending Time & Expense  
No information is available for the selected category.

**Add Time & Expense**  
To enter time and / or expenses, please select from a requisition listed below

|           |         |        |
|-----------|---------|--------|
| Req #     | 3142293 | Select |
| Job Title | Manager |        |
| Status    |         |        |

Req #: 3142293  
Type: Time  
Date Range: 05/11/2009 - 05/17/2009  
Date Other:   
Submit

In the News  
11/13/2007

**Submission List**

| Day/Date                                   | Notes                | Status Notes         | Status               |         |
|--|----------------------|----------------------|----------------------|---------|
| Monday<br>05/11/2009                       | <input type="text"/> | <input type="text"/> | Pending              |         |
| Worked <input checked="" type="checkbox"/> |                      |                      |                      |         |
| Day/Date                                   | Sick Day             | Notes                | Status Notes         | Status  |
| Tuesday<br>05/12/2009                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | Pending |
| Worked <input checked="" type="checkbox"/> |                      |                      |                      |         |

I certify that the timecard submitted is an accurate record of the time worked.

Save Cancel

**Billing Item**  
The Billing Item has been successfully submitted.  
Billing Line #: [111071248](#)

If you need to edit your timecard, click on the link or use the Edit button.

Days Worked: 5

Edit Done