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AMS Timesheet Update

Using Advantage Version 3.7

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Login Screen

The login screen has a new graphic design. Simply enter your User Name and Password as before and press Enter or click Login.



AMS
Advantage ESS Time Entry

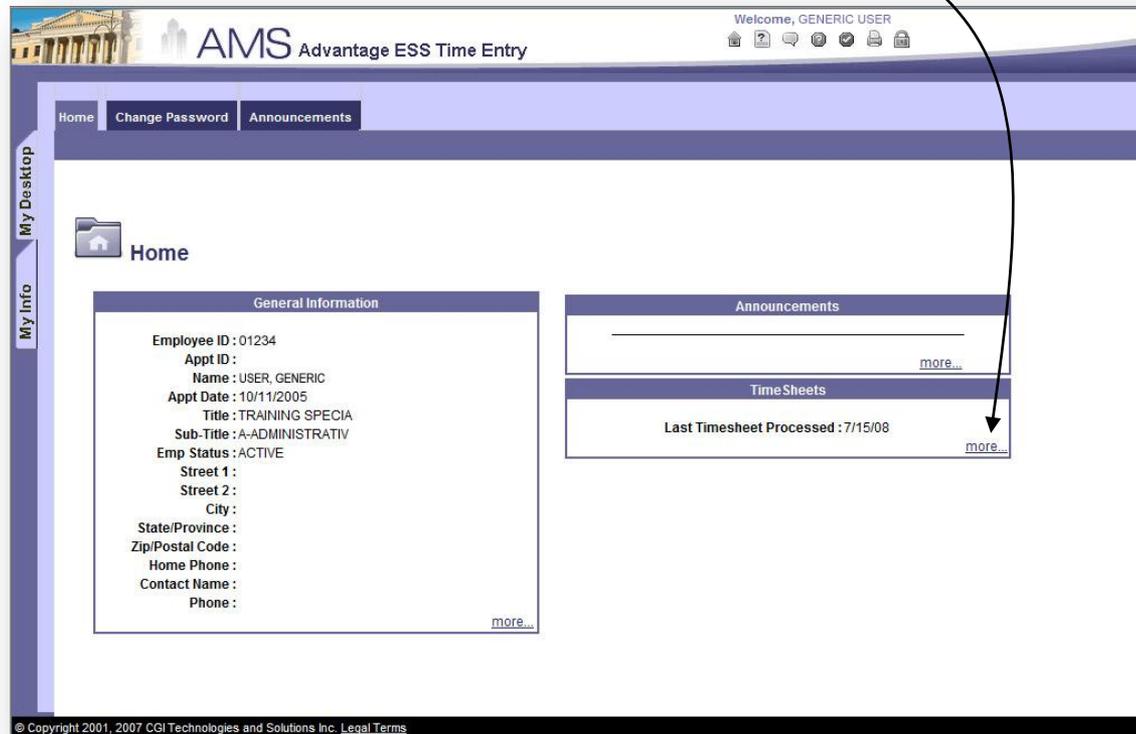
User Name :

Password :

[Add AMS ADVANTAGE ESS to your Favorites](#)

Home Page

The Home page has a different layout.
To access your timesheets, click the *more...* link in the Timesheets section of the Home page.



Welcome, GENERIC USER

AMS Advantage ESS Time Entry

Home Change Password Announcements

My Desktop

Home

General Information

Employee ID : 01234
Appt ID :
Name : USER, GENERIC
Appt Date : 10/11/2005
Title : TRAINING SPECIA
Sub-Title : A-ADMINISTRATIV
Emp Status : ACTIVE
Street 1 :
Street 2 :
City :
State/Province :
Zip/Postal Code :
Home Phone :
Contact Name :
Phone :

more...

Announcements

more...

TimeSheets

Last Timesheet Processed : 7/15/08

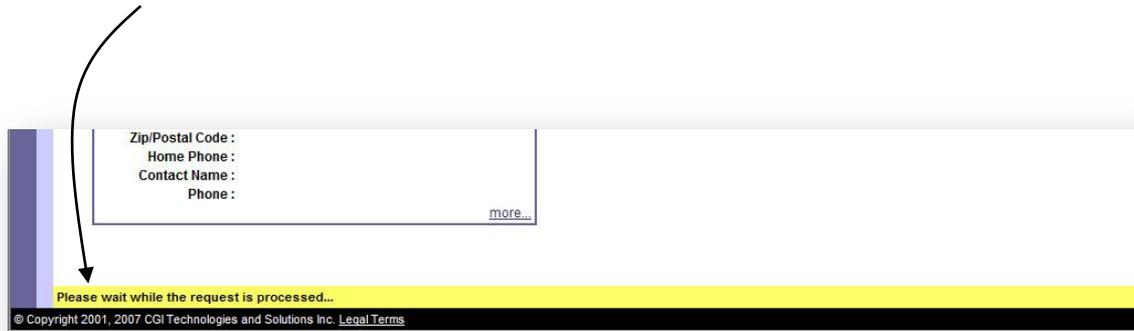
more...

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Waiting...

After following a link or clicking on a command, you may have to wait just a moment while the server processes your request.



My Time and Attendance



The link you followed on the Home page takes you to the new *My Time and Attendance* screen. Notice the navigation has moved from the left side and is now across the top. Click *Timesheet Roster* to access your timesheets.

Welcome, GENERIC USER

AMS Advantage ESS Time Entry

My Information | **Time and Attendance**

Jobs | Timesheet Roster | Leave Requests | Leave Balances | Leave Activity By Date | Monthly Leave Accrual/Usage

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	TRAINING SPECIA	A-ADMINISTRATIV	ACTIVE	ITD	Human Resources	HUMAN RESOURCE	06/15/2008	12/31/9999

Employee ID : 01234
Appt ID :
Name : USER, GENERIC
Appointment Date : 10/11/2005
Title : TRAINING SPECIA
Sub-Title : A-ADMINISTRATIV
Emp Status : ACTIVE

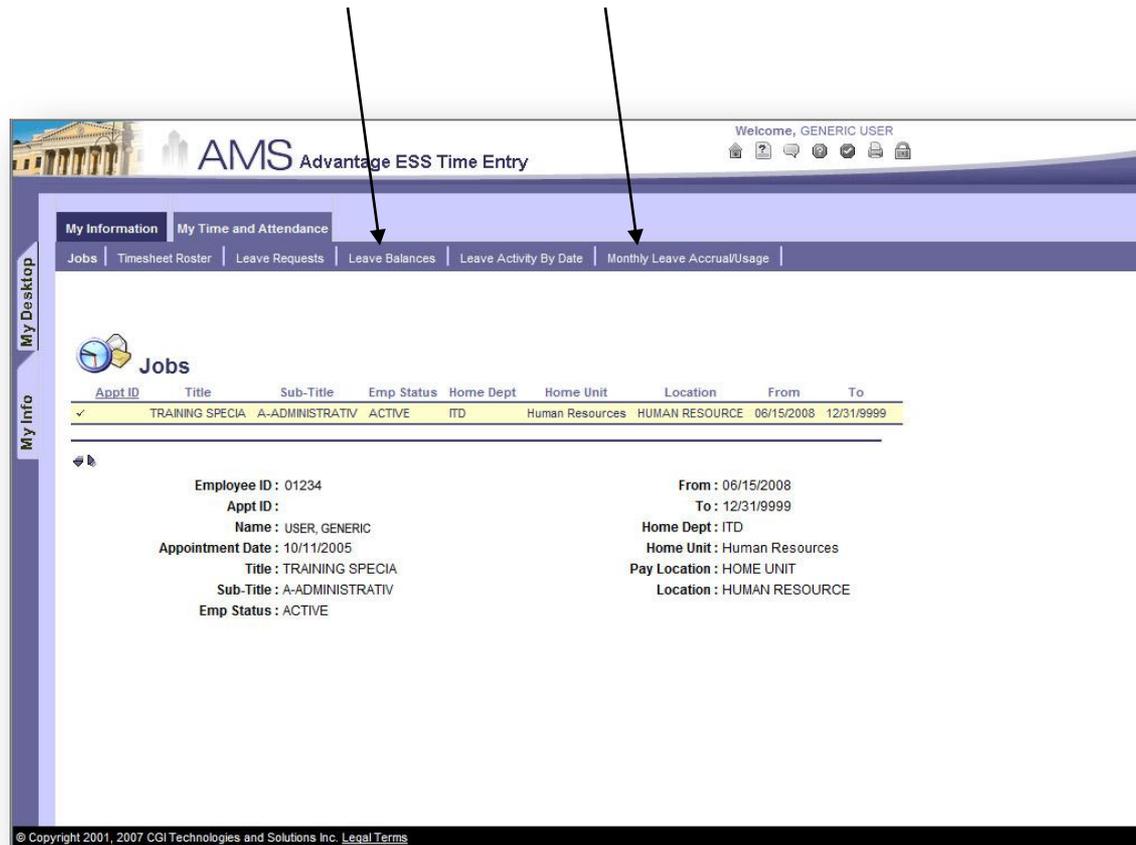
From : 06/15/2008
To : 12/31/9999
Home Dept : ITD
Home Unit : Human Resources
Pay Location : HOME UNIT
Location : HUMAN RESOURCE

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Leave Information

Notice that the Leave Balance information is accessible from this screen. You can also check your Monthly Leave Accrual and Usage.



Welcome, GENERIC USER

AMS Advantage ESS Time Entry

My Information | My Time and Attendance

Jobs | Timesheet Roster | Leave Requests | Leave Balances | Leave Activity By Date | Monthly Leave Accrual/Usage

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	TRAINING SPECIA	A-ADMINISTRATIV	ACTIVE	ITD	Human Resources	HUMAN RESOURCE	06/15/2008	12/31/9999

Employee ID : 01234
Appt ID :
Name : USER, GENERIC
Appointment Date : 10/11/2005
Title : TRAINING SPECIA
Sub-Title : A-ADMINISTRATIV
Emp Status : ACTIVE

From : 06/15/2008
To : 12/31/9999
Home Dept : ITD
Home Unit : Human Resources
Pay Location : HOME UNIT
Location : HUMAN RESOURCE

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Timesheet Roster



This screen should feel familiar. Select from the list of Existing Timesheets or choose *Create New Timesheet*. The most recent timesheet is at the top of the list of Existing Timesheets.

Welcome, GENERIC USER

AMS Advantage ESS Time Entry

My Information | My Time and Attendance

Jobs | Timesheet Roster | Leave Requests | Leave Balances | Leave Activity By Date | Monthly Leave Accrual/Usage

Timesheet Roster

New Timesheet

Period Start	Period End	Short Description
✓ 07/13/2008	07/26/2008	BI-WEEKLY
06/29/2008	07/12/2008	BI-WEEKLY
06/15/2008	06/28/2008	BI-WEEKLY
06/01/2008	06/14/2008	BI-WEEKLY
05/18/2008	05/31/2008	BI-WEEKLY
05/04/2008	05/17/2008	BI-WEEKLY
04/20/2008	05/03/2008	BI-WEEKLY
04/06/2008	04/19/2008	BI-WEEKLY
03/23/2008	04/05/2008	BI-WEEKLY
03/09/2008	03/22/2008	BI-WEEKLY

First Prev Next Last

Create New Timesheet

Existing Timesheets

Period Start	Period End	Document Code	Submitting Dept	Submitting Unit	Document ID	Status	User ID
✓ 06/29/2008	07/12/2008	ETIME	290	1501	0714080000000001782	Submitted	MHARKER
06/15/2008	06/28/2008	ETIME	290	1501	06260800000000048072	Submitted	MAITKEN
06/01/2008	06/14/2008	ETIME	290	1501	06110800000000046048	Submitted	MAITKEN

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Timesheet Header



Again, this screen should feel familiar.
The main difference is the navigation across the top,
instead of on the left side.

The screenshot displays the 'AMS Advantage ESS Time Entry' application. The top navigation bar includes 'My Information' and 'My Time and Attendance'. Below this, a secondary navigation bar contains 'Header', 'Timesheet Details', 'Other Activity', and 'Document Comments'. The main content area shows a timesheet header for 'ETIME - 290-08050800000000002886-1-New-Draft'. The form includes fields for Employee ID (01234), Appointment Id, Name (USER, GENERIC), From (07/13/2008), To (07/26/2008), and Comments. On the right side, there is an 'Action Menu' and a list of fields: Dept (290), Unit (1501), Work Loc (33-HRS), Division (10), Report To (2902), Position (9929), Program (A411001), Phase (GA), and Activity (G101). At the bottom, there is a certification statement and two checkboxes: 'This serves as my electronic signature and submission of Time and Leave Activity changes. I agree that my Time and Leave Submissions are correct.' and 'Other Activity'. The bottom of the screen features buttons for 'Save', 'Print', 'Validate', 'Submit', and 'Close'. A copyright notice at the very bottom reads '© Copyright 2001, 2007 CGI Technologies and Solutions Inc. Legal Terms'.

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Other Timesheet Screens



From here, use the navigation links at the top of the timesheet to access the *Timesheet Details* page and the *Other Activity* page.

AMS Advantage ESS Time Entry

Welcome, GENERIC USER

My Information | My Time and Attendance | Header | Timesheet Details | Other Activity | Document Comments

← Timesheet for pay period July 13, 2008 to July 26, 2008 →

Event	Program	Task	Phase	Act	Sub Act	Loc	Reporting	Task Order	Unit	LDPR
Week1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Event Total		
	13	14	15	16	17	18	19			

Week 1 Subtotal: 0 0 0 0 0 0 0 0 0

Timesheet Totals: Week 1 Total: 0 Week 2 Total: 0 Pay Period Total: 0

Save Print Validate Submit Close

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Logging Out



To Log Out, click the padlock icon in the upper-right corner of the screen.

Welcome, GENERAL USER

AMS Advantage ESS Time Entry

My Information | My Time and Attendance

Header | Timesheet Details | Other Activity | Document Comments

← Timesheet for pay period July 13, 2008 to July 26, 2008 →

Event	Program	Task	Phase	Act	Sub Act	Loc	Reporting	Task Order	Unit	LDPR
Week1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Event Total		
	13	14	15	16	17	18	19			

Week 1 Subtotal: 0 0 0 0 0 0 0 0

Timesheet Totals: Week 1 Total: 0 Week 2 Total: 0 Pay Period Total: 0

Save Print Validate Submit Close

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