**Script – Time and Effort – Pt.2**

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| Script |
| Welcome to the second video of the AmpliFund Training video series focused on time and effort  |
| With AmpliFund’s time and effort, there are three main goals that you can accomplish. First you can capture staff's salary and time allocation to specific grants. You will also be able to allow staff to generate and create grant-specific timesheets. And through all of that you will be able to create a structured review, approval and certification process |
| In part 1 of the series, we focused on setting up the staff timesheet and assigning it a specific grant. |
| In today’s video, we will focus on part 2 which is filling out and completing the timesheet.  |
| In the system, I am currently logged in as an employee who will be entering their time. Earlier we had assigned Angela to the personnel line item which has created a trigger in her system that creates a time sheet for that specific grantSo, for Angela to fill out that timesheet, she will navigate to Activity > Timesheets |
| When she does, it will bring her to a page that says no records found. This just means that she has not created any timesheets. So, we will create her first timesheet today by clicking the plus icon in the upper right corner |
| We will choose the timesheet interval which will be June 2024 and then click create. |
| Now we have this timesheet where we see the grant or grants that Angela has been added to as a personnel line item. We can then allocate the number of hours she worked to each of those grants. Since we only have one grant in, we can just put some numbers here. We can see that each of these numbers add up to a full monthly total for that specific grant. If we had more grants, it would have the same capability for each of those grants.  |
| As the employee enters in their time, they can add notes they have in the notes section |
| For hours that are unfunded by a grant that you would like the employee to track, they can do so in the unfunded section. It has the same functionality as the grant specific one. |
| When all the time entered is for that specific period, they can go in and enter any additional final notes or files that they would like to upload to support their hoursWhen they are ready, they can go ahead and click submit which gives the approver the ability to go in and approve the timesheet.If they only entered the time for one week of the month and plan to come back to it, they can click save and access it later |
| I will click submit, which will bring us to a pop up to confirm our submission. I will click submit again and that will take you to a timesheet page with the hours we entered. |
| Through this training video you’ve learned about creating timesheets Should you have any additional questions, please reference our support site. Thank you! |