

Timesheet Submittal Process

Login → Click on timesheet tab → Enter time → Enter Expense if applicable → Enter Leave hours if applicable → Enter Notes / Milestones → Save Time

Log into COMPAS: <https://southerncrest.myavionte.com/staff/login.aspx>

* If this is your first time entering time in COMPAS, you will be receiving an email from the email address notifications@mycompas.com with login instructions (as seen below). If you are a returning contractor, please use the same login credentials.

1. Once logged in, you will land on your MyCOMPAS page which will include your current positions.
2. Click 'View Timesheet' to begin entering time.
 - a. Use the arrows to the top right or left of the page to filter through weeks.
 - b. Enter the Time in and Time out for each day you worked.
 - i. Scroll to select a time or simply type the number and the scroll will default to that number. For example, if I type '8' as my start time, the drop down will move to 8 am.
 - ii. Enter your notes, leave hours, and expenses using the corresponding boxes.
3. Once you have submitted all time for the week, select "Save & Submit time" as demonstrated in the below image.

Week Ending Nov 19 2017

Consultant: Stephen Berard Company: Silver Rock Staffing Manager: Rick Grimes Job Title: Analyst Job Dates: 9/11/17 - 1/26/18

Monday Nov 13 2017	Tuesday Nov 14 2017	Wednesday Nov 15 2017	Thursday Nov 16 2017	Friday Nov 17 2017	Saturday Nov 18 2017	Sunday Nov 19 2017
Mon In: 8:00 AM	Tue In: 8:00 AM	Wed In: 8:00 AM	Thu In: 8:00 AM	Fri In: 8:00 AM	Sat In:	Sun In:
Break Start: 12:00 PM	Break Start: 12:00 PM	Break Start: 12:00 PM	Break Start: 12:00 PM	Break Start: 12:00 PM	Break Start:	Break Start:
Break End: 1:00 PM	Break End: 1:00 PM	Break End: 1:00 PM	Break End: 1:00 PM	Break End: 1:00 PM	Break End:	Break End:
Mon Out: 5:00 PM	Tue Out: 5:00 PM	Wed Out: 5:00 PM	Thu Out: 5:00 PM	Fri Out: 5:00 PM	Sat Out:	Sun Out:

Regular Hours
40.00

Save Timesheet Save & Submit Timesheet Submit Zero Hours

4. A pop-up will then appear to confirm the time and enter notes.
 - a. Click "Set as Default" if you work the same hours every week. Next time you login to COMPAS to submit your time, you can select Apply Default and all the hours for the week will autofill the timesheet.


Submit Hours ×

Submit Nov 19 2017 timesheet to your manager or timesheet approver.

Notice! By submitting these hours, you agree that they are an accurate representation of the time you worked this week.

Notes:

Enter any notes you would like to include with this submittal



5. Click Submit Timesheet to submit your timesheet for approval.