

Quicktime Step-by-Step Guide

1. Log in to Quicktime at the following site: <https://qtime.nbc.gov/proweb/qtime1534/login>
The screen should look like this:



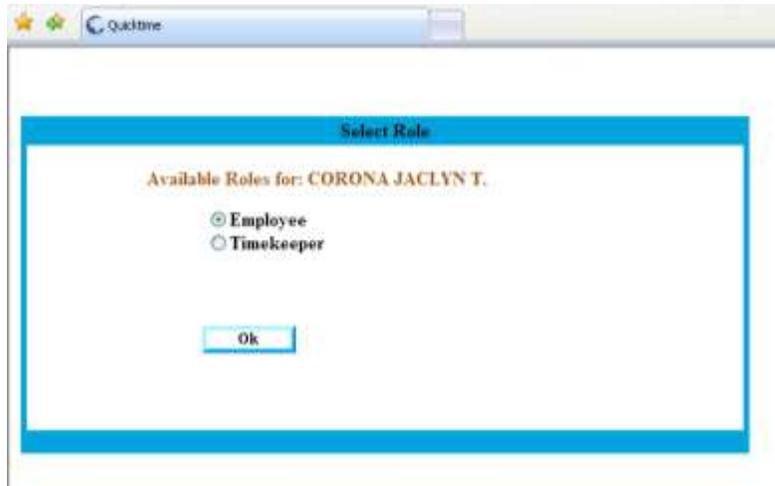
Click on LogIn

2. LogIn: The Username will be SOSXXX% where XXX are your initials and % is a number provided to you. Enter your username and password and click LogIn.



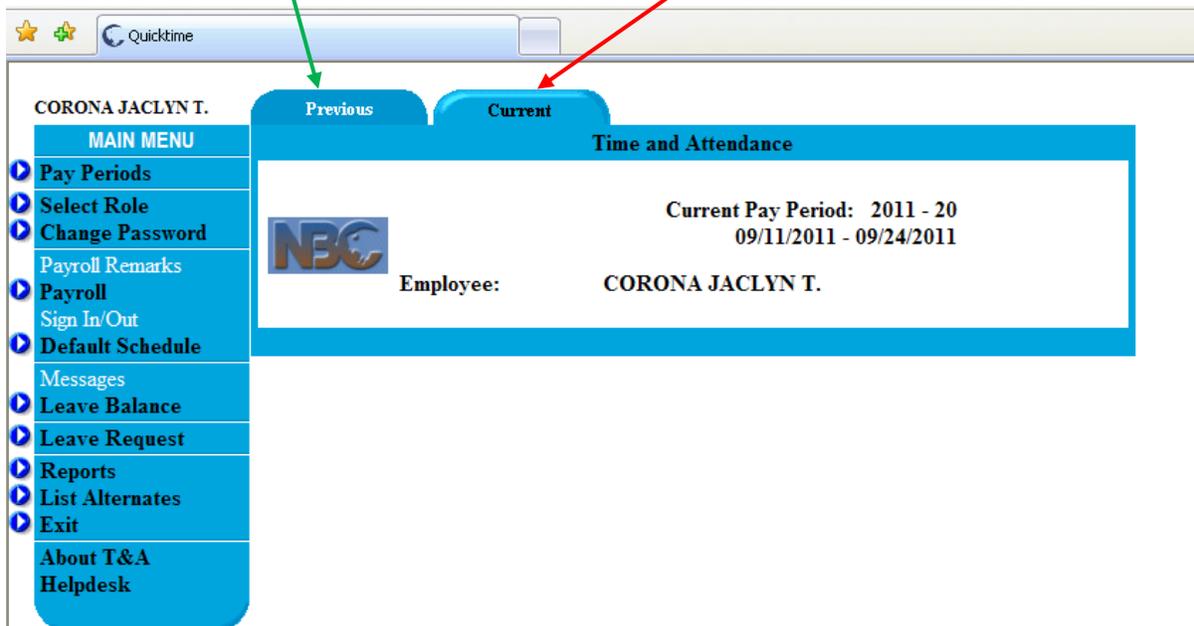
Quicktime Step-by-Step Guide

3. If you are a timekeeper or certifying official you will have the option to choose either the Employee role or Timekeeper/Certifier role.



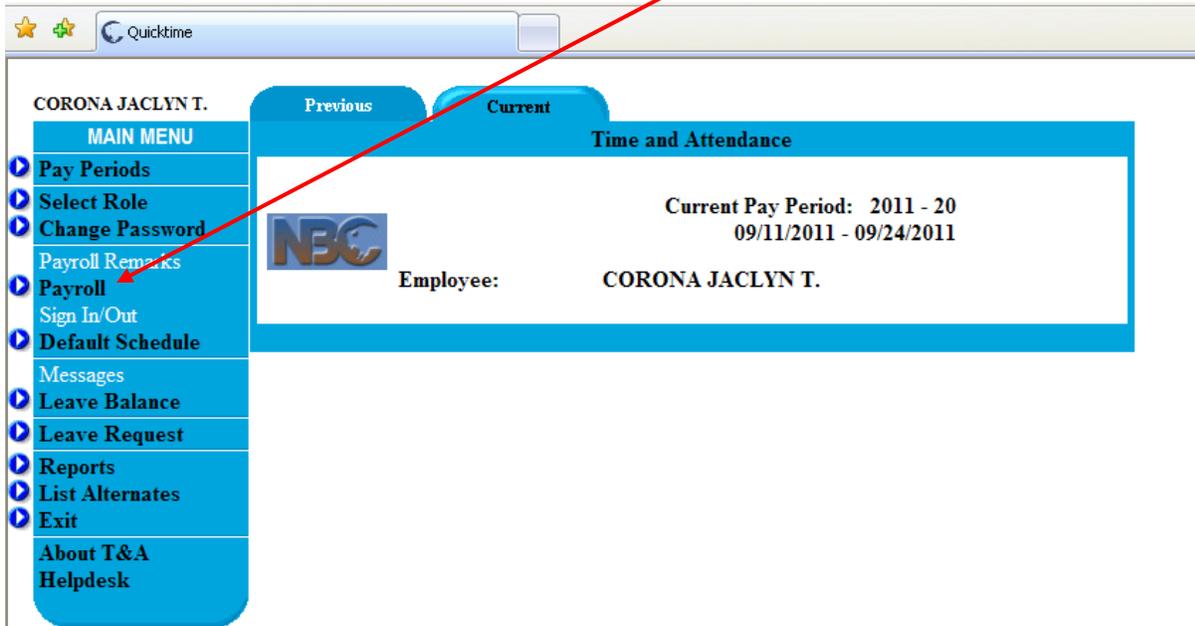
For the purposes of this guide you will be entering your own time, so please select the Employee role and click Ok.

4. Please note one important item on the main screen:
 - a. The **Current** and **Previous** tabs indicate the time period for which you will be entering data. As of 12 midnight on the last Saturday of the pay period the data on the Current tab moves onto the Previous tab. If **Current** is highlighted (as shown here in black) then you will be working in the current pay period. If you do your timesheet on the Monday following a pay period you will need to click on the **Previous** tab in order to enter time for the last pay period.

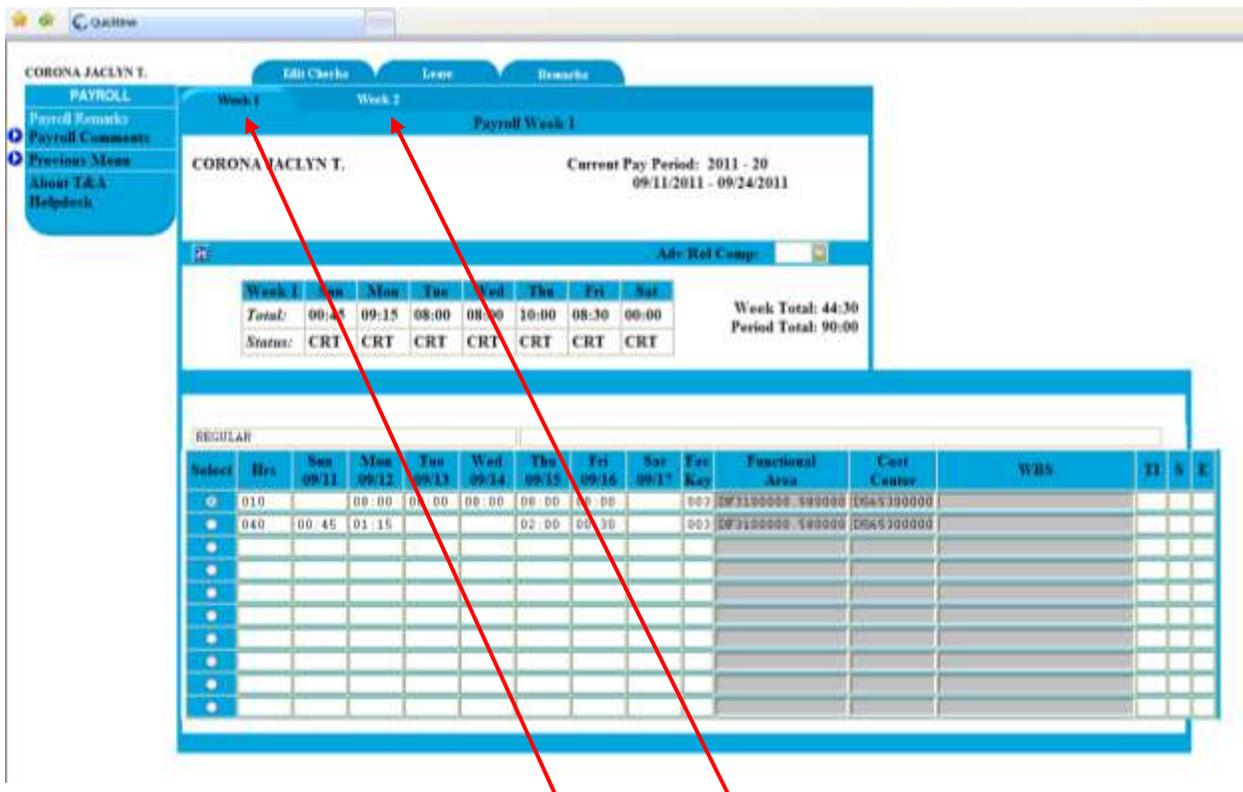


Quicktime Step-by-Step Guide

5. In order to enter your time you need to click on **Payroll** on the left-hand menu.



6. Payroll screen:



Use the tabs at the top to move between Week 1 and Week 2 of the pay period.

Quicktime Step-by-Step Guide

9. In order to enter an accounting code you need to put your cursor in the **Fav Key** column and then click **LookUp**. This will give you accounting code options. Some people will have only one option. If more than one option is available, please contact your supervisor to confirm which accounting code you need to charge. If you need a new accounting code added, please contact your timekeeper.

The screenshot shows the payroll system interface for CORONA JACLYN T. The current pay period is 10/23/2011 - 11/05/2011. The interface includes a 'LookUp' button and a table for 'REGULAR' hours. The 'Fav Key' column is circled in red, and a red arrow points to it from the text above. A green arrow points from the text above to the 'LookUp' button.

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Total:	00:00	08:00	08:00	08:00	08:00	08:00	00:00	Week Total: 40:00
Status:	UNV	Period Total: 80:00						

Select	Hrs.	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Fav Key	Functional Area	Cost Center	WBS	TI	S	I
<input checked="" type="radio"/>	8:10		08:00	08:00	08:00	08:00	08:00		002	DF1000000.580000	DS65300000				
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															
<input type="radio"/>															

The Functional Area/Cost Center/WBS will automatically fill based on the Fav Key that you choose.

Below is what the Fav Key LookUp box looks like: Select the accounting code and click Ok. If you do not know your account code, please contact your timekeeper.

The screenshot shows the 'Favorite Cost Keys' dialog box. It contains a table with the following data:

Select	Key	Functional Area	Cost Center	WBS
<input checked="" type="radio"/>	002	DF1000000.580000	DS65300000	
<input type="radio"/>	003	DF3100000.580000	DS65300000	

Buttons for 'Ok' and 'Cancel' are visible at the bottom of the dialog box.

Quicktime Step-by-Step Guide

10. Once you have entered your pay code, hours worked, and Fav Key for week one, **SAVE YOUR WORK** by clicking on the **SAVE** button. Then switch to week two by clicking **Week 2** at the top of the screen.

CORONA JACLYN T. Edit Check Leave Remarks

PAYROLL Week 1 Week 2

Payroll Remarks
Payroll Comments
Previous Month
About T&A
Helpdesk

CORONA JACLYN T. Current Pay Period: 2011 - 23
10/23/2011 - 11/05/2011

SAVE

Status Adv Rel Comp

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week Total:
Total:	00:00	08:00	08:00	08:00	08:00	08:00	00:00	40:00
Status:	UNV	80:00						

LookUp

REGULAR

Select	Hrs	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Fav Key	Functional Area	Cost Center	WBS	TI	S	E
0	010		08:00	08:00	08:00	08:00	08:00		002	DF1000000 580000	DS65300000				

11. Repeat steps seven through nine for week two.

12. Once you have completed your time for both week one and week two, **SAVE YOUR WORK** by clicking on the **SAVE** button! Next, click on the down arrow next to **Status**.

CORONA JACLYN T. Edit Check Leave Remarks

PAYROLL Week 1 Week 2

Payroll Remarks
Payroll Comments
Previous Month
About T&A
Helpdesk

CORONA JACLYN T. Current Pay Period: 2011 - 23
10/23/2011 - 11/05/2011

SAVE

Status Adv Rel Comp

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week Total:
Total:	00:00	08:00	08:00	08:00	08:00	08:00	00:00	40:00
Status:	UNV	80:00						

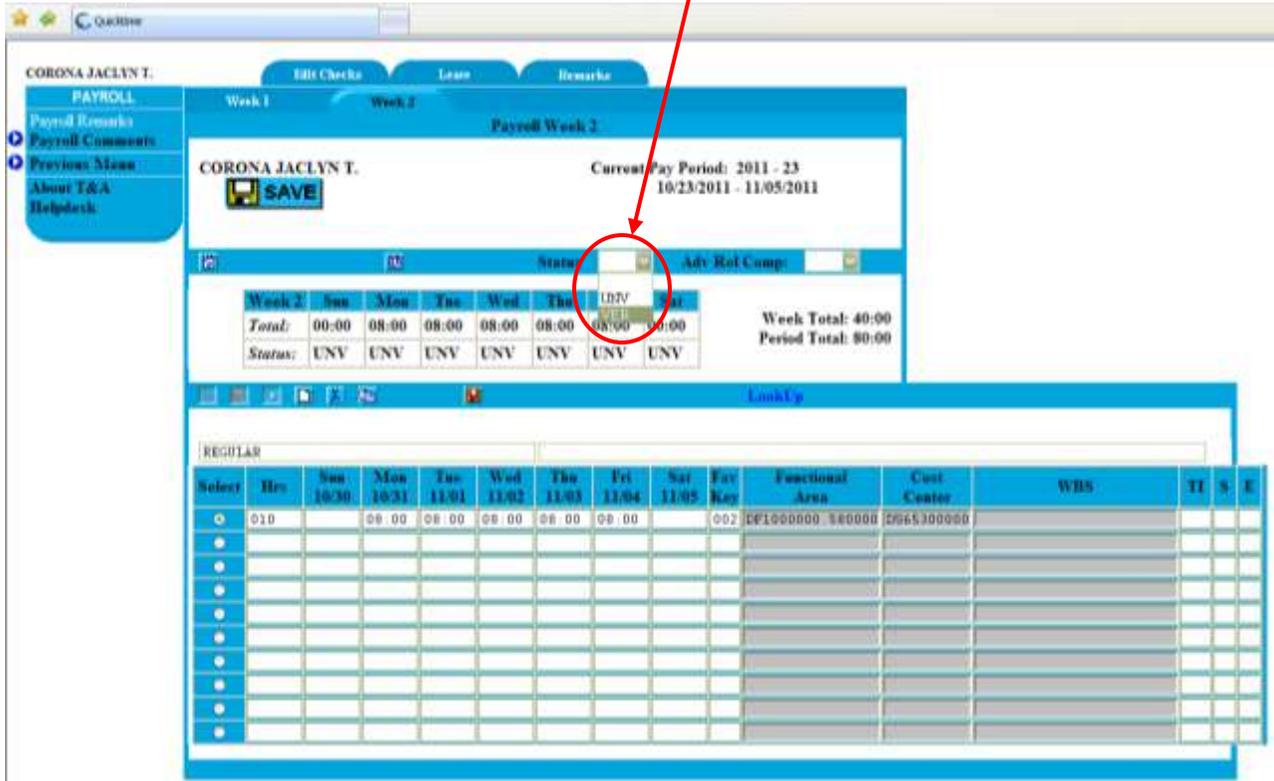
LookUp

REGULAR

Select	Hrs	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Fav Key	Functional Area	Cost Center	WBS	TI	S	E
0	010		08:00	08:00	08:00	08:00	08:00		002	DF1000000 580000	DS65300000				

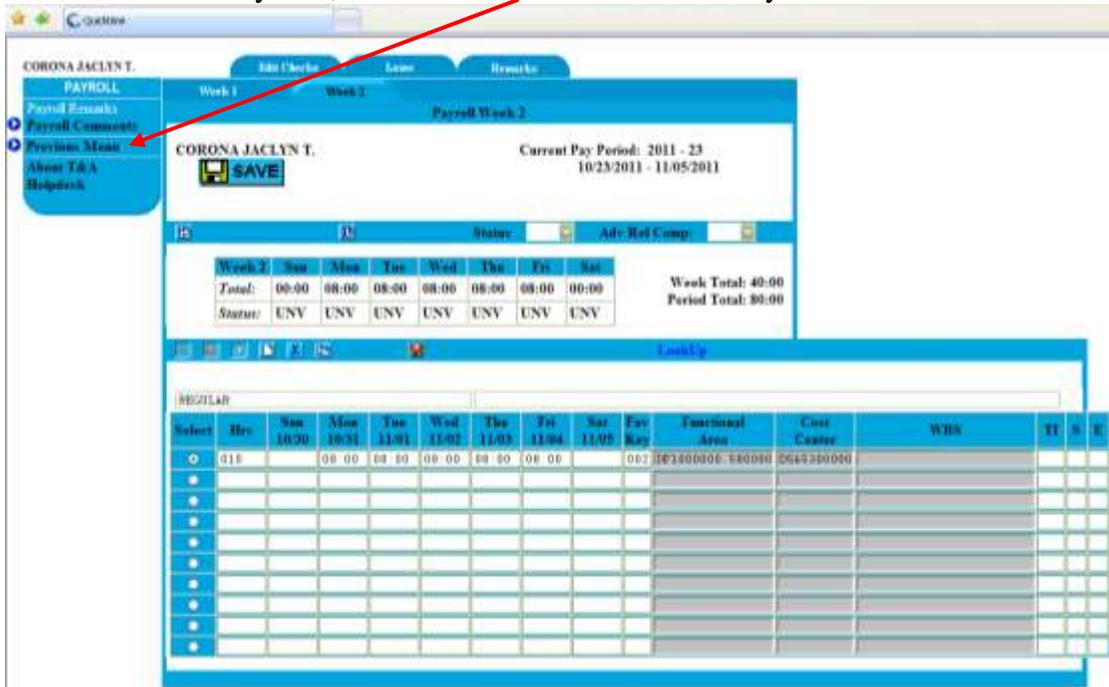
Quicktime Step-by-Step Guide

13. This will bring up a drop down box. Select **Verify (VER)** from the drop down box.



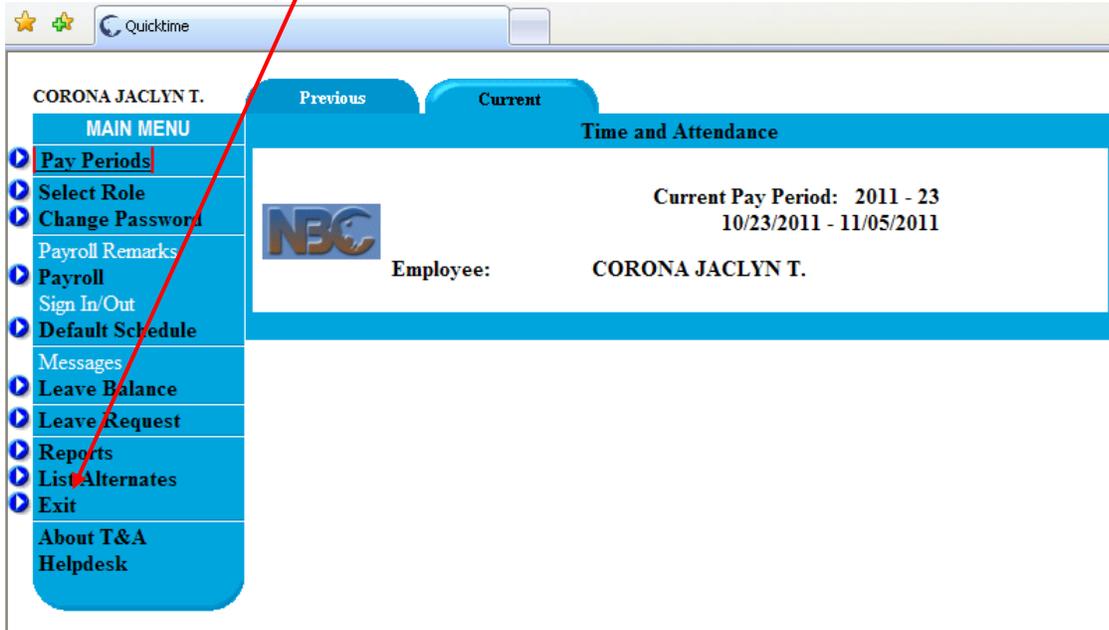
This will Verify your time and it is now ready for your timekeeper to Validate. Once your timekeeper Validates your time it goes to the Certifier to Certify your time.

14. To exit the system, click on **Previous Menu** to take you back to the main screen.



Quicktime Step-by-Step Guide

15. Then click on **Exit**. You have now successfully entered your time!!



If you have questions about Quicktime, entering your time, the account codes available to you, or the payroll process, please contact your timekeeper!