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.
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.
7. Starting on week one, enter the pay code in the Hrs column. This code indicates the type of time (Regular, Annual Leave, Sick Leave, etc.). If you put the cursor in this column and click on LookUp you can see all of the codes available to you. For each type of pay you will need to enter a separate code in a new row.

Below is what the pay code LookUp box looks like. You can select the pay code you want and click Ok and it will auto-populate where you had the cursor on the main payroll page.
8. Then enter the **hours that you worked or used leave** in the corresponding rows. In order to enter ¼, ½, and ¾ hours you need to enter 0:15, 0:30, and 0:45 respectively.

This is what it will look like with two rows (two pay codes) of data. You can add as many rows of data as you need.

Each pay code needs a separate row. Each accounting code needs a separate code. If you split your time between two or more projects you may charge time to more than one code. The next step will show you how to input accounting codes.
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 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.
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.

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**.
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!