

# TULSA JOB CORPS CENTER

Finance Department

**bizzell US**

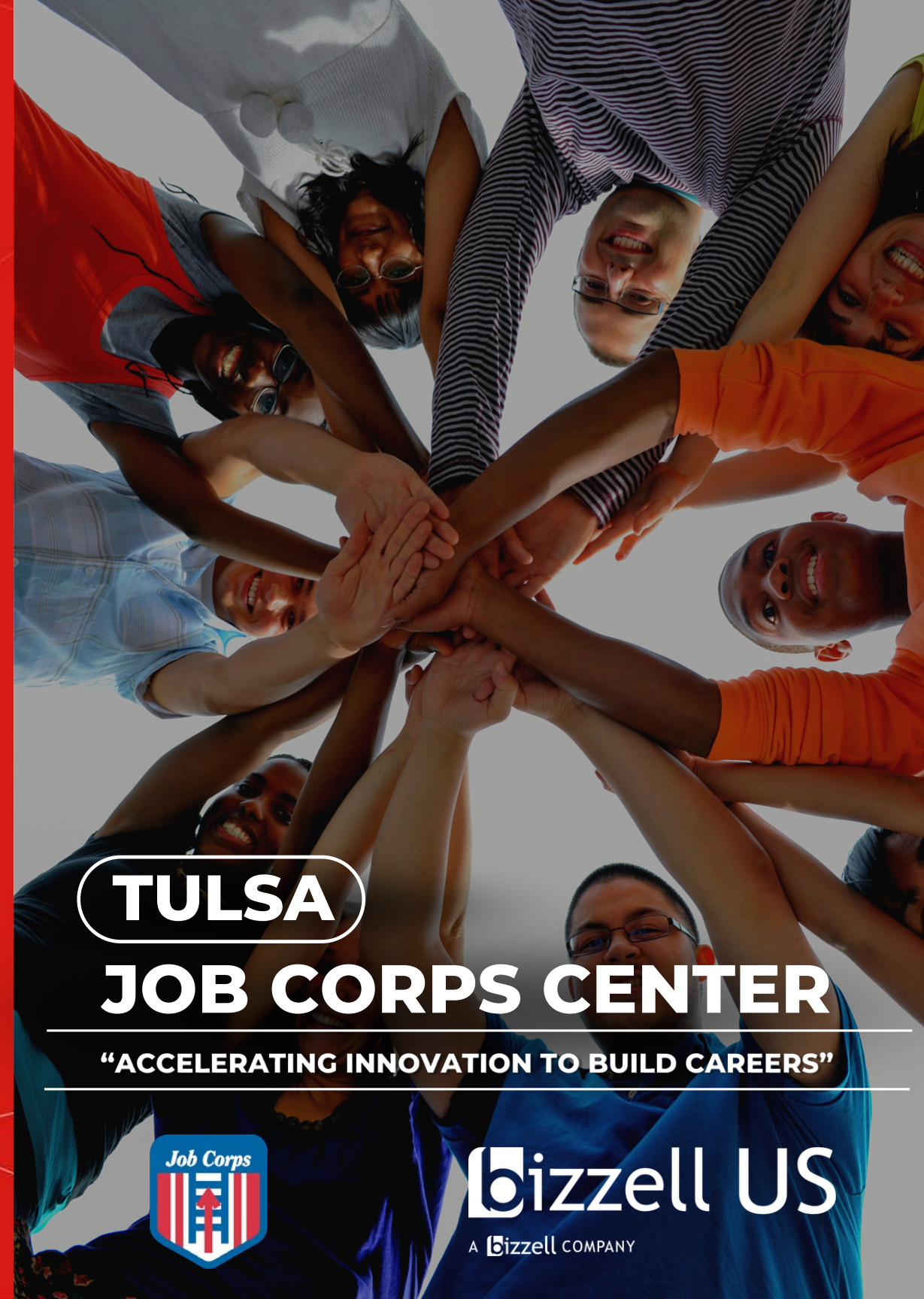
A bizzell COMPANY



Bizzellus.com | @BizzellUS

# Welcome to Procas Time and Expense

FINANCE DEPARTMENT



**TULSA**

**JOB CORPS CENTER**

**“ACCELERATING INNOVATION TO BUILD CAREERS”**



**bizzell US**

A bizzell COMPANY

# WELCOME TO PROCAS TIME & EXPENSE

FINANCE DEPARTMENT

**TULSA**

**JOB CORPS CENTER**

“ACCELERATING INNOVATION TO BUILD CAREERS”



**bizzell US**  
A bizzell COMPANY

# Procast Time and Attendance



Procas Time and Expense is the system used to submit your labor hours electronically.

You will receive an email notification regarding PROCAS login credentials on your first day of employment.



Every employee has a responsibility for completing timesheets daily.



Hours should be recorded to the nearest quarter hour increment (.25, .5, .75, .00).



Electronic timesheets must be submitted to your supervisor for approval on the last day of each bi-weekly pay cycle.



# PROCAS SOFTWARE INVITATION

You will receive an email from Procas Online invites@procas.com

- Click the link in the email to establish your login information and activate your access to complete the process.
- Your login username is the same as your notification email address. Your username cannot be changed once you have completed the activation process.
- You will need to create a password to establish a new account login.
- The link will expire within 7 days.
- Please use the <https://accounting.procas.com/ProcasACT> to access PROCAS after you have established your login credentials. This URL should be bookmarked for daily use.

# WELCOME TO PROCAS



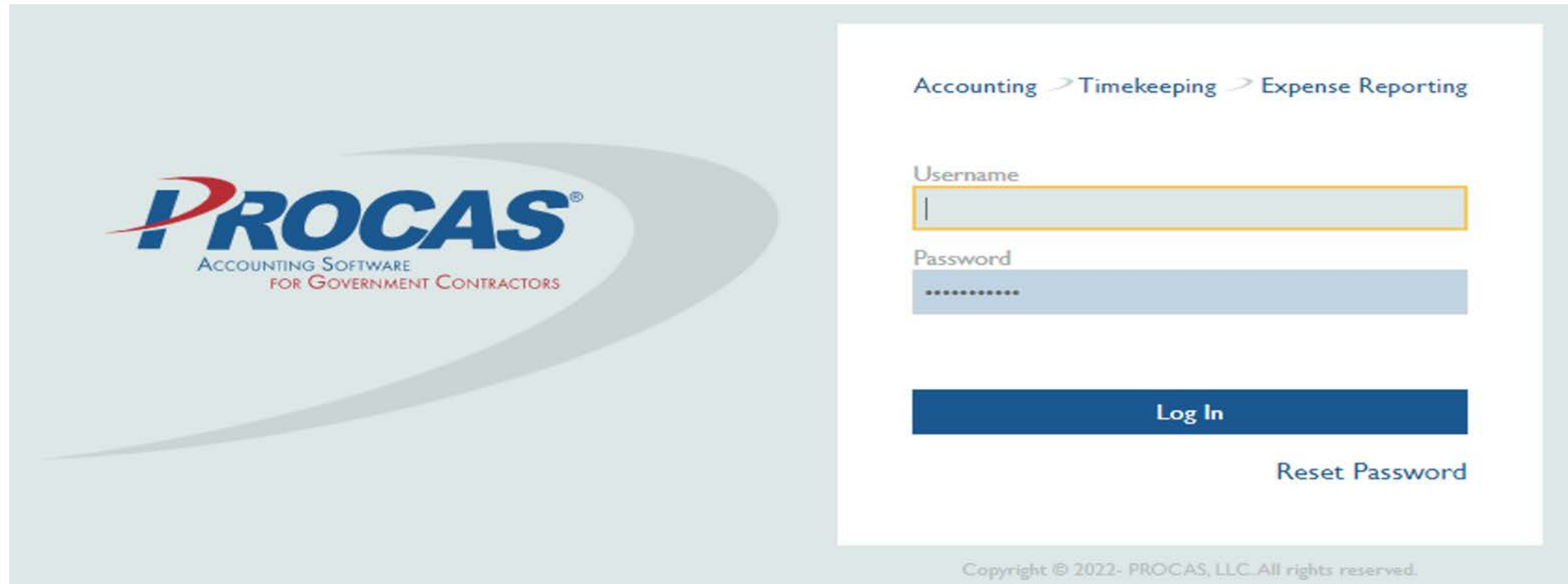
[Accounting](#) > [Timekeeping](#) > [Expense Reporting](#)

Your session has been expired by your ID  
from another browser.

[Log In](#)

Copyright © 2020- PROCAS, LLC. All rights reserved.

# TIME AND ATTENDANCE



Accounting > Timekeeping > Expense Reporting

Username

Password

[Log In](#)

[Reset Password](#)

Copyright © 2022- PROCAS, LLC. All rights reserved.

# TIMESHEET ENTRY

CHARGE CODE	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	SUN 31	TOTAL
PTO-Vacation																	0
[6100000.S0000.001.15.000.E.V] Vacation PTO Employee Pay Code: Vacation (or PTO)																	
Holiday																	0
[6110000.E.H] Employee Pay Code: Holiday																	
PTO-SICK																	0
[6120000.S0000.002.15.000.E.S] Sick leave PTO Employee Pay Code: Sick																	
G&A labor-HQ																	0
[9000000.E.R] Employee Pay Code: Regular																	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

[PDF](#)

[Show Comments](#)

Add New Charge Code

Submit For Approval

# TIMESHEET ENTRY DETAIL

Pay Period Dates: 02/01/20 - 02/15/20

Timesheet Entry Detail		
Budgeted Hours:		Auth. Start Date:
Remaining Hours:		Auth. End Date:
Hours:	<input type="text" value="8"/>	Work Date: <input type="text" value="02/03/20"/>
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
Charge Code:	9000000.E.R	
	<input type="button" value="Select a Different Charge Code"/>	
Account:	9000000	G&A labor-HQ
Labor Category:	E	Employee
Pay Code:	R	Regular
Internal Comments:	<input type="text"/>	
External Comments:	<input type="text"/>	

# TIMESHEET ENTRY

CHARGE CODE	SAT 16	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRIS 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRIS 29	SAT 30	SUN 31	TOTAL
PTO-Vacation																	0
[6100000.S0000.001.15.000.E.V] Vacation PTO Employee Pay Code: Vacation (or PTO)																	
Holiday																	0
[6110000.E.H] Employee Pay Code: Holiday																	
PTO-SICK																	0
[6120000.S0000.002.15.000.E.S] Sick leave PTO Employee Pay Code: Sick																	
G&A labor-HQ																	0
[9000000.E.R] Employee Pay Code: Regular																	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

[PDF](#)

[Show Comments](#)

Add New Charge Code

Submit For Approval

# EDIT AN OPEN TIMESHEET

Timesheets	
Setup	▲
Establish Default Charge Codes	▼
Record Time	▲
Create a New Timesheet	
Edit an Open Timesheet	
Reports	▲
View a Timesheet (Read Only)	
Labor Hours Summary	
Labor Utilization	
Project Hours Report	
Timesheet Detail Export	
Audit Trail Detail Export	
Paid Time Off (PTO)	▲
Request PTO	
Retrieve a Submitted PTO Request	
Edit a Retrieved PTO Request	
PTO Request Report	
Other Options	▲
Retrieve a Submitted Timesheet	
Edit a Disapproved Timesheet	
Make an Open Timesheet Inactive	
Resources	▼

# RETRIEVE A SUBMITTED TIMESHEET

Timesheets	
Setup	▲
Establish Default Charge Codes	
Record Time	▲
Create a New Timesheet	
Edit an Open Timesheet	
Reports	▲
View a Timesheet (Read Only)	
Labor Hours Summary	
Labor Utilization	
Project Hours Report	
Timesheet Detail Export	
Audit Trail Detail Export	
Paid Time Off (PTO)	▲
Request PTO	
Retrieve a Submitted PTO Request	
Edit a Retrieved PTO Request	
PTO Request Report	
Other Options	▲
Retrieve a Submitted Timesheet	
Edit a Disapproved Timesheet	
Make an Open Timesheet Inactive	
Resources	▼

# RETRIEVE A SUBMITTED TIMESHEET SELECTION

Select a timesheet to Retrieve: 10/01/22 - 10/15/22 : S ▼

## Retrieve Timesheet

If you retrieve this timesheet, you will need to resubmit it for approval. If you would like to view this timesheet without retrieving it from the approval process, select 'View A Timesheet' from the timesheets menu.

Are you sure you want to retrieve this timesheet?

Ok

Cancel

# REQUEST PTO

Timesheets	
Setup	▲
Establish Default Charge Codes	
Record Time	▲
Create a New Timesheet	
Edit an Open Timesheet	
Reports	▲
View a Timesheet (Read Only)	
Labor Hours Summary	
Labor Utilization	
Project Hours Report	
Timesheet Detail Export	
Audit Trail Detail Export	
Paid Time Off (PTO)	▲
Request PTO	
Retrieve a Submitted PTO Request	
Edit a Retrieved PTO Request	
PTO Request Report	
Other Options	▲
Retrieve a Submitted Timesheet	
Edit a Disapproved Timesheet	
Make an Open Timesheet Inactive	
Resources	▼

# PAID TIME OFF (PTO)

PTO Charge Codes						
<a href="#">Cancel</a>		<a href="#">View Details</a>			<a href="#">View All</a>	
Description	Charge Code	Budgeted Hours	Remaining Hours	Start Date	End Date	Earned Through
PTO-Vacation	6100000.S0000.001.15.000.E.V	76.59	58.59		10/30/20	
PTO-SICK	6120000.S0000.002.15.000.E.S	38.41	34.41		10/30/20	

# REQUEST PAID TIME OFF (PTO)

Request PTO		
<b>Charge Code:</b>	6100000.S0000.001.15.000.E.V	
Account:	6100000	Vacation
Project:	S0000	PTO
Task:	S0000.001.15.000	PTO-Vacation
Labor Category:	E	Employee
Pay Code:	V	Vacation (or PTO)
<b>Budgeted PTO Hours:</b>	76.589999999	
<b>Remaining PTO Hours:</b>	58.59	
<b>Starting Date:</b>		
<b>Ending Date:</b>	10/30/20	
<b>Earned Through Date:</b>		
	<input type="button" value="Select a Different Charge Code"/>	
<b>PTO Hours Requested:</b>	<input type="text"/>	
<b>Start Date:</b>	<input type="text"/>	
<b>End Date:</b>	<input type="text"/>	
<b>Comments:</b>	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

# MANAGER'S APPROVAL

**PROCAS**  
Accounting | Timesheets | Approvals | Reports | T&E Admin

The Bizzell Group, LLC : Lakeena Bruno (100225)

**Approvals**

- Timesheets ▲
- Approvals ▲
- Timesheet Status Summary
- Approve Timesheets
- Undo Timesheet Approvals
- Undo Timesheet Disapprovals
- Reports ▼
- Paid Time Off (PTO) Requests ▲
- Approvals ▼
- Reports ▼
- Expense Reports ▲
- Approvals ▼
- Reports ▼
- Resources ▼

11/1/2020 - 11/15/2020 : S

**Timesheet Status Summary - Primary**

Not Started	0	<a href="#">View</a>
Open - Not Submitted	2	<a href="#">View</a>
Submitted - Incomplete Approvals	0	<a href="#">View</a>
Approved	0	<a href="#">View</a>
<b>Total</b>	<b>2</b>	

[Select Another Period](#) [Cancel](#)

# PASSWORD CHANGE

Approve: Project-Time  
**PROCAS**  
Feedback | Settings | Sign Out

**Settings**

- Settings
- Change My Password
- Themes
- Resources

### Change Password


Please change the password below.

Current Password:

New Password:  Confirm Password:

Save

# PASSWORD RESET




Accounting > Timekeeping > Expense Reporting

Your session has been logged out. If you have completed your work, please close all related browser windows.

[Log In](#)

Copyright © 2022- PROCAS, LLC. All rights reserved.



Accounting > Timekeeping > Expense Reporting

Username

Password

[Log In](#)

[Reset Password](#)

Copyright © 2022- PROCAS, LLC. All rights reserved.

# TIMESHEET REQUIREMENT RECAP

---



Timesheets must be completed daily to meet corporate compliance.



Submission of your timesheet is due for your manager's approval at the end of each bi-weekly timesheet pay schedule.



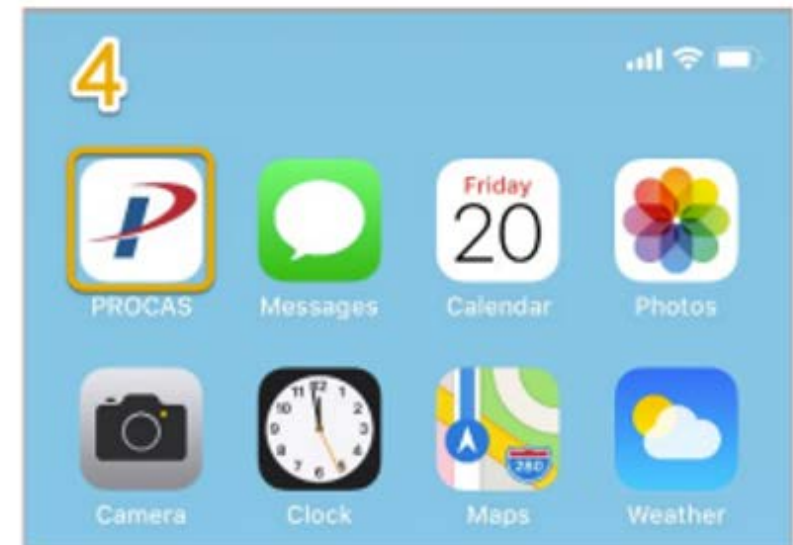
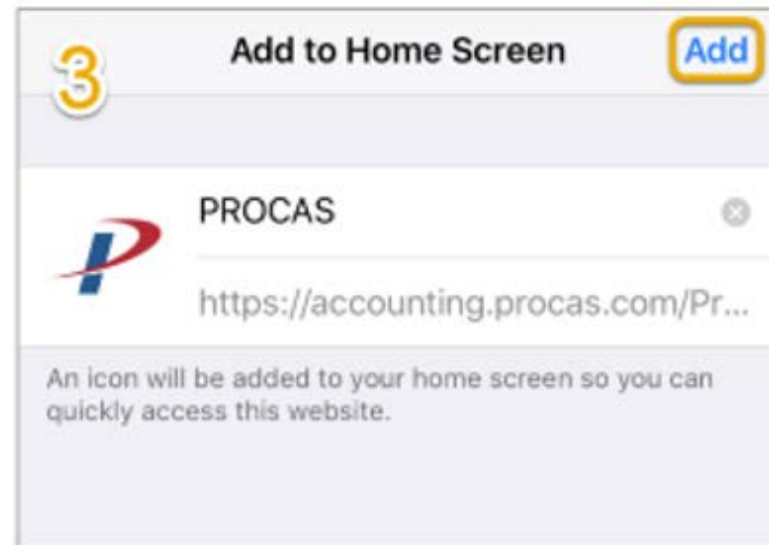
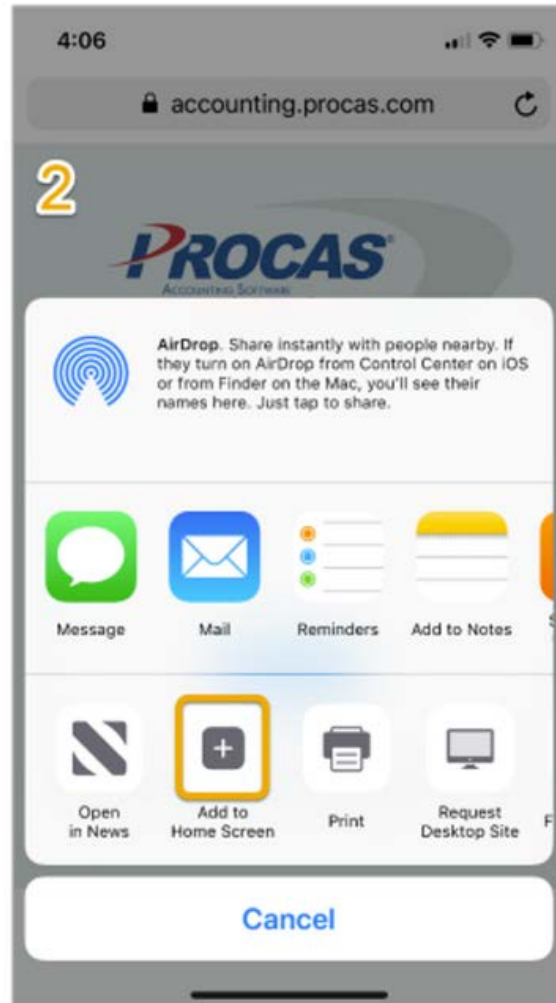
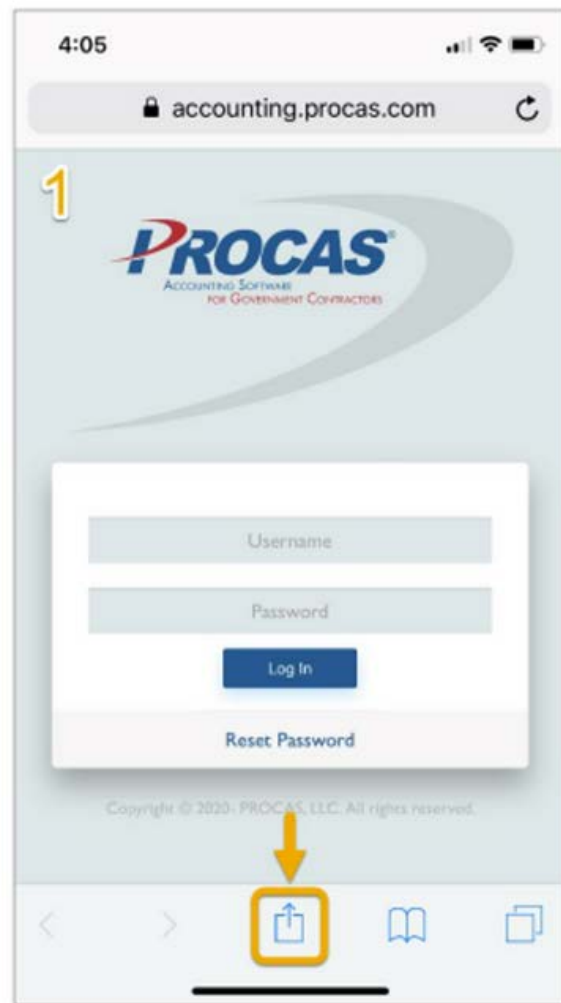
Be sure to verify each workday has a minimum of 8 hours. Check the charge code for accuracy, prior to submission for approval.



Contact [accounting@thebizzellgroup.com](mailto:accounting@thebizzellgroup.com) for questions.

# PROCAS MOBILE

The link for the login screen is the same as the link for the desktop version of the timekeeping system. You will be automatically redirected to the mobile optimized version of the timekeeping system, which should appear as follows:



# TULSA

# JOB CORPS CENTER

**“ACCELERATING INNOVATION TO BUILD CAREERS”**



**bizzell US**

A **bizzell** COMPANY



# THANK YOU

Finance Department



Bizzellus.com | @BizzellUS



**TULSA**

**JOB CORPS CENTER**

---



**“ACCELERATING INNOVATION TO BUILD CAREERS”**

---



**bizzell US**

A **bizzell** COMPANY