QBO Login

https://qbo.intuit.com
QBO First Login

• Change Password
• Change Personal Information
  – Email will only be sent to @evms.edu address
• Special offers
  – Check boxes if you do not want to receive
3 Type of Time Entry

- Hourly Rate
- Event Rate
- Standby

Note: All time should be entered using the Single Activity Time Sheet Tab
Hourly Rate Time Entry

1. Check box Enter Start & End Times
2. Select Date for event
3. Select Location*:
   – SCSIL
   – Off-Site

*All drop-down menus are blank until you start typing
Hourly Rate Time Entry contd.

4. Select Client*
   – Use client listed in event confirmation email

5. Select Service*
   – Only levels you are approved

6. Bill @ $ ______/hr. should remain checked
   – Blank will fill once service is selected

*All drop-down menus are blank until you start typing
Hourly Rate Time Entry contd.

7. Enter Start, End, and Breaks Times
8. Double check that all information is correct
9. Click Save
Hourly Rate Example

*Start typing in drop-down menus to see location, client, and service.
Drop-Down Menu Examples

Client

Location

Service
Event Rate Time Entry

• Uncheck box Enter Start & End Times
• Follow Steps 2 - 5 for Hourly Rate Time Entry
• Enter the amount quoted to you in the Bill @ $________/hr.
• Enter 1:00 for Time
• Double check that all information is correct
• Click Save
Event Rate Example
Standby Time Entry

- Uncheck box Enter Start & End Times
- Follow Steps 2 – 6 for Hourly Rate Time Entry
- Enter 1:00 for Time
- Double check that all information is correct
- Click Save
Standby Example
Checking Time Entries

- My Time Report
- Select date range
- Click Run Report
- Click on entries to correct errors
- If an entry does not have a dollar amount it is not complete!
# My Time Report Example

## EVMS Sentara Center for Simulation and Immersive Learning
### Time Activities by Employee Detail

**Activity:** October 29 - November 9, 2012

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Client</th>
<th>Product/Service</th>
<th>Memo/Description</th>
<th>Rates</th>
<th>Duration</th>
<th>Billable</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/2012</td>
<td>External:EVMS M1 ITP SP:SP L1</td>
<td></td>
<td></td>
<td>15.00</td>
<td>8:00</td>
<td>Yes</td>
<td>120.00</td>
</tr>
<tr>
<td>11/02/2012</td>
<td>Internal:EVMS M1 ITP SP:SP L1</td>
<td></td>
<td></td>
<td>225.00</td>
<td>1:00</td>
<td>Yes</td>
<td>225.00</td>
</tr>
<tr>
<td><strong>Total for Test, Test</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9:00</td>
<td></td>
<td><strong>$345.00</strong></td>
</tr>
</tbody>
</table>

Friday, Nov 02, 2012 02:01:16 PM PDT GMT-4
Things to Note

- Edits to current pay period only
- Incorrect or omitted time entries require the completion of a SCSIL Timesheet Adjustment Form available from Sterline Everette
- Correspondence to and from csilpayroll@evms.edu