

## Reporting July Time For A Project Not In PAL

DGS has established a series of “placeholder” projects for **temporary** use to report hours worked in the month of July when a project or corresponding work breakdown structure (WBS) has not been established in PAL. These “placeholder” projects do not require selection of category or subcategory and will allow employees to enter the **total daily hours** worked for each day in the pay period. Further instructions will be provided if the actual project has not been established before the end of August.

The below table identifies the specific “placeholder” project number that has been established for each DGS divisions/offices. In PAL, employees must first search for and determine that the actual project is not available before selecting the appropriate “placeholder” project. Employees should report the missing project or WBS structure to their assigned attendance clerk who will log and track it in the project and WBS tracking log\_AC spreadsheet.

Example: An employee who works for FMD will use project 7760B\_TEMP and activity type ‘JULY 2016 TEMP’ to enter the total daily hours worked in PAL.

DGS Divisions & Offices	Project #	Project Description	Activity
Exec	77602_TEMP	77602 TEMP PROJECT	JULY 2016 TEMP
Admin Division	77603_TEMP	77603 TEMP PROJECT	JULY 2016 TEMP
FMD	7760B_TEMP	7760B TEMP PROJECT	JULY 2016 TEMP
DCU	7760D_TEMP	7760D TEMP PROJECT	JULY 2016 TEMP
PMDB-Energy	7760E_TEMP	7760E TEMP PROJECT	JULY 2016 TEMP
PMDB Environmental	7760F_TEMP	7760F TEMP PROJECT	JULY 2016 TEMP
PMDB Project Mgmt	7760I_TEMP	7760I TEMP PROJECT	JULY 2016 TEMP
PMDB Arch/Eng	7760J_TEMP	7760J TEMP PROJECT	JULY 2016 TEMP
DSA	7760K_TEMP	7760K TEMP PROJECT	JULY 2016 TEMP
BSC	7760L_TEMP	7760L TEMP PROJECT	JULY 2016 TEMP
OFAM	7760M_TEMP	7760M TEMP PROJECT	JULY 2016 TEMP
OSP	7760N_TEMP	7760N TEMP PROJECT	JULY 2016 TEMP
ORIM	7760O_TEMP	7760O TEMP PROJECT	JULY 2016 TEMP
OLS	7760P_TEMP	7760P TEMP PROJECT	JULY 2016 TEMP
OAH	7760Q_TEMP	7760Q TEMP PROJECT	JULY 2016 TEMP
OPSC	7760R_TEMP	7760R TEMP PROJECT	JULY 2016 TEMP
RESD	RESD0_TEMP	RESD0 TEMP PROJECT	JULY 2016 TEMP

After receiving communication projects are available in PAL, employees will correct his/her timesheet to ‘zero’ out hours previously approved to the “placeholder” project and enter actual hours worked to the actual project. For detail instructions, refer to [Recording Hours Worked To A “Placeholder” Project](#) and [Correcting Hours Previously Approved To A “Placeholder” Project](#).

Additionally, the manual timesheet spreadsheet has been created for those employees who charge time across multiple projects. The manual timesheet spreadsheet is similar to the PAL screen and will

help employees track the actual time worked for each project. When projects become available in PAL, the spreadsheet can be used to facilitate the timesheet correction process.

## Instructions

### Recording Hours Worked To A “Placeholder” Project

In PAL, employees must first search for and determine the actual project is not available before selecting the appropriate “placeholder” project. If the employee’s division or office is not listed on the table, select the closest ‘Project #’ on the table to record time worked. To record hours worked:

1. Identify the Project # associated with your DGS division or office from the table.
2. In PAL, enter the project # in the project field.
3. Click on the “activity” button to select the corresponding activity.
4. Click on the “exp” button to select the appropriate expenditure type.
5. Enter the **total daily hours** worked for each day in the pay period.  
Note: For employees who charge hours across multiple projects, the actual hours worked for each project should be recorded and tracked in the manual timesheet spreadsheet. Employees must sum all actual hours worked per day and enter only the total hours worked per day in PAL.
6. Review and click the ‘save’ button.
7. Click the ‘submit’ button to request supervisory approval of hours worked.

### Correcting Hours Previously Approved To A “Placeholder” Project

After employees have received communication projects are available in PAL, employees are required to correct any time charged to the “placeholder” project for the July pay period(s) by the end of August. This correction will ensure correct billings are made to the appropriate client agencies. For example, July hours reported to a “placeholder” project should be corrected, submitted and approved by the end of August. To correct time that has been approved:

1. Navigate to the July pay period in PAL, identify and click on the row line to be corrected.
2. Insert a new line by
  - a. click “record” at the top of the screen
  - b. click “insert” from the drop down menu
3. Duplicate the project/activity information
  - a. From the inserted line, click “record” at the top of the screen
  - b. click “duplicate” from the drop down menu
4. Enter a negative (-) sign and the same hours (i.e. -8)
5. Insert a new line with the correct project information by
  - a. click “record” at the top of the screen
  - b. click “insert” from the drop down menu
6. Enter the same number of hours (reflected in step 4 in positive value, i.e. 8).
7. Optional: For employees who charge hours across multiple projects to a “placeholder” project, repeat steps 5-7 to post actual hours for each actual project.
8. Review and click the ‘save’ button.
9. Click the ‘submit’ button to request supervisory approval of hours worked.

Additional instructions can be found in the [New Employee User Guide \(PAL\)](#).