

Phoenix: Contractor Quick Start Guide

LOGIN: The web address for Phoenix is <https://phxportal.com/wec/>. You may also access Phoenix by downloading the Mobile App from the Apple Store or Google



MOBILE APPS: SEARCH “Phoenix Time” in the App store and look for the Phoenix Logo:

Link to iPhone App: <https://itunes.apple.com/us/app/phoenix-time-expense/id1128058920?mt=8>

Link to Android App: <https://play.google.com/store/apps/details?id=com.phxportal.phoenix>

CREATE YOUR TIMESHEET

- CLICK “CREATE MY TIMESHEET”** from the LEFT MENU or ACTION SET on your Home.
CHECK if your default **APPROVING MANAGER** is accurate. If not, select the appropriate manager from the drop-down menu. If your manager is not listed, please contact the SSC at sschrrpayroll@westinghouse.com.
- ENTER TIME** – Click on “+” to open Time
 - Select **Hour Type (Abs/Attend Code)**
 - Enter **Network & Activity Code**.
 - Leave Blank **Sub-Operation & Rec. Order (not needed)**
 - Enter **Hours & Comments** (as needed)
 - To **Add** another entry to a particular day, click “+” on any day to add additional entries for that day
- ENTER EXPENSES** – Click on the “+” to open Expenses
 - Select **Expense Type**
 - Enter **Network & Activity Code** when applicable
 - Enter **Expense Amount**
 - Attach Receipts** (images or files) & **Add Comments** (as needed)
 - To **Add** another entry to a particular day, click “+” on any day to add additional entries for that day
- CLICK SAVE** – Review your timesheet to make sure it is accurate (HOURS and EXPENSES).
- CLICK SUBMIT** – Click Submit and your timesheet will be sent to your approving manager for approval.

Please USE the following Attendance Codes enabled specifically for **YOUR Company**:

6036	Contractor Attendance HR
6037	Contractor Overtime 1.5
6038	Contractor Double-time 2.0
6039	Contractor OT 1.0 ST Rate
6043	Contractor Training

***Straight Time/Regular Hours= Attendance HR**

Please consult your Project Manager/Approver to identify the Charge Codes (Rec. Order, Network + Activity etc) you are to enter for your time and expenses in Phoenix.

TIMESHEET CORRECTIONS – Select “CREATE MY TIMESHEET” and use the calendar to scroll to the applicable exported timesheet week that you wish to correct. Next, click “CORRECT/MODIFY EXPORTED TIMESHEET” at the bottom of the page. Now you can make the corrections – Remember to Save and Submit the corrected timesheet just as you would for your regular timesheet.

The screenshot shows a mobile app interface with a grey header bar. On the left, there is a plus sign icon and the word 'Time'. On the right, it says 'Total Hours : 40'. Below this, there is another plus sign icon and the word 'Expenses'. On the right, it says 'Total Expenses : 700'. At the bottom of the screen, there is a blue button with the text 'CORRECT/MODIFY EXPORTED TIMESHEET' and a left-pointing arrow.

CORRECT/MODIFY EXPORTED TIMESHEET

PRINT – Select “RECENT TIMESHEETS” and click on the “EYE icon” to view and click PRINT. Always Print in LANDSCAPE view.

PER DIEM – If applicable, please enter the daily amount in Phoenix. For example, if you get \$700.00/week, you would enter \$100.00 for each day.

Thank you! – HR SHARED SERVICE CENTER

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QUESTIONS – Please refer to the FAQ section in Phoenix or contact the Shared Service Center at sschrpayroll@westinghouse.com.

Phoenix General FAQ's	
What is Phoenix?	Phoenix is a time and expense entry tool available via external website and both Apple and Android mobile applications. Phoenix is fully integrated with Westinghouse and designed to be efficient and user-friendly while seamlessly integrating with SAP.
Are instructions available for Phoenix?	Yes. User Guides and quick help guides are available through the Shared Service Center at sschrpayroll@westinghouse.com .
When is the time cut-off to submit my time and expenses in Phoenix?	All Time and Expenses must be submitted by 12:00PM (EST) on the Monday weekly!
When is the time cut-off for managers to approve time and expenses in Phoenix?	All Time and Expenses must be approved by 3:00PM (EST) on the Monday weekly!
What if I am unable to enter and submit my time in Phoenix?	If you are not able to enter and submit your time or expenses with Phoenix, you may request assistance from your project manager or the SSC. You may also choose to complete and submit a manual timesheet via e-mail to the Shared Service Center at sschrpayroll@westinghouse.com .
How do I enter my Per Diem?	You can enter your daily Per Diem via the Expenses portion of your timesheet in Phoenix through the "Expense Type" drop-down menu.
How do I update my user profile settings or change my password?	You can modify some of your user settings including your password, e-mail address, and phone number by selecting "Edit Profile" or "My Profile" from your Home Dashboard once you are logged into Phoenix. If you are not able to change a field, please contact The Shared Services Center and they will update your profile accordingly.
Can I edit my timesheet?	Yes. You can edit your saved or submitted timesheet by accessing "Recent Timesheets" in the Phoenix system as long as you make the edit your timesheet prior to the time cut-off or manager approval. Once you have made the change(s), please remember to save or re-submit it for approval. If you need to change a timesheet has already been approved, please work with your approving manager or the Shared Service Center to update your timesheet.
Can I avoid entering all of the charge, attendance, and expense field codes such as Networks each week?	Yes. Phoenix provides a "Copy Timesheet" feature, which auto-populates your prior week's entries into your current week's timesheet. Simply click on "My Timesheet" and select "Copy Timesheet" button. Note that this feature is platform dependent.
How do I see my prior timesheets?	You can access previous timesheets by selecting "Create My Timesheet" and scrolling through the "Week" field or by accessing "Recent Timesheets" from your Phoenix Dashboard. From there, you will see a summary of all of your prior timesheets.
Email - Notifications	Yes. You can receive a notification when your timesheet has been approved. You may change your email settings by selecting "My Profile" on your Phoenix Dashboard and clicking on the notifications icon.
What if my manager does not approve my time? Will I still get paid?	Managers are required to review, approve, or reject timesheets. We strongly encourage Managers and Contractors to communicate any upcoming travel demands that may result in intermittent internet connections.
How do I submit time if I work for Multiple Approving Managers in 1 week?	You may only select one (1) Approving Manager for any given week. If you worked on two separate projects under two different approving managers, please enter and submit one (1) timesheet through the Phoenix system and submit paper timesheet(s) to the SSC for the second project with the different approving manager.
Who can I contact if I still have a question after reviewing the FAQ's?	Contractors may call the Shared Service Center Payroll Hotline at 1-412-702-1600 or send an email to sschrpayroll@westinghouse.com .
As a manager, what if I am unable to approve a timesheet?	We strongly encourage managers and Contractors to communicate any upcoming travel demands that may result in internet connection issues to the SSC, so the team is fully aware and can approve pending timesheets. Also, you may advise an Contractor to select an alternate approving manager on his timesheet, so that manager receives the Contractor's timesheet for review and approval.

Thank you! – HR SHARED SERVICE CENTER