



BEELINE
TIME
TRACKING

CONTRACTOR TRAINING



AGENDA

- Introducing 'Project Rolex'
- Beeline 'Work Types'
- Time Tracking & Mobile Functionality
- Points of Contact
- Questions

INTRODUCING 'PROJECT ROLEX'

The Beeline support team is excited to share some news!

- Your weekly timesheet will no longer be submitted in Salesforce
- Beginning with the week of July 6, all timesheets will be submitted directly in Beeline
- A “timesheet week” runs from Monday – Sunday
- You must submit your timesheet every week at the end of your shift
- Your Comcast manager will validate and approve your timesheet



TAKE A LOOK AT WHAT'S NEW!

- Beeline Mobile Functionality!
- You will no longer need to select a Project or a Task
- Only 4 “Work Types” for you to choose from:
 - Time Worked
 - Time Not Worked
 - Holiday
 - Furlough

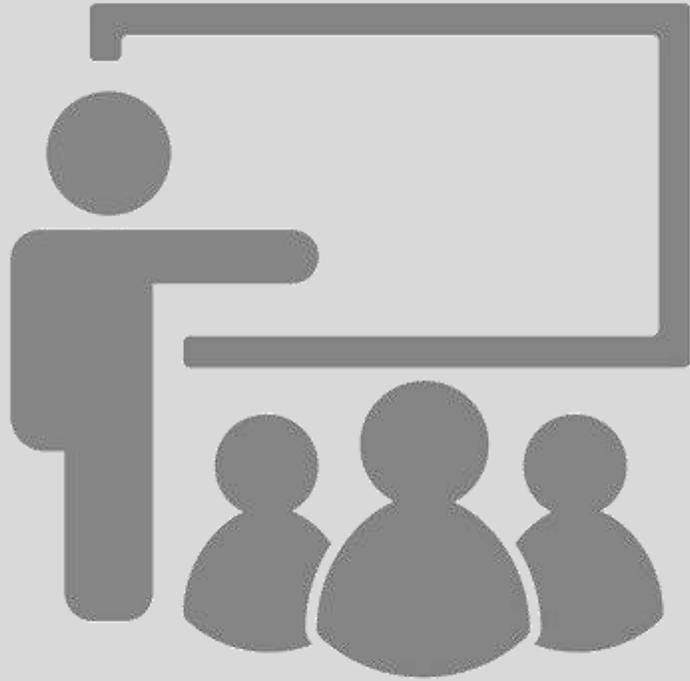


BEELINE
'WORK TYPES'

BEELINE 'WORK TYPES'

Comcast has established four (4) 'Work Types' which you will choose from each week:

- 1) **Time Worked** – This Work Type should be selected to record the hours that you worked each day
- 2) **Time Not Worked** – This Work Type should be selected for the time **NOT** worked (e.g. Vacation)
- 3) **Holiday** – This Work Type should be selected to record time that you did **NOT** work but the specific date is aligned to a US or non-US Based Holiday (dependent upon your work location)
- 4) **Furlough** – This Work Type will be pre-populated to reflect the pre-identified hour(s) or day(s) where Comcast has deemed that working time is **NOT** required

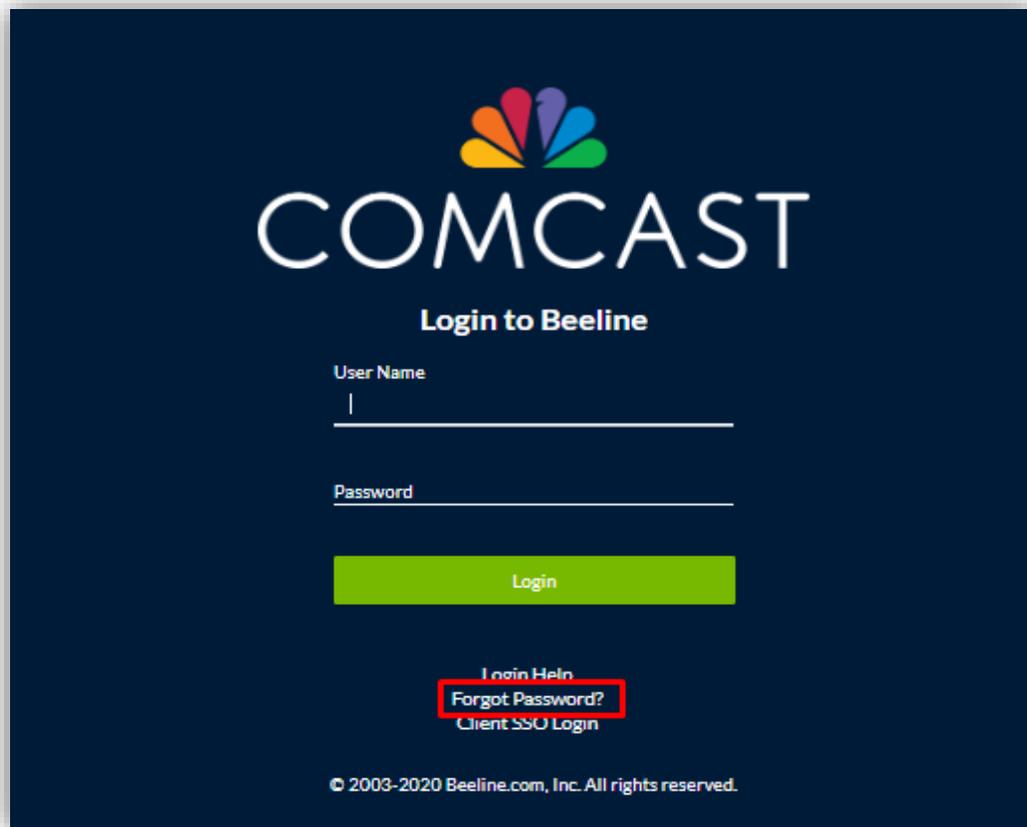


TIME TRACKING
& MOBILE
FUNCTIONALITY

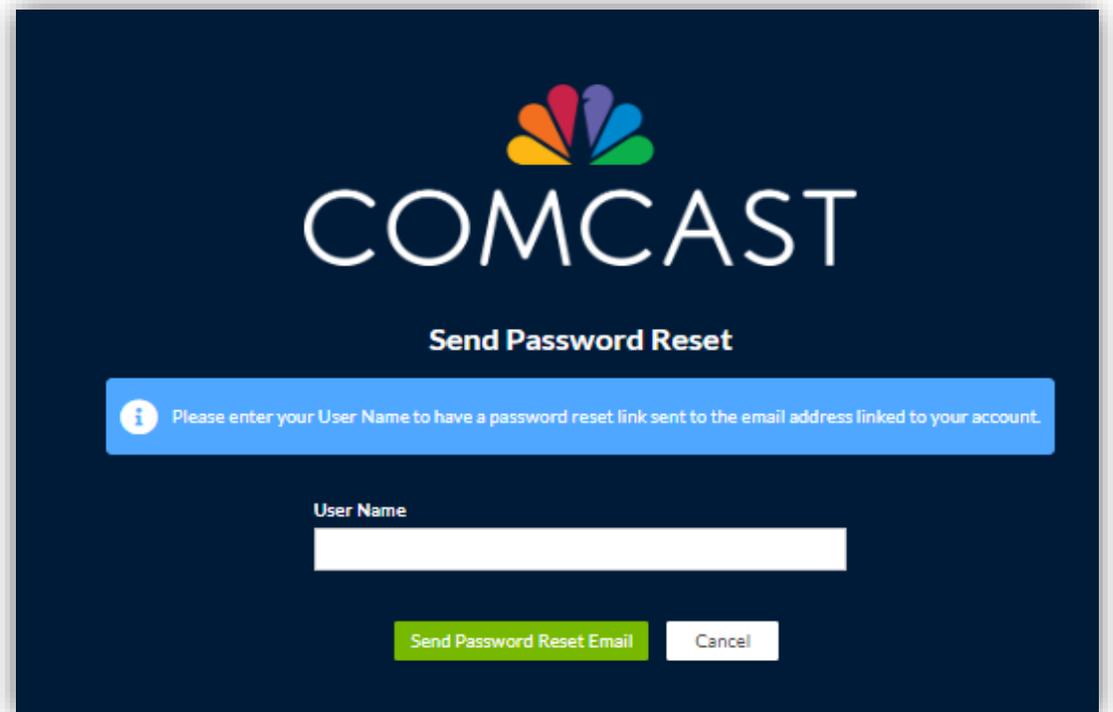
LOGGING IN

- The Beeline URL is <https://prod.beeline.com/comcast>
- Enter your Username (NTID) and Password to login*

* If it's your first time logging in, you need to select '**forgot password**' and enter your Username (NTID) to obtain a reset email. If you have previously logged in, simply enter your NTID and Password



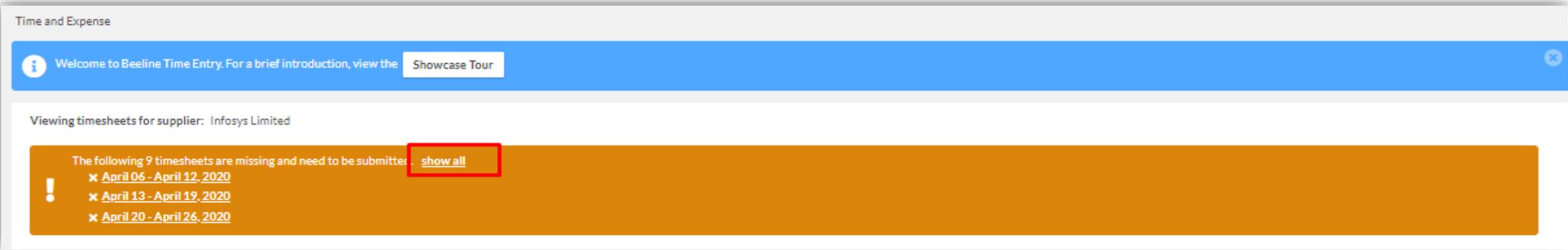
The screenshot shows the Comcast Beeline login page. At the top is the Comcast logo. Below it, the text "COMCAST" is displayed in large white letters, followed by "Login to Beeline" in smaller white text. There are two input fields: "User Name" and "Password". Below the "Password" field is a green "Login" button. At the bottom, there are links for "Login Help", "Forgot Password?" (which is highlighted with a red box), and "Client SSO Login". The footer contains the copyright notice: "© 2003-2020 Beeline.com, Inc. All rights reserved."



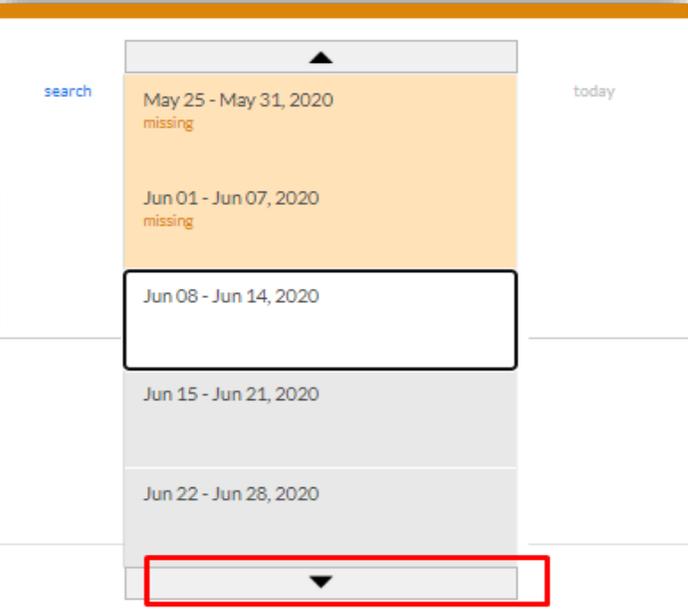
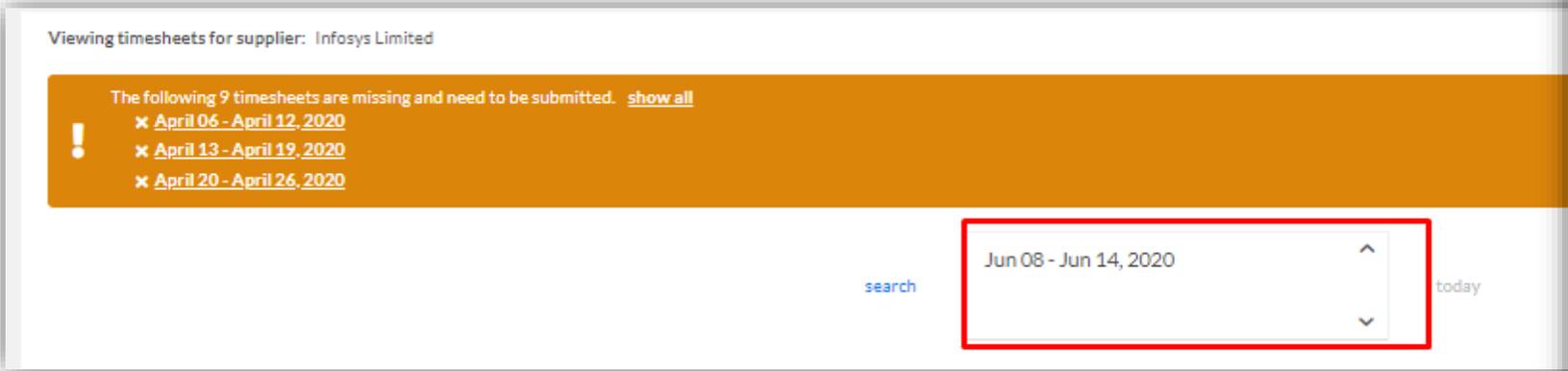
The screenshot shows the Comcast Beeline "Send Password Reset" page. At the top is the Comcast logo. Below it, the text "COMCAST" is displayed in large white letters, followed by "Send Password Reset" in smaller white text. A blue banner with a white information icon and text reads: "Please enter your User Name to have a password reset link sent to the email address linked to your account." Below this is a white "User Name" input field. At the bottom, there are two buttons: a green "Send Password Reset Email" button and a white "Cancel" button.

CONTRACTOR VIEWS

- When you first log in, you will be directed to the timesheet for the current week. You can click Show All to view all missing timesheets.



- You can also click the dropdown to view all timesheet dates



FILLING OUT A TIMESHEET

- To add multiple Work Types, click **+ Add** and select another Work Type

HELPFUL HINT! Once the Work type is added, select the pin on all the Work Types so they are available every time you enter your timesheet

- While entering time, there's an option to enter a comment by clicking on the blue bubble

The screenshot displays a timesheet interface. On the left, there is a list of work types: "Time Worked", "Holiday", "Time Not Worked", and "Furlough". Each entry has a pin icon and a trash icon. Below this list is a "+ Add" button. A red arrow points to the "+ Add" button. To the right is a calendar grid for the week of 06/08 to 06/14. The grid shows time entries for each day: 7 hours on Mon, Tue, Wed, and Thu; 7 hours on Fri; and 8 hours on Sat. A red arrow points to a blue bubble on the Friday entry. Below the calendar, a pop-up window shows a "Comments" text area.

	Mon 06/08	Tue 06/09	Wed 06/10	Thu 06/11	Fri 06/12	Sat 06/13	Sun 06/14
Time Worked	7	7					
Holiday			7				
Time Not Worked				7			
Furlough					7		

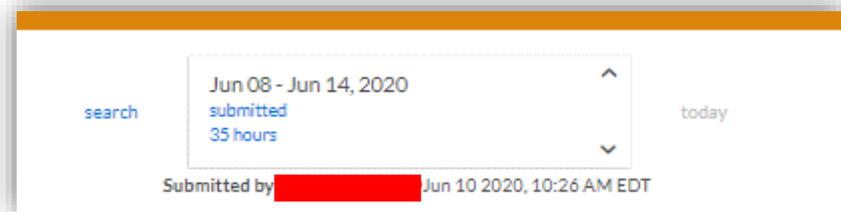
SAVING OR SUBMITTING A TIMESHEET

- Once your time is entered, you have the option to **Save** changes or **Submit** for Approval which will submit to your Hiring Manager



A screenshot of the timesheet interface. On the left, there is a 'Comments:' label above a text input field. On the right, there are three buttons: a blue 'Save Changes' button with a lock icon, a green 'Submit for Approval' button, and a 'More Actions' dropdown menu. Two red arrows point to the 'Save Changes' and 'Submit for Approval' buttons. Below the buttons, the text 'cancel' is visible. At the bottom right, there is a link that says 'copy previous week'.

- Once Submitted you'll see the status for the week you selected changed to **Submitted**



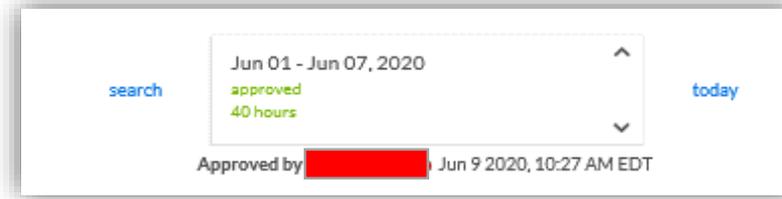
A screenshot of the timesheet interface showing the status 'Submitted' for the week of Jun 08 - Jun 14, 2020. The status is displayed in blue text. Below the status, it says 'Submitted by [redacted] Jun 10 2020, 10:26 AM EDT'. There is also a 'today' label on the right side of the interface.



Make a mistake? If the status of your timesheet is 'submitted' or 'approved', you can click 'edit timesheet' to make changes and resubmit for approval. If the timesheet status is 'locked', please reach out to CCS for assistance.

APPROVED OR REJECTED TIMESHEETS

- Once your Timesheet is **approved**, you'll see a new status of Approved by the timesheet and will receive an email notification indicating that the time has been approved



- If your timesheet gets **rejected**, you'll receive an email of the rejection from Beeline and will see a new status of Rejected. You will also have visibility to the comments stating why it was rejected.
- You must click on [Edit Timesheet](#) to make the appropriate edits and submit again for approvals

A screenshot of a timesheet summary for the period Jun 22 - Jun 28, 2020. The status is 'rejected' in red text, with '24 hours' listed below it. The rejection is attributed to a redacted name and dated Jun 9 2020, 11:19 AM EDT. A red box highlights the 'Comments' section, which states: 'Your hours for 06/22/2020 - 06/28/2020 have been rejected by Maurer, Jennifer. (testing rejection comment)'. The interface includes a 'search' button on the left, a 'today' button on the right, and an 'Edit Timesheet' button. Below the summary is a table for 'Production - Marketing Manager I' with columns for days of the week and a 'TOTAL' column. The table shows 8 hours for each day from Monday to Wednesday, and 0 hours for Friday, Saturday, and Sunday, with a total of 24 hours.

Work Type *	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	TOTAL
Holiday	8	8	8					24
TOTAL HOURS		8	8	8	0	0	0	24

BEELINE CONTRACTOR TIME ENTRY MOBILE APP

Take advantage of entering your time from your Smartphone!
Download the Beeline Contractor app. Next, pair and authenticate your device with your Beeline account.

Before you begin... make sure these requirements are met before you download and install Beeline Contractor.

- You must have an active staff augmentation assignment & credentials (NTID & password)
- You must turn on the security settings available on your mobile device.**
- Your mobile device cannot be jailbroken or rooted
- You must download Beeline Contractor to a supported mobile device.
- Currently, English is the only locale supported with Beeline Contractor.



Downloading the app and pairing your device with your Beeline VMS account... The first time you launch Beeline Contractor, instructions for pairing your device display on your mobile device (see next slide). Pairing your mobile device with Beeline synchronizes your log on process if your organization uses Single Sign On.

Your Beeline Contractor app includes a Quick Response (QR) code reader to make pairing your device with Beeline even easier! You can manually add your activation code or scan the QR code to streamline pairing your device.



Denso Wave QR® is a two-dimensional barcode readable by smartphones

To download & pair your device, follow these steps:

- From your mobile device, navigate to either the Apple App Store or the Google Play Store. Then locate and download the Beeline Contractor app to your mobile device.
- The first time you launch Beeline Contractor, instructions for pairing your device display on your mobile device.
- From your Desktop/Laptop, navigate and log on to your Beeline VMS account.
 - Click the Preferences gear, and then click My Preferences. The Preferences—My Account page displays
 - Click My Preferences (The Preferences—My Account page displays)
 - Select the Beeline Manager Devices tab
 - Click Register New Device
 - Using your smartphone, scan the bar code on your Desktop/Laptop Device (Caution: Both the QR & the activation codes expire in two hours & can be used only once)
- Click OK



**Permitted security settings include Personal Identification Numbers (PINs), Passwords, Fingerprint passcodes, and Apple® Face ID®. Security settings vary by the device manufacturer and operating system. Consult your manufacturer's product documentation for details and instructions on setting up the security options on your device.

BEELINE CONTRACTOR TIME ENTRY MOBILE APP CONTINUED

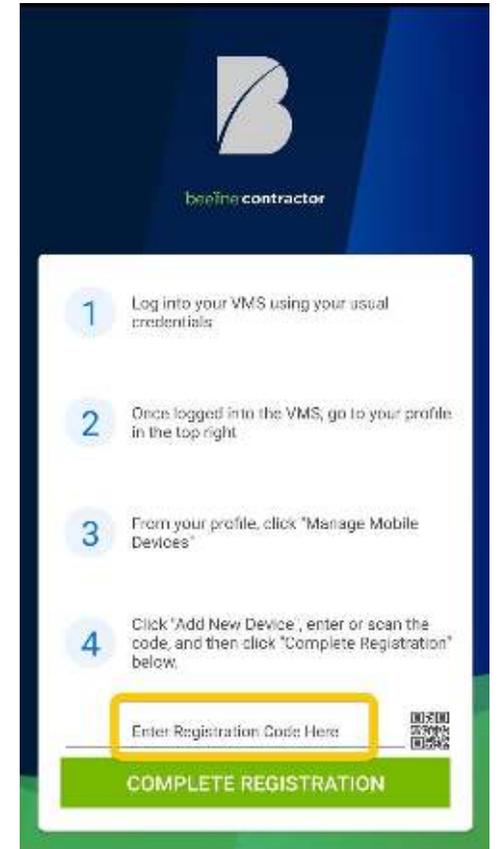
Take one of these actions:

From your mobile device, tap the Barcode icon to open the QR reader. You're prompted to allow Beeline Contractor to access the camera on your device. Allow access, and then scan the QR code shown in the Add New Device dialog in your Beeline VMS.



OR

If your QR reader is not working properly, manually enter the activation key shown in the Add New Device dialog in Beeline. Then, tap Complete Registration.



BEELINE CONTRACTOR TIME ENTRY MOBILE APP CONTINUED

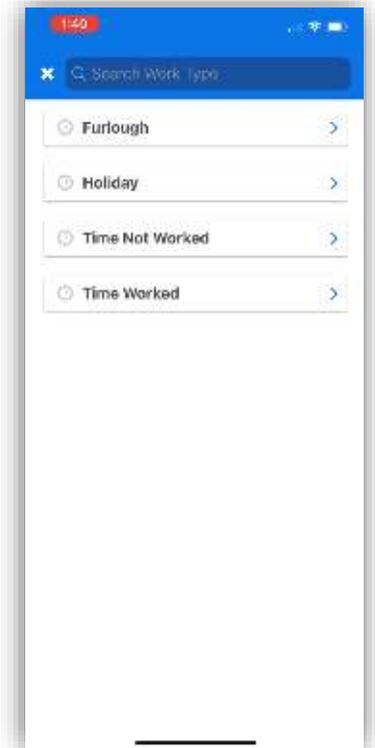
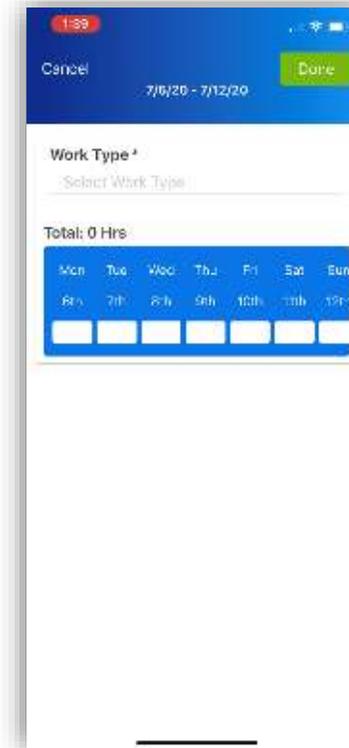
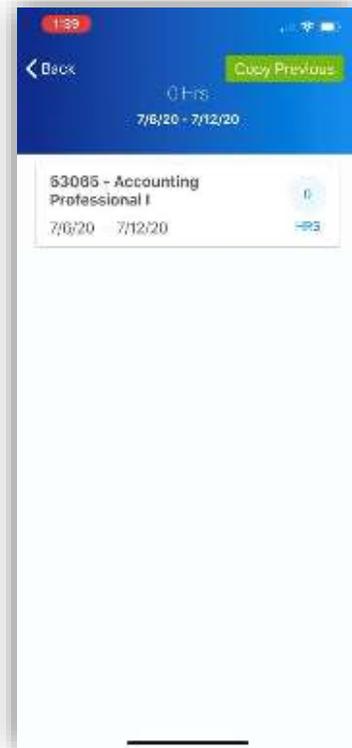
From the Select Timesheet page, you can manage all of your timesheets. You can submit a timesheet for a new week, add hours for any missing timesheets, correct any rejected timesheets, and view timesheets for future weeks.

Find the week for which you want to enter time, and tap the timesheet. A summary for the week will be displayed

Tap Start

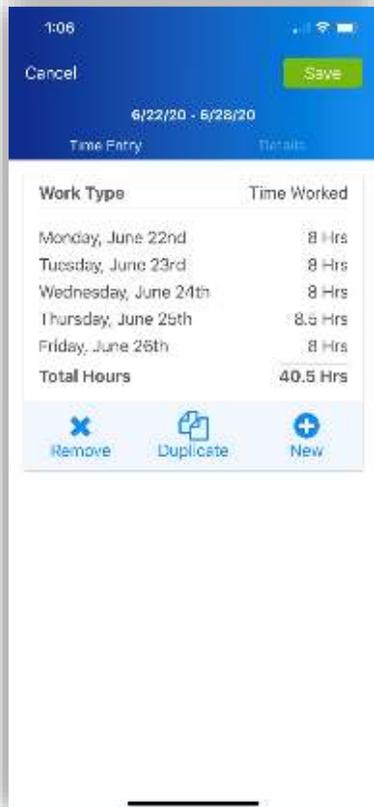
Tap a Day box, and use your device keyboard to enter the hours worked. Once complete, tap done.

Select the 'work type'

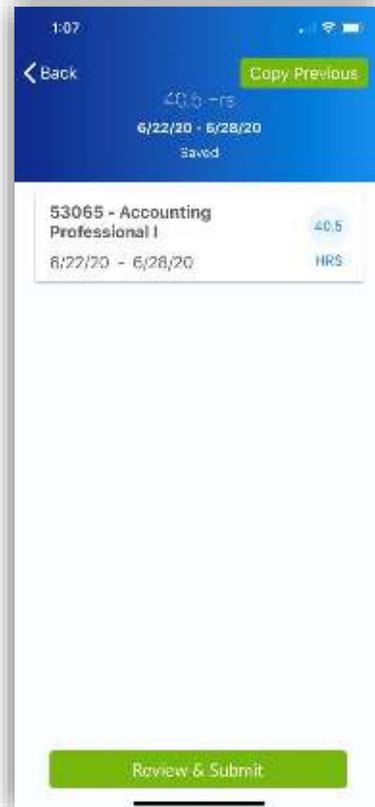


BEELINE CONTRACTOR TIME ENTRY MOBILE APP CONTINUED

A Time Entry Summary page displays showing your timesheet details. Tap Save.



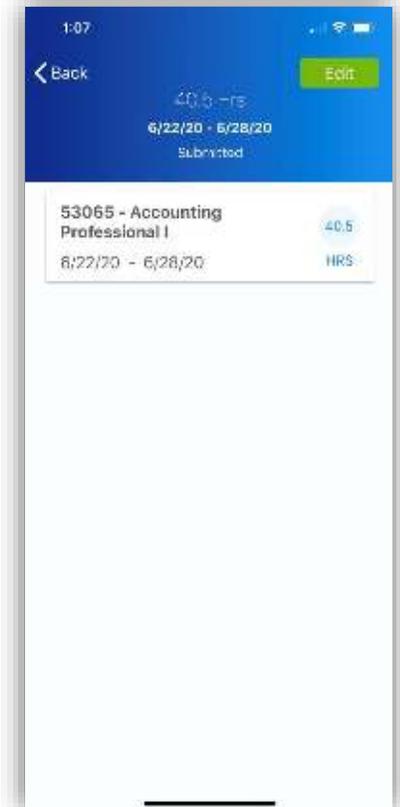
A Saved Timesheet page displays. If you're ready to submit your timesheet for approval, tap Review & Submit.



A Timesheet Summary page displays summing up all the hours you've entered across all of your assignments for the week you selected. Tap submit.



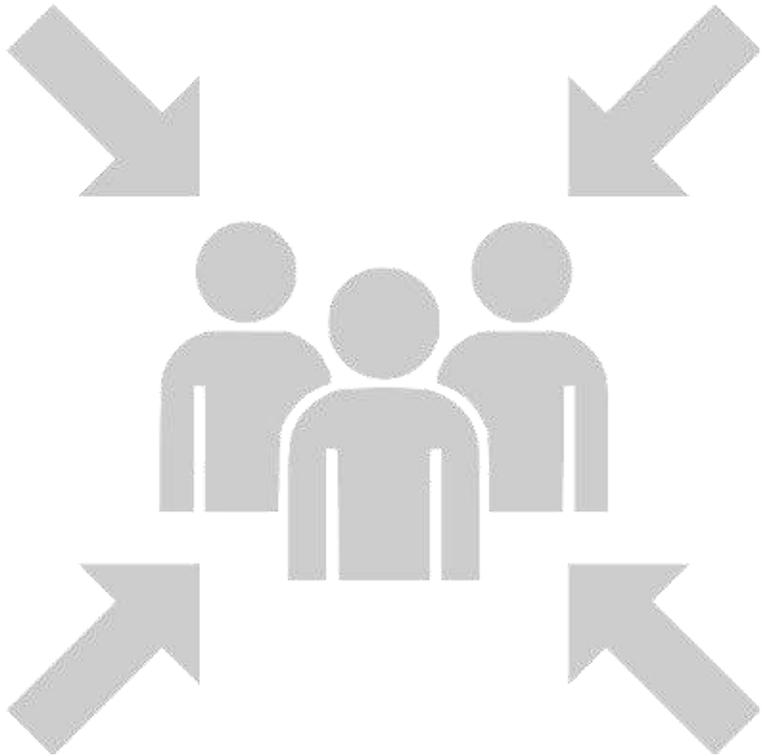
After your timesheet is approved, the timesheet status is updated in the app.





IMPORTANT
POINTS OF
CONTACT

KEY POINTS OF CONTACT



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COMCAST

