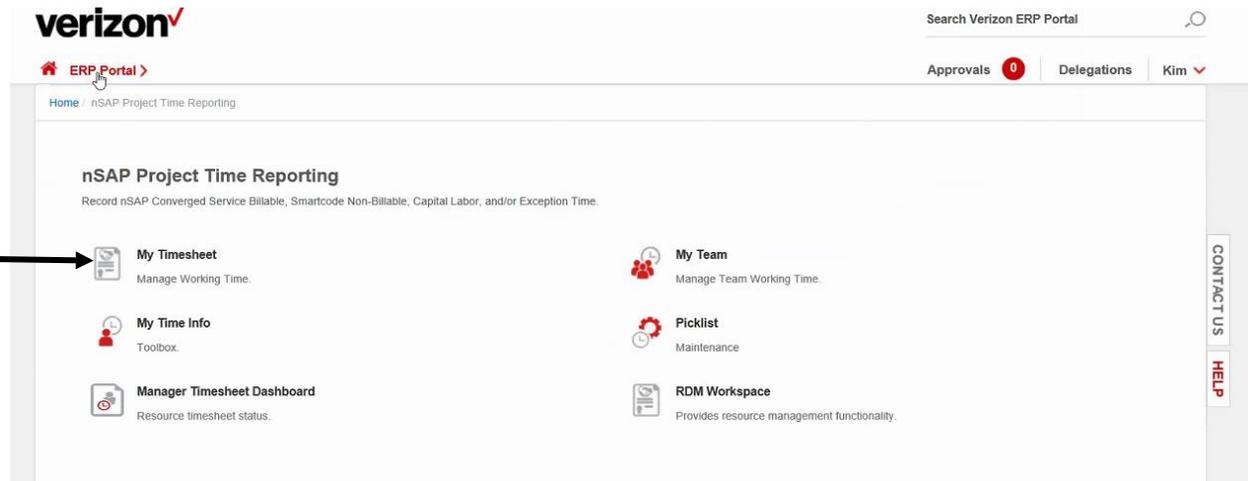# Verizon SAP Guidelines

Step 1: Go to Verizon Home Page
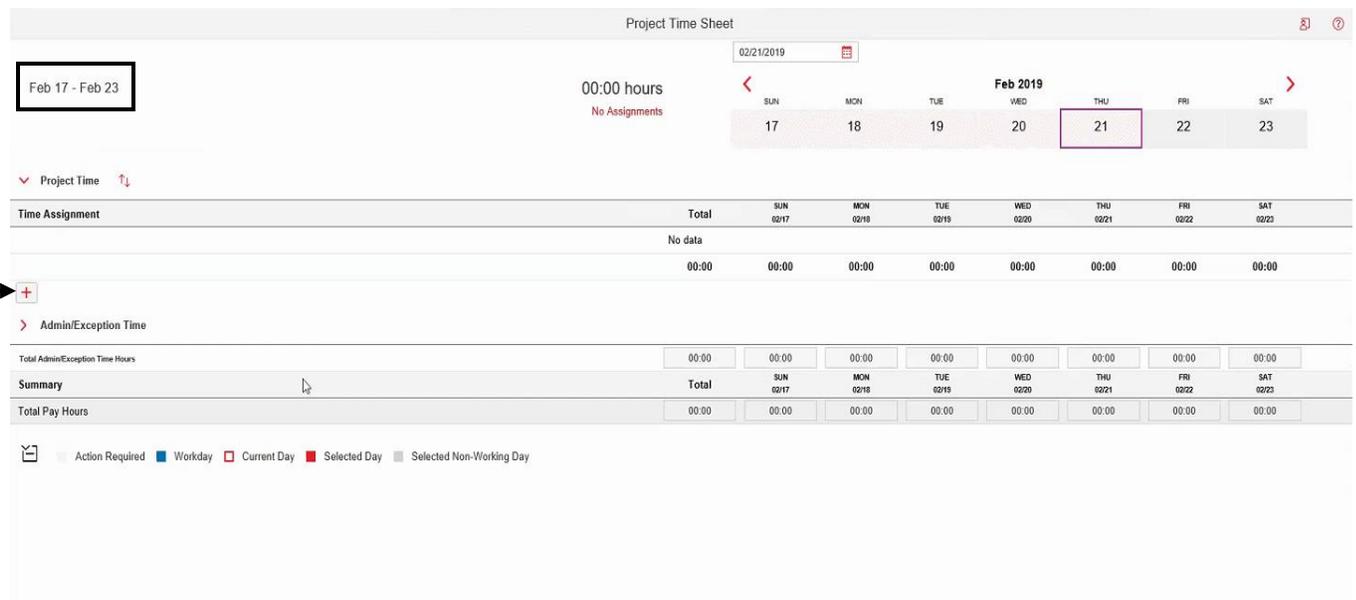
Step 2: Click "ERP Portal" (Tab on right side)
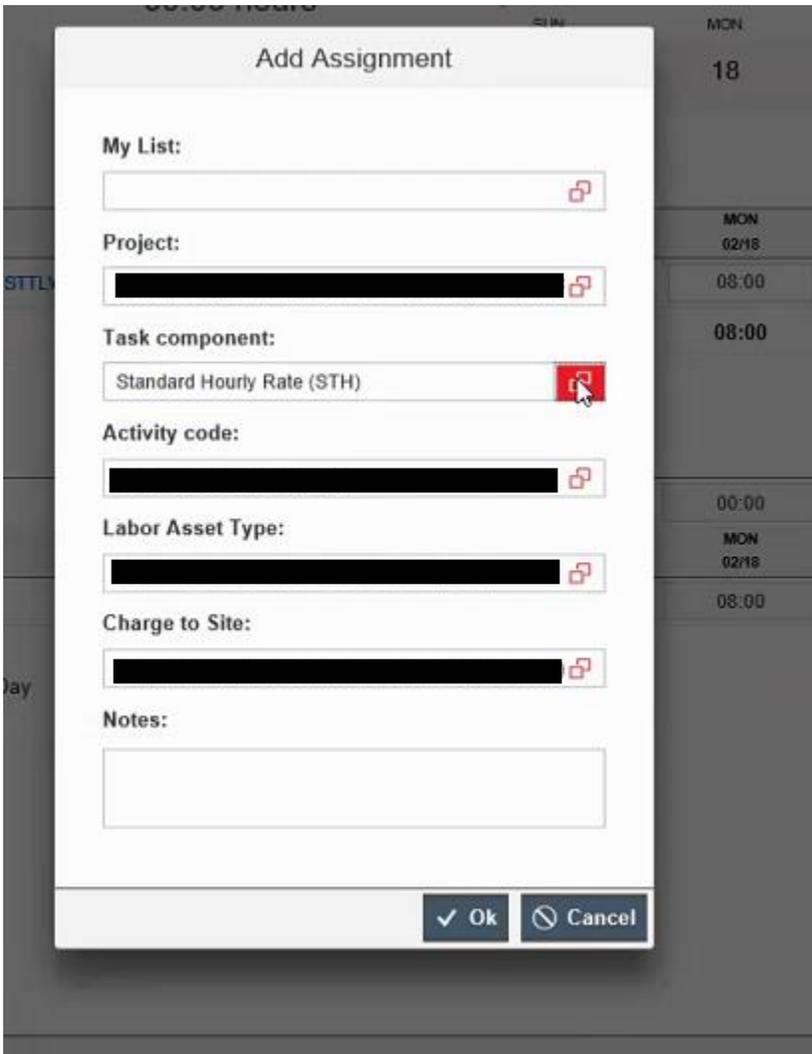
Step 3: Click "My Timesheet"

Step 4: Make sure it's for the correct pay period

Step 5: Click ➕

Step 6: Click "Project"

Step 7: Search for your personal project code number

Step 8: Click "My List"

Step 9: Search (different for everyone)

Step 10: Click on the button with project number

Step 11: Activity code (different for everyone)

Step 12: Labor Asset (Same as webtime)

Step 13: Charge to site (click button)

Step 14: "Task component:" should be at Standard Hourly Rate (STH)

Step 15: Click "OK"

Step 16: Enter hours into to total 40 hours for Standard Hourly Rate

Step 17: If you have overtime hours, please follow steps 6-13 again

Step 18: Change "Task component:" to Over Time Hourly Rate (OTH)

Step 19: Click "OK"

Step 20: Enter the additional hours over 40 on the OTH line

Step 21: Submit Timesheet