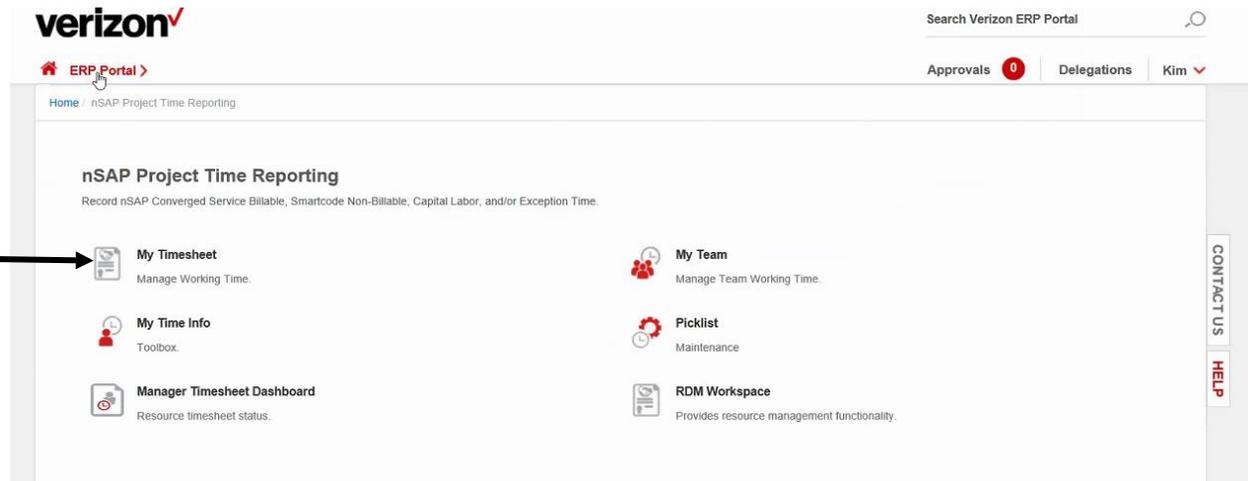


Verizon SAP Guidelines

Step 1: Go to Verizon Home Page

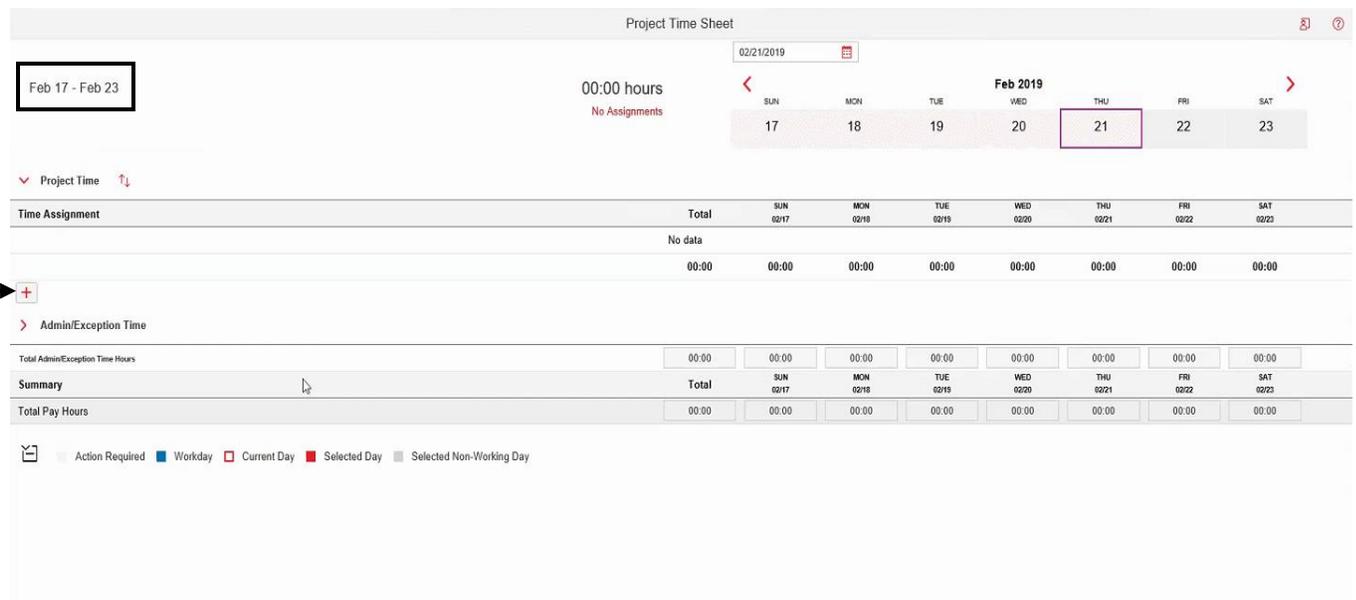
Step 2: Click "ERP Portal" (Tab on right side)

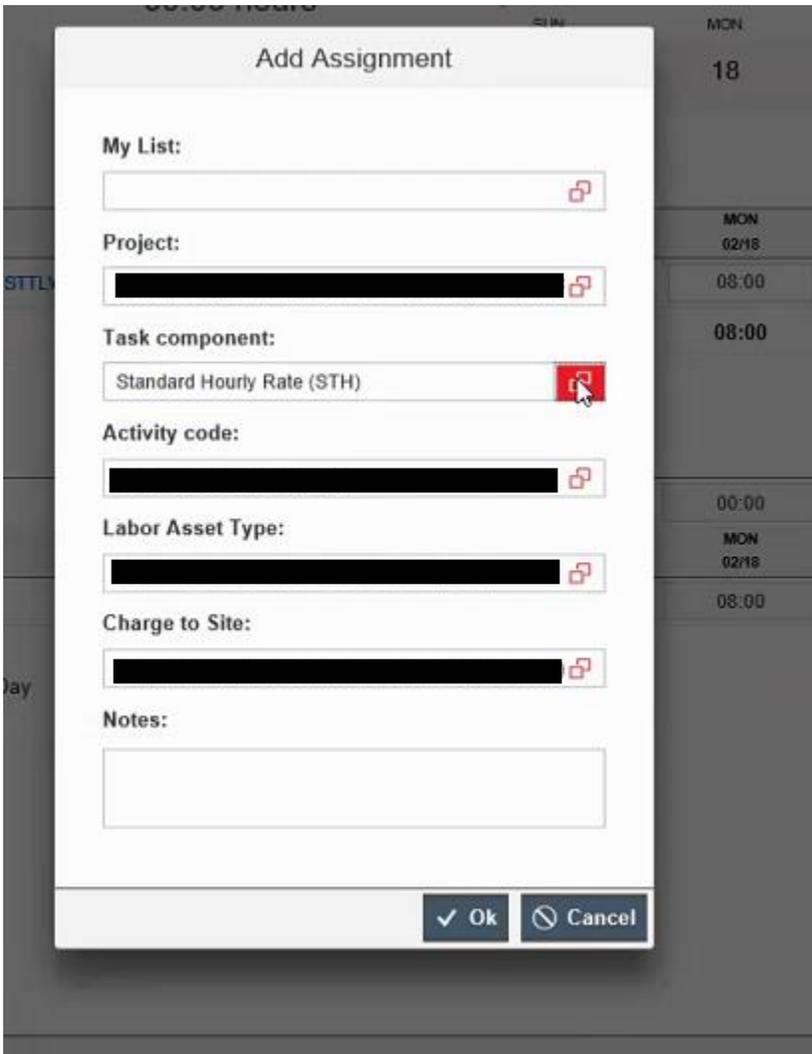
Step 3: Click "My Timesheet"



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

The screenshot shows a mobile application interface for adding a timesheet assignment. A modal dialog box titled "Add Assignment" is centered on the screen. The dialog box contains the following fields and controls:

- My List:** A text input field with a red square icon containing a white plus sign to its right.
- Project:** A text input field with a red square icon containing a white plus sign to its right.
- Task component:** A dropdown menu with "Over Time Hourly Rate (OTH)" selected and a red square icon containing a white plus sign to its right.
- Activity code:** A text input field with a red square icon containing a white plus sign to its right.
- Labor Asset Type:** A text input field with a red square icon containing a white plus sign to its right.
- Charge to Site:** A text input field with a red square icon containing a white plus sign to its right.
- Notes:** A large text input area.
- Buttons:** "Ok" (with a checkmark icon) and "Cancel" (with a circle and slash icon) buttons at the bottom right of the dialog.

The background shows a timesheet grid with columns for "MON 02/18" and "TUE 02/19". The grid contains time slots, with "08:00" visible on both days. A red arrow points to the "08:00" slot on Monday.

Step 21: Submit Timesheet