

Benchmark National Corporation Inspection Services

Instruction: Employee Portal User Instructions

Document Number: BNC I 035

Revision Date: 2020-01-09

PURPOSE

The purpose of this instruction is to describe how to use the BNC employee portal.

SCOPE

This instruction applies to all users of the employee portal.

RESPONSIBILITY / AUTHORITY

- The Regional Managers are responsible for implementing and assuring adherence to this instruction within their regions.
- All employees using the portal are responsible for following these instructions.

DEFINITIONS

Employee Portal: free software accessible on both mobile devices and computers for completing individual weekly time and expense sheets, and request for time off (RTO). (<http://apps.benchmark-usa.com/EmployeePortal>)

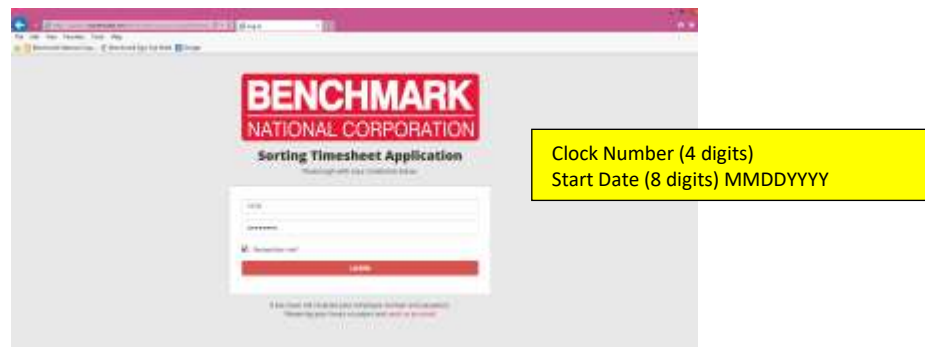
INSTRUCTIONS

General The portal is meant to be used in place of the paper time and expense sheet as a means to enter daily hours and weekly expenses.

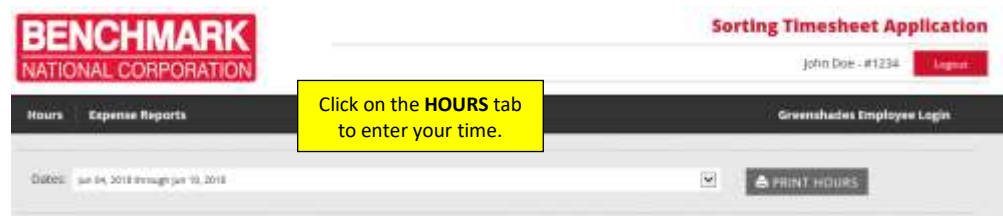
Once time and expenses are entered, the portal will store the information. Current and previous entries can be viewed at any time.

The office staff has access to verify entries throughout the week using the BOCS2TS report. Once time is verified against sort sheets, it will be locked (grayed out). Any changes that need made to these entries must be done by office staff.

Signing In



Entering Time

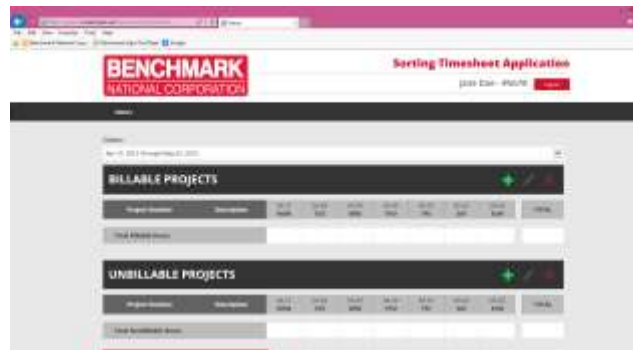


Benchmark National Corporation Inspection Services

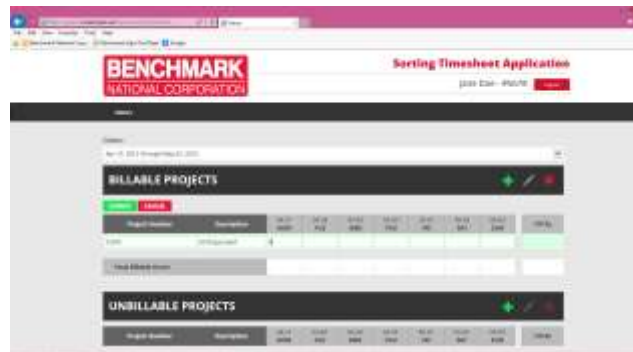
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- Make sure the correct week is selected.
- Click on + to enter a new project/line



- Active line will be outlined in GREEN
- Type in your project number, part number, and hours.
- To add another project, click on the +

Click on **SUBMIT** to enter hours
Click on **CANCEL** to erase all new entries (previously submitted hours will not be erased)



If the project number is already listed, DO NOT enter a new line for that same project number.

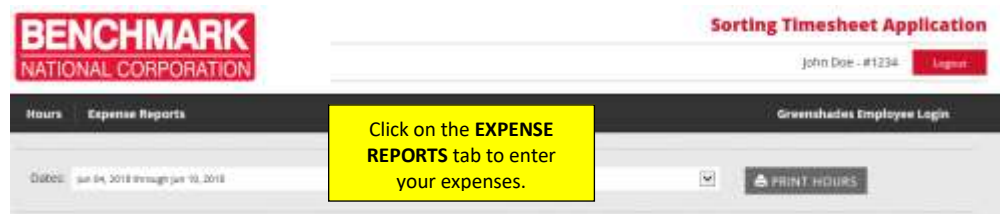
To add additional days/hours for the project, click on the line (it will have a GREEN outline) and then click on the **PENCIL** to edit the line.

Click on **X** to delete an entire line.

ALWAYS click on **SUBMIT** to enter your time before closing or you will lose the data.

Entering Expenses

You cannot enter expenses unless you first enter your hours for the project.



Click on the **EXPENSE REPORTS** tab to enter your expenses.

Benchmark National Corporation Inspection Services

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VEHICLE EXPENSE

SUBMIT CANCEL

Expense Report Submitted

Date	Destination	Purpose of Trip	Seat
03/14/18	Customer A	sorting project	Driver

- Make sure the correct week is selected.
- Click on + in the area to enter a new vehicle (travel) expense

- Select date
- Type in your destination and purpose of trip
- Select your seat
- Enter round trip miles and project number
- To add another line, click on the +

Click on **SUBMIT** to enter expense
Click on **CANCEL** to erase all new entries (previously submitted expenses will not be erased)

Note: Travel is entered as TOTAL ROUND TRIP MILES. The software will automatically calculate the amount based on the current travel policy.

OUT OF POCKET EXPENSES

SUBMIT CANCEL

Date	Vendor(Where)	What - Purpose	Amount	Project #
03/15/18	Ohio Turnpike	tolls	1,234	5,678

- Click on + in the area to enter a new out-of-pocket expense

- Select date
- Type in vendor and purpose for expense
- Type in the project # and amount

Click on **SUBMIT** to enter expense
Click on **CANCEL** to erase all new entries (previously submitted expenses will not be erased)

RECEIPTS

SUBMIT CANCEL

Receipt

- To add copies of your receipts for out-of-pocket expenses, click on the + and then browse to where you have the scanned copies stored

ALWAYS click on **SUBMIT** to enter expenses before closing or you will lose the data.

Request for Time Off (RTO)

BENCHMARK NATIONAL CORPORATION

Sorting Timesheet Application

Home Expense Reports RTO

Click on the **RTO** tab to request time off or see the status of previous submissions

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For a new RTO, click on the red Request Time Off button and complete the form

Previous submissions can be viewed by selecting from the drop-down boxes. The status field shows if the RTO has been approved, denied, cancelled, or is in process (pending).

RECORDS

Employee Portal database

ASSOCIATED DOCUMENTS

BNC I 033, BNC Employee Portal Timesheet Verification

DOCUMENT OWNER

Name	Title (Job Function)	Initials	Date
Aimee Baer	Director of Operations		

APPROVAL(S)

Name	Title (Job Function)	Signature	Date
Jeremy Brown	Operations Manager		
Tom Styers	Regional Manager		

REVISION HISTORY

Date	Description of Change
2016-01-05	Original Release
2018-06-07	Added expenses
2020-01-09	Added RTO. Updated from Timesheet App to Employee Portal. Updated approvers.