



July 2020

# How To Record Time In Tempo for Contact Tracer Volunteers.

**Purpose:** The purpose of this document is to provide instructions for all Contact Tracers volunteers to get approval for their timesheets.

**Note:** All Contact Tracers **must** report their time to their assigned California Department of Public Health (CDPH) supervisor for approval. Once approved by the CDPH Contact Tracing Supervisor, the timesheet must be submitted and approved following regular time reporting protocols.

## Part A: Log Into TEMPO And Enter Your Time

1. Log into TEMPO and enter your time for the appropriate pay period.
2. Save your timesheet.

**Timesheet Information and Details**

**Information**

Reporting Period	July 2020 (7/1/20 - 7/30/20) - 176 Standard Hours
Employee Name	JOHNSON, HAYA N
Employee Id	1015817
Alternate Id	0140
Work Week Group	E - Exempt
Work Schedule	5/8/40 Standard
Time Base	100.00%
Location	Department of Fish and Wildlife
Classification Title	Stf Svcs Mgr I
Bargaining Unit	S01
Position Number	565 011 4800 011
Tenure	PERMANENT APPOINTMENT

**Approvals & Details**

**Approvals** | Comments | Attachments (0) | Audit Log (0)

Sequence	Approval Type	User Name	Timestamp
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**Timesheet Status** | **Tags** | **Actions**

New | None | **Save** | Validate | Submit | Copy | Print | Cancel

**Note:** To charge your time as a Contact Tracer, please see [HRB Memo 20-025](#) for details.



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## Part B: Create PDF Version Of Your TEMPO Timesheet

1. Save an electronic version of your timesheet, by clicking **PRINT**

**Timesheet Information and Details**

**Information**

Reporting Period: July 2020 (7/1/20 - 7/30/20) - 176 Standard Hours  
Employee Name: JOHNSON, HAYA N  
Employee ID: 1015817  
Alternate ID: 0140  
Work Week Group: E - Exempt  
Work Schedule: 5/8/40 Standard  
Time Base: 100.00%  
Location: Department of Fish and Wildlife  
Classification Title: Stf Svcs Mgr I  
Bargaining Unit: S01  
Position Number: 565 011 4800 011  
Tenure: PERMANENT APPOINTMENT

**Approvals & Details**

Approvals | Comments | Attachments (0) | Audit Log (0)

Sequence | Approval Type | User Name | Timestamp

**Timesheet Status**: New

**Tags**: None

**Actions**: Save | Validate | Submit | Copy | **Print** | Cancel

2. A screen will be displayed as below. Select the “**Open with**” option as below

Opening TIMESHEET1747046.pdf

You have chosen to open:

**TIMESHEET1747046.pdf**  
which is: Foxit PhantomPDF PDF Document  
from: <https://timereporting.wildlife.ca.gov>

**What should Firefox do with this file?**

☒ **Open with** Foxit PhantomPDF 9.6 (default) ▼

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel



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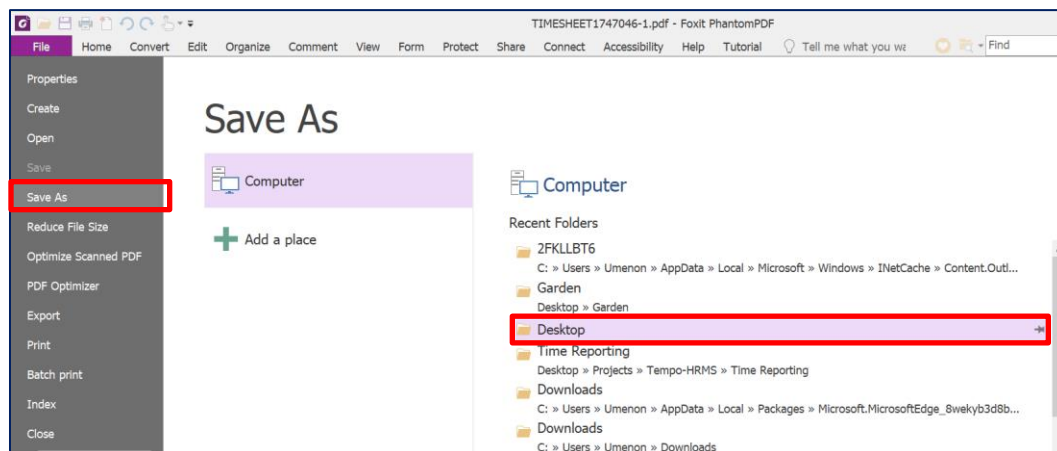
3. The file opens in the pdf format as below.
4. Select “File” to save the file

Department of Fish and Wildlife - Timesheet

Name	DOE, JANE	Timesheet Id	1747046	Period	Jun 2020 (6/1/20 - 6/30/20)
Employee ID	1459903	Position	565 028 1402 007	Organization	565-028 - Data & Technology Division
Location	Department of Fish and Wildlife	Work Week Group	E	Work Schedule	9/8/80-Fri B E
Title	ITS I	Bargaining Unit	R01	Time Base	100.00%
Alternate Id	4146	Tenure	PERMANENT APPOINTMENT		
Signature	DOE, JANE				
Supervisor Approval	DAN, JOE				

(06/30/2020 10:14:12 AM)

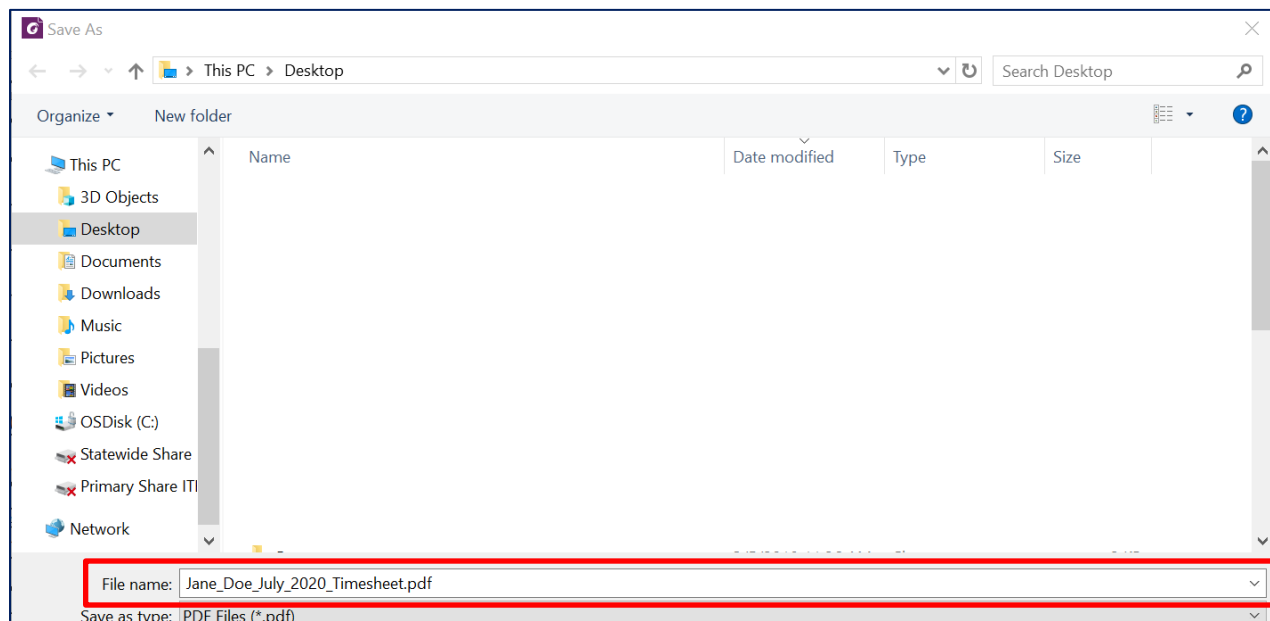
5. A screen will be displayed as below.
6. Select the location and select **Save As**





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7. A **Save As** screen will be displayed as below.
8. Type the name of the file as “**YOUR\_NAME\_PAY\_PERIOD\_Timesheet**” (for e.g. Jane\_Doe\_July\_2020\_Timesheet). This will create an electronic PDF version of your TEMPO Timesheet in the location that you designated.

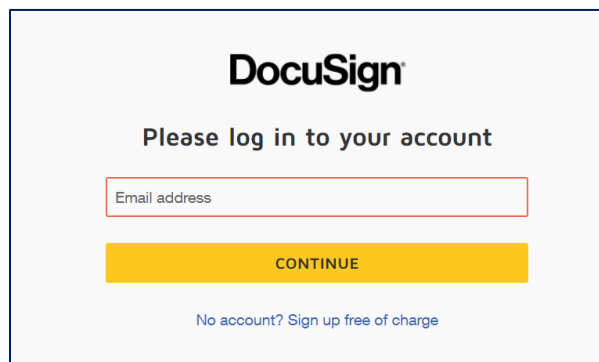




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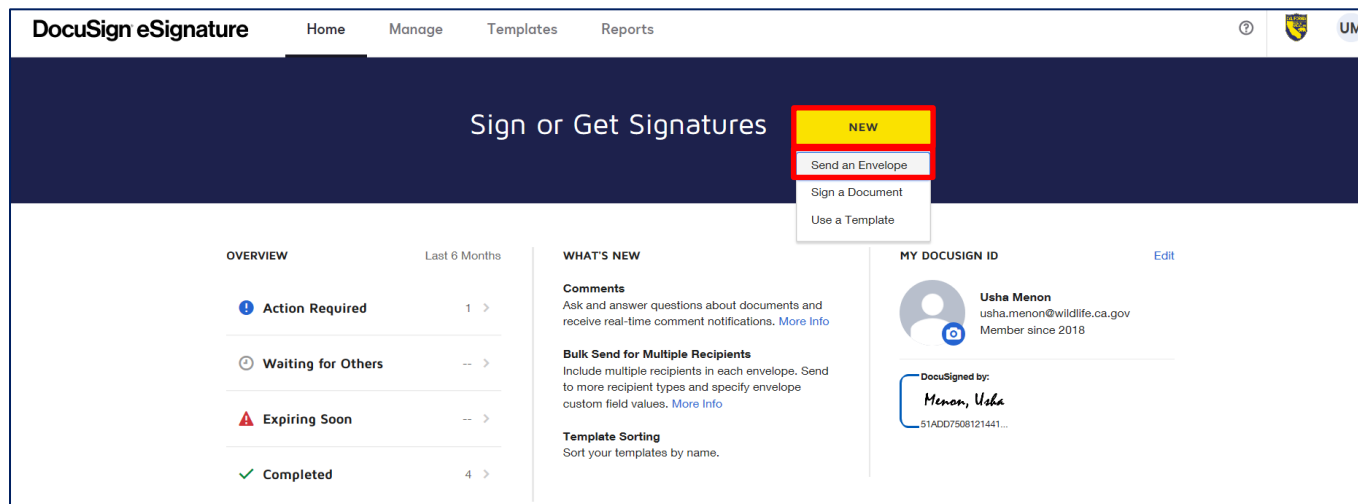
## Part C: Send A Docusign Of Your Timesheet To Your CDPH Supervisor

1. Log into [DocuSign](#) using your CDFW credentials.



The image shows the DocuSign login interface. At the top, the DocuSign logo is displayed. Below it, the text "Please log in to your account" is centered. There is a text input field labeled "Email address". Below the input field is a yellow button labeled "CONTINUE". At the bottom, there is a link that says "No account? Sign up free of charge".

2. A screen will be displayed as below, click on **NEW** -> **Send Envelop**



The image shows the DocuSign eSignature dashboard. The top navigation bar includes "DocuSign eSignature", "Home", "Manage", "Templates", and "Reports". The main header area says "Sign or Get Signatures" and has a yellow "NEW" button highlighted with a red box. Below the "NEW" button is a dropdown menu with options: "Send an Envelope", "Sign a Document", and "Use a Template". The dashboard is divided into three main sections: "OVERVIEW" (Last 6 Months) with a table of document statuses (Action Required, Waiting for Others, Expiring Soon, Completed), "WHAT'S NEW" (Comments, Bulk Send for Multiple Recipients, Template Sorting), and "MY DOCUSIGN ID" (User profile for Usha Menon, Member since 2018, with a "DocuSigned by:" signature block).



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3. A screen will be displayed as below. Click **Upload** to upload your Timesheet. 1
4. Enter your name and your email id, by selecting/typing your name and email id from the drop down. 2
5. Click **Add Recipient** to add the name and email id of your CDPH (California Department of Public Health) supervisor. 3
6. A name and email id field will be displayed. Enter the name of your CDHP supervisor from the drop down by selecting/typing it in. 4

The screenshot shows a web interface for creating an envelope. The top section, 'Add Documents to the Envelope', contains an 'Upload' button (1), a 'USE A TEMPLATE' button, and a 'GET FROM CLOUD' dropdown. The bottom section, 'Add Recipients to the Envelope', includes a 'Set signing order' checkbox and two recipient entry forms. Each form has a 'Name' field (2), an 'Email' field, and a 'NEEDS TO SIGN' status. Below the forms is an 'ADD RECIPIENT' button (3) and an 'ADD CONDITIONAL RECIPIENT' button. At the bottom, there is a 'SEND NOW' button and a 'NEXT' button (4).

7. Click **NEXT**.



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8. A screen will be displayed with your file as below.

**Note:** You will need to add a Signature box and Date Signed to your timesheet.

9. Select **Signature** field and drag and drop into the timesheet for both you and the CDHP supervisor.

10. Select **Date Signed** field and drag and drop into your timesheet for both you and the CDHP supervisor.

Department of Fish and Wildlife - Timesheet

Name	Timesheet ID	Period
DOE, JANE	1747046	Jun 2020 (6/1/20 - 6/30/20)
Employee ID	115 323 3030 001	Organization
14589623		565-428 - Data & Technology Division
Location	Work Week Group	Work Schedule
Department of Fish and Wildlife	E	9/8/80-Fri B E
Title	Organizing Unit	Time Base
ITS I	RO1	100.00%
Administrative III	PERMANENT APPOINTMENT	
4348		

Signature: (06/30/2020 08:52:00 AM)

Supervisor Approval: (06/30/2020 10:14:12 AM)

Monthly Time

Client	Reported Signature	Project	Agency Use	Device Location	Source Time	Device Detail	Name	Hours
REG	3600E71	360000007110-DEFAULT						-49:00
Total Time								-49:00

Daily Time and Leave

Rate	Monthly Maximum	Project	Agency Use	Device Location	Source Time	Device Detail	Name	Hours
36	3600E71	360000007110-DEFAULT						-49:00

11. Once you have added the Signature and Date Signed, click **SEND**.



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### **Part C: CDPH Supervisor Reviews And Approves Timesheet.**

1. DocuSign will send the timesheet to your CDPH Supervisor.
2. You will be notified when the CDPH Supervisor first views the document and when the document (your timesheet) has been signed.

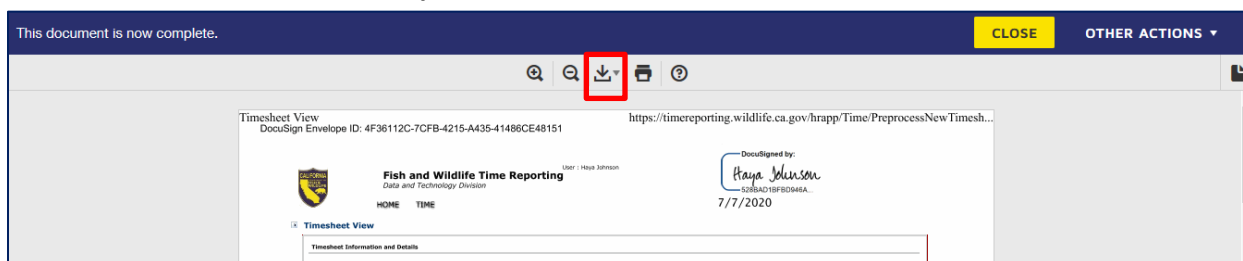




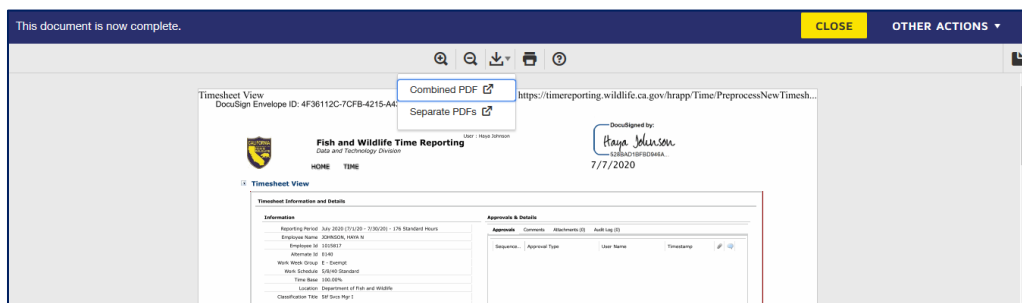
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## Part D: Save The Approved Timesheet

1. Once your timesheet has been signed by your CDPH Supervisor, you will receive an email from DocuSign allowing you to view the signed timesheet.
2. From the email, click on **View Completed Document**.



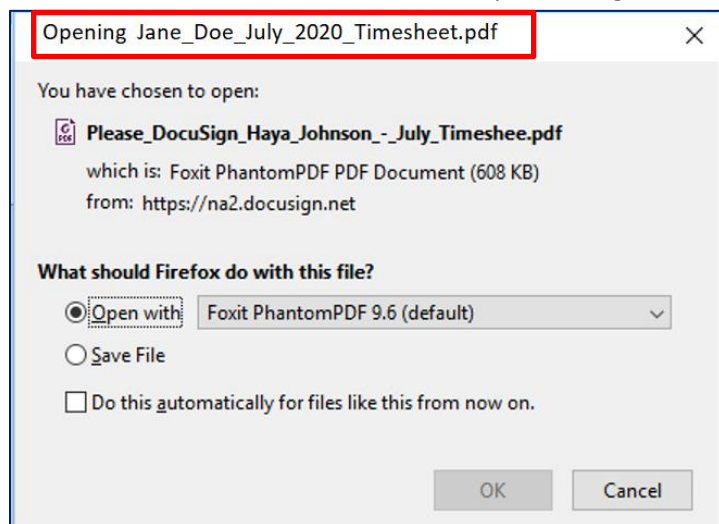
3. A screen will be displayed as below



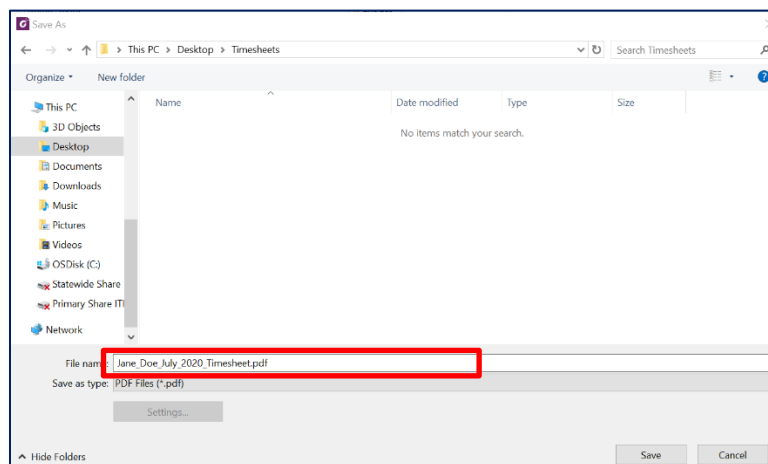


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- Click on Download -> Combined PDF to open the signed timesheet as a PDF onto your computer to save.



- A PDF of the signed timesheet will open. Save the file on your computer as “YOUR\_NAME\_PAY\_PERIOD\_Timesheet”.





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## Part E: Attach Approved Timesheet To TEMPO And Submit To CDFW

1. Log into TEMPO and access your saved but not yet submitted timesheet.
2. From the **Approvals and Details** section, click on **Attachments** and upload your SIGNED timesheet.
3. In the **Description of File**, enter "CDPH Supervisor Signed Timesheet".
4. Click **ADD** then **Validate** and **Save** your timesheet
5. Click **SUBMIT** to submit your timesheet to CDFW.

The screenshot displays the 'Timesheet View' interface. On the left, the 'Information' tab shows details for Employee Name 'DOE, JANE', Reporting Period 'July 2020 (7/1/20 - 7/30/20)', and other metadata. The 'Approvals & Details' tab is active on the right, with the 'Attachments (0)' sub-tab selected. A red box highlights the 'Attachments (0)' tab. Below it, the 'Select File to Attach' field contains the path 'C:\fakepath\Jane\_Doe\_July\_2020\_Timesheet.pdf', and the 'Description of File' field contains 'CDHP Supervisor Signed Timesheet'. Another red box highlights the 'Add' button below these fields. At the bottom, the 'Actions' bar contains buttons for 'Save', 'Validate', 'Submit', 'Copy', 'Print', 'Delete', 'Manage Tags', and 'Cancel'. A red box highlights the 'Save', 'Validate', and 'Submit' buttons. The 'Timesheet Status' is shown as 'Draft'.

6. Your timesheet has now officially been submitted.

## Part D: Questions?

Please contact Haya Johnson at [Haya.Johnson@wildlife.ca.gov](mailto:Haya.Johnson@wildlife.ca.gov)