

# Time Reporting Procedure

As of 1/1/2014 all representatives performing events for PromoWorks will be converted to W2 employees for CROSSMARK. As part of that transition you will be required to report time via the Time and Expenses screen within the PromoWorks Engagement Specialist portal for each event scheduled.

The screenshot displays the PromoWorks Engagement Specialist portal. Callout A points to the login URL: <https://esmyhome.promoworks.com>. Callout B points to the 'Menu' dropdown, which includes options like 'Library', 'Time and Expenses', 'Execution/Schedule', 'Pay History', and 'My Profile'. Callout C points to the 'Add' button in the top right of the time grid. Callout D points to the 'Project (Retailer)' dropdown in the time grid. Callout E points to the 'Work Date' dropdown in the time grid. Callout F points to the 'Activity Type' dropdown in the time grid.

Project (Retailer)	PromoReport Code (Store)	Work Date	Activity Type	Start Time	End Time	Minutes	Pay Date	
7530531 ( Wakefern)	1 (17)	12/6/2013	In-store time	8:00 AM	2:00 PM	360		[ Edit ] [ Remove ]
7530531 ( Wakefern)	1 (17)	12/6/2013	Card activation	7:50 AM	7:55 AM	5		[ Edit ] [ Remove ]

- A Log in to: <https://esmyhome.promoworks.com>
- B Click **Menu** and select the **New Time and Expense** option. The first section of the screen is for searching existing entries.
- C Click the **Add** button in the time grid.
- D Select the **project** you wish to report time against from the project (retailer) drop down list.
- E Enter or select the **date** on which the specific work activity occurred.
- F Select the **activity type** that you are reporting time against.

***Please note that you are required to take meal periods and rest breaks as applicable by law. Please contact your supervisor if you need clarification of when these are applicable.***

# Time and Expense Reporting Procedure Considerations

## Notes:

If you are only scheduled to execute one event for the project selected, then the PromoReport Code (Store) drop down list should be pre-populated with the information for the day scheduled.

If, however you are scheduled for multiple events for the same project you must select the PromoReport Code or Store option that corresponds to the store day for which you are reporting time.

Next, you will need to enter or select from the calendar control the date on which the specific work activity occurred.

Please Note: some activities will be performed on days other than the date that the event is scheduled.

Please be sure to enter the date that the actual work was performed.

You will then need to select the activity type that you are reporting time against.

In many instances you will need to record multiple in-store activities for the same date to correctly represent in-store work time as well as breaks or meal periods taken.

# Expense Reporting Procedure

You will also use the Time and Expenses screen to reflect some additional expenses that you may have incurred as a function of performing the in-store event. To report expenses related to mileage and printing, follow the procedure below.

The screenshot shows the 'Expenses' section of a web application. At the top, a browser address bar shows the URL <https://esmyhome.promoworks.com>, with a yellow circle 'A' next to it. Below the address bar is a table titled 'Expenses'. A blue circle 'B' is next to the '[ Add ]' button at the top right of the table. The table has columns: Project (Retailer), PromoReport Code (Store), Date, Expense Type, Quantity, Pay Date, and actions. Two rows are visible: one for 'Mileage (miles)' and one for 'Paperwork printed (sheets)'. A red circle 'C' is next to the first row. At the bottom of the table, there is a green circle 'D' next to the '[ Save ]' button.

Project (Retailer)	PromoReport Code (Store)	Date	Expense Type	Quantity	Pay Date	
7530531 ( Wakefern)	1 (17)	12/6/2013	Mileage (miles)	27		[ Edit ] [ Remove ]
7530531 ( Wakefern)	1 (17)	12/6/2013	Paperwork printed (sheets)	2		[ Edit ] [ Remove ]

A Log in to: <https://esmyhome.promoworks.com>

B Click the **Add** button in the Expenses grid, and make the same project, store and date selections as you made for your time entry.

C **Confirm** the time entered is complete and accurate for each entry.

D **Submit** your entry.

Please be sure to confirm the time entered is complete and accurate for each of the activities recorded.

To report any additional expenses related to an event where there is not an applicable option available on the Time and Expenses you will need to submit those additional expenses via the Concur system accessible via [www.crossmarkconnect.com](http://www.crossmarkconnect.com)