

Contractor: Enter and Adjust Time

Overview

This user guide provides the necessary steps for contractors to enter and adjust time in VNDLY. This guide covers:

- Enter Time
- Adjust a timesheet.

Enter Time

Step 1: From the header bar on the website, navigate to **Timesheets**.

Step 2: On the date range selector, use the arrows to locate your current timesheet period.

Step 3: To have a complete timesheet, a contractor must fill out the following:

- PO number.
- PO line number.
- Project code.
- Resource category – agency support or dedicated support.

The contractor may add rows as necessary to complete all information.

Step 4: Select **Submit** and exit VNDLY.

Adjust Time.

Step 1: From the homepage, go to **Timesheets > Summary**.

Step 2: Open the timesheet you need to adjust.

Step 3: Select **Adjust**.

Step 4: Make the needed changes.

Step 5: Select **Submit** and exit VNDLY. Your manager will approve or deny your changes.