

***PROFESSIONAL SERVICES
OF AMERICA, INC.***

SYMPAQ eTX

eTimesheet First Log-in

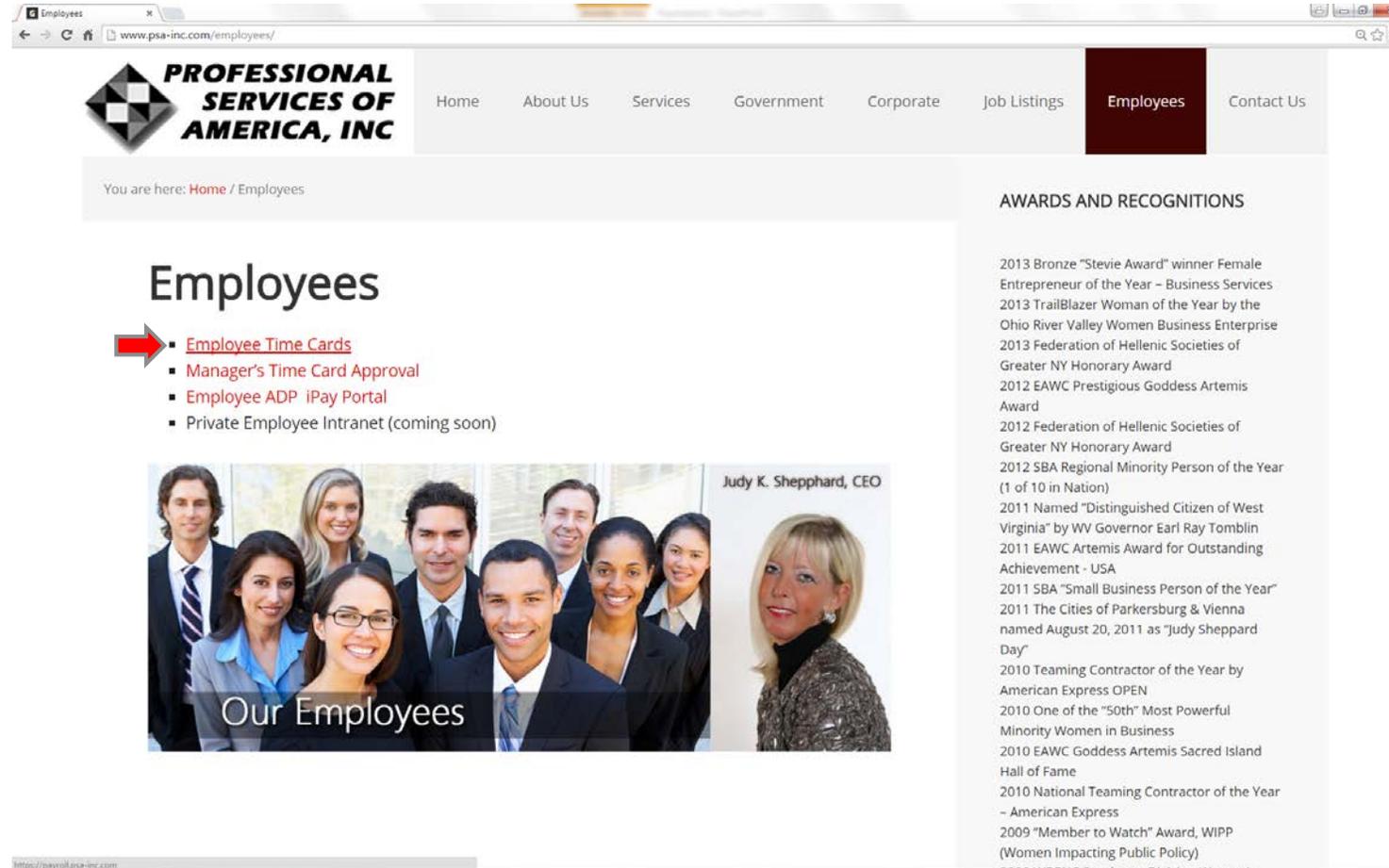
First Time User

- ❖ Open web browser (Internet Explorer/Chrome/Safari)
- ❖ In address bar type - www.psa-inc.com
- ❖ Click on “Employees” Tab



Employees Tab

- ❖ Click "Employee Time Cards"



The screenshot shows a web browser window with the URL www.psa-inc.com/employees/. The navigation menu includes Home, About Us, Services, Government, Corporate, Job Listings, Employees (highlighted), and Contact Us. A breadcrumb trail reads "You are here: Home / Employees".

Employees

- ➔ [Employee Time Cards](#)
- [Manager's Time Card Approval](#)
- [Employee ADP iPay Portal](#)
- Private Employee Intranet (coming soon)

Our Employees



Judy K. Sheppard, CEO



AWARDS AND RECOGNITIONS

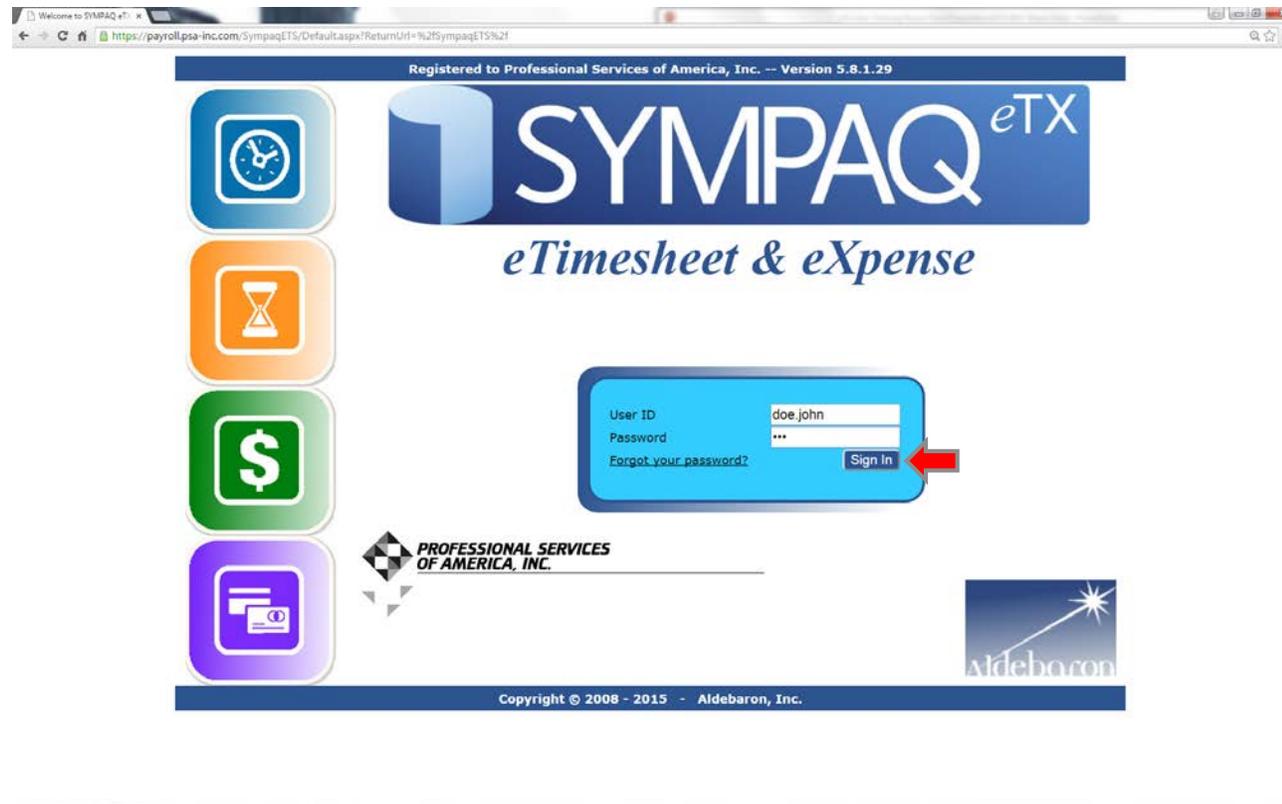
- 2013 Bronze "Stevie Award" winner Female Entrepreneur of the Year – Business Services
- 2013 TrailBlazer Woman of the Year by the Ohio River Valley Women Business Enterprise
- 2013 Federation of Hellenic Societies of Greater NY Honorary Award
- 2012 EAWC Prestigious Goddess Artemis Award
- 2012 Federation of Hellenic Societies of Greater NY Honorary Award
- 2012 SBA Regional Minority Person of the Year (1 of 10 in Nation)
- 2011 Named "Distinguished Citizen of West Virginia" by WV Governor Earl Ray Tomblin
- 2011 EAWC Artemis Award for Outstanding Achievement - USA
- 2011 SBA "Small Business Person of the Year"
- 2011 The Cities of Parkersburg & Vienna named August 20, 2011 as "Judy Sheppard Day"
- 2010 Teaming Contractor of the Year by American Express OPEN
- 2010 One of the "50th" Most Powerful Minority Women in Business
- 2010 EAWC Goddess Artemis Sacred Island Hall of Fame
- 2010 National Teaming Contractor of the Year – American Express
- 2009 "Member to Watch" Award, WIPP (Women Impacting Public Policy)
- 2008 WBEAC Southeast Division Women's

PSA SYMPAQ eTX eTimesheet Log-in Screen



Username and Password

- ❖ Enter your Username and Password
 - Username is your last name . first name (Example: doe.john)
 - Password is: "123"
- ❖ Click "Sign In"



Password Update

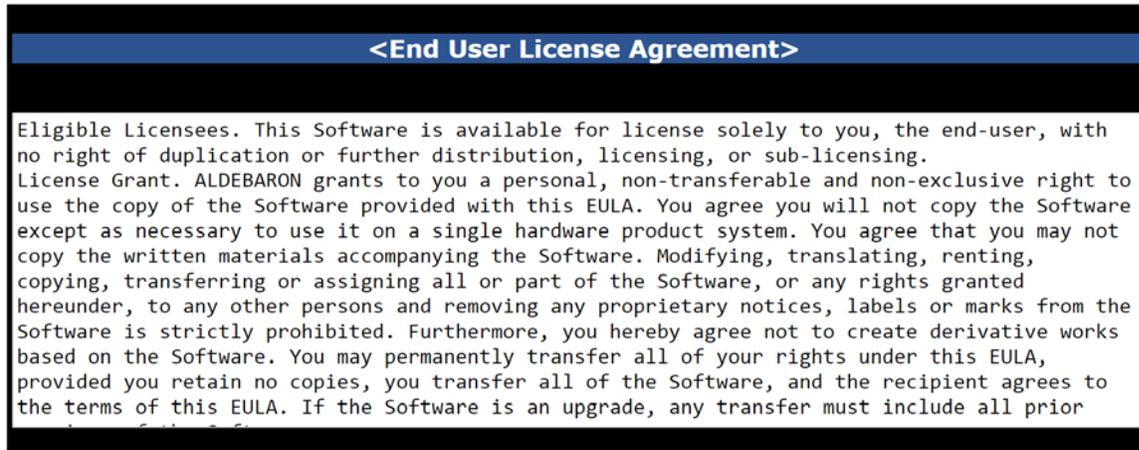
- ❖ Create new password
 - Enter Old Password "123"
 - Create a New Password and Enter
 - ❖ The New Password and Confirm Password must match
 - ❖ Passwords are used every log-in and to confirm time submission (Use a memorable phrase)
- ❖ Click "Change"



The screenshot shows a web browser window with the URL <https://payroll.psa-inc.com/sympaq15/ResetPassword.aspx?ShowEUA=T>. The page features the SYMPAQ logo and the text "eTimesheet & eExpense". Below the logo is a blue form with three input fields for "Old Password", "New Password", and "Confirm Password", each with a red arrow pointing to it. At the bottom of the form are two buttons: "Change" and "Cancel", with a red arrow pointing to the "Change" button.

End User Licensing Agreement

- ❖ Read the Agreement
- ❖ If you agree, Check the Box
 - If you do not agree, Contact Judy K. Sheppard, CEO at 1-866-562-7482
- ❖ Click "Continue"



By using this software, you agree to be bound by the terms and conditions of the Aldebaron SYMPAQ eTs 2011 License agreement.

Continue

Entering Hours

- ❖ Select the box, , that corresponds with correct Charge Code and Date
 - Enter Total Hours (Example: 8) and Press “Enter” Key
 - ❖ Entered Hours will appear **Blue** and are ready to submit for Manager Approval
 - ❖ Hours in **Black** require confirmation (Press “Enter” on keyboard)
(Notes: Time may only be entered one box at a time and may not be entered in advance)

Start Date: 7/20/2015 End Date: 7/26/2015 Select

[Previous Period](#) [Next Period](#) Approved Rejected Submitted Locked

Charge Code	7/20 Mon	7/21 Tue	7/22 Wed	7/23 Thu	7/24 Fri	7/25 Sat	7/26 Sun	Total
Z.70.002.0001	8.00	12.00	10.00	4.00	8			34.00
Total	8.00	12.00	10.00	4.00	0.00	0.00	0.00	34.00

Add New Record

Submit Time

- ❖ Click "Submit" Tab
- ❖ Click Select A Period drop-down box
- ❖ Select A Period (Example: 238 (07/20/2015 - 07/26/2015))

The screenshot displays the SYMPAQ eTimesheet & eXpense web application interface. At the top, the SYMPAQ logo and user information for Professional Services of America, Inc. (User: DOE.JOHN, Name: JOHN DOE) are visible. A navigation bar contains several tabs: Current, Submit (highlighted with a red arrow), Rejected, Leave, Archive, Print T/S, Profile, Modify T/S, Messages, and Help. Below the navigation bar, the 'Submit Timesheets' section features a 'Select A Period' dropdown menu. A red arrow points to this dropdown, and another red arrow points to the selected period '238 (07/20/2015 - 07/26/2015)'.

Submit Time Cont.

- ❖ Check, , Dates and Times for Submission or “Select All”
- ❖ Enter Account Password
- ❖ Click “Confirm”

Submit Timesheets

Company Professional Services of America, Inc.
User DOE.JOHN
Name JOHN DOE

PROFESSIONAL SERVICES OF AMERICA, INC. Signout

SYMPAQ eTX
eTimesheet & eExpense

Timesheets

Current Submit Rejected Leave Archive Print T/S Profile Modify T/S Messages Help

Submit Timesheets

Select A Period
238 (07/20/2015 - 07/26/2015)

DOE.JOHN: JOHN DOE (07/20/2015 - 07/26/2015)

- 7/20/2015(8.00/0.00)
- 7/21/2015(12.00/0.00)
- 7/22/2015(10.00/0.00)
- 7/23/2015(4.00/0.00)

Select All Deselect All

Please sign timesheets

Type your password here to confirm submission
..... Confirm

To the best of my knowledge, the hours on this timesheet are accurately recorded and have been completed in compliance with mandated time charging policies.

Sign Out

❖ Click "Sign Out"

The screenshot shows a web browser window with the URL <https://payroll.psa-inc.com/SympaqETS/SubmitTimesheets.aspx>. The page header includes the SYMPAQ eTX logo and the text "eTimesheet & eXpense". To the right, the user information is displayed: "Company Professional Services of America, Inc.", "User Name DOE.JOHN", and "JOHN DOE". The logo for "PROFESSIONAL SERVICES OF AMERICA, INC." is also visible. A blue "Signout" button is located in the top right corner, with a red arrow pointing to it. Below the header is a navigation bar with a "Timesheets" tab and several menu items: "Current", "Submit", "Rejected", "Leave", "Archive", "Print T/S", "Profile", "Modify T/S", "Messages", and "Help". The main content area has a blue header "Submit Timesheets" and a "Select A Period" dropdown menu. A blue message box at the bottom of the content area displays the text "Timesheet submission successful."