Contractor ClickTime Instructions

RADx® Innovation Funnel Programs

Overview

Thank you for contracting with VentureWell! As a contractor for our Innovation Funnel Commercialization Center Programs, you will record your hours in ClickTime in alignment with your contract and relevant delivery orders.

The following document is meant to provide a brief overview of how to capture your time, and who to contact with questions. It is not intended to be comprehensive or to supersede your contract. If you have any questions or concerns, please reach out to **radxsupport@venturewell.org**.

We look forward to continuing working with you and appreciate your contribution to our programs.

Instructions

How To Set Up ClickTime

We pre-populate your available programs, billing rates, and hour limits into ClickTime for you!

- If you are a new ClickTime user, all you'll need to do is follow the link in the email that will be sent to you by ClickTime Systems to set up your account.

- If you are a current ClickTime user for VentureWell and are a part of our system migration on 03/30/2025, you will not need to create a new account. Only, THE FIRST TIME you sign in after the migration, you will need to go to **login.clicktime.com** and:
    - (1) Add your email address to the email field.
    - (2) Click on the hyperlink for the "forgot my password" and follow the prompts via email to gain access.

  After that first time, you will sign in as normal with your password and email address.

- If you use the same email address for another ClickTime instance that you intend to use for your work with VentureWell, please send an email to **radxsupport@venturewell.org** as early as possible to ensure we configure your account correctly. Only one instance of ClickTime per email address is allowed.

How To Enter My Time (the Basics)

1. Sign in to ClickTime
2. Ensure you are on the ‘Personal’ tab in the top row of options in the upper left of your screen (Figure 1).
3. You may use the day or the week view to enter time as you prefer. When you have not yet entered any time for a week, your screen will look like this:

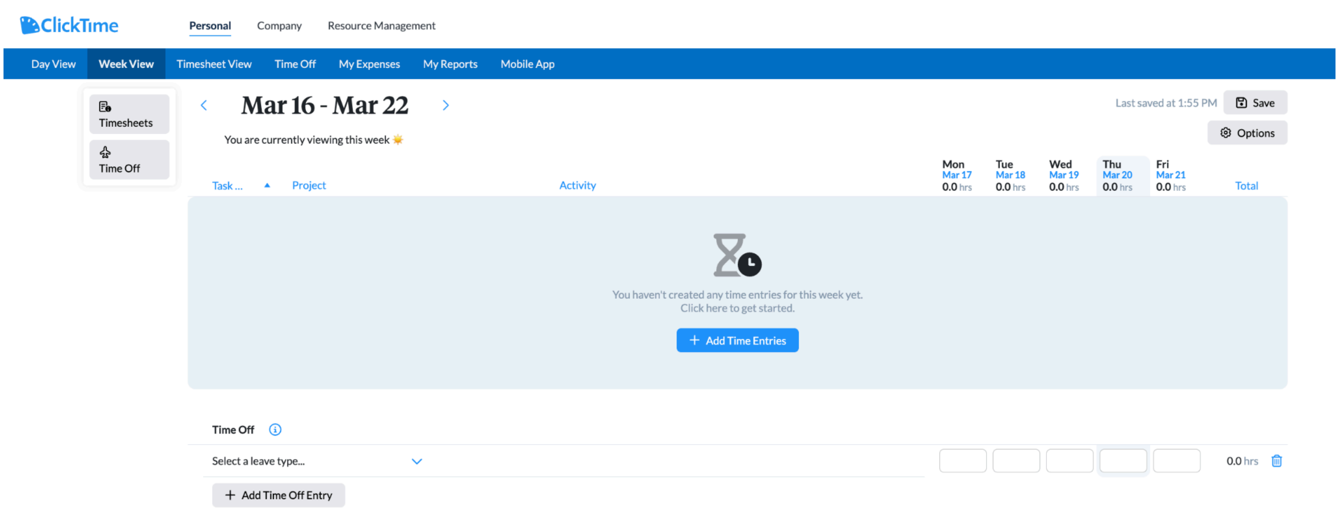

Figure 1. Week view for timesheet submissions.

4. To begin adding time, click the blue ‘Add Time Entries’ button.
5. Now, you need to select the program and project that you want to submit hours for (Our different programs will be called ‘Tasks’ in ClickTime). ONLY those programs (tasks) and projects which you are approved to work on should be visible to you. An example is shown in Figure 2.
    a. To request access to a new project, or if you see a project you do not believe you should have, please contact **radxsupport@venturewell.org** and include ‘ClickTime Codes’ in the subject line of your email.

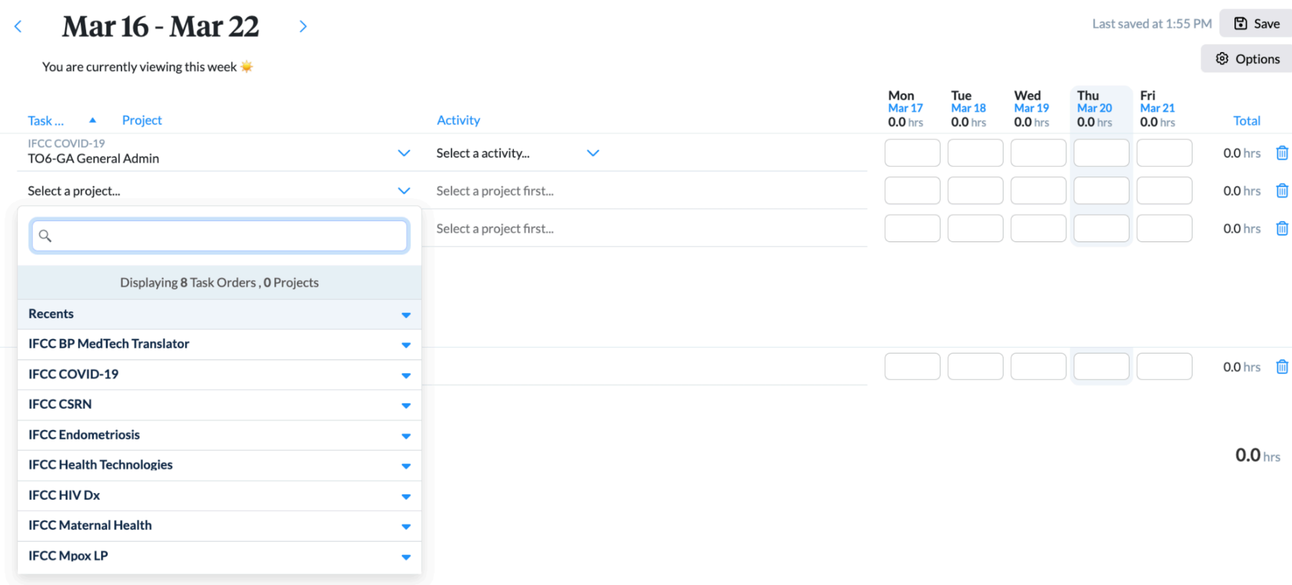

Figure 2. An example of a timesheet which has a project selected in the first row, and the dropdown menu where you will select a program and project in the second row.

6. The 'Activity' level is where you will specify additional classifications of work. Not all projects have activities, if none are available, you will only see the option 'Not Applicable', and should select that.
7. Once you have entered hours into the boxes, you will need to add a note which describes the work you did for that time. If you have entered time without notes, you will see an error message like the one in Figure 3:

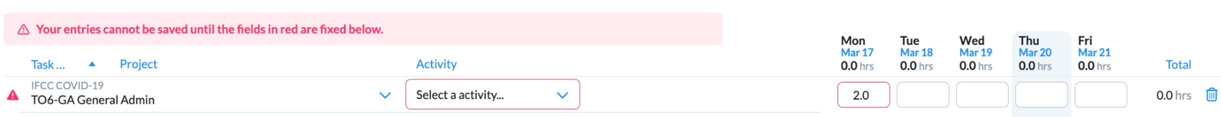

Figure 3. A timesheet with an error because an activity must be selected and a note must be added.

To resolve this error, simply click the blue 'Notes' icon next to the time and enter a description, as in Figure 4. Good notes should be relatively brief but descriptive, for example "Weekly team meeting for 15### - check-in" or "Review of Project 15### milestone deliverables and communication to team concerning report results". **Notes should be non-confidential information only**.

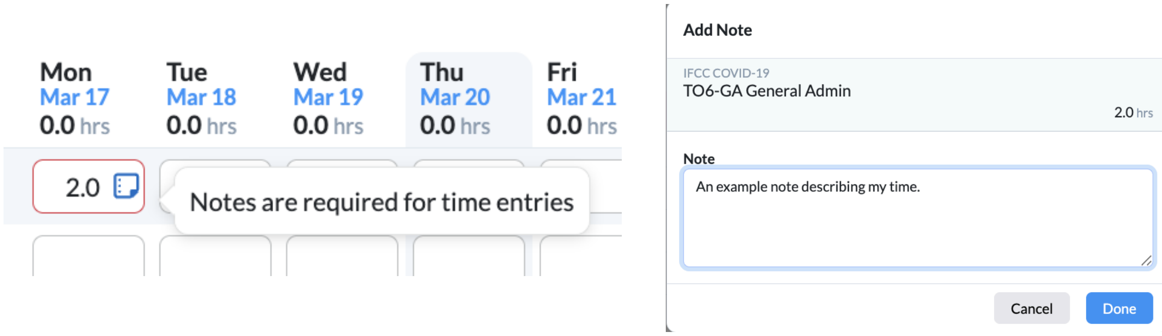

Figure 4. An example of how to add your note, and what the note field looks like.

8. Don't forget to save your timesheets. ClickTime autosaves frequently, but you don't want to lose any data! The save button is located below the blue bar in the top right region of your screen.
9. Once you have entered all your time, be sure to use the 'Submit Timesheet' button in the top right of your week view, or the 'Submit' button at the top of your timesheet view.

What if you didn't work on a project?

To ensure you didn't just forget to submit your timesheet, **<u>we still need you to indicate projects where you worked 0 hours</u>**. To try to minimize the work required to indicate this, you may simply enter '0.0' hours on Monday (or any day of the week) with a note which says "no hours this week" An example is shown in Figure 5.

Figure 5. An example of how to indicate no hours worked on a project.

How To Approve Timesheets (by Person)

If you have been assigned as a timesheet approver, thank you for helping ensure we are effectively utilizing resources to best support our program teams.

Because you are an approver, in addition to your 'Personal' tab, you will also have a 'Company' tab. Once you are in the 'Company' tab, you will have access to a section called 'Timesheets', as shown in Figure 6.

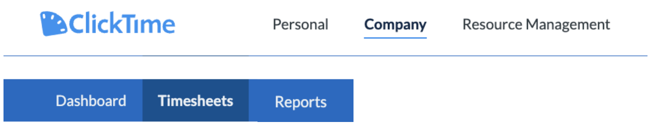

Figure 6. An example of the menu ribbons for a timesheet approver.

A new feature in our 2025 ClickTime rollout is the ability to have both terminal (by person) level approvers, as well as project-level approvers. As a person-level approver, you are responsible for signing off on that individual's timesheet as a whole. The project-level approver has detailed knowledge of the project activities to ensure a contractor's hours accurately reflect the work on that project. This additional level of review ensures person-level approvers receive accurate timesheets from contractors, even if you don't work closely on a specific project.

You will receive an email when there are timesheets ready for you to approve, but in the 'Timesheet Review' tab, you'll also see a red dot in the corner, indicating you have timesheets to review. You are able to bulk approve, reject, or email all or a subset of your timesheet submitters by checking the boxes next to their names and using the 'Send Email' 'Reject' and 'Accept' options at top right.

You can also filter timesheets by person, status, and date. If you are seeing any old/inactive timesheets from a contractor who is no longer working, you can change the show option to 'Active People' to remove them. You can also use the shortcut at the top to see only the timesheets which you need to approve. Figure 7 shows an example of the timesheet view.

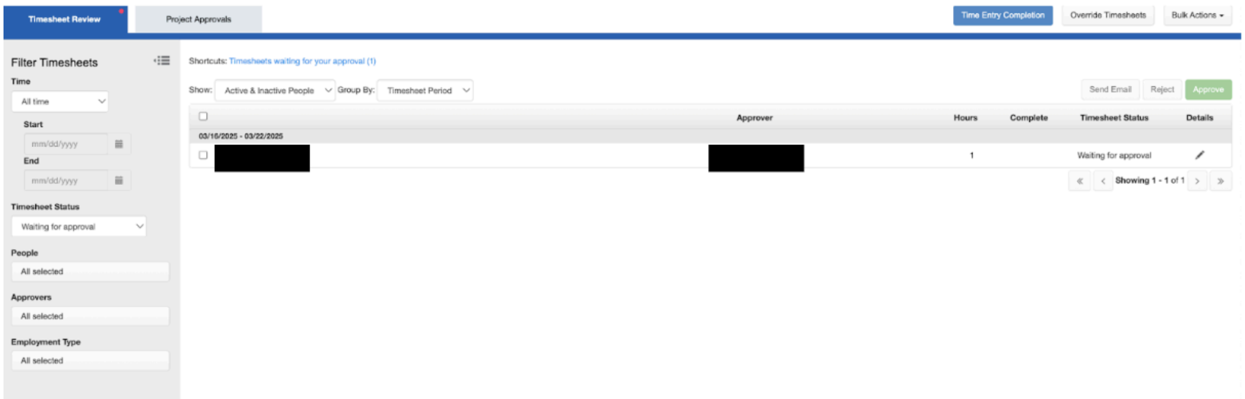

Figure 7. The view of the timesheet screen when there is a timesheet to review.

For more detail, click on the pencil icon in the ‘Details’ column to the right side of your screen. Once you’ve opened the timesheet, click the caret to the left of each program and project to see more details, like Figure 8.

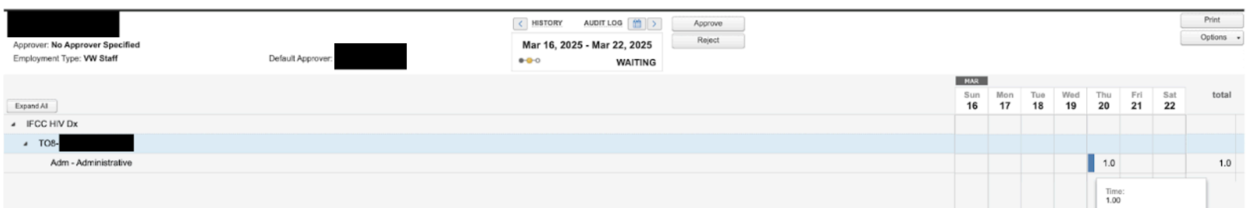

Figure 8. A detailed view of a timesheet for approval.

You can hover over the blue bar to see the notes for an entry, and you can approve or reject a timesheet directly from this screen using the buttons at the top of the page.

How To Approve Timesheets (by Project)

You're a project approver–thank you! This designation means that you have detailed knowledge of the daily operations of a project and you are the best person to ensure the hours being submitted are accurate and effective uses of our contractors' time. You may be both a person-level and a project-level approver. For more information on how to approve a person's entire timesheet, please see the prior section. This section will focus on how to approve time for your specific projects.

This process is very similar to approving time for a person. Under the 'Company' tab, go to 'Timesheets' and 'Project Approvals' like Figure 9 below. You will only see time logged for the project(s) for which you are the approver. You can sort the submissions by person, task order, project manager, or project. You can bulk approve or reject timesheets from this screen, or click the pencil on the right hand side of your screen in the 'Details' column to see each timesheet in more detail.

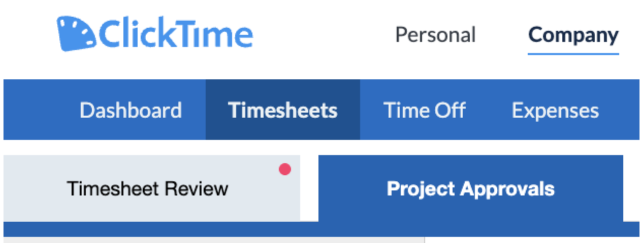

Figure 9. The difference between the person-level and project-level approval tabs for approvers.

IMPORTANT: Project-level approvers must approve the project hours before the person-level approver can approve the contractor's timesheet. Please approve project hours in a timely manner. If you do not think you are the right person to be approving the project, please reach out to **radxsupport@venturewell.org** with your question or concern.

More Questions?

I Can't Find the Usual Code

As part of our migration we took the opportunity to clean out expired codes and make the code setup easier to navigate. Make sure to look at your available projects and their associated activities to find what you are looking for. If you need to clarify the correct code for your work or you do not see a code you need, please contact **radxsupport@venturewell.org**.

Where to Get Help

Please send an email to **radxsupport@venturewell.org** if you are having trouble with entering time, processing approvals, or need project codes added or removed.

If you need to stop working or intend to exit a project, program, or VentureWell; you are requesting an amendment to your delivery order; or you have a substantive concern about the work on a project, please email **commercialization@venturewell.org**.