

What is Clarity?

Clarity is the State of Nebraska’s project and portfolio management system and also the time entry tracking tool. By accurately recording your work effort in Clarity, OCIO leadership can track the progress of our projects, justify the resources needed to facilitate our current workload and make decisions for future projects and availability of resources.

Understanding the Terminology

- **Project** – *Projects* have a defined start and end date and at a minimum will have at least one task associated to the project.
- **Tasks** – *Tasks* are associated to a Project and also have a defined start and end date. In some cases, projects may have multiple tasks with resources assigned to each.
- **Work Week** – Within Clarity your work week will run Monday through Sunday

What Tasks/Indirect Time categories can I use?

You’ll only have access to Tasks that you’ll use. If any categories have been overlooked, and/or you’re assigned to new projects, your access can easily be changed. Contact the project manager or the OCIO Project Office group (projoff@nebraska.gov) for access to a project category.

What Is Your Role & Responsibilities?

It’s simple, enter your time accurately and submit timesheets for approval no later than 10:00 AM on Monday. Once a time period is closed, you’ve lost the ability to add your time.



It is every employee’s responsibility to stay current with your timesheet!

Have questions? Contact the OCIO Project Office at projoff@nebraska.gov

How Do You Log Your Time?

Login at <https://vprodclarity.nebraska.gov/niku/>

From any web browser, log-in using your Clarity user name and password. The first time you log-in, you'll be prompted to change your password.



Password Requirements and Policy Information

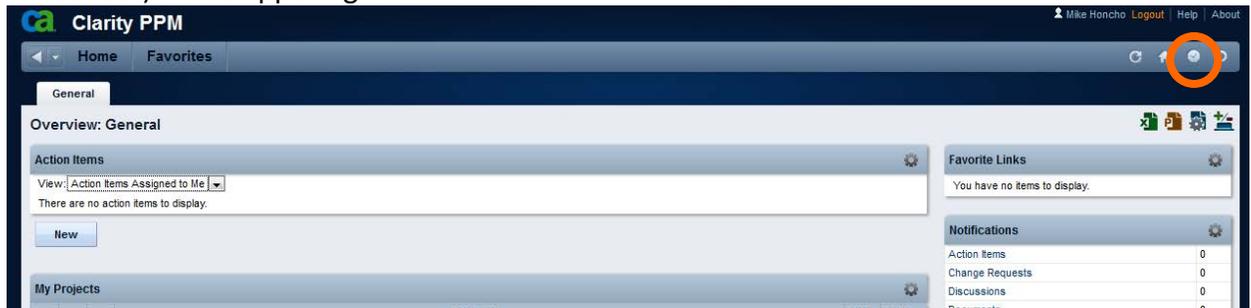
- Passwords are case sensitive.
- Passwords will expire every 90 days
- Minimum password length is 7 characters
- Cannot re-use passwords for 180 days



Contact the OCIO Helpdesk for assistance with your ID/password.

Step 2 – Access and Creating your Timesheet Template

- A. Your account should default to the Timesheet view. If it doesn't, click  (Current Timesheet) in the upper right corner.

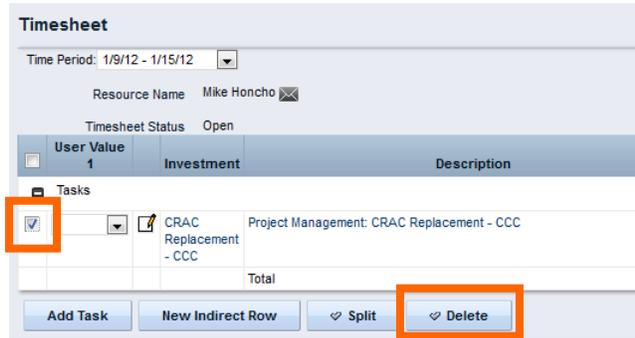


- B. When you open a timesheet for the first time, you'll need to add the time categories before you can log your time. This can be done one of two ways:

Option 1 – Add all your time categories

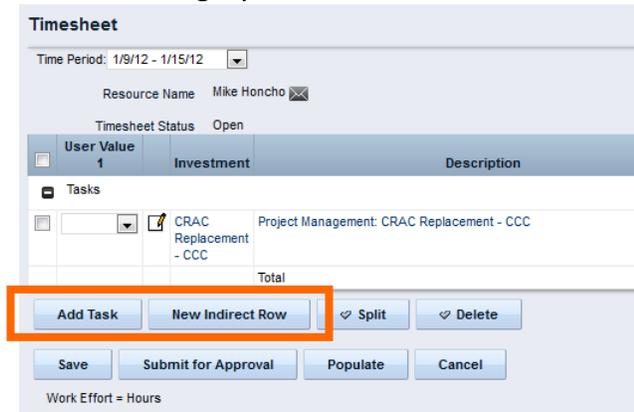
Click the first time you enter a new time period which then populates all the time categories that are available for your use. Once added, you may want to delete some categories that you know you won't use for the week.

- To delete a category – select the item(s) you'd like to hide by clicking the box(es) to the left of the category title and then click .



Click when asked to confirm the deletion request.

- To un-hide a category – click or .



Select the category you'd like to add by clicking the box to the left of the category title and then click .

Resource: Honcho, Mike | Time Period: 1/9/12 - 1/15/12 - Select Tasks

Group By: None

Task Name:

Task ID:

Show Tasks: Assigned

<input type="checkbox"/>	Investment	Investment ID	
<input checked="" type="checkbox"/>	VR Project	PROJ-CIO-00073	Department of Labor

Option 2 – Individually add the time categories you want for the week

To individually select the categories you'll need, click either or . Select the categories you'd like to add by clicking the box to the left of the category title and then click .

 Contact either the project manager or a member of the Project Office team if you are missing a time category.

Step 3 – Logging Hours to your Timesheet

A. Select the appropriate Time Period.

Timesheet

Time Period: 1/9/12 - 1/15/12

Resource Name: Mike Honcho

Modified by: Mike Honcho

Timesheet Status: Open

Last Modified: 1/12/12 9:02 AM

User Value	Investment	Description	Input Type Code	Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	ETC
<input type="checkbox"/>	<input checked="" type="checkbox"/> CRAC Replacement - CCC	Project Management: CRAC Replacement - CCC	0 Regular	4.50	1.00		3.00	2.50			11.00	289.00
<input type="checkbox"/>	<input checked="" type="checkbox"/> VR Project	Department of Labor	0 Regular	3.00	6.50		4.50	5.00			19.00	139.00
Subtotal: Tasks					7.50	7.50	0.00	7.50	7.50	0.00	0.00	30.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Break Time	0 Regular	0.50	0.50		0.50	0.50			2.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation Leave	0 Regular			8.00					8.00	
Total					8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00

[Configure]

 Normally, the time periods run Monday through Sunday and you'll have access to the current week and one week into the future. The exception to this rule is the beginning of the month and then the time period will be split in two.

B. Enter work effort (hours) against your Tasks/Indirect Time category.

 Enter actual hours worked using 15 minute increments.
 15 minutes = 0.25; 30 minutes = 0.50 and 45 minutes = 0.75

 Comments are optional and can be posted against either your timesheet or at the task category level.

To add a comment:

- Click  (Comments) in the upper right to post against the timesheet or to the left of the task/indirect time category level.
- Enter your comment in the **Note** field, click and then to return to your Timesheet.
- Hint:  Indicates comments are attached.

To add a duplicate line, select the task by clicking the box to the left of the task. Click

<input checked="" type="checkbox"/>			IVR Project	Department of Labor	0 Regular
				Subtotal: Tasks	
			Indirect		
<input type="checkbox"/>			Break Time		0 Regular
<input type="checkbox"/>			Vacation Leave		0 Regular
				Subtotal: Indirect Time	
				Total	

Duplicate line for the task has now been added. Use the drop down on the Input Type Code box to select pay type.

<input type="checkbox"/>			IVR Project	Department of Labor	0 Regular
<input type="checkbox"/>			IVR Project	Department of Labor(split)	1 Paid OT
				Subtotal: Tasks	

C. Validate Subtotals and the week's Total reflects the hours you've worked for the week.

Timesheet

Time Period: 1/9/12 - 1/15/12

Resource Name: Mike Honcho
Modified by: Mike Honcho

Timesheet Status: Open

Last Modified: 1/12/12 9:10 AM

User Value	Investment	Description	Input Type Code	Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	ETC
Tasks												
	CRAC Replacement - CCC	Project Management: CRAC Replacement - CCC	0 Regular	4.50	1.00		3.00	2.50			11.00	289.00
	I/R Project	Department of Labor	0 Regular	3.00	6.50		4.50	5.00			19.00	137.00
	I/R Project	Department of Labor(split)	1 Paid OT					2.00			2.00	137.00
		Subtotal: Tasks		7.50	7.50	0.00	7.50	9.50	0.00	0.00	32.00	
Indirect												
	Break Time		0 Regular	0.50	0.50		0.50	0.50			2.00	
	Vacation Leave		0 Regular			8.00					8.00	
		Subtotal: Indirect Time		0.50	0.50	8.00	0.50	0.50	0.00	0.00	10.00	
		Total		8.00	8.00	8.00	8.00	10.00	0.00	0.00	42.00	

Buttons: Add Task, New Indirect Row, Split, Delete, Save, Submit for Approval, Populate, Cancel

Work Effort = Hours

Step 4 – Save and Submit Your Timesheet for Approval

- A. If entering time daily, click **Save** to save the time you’ve entered for the day.
- B. After all your time has been posted and your work week has ended, click **Submit for Approval** to submit your time to your supervisor.

 Unless otherwise noted in an email from Gloria, timesheets should be submitted for approval by 10:00 AM on Monday!

 Contact your supervisor if you need your timesheet returned for changes/corrections.

Step 5 – Approving Time (Only for Supervisors and those with Supervisor Privileges)

- A. Click **Timesheets** on the left toolbar.
- B. Navigate to the person and time period you like to review, click  (Timesheet) to open their timesheet.

 (Optional) Use the Timesheet Filter functionality to find your current timesheets.

Timesheet

Time Period: 1/9/12 - 1/15/12

Resource Name: Mike Honcho Submitted by: Mike Honcho

Timesheet Status: Submitted Last Modified: 1/12/12 9:14 AM

Investment	Description	Input Type Code	Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total	ETC
Tasks											
CRAC Replacement - CCC	Project Management: CRAC Replacement - CCC	0 Regular	4.50	1.00		3.00	2.50			11.00	289.00
IVR Project	Department of Labor	0 Regular	3.00	6.50		4.50	5.00			19.00	137.00
IVR Project	Department of Labor(split)	1 Paid OT					2.00			2.00	137.00
	Subtotal: Tasks		7.50	7.50	0.00	7.50	9.50	0.00	0.00	32.00	
Indirect											
	Break Time	0 Regular	0.50	0.50		0.50	0.50			2.00	
	Vacation Leave	0 Regular			8.00					8.00	
	Subtotal: Indirect Time		0.50	0.50	8.00	0.50	0.50	0.00	0.00	10.00	
	Total		8.00	8.00	8.00	8.00	10.00	0.00	0.00	42.00	

Buttons: Approve, Return Timesheet, Cancel

Work Effort = Hours

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C. Review the timesheet for accuracy and do one of the following:

- If hours are posted correctly, click **Approve**
- If hours are not posted correctly, click **Return Timesheet** to return the timesheet for corrections. When you return a timesheet, you're required to provide a reason. Employee will be able to view the comments via the comments on the Timesheet located in the upper right corner.

 Unless otherwise noted in an email from Gloria, timesheets should be approved by Monday at noon!

Step 6 – Logout of Clarity

- Click **Logout** to close down your session.

Have questions? Contact the OCIO Project Office at projoff@nebraska.gov