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| ISI | InnovaNet 5.0 User Guide | ISI.RS.UG-001 | 09/26/2022 | T. Nawrocki |

InnovaNet 5.0

User Guide



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Revision Log

Note that the Revision number used below is for labeling internal revisions to the document. The Document Number in the header above will only be changed upon approved release of the document. The revision log below should only contain changes within each release.

| Date | Revision # | Author | Description of Change |
|------------|------------|-------------|-----------------------|
| 09/26/2022 | 1 | T. Nawrocki | Initial Version |

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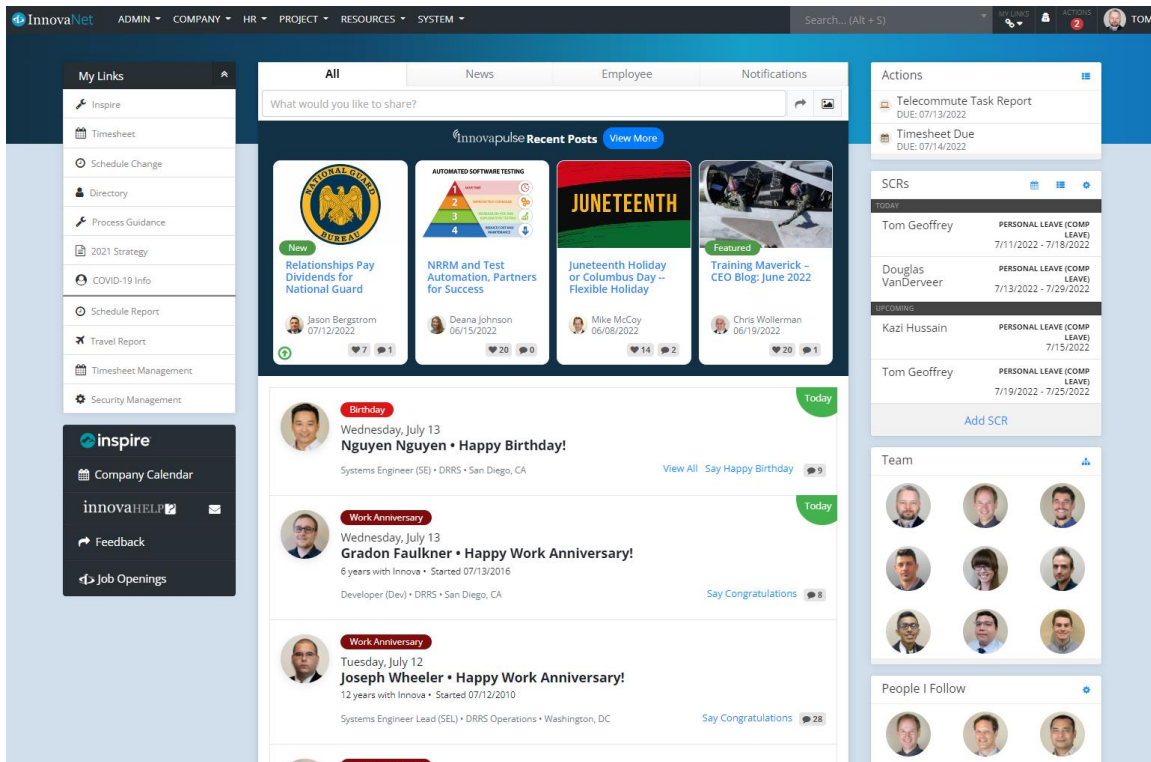
1. Introduction

Welcome to InnovaNet 5.0, a custom application designed to support the employees and business processes of InnovaSystems International. This system provide functionality that supports all employees, including core HR and directory data, regular work schedules, schedule change requests, timesheets, telecommuting reports and various other functions that support the work of InnovaSystems employees.

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2. Home Page

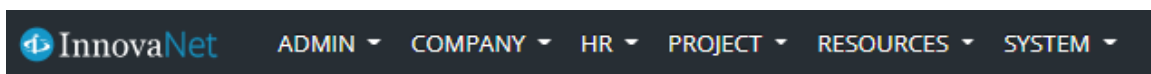
The InnovaNet 5.0 home page provides a dashboard with useful information as well as an entry point for navigating to all system functionality. It's central feature is a newsfeed that includes company articles and announcements, employee updates and system notifications. Surrounding the newsfeed are links and lists that provide quick navigation and current information such as pending action items and employee schedule changes for the employees you follow.



2.1 Menu Bar

The menu bar is the primary tool for navigating through the system. By clicking on each category header, a sub-menu of links will be displayed.

NOTE: These images display all possible menu categories and functions available based on system permissions. Most employees will not have access to all functionality, so your menu bar may be missing some of these elements.



You may also use the search function, which is activated by clicking within the search box or by hitting Alt-S on your keyboard. You may type in an employee name or a keyword related to a system function (such as "timesheet") to display links to the corresponding items.

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The My Links icon provides quick access to all your custom links from any page in the application, along with functions to add and manage your links.

The Actions icon displays the current number of pending actions and provides a link to the Action Center page, where all actions may be viewed and addressed.

Your photo and name provides a drop-down menu including a link to your profile, user preferences, help, application info, a check-box for a low-bandwidth option when operating with a limited internet connection and a sign-out link.

2.1.1 User Preferences

From the User Preferences page linked from under your name, you can manage several preference settings.

Newsfeed

You can choose if and how often you receive emails from the newsfeed and regarding activity on your posts.

TIP: If you would like to avoid email “spam” on your birthday or work anniversary, but would still like be notified, you may want to set the frequency to daily or every two hours.

SCR


To help keep your home page free of unwanted SCR clutter, you may choose if you want to see SCRs from all members of your team or only from those you explicitly follow (Admin – Follow SCRs). Also, you can remove telecommuting from the home page SCRs, since many people work remotely and therefore generate many TC SCRs.

You can also decide if you want to receive daily reminder emails to complete your telecommuting task reports. Many employees have the habit of completing these reports well established, so they find they no longer need these emails.

General

Under the General section, you can set the color theme for the site.

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Manage Preferences

Newsfeed

Receive InnovaPulse Digest
Weekly

☒ Receive daily summary emails about new activity on your InnovaPulse posts.

☒ Receive immediate emails about activity on your InnovaPulse and InnovaShare posts.

Receive emails about activity on your birthday and work anniversary

Two Hours

☒ Receive immediate emails when someone replies to your comment.

☒ Receive immediate emails when someone mentions you in an InnovaShare post or comment.

SCR

☐ Display SCRs for team members I don't follow in Upcoming SCRs on the home page.

☐ Display telecommuting in Upcoming SCRs on the home page.

☐ Receive reminders to complete your Telecommute Task Report

General

Site Theme:

☐ ☐ ☐ ☒ ☐ ☐

Done

Save

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2.2 Newsfeed

The newsfeed is the central feature of the InnovaNet homepage, displaying posts that include InnovaPulse articles (company news), InnovaShare posts (posts on any topic that employees choose to share), new employees, employee birthdays and work anniversaries, employee TIP cards (peer to peer recognition) and Employee of the Quarter awards. It also includes system notifications related to approved schedule changes, travel and purchase status updates.

Employees can interact with InnovaPulse and InnovaShare posts by liking and commenting on them. Birthdays and Work Anniversaries provide a quick “happy birthday” and “congratulations” message function, which can be customized with your own additional comments. The authors of a post or the subject of employee posts will receive emails notifying them about any comments received.

Navigating the Newsfeed

You can easily target specific types of newsfeed posts by using the filters provided to display News, Employee and Notification posts. Each of these categories have sub-category filters beneath them. You can also just click on the category badge at the top of any post (such as “Birthday”) to see all the posts of that type.

2.2.1 InnovaPulse



InnovaPulse provides official news articles from the company about topics such as project updates, HR related matters and communication from management about company strategy and OKR progress. There are four highlighted articles across the top of the newsfeed. The article on the right is the pinned “featured” article, which is typically the monthly message from the CEO. The other three are the most recent articles. As you scroll down the feed, older articles will appear. Also, the InnovaPulse header at the top of the newsfeed is a link to the dedicated InnovaPulse page where you can view all articles.

2.2.2 InnovaShare

InnovaShare allows employees to share article links, videos or just a message with other employees in the company. These are typically related to technology and software development, DoD subjects or other work related matters, but can also include personal announcements like the birth of a new child or other social news that is work appropriate.

2.2.3 New Employees

New employee posts appear on the employee’s start date, showing some key information like the BU, project and role, as well as a photo and link to their profile.

2.2.4 Birthdays

Birthday posts appear on the employee’s birthday, showing some key information like the BU, project and role, as well as a photo and link to their profile. You may use the quick link in the post to wish the employee a happy birthday.

2.2.5 Work Anniversaries

Work anniversary posts appear on the employee’s work anniversary, showing some key

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information, like years with the company, BU, project and role, as well as a photo and link to their profile. Special anniversaries at 5 year intervals are called out with badge. You may use the quick link in the post to congratulate the employee.

2.2.6 Employee Recognition

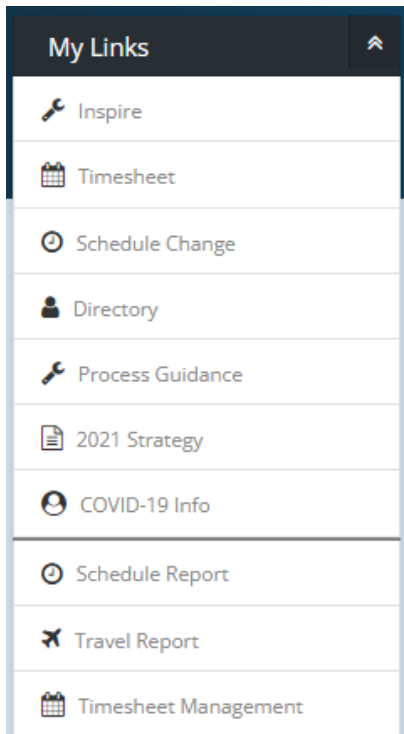
Employees are recognized in the newsfeed for receiving peer to peer TIP cards as well as for winning Employee of the Quarter awards. These posts are not chronological, but rather rotate randomly on the feed.

2.2.7 System Notifications

The newsfeed also includes system notification posts for the events including: SCR approvals, travel expense report approvals, purchase status changes, and upcoming holidays.

2.3 My Links

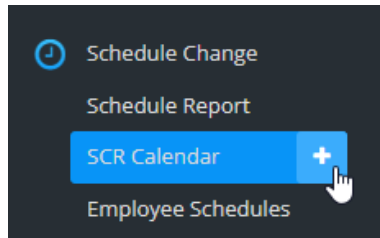
The My Links section on the left side of the home page is where you can pin your most used links so that you have quick access to them. Please note that the links in the top section are permanent fixed links that the company would like all employees to have, so they cannot be modified. The links below the dividing line can be customized by the user.



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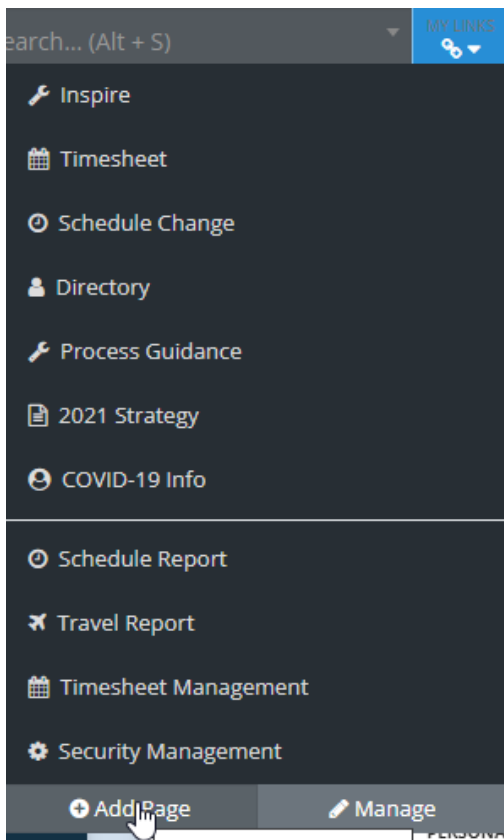
2.3.1 Adding a New Link

You can add a new My Link by clicking the plus icon next to a menu item in the menu bar.



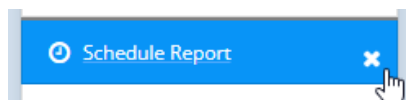
Please note that you will not see a plus next to links that are already in your My Links.

You can also add a My Link to any page you are currently on in the system by clicking Add Page from the bottom of the My Links drop-down menu on the menu bar.



2.3.2 Removing and Reordering Links

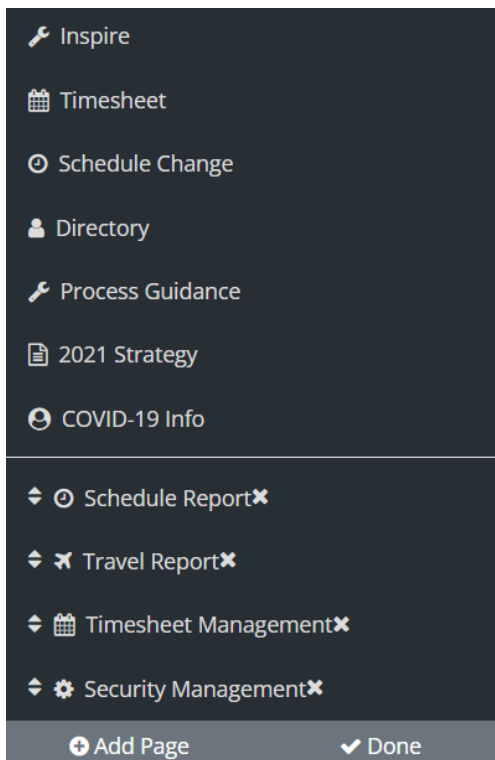
To remove a link added by you, select the "X" icon that appears when you hover over the added link.



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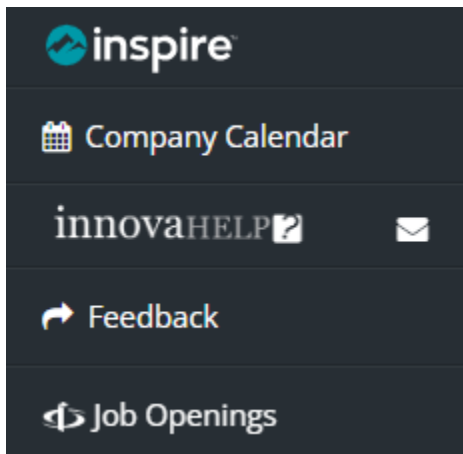
NOTE: A few important My Links are permanently fixed in place and cannot be removed. You may periodically see new links added there when the company would like to publish an important link for all employees.

To reorder your links, you can drag them around on the home page. You can also click Manage on the main menu My Links drop down to put that menu into an editable mode, so that you can delete or reorder the links there as well.



2.4 Additional Links

Under the My Links section are a few handy permanent links.



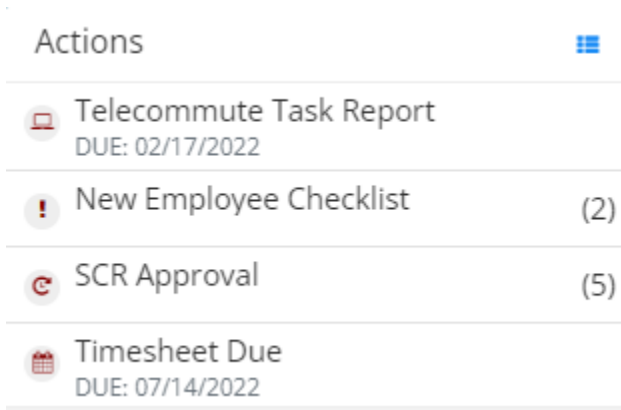
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- Inspire is a major company product and the tool employees use for managing goals and performance.
- The company calendar provides information on key company events.
- InnovaHelp provides a link to receive support from the help desk.
- Feedback allows you to send a message to the Company Solutions Team regarding InnovaNet.
- Job Openings links to the company's official job openings page on the corporate website.

2.5 Right Column

2.5.1 Actions

To the right of the Quick Links section is the Actions section, where you will see your current InnovaNet action items (such as Timesheets due). Clicking an item will take you directly to the page where the action needs to be completed. Clicking on the icon in the upper right corner takes you to the Action Center page where multiple action items can be managed and addressed quickly and efficiently.



2.5.2 Schedule Change Requests (SCRs)

The SCRs section is located directly below the Actions section and provides a view of any SCRs for today or coming up within the next week for yourself, members of your immediate team or for employees whose SCRs you follow. (See People I Follow for more information on this.) In the upper right corner of the SCRs section, there are icons that will take you to the SCR Calendar, the full Schedule Report, and the User Preferences page.

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SCRs



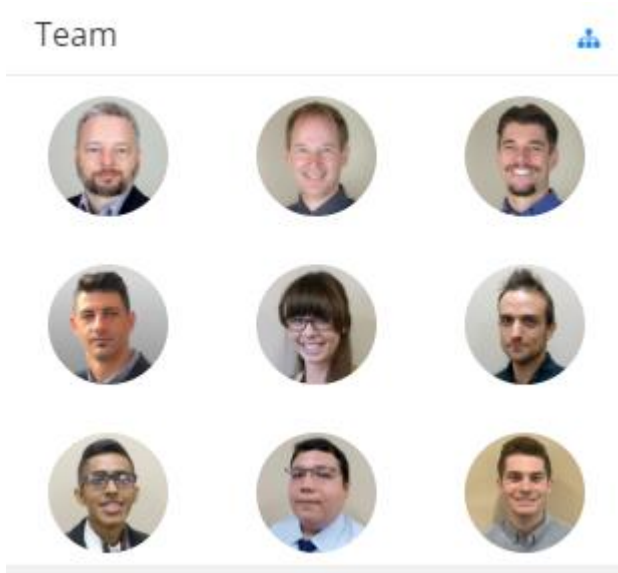
| TODAY | |
|-------------------------|--|
| Douglas VanDerveer | PERSONAL LEAVE (COMP LEAVE) 7/13/2022 - 7/29/2022 |
| Tom Geoffrey | PERSONAL LEAVE (COMP LEAVE) 7/19/2022 - 7/25/2022 |
| UPCOMING | |
| David Reyes-Ramos | PERSONAL LEAVE (FLEX TIME) 7/20/2022 (0730-0800) |
| Chad Christians | PERSONAL LEAVE (COMP LEAVE) 7/22/2022 |
| Tom Nawrocki | PERSONAL LEAVE (COMP LEAVE) 7/25/2022 |
| Add SCR | |

TIP: For some employees, seeing the SCRs for your direct team is not optimal or necessary. In this situation, you can set the user preference (accessible under your name in the upper right corner of the screen or the gear icon in the SCRs section) to show SCRs for only the people you follow, but not those on your team.

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2.5.3 Team

The team section shows you photos of your immediate team members and provides a quick link to their profiles. A “Team” is defined as you, your supervisor, other peers with the same supervisor, and your direct reports. The icon in the corner of this section takes you to the Company Organization page filtered to you.

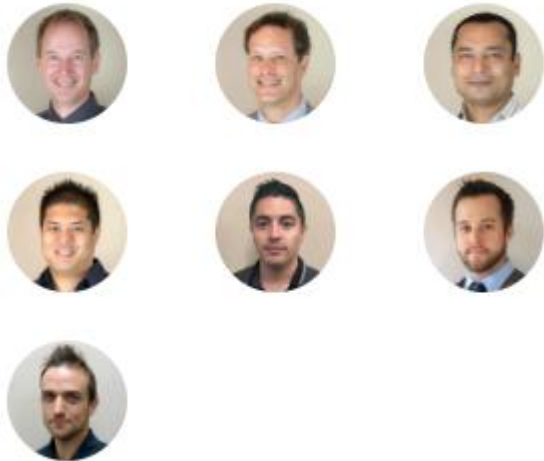


2.5.4 People I Follow

You can follow the SCRs of any employee regardless of whether or not they are on your immediate team. This can be useful for staying informed regarding extended team members and others you routinely interact with as well such as work friends. You can manage this list by selecting Admin – Follow SCRs from the main menu or clicking on the gear icon in this section. You have the option to follow with or without email notifications. In the latter case, you will only see these SCRs on your home page or in the SCR Calendar. When you elect to follow an employee, they will receive an email notification that you are now following their SCRs. Any employee has the ability to manage who is following them as well.

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People I Follow



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3. Directory

The company directory in InnovaNet 5.0 displays listings for all active employees in the company, including name, contact info and key organizational data. The directory can be viewed in two modes – list view and photo tile view.

3.1 List View

The list view includes small employee photo thumbnails plus key organizational and contact information.

Directory

Search...

Options

Office

Regions

Supervisors







Business Units

Auth Projects

Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Clear

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| | | | | |
|---|---|--|---------------------|---------------------------------------|
|  | Louve Adams SYSTEMS ENGINEER (SE) 571-372-5373 ldadams@innovasi.com | ldadams@innovasi.com usmcadams.louve@gmail.com usmcadams.louve@gmail.com | | DC - OSD Washington, DC |
|  | Jennifer Alibegovic TESTER (TST) 619-955-5865 jalibegovic@innovasi.com | jalibegovic@innovasi.com jennifer.f.alibegovi.ctr@navy.mil jennifer.alibegovic.ctr@navy.s... | 619-379-5122 (Cell) | CA - San Diego HQ San Diego, CA |
|  | Chad Allbritton DEVELOPMENT MANAGER (DM) 619-756-6557 callbritton@innovasi.com | callbritton@innovasi.com callbritton@gmail.com callbritton@gmail.com | 619-743-7104 (Cell) | CA - San Diego HQ San Diego, CA |
|  | Priya Ananthuni BUSINESS ANALYST (BA) psananthuni@innovasi.com | psananthuni@innovasi.com priya.ananthuni@gmail.com priya.ananthuni@gmail.com | 209-206-2248 (Cell) | DC - OSD Washington, DC |
|  | Jack Andrews SYSTEMS ENGINEER (SE) 619-996-5415 jandrews@innovasi.com | jandrews@innovasi.com jack.andrews1.ctr@navy.smil.mil jack62748@yahoo.com | | CA - CNAP - BLDG 252 San Diego, CA |
|  | Jessica Andrews OTHER 619 630-2832 jessica.andrews@innovasi.com | jessica.andrews@innovasi.com jessandrews92109@gmail.com jessica.andrews@innovasi.com | 858 568-3538 (Cell) | CA - San Diego HQ San Diego, CA |

3.2 Tile View

The tile view focuses on larger employee photos but still includes some contact information.

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Directory
Options

Office:
Region:
Supervisor:
BU:
Authorized:
Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Clear
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Louve Adams
SYSTEMS ENGINEER (...)
571-372-5373
ldadams@innovasi.com

Jennifer Alibegovic
TESTER (TST)
619-955-5865
jalibegovic@innova.com

Chad Allbritton
DEVELOPMENT MAN...
619-756-6557
callbritton@innova.com

Priya Ananthuni
BUSINESS ANALYST (...)
psananthuni@inno...
psananthuni@inno...

Jack Andrews
SYSTEMS ENGINEER (...)
619-996-5415
jandrews@innovasi.com

Jessica Andrews
OTHER
619 630-2832
jessica.andrews@in...

Carol Apple
USER EDUCATION SP...
757-282-7945
capple@innovasi.com

Jason Arnold
CUSTOMER SUCCESS...
jarnold@innovasi.com

Tammy Aronson
CUSTOMER SUCCESS...
taronson@innovas...
taronson@innovas...

Devon Arrington
LEAD DEVELOPER (LD)
619-996-5447
darrington@innova...
darrington@innova...

Nana-yaa Attakora
BUSINESS ANALYST (...)
nkattakora@innova...
nkattakora@innova...

Steve Back
LEAD DEVELOPER (LD)
757-593-7484
sback@innovasi.com

Both of these views provide optional paging if you prefer to avoid a long scrolling page. At the top of the page, there is a dynamic search box that filters the list by the text entered, searching on first name, last name, location or phone number. There is also an alphabetical link list to quickly jump to employees whose last name begins with the selected letter. Additionally, there are filters for Office, Region, Supervisor, BU and Project (based on charge code authorizations). These filters can be displayed or hidden using the filter icon. Finally, an Options button allows you to choose between seeing the employees preferred or legal first name.

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4. Employee Profile

The employee profile provides important information about a specific employee including name, organizational data, and contact information as well as further information in each of the tabs under the main section at the top.

4.1 Info

The Info tab contains information about the employee's regular work schedule, recent and upcoming schedule changes (SCRs), recent telecommuting, and current timesheets.

Work Schedule

In order to edit your schedule, click the edit icon right above the work schedule section to put the schedule section into edit mode. Then, you can click the Add Schedule button to add a new schedule or click the edit icon within an existing schedule to edit it.

When you add or edit a schedule, you can give it a meaningful name. Add rows for each time block in the day (similar to how telecommuting task reports are structured). Blocks can represent work, break, lunch or commute. Only work blocks are necessary. Set the start and end time of the block, the location (drop down of offices or telecommuting), and add an optional note, if desired.

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Then, select to which days of the week this schedule will apply. If you use a bi-weekly schedule, such that every other week you have alternating schedules, you can click the Add Week link to add a second week for the day selections.

If all the work blocks for a given schedule are telecommuting only (full-day telecommute), you can check the box to automatically generate telecommuting SCRs on a weekly basis. This job runs on Thursday nights creating TC SCRs for the following week, so if you need to make any changes, you can do so on Friday before the next week begins.

Once you've completed your edits, hit Apply to keep your updates or Cancel to discard them.

You may create multiple schedules to represent different days of the week (or two-week period), but if a schedule for a given day (i.e. Monday) already exists, you won't be able to select that day for another schedule. Ultimately, you should seek to cover every day in the week (or two-week period).

Please note that all your schedule updates are only saved at the end when you click Save at the top of the Schedules section. Once you do this, an email will be sent to your supervisor notifying them of your new schedule. If you click Cancel at the top, all changes you made will be discarded.

Schedule Changes

The Schedule Changes tab below the Work Schedule displays upcoming and recent SCRs, if any.

Telecommuting

The Telecommuting tab displays recent telecommuting.

Timesheets

The Timesheets tab displays a high-level summary of current and most recent timesheets.

Please note that if any of these sections contain no data, the tabs will not be displayed.

NOTE: All tabs beyond the Info tab will not be displayed for all employees. They are only visible to the subject employee, direct supervisor, upper management and HR.

4.2 Personal

The Personal tab includes contact information for the employee including phone numbers, personal email address, home address and date of birth. There is also emergency contact information and a list of vehicles driven to work in case there are any issues with a vehicle at our office parking locations.

You may edit your personal information by clicking on the edit icon in the upper right corner. Next to your date of birth, there is a checkbox to indicate if you would like to have your birthday displayed in the newsfeed and the employee birthdays page. After you complete any edits to this tab, an email will be sent to HR to notify them of the changes so they can update their records.

4.3 HR

The HR tab contains information about an employee's core HR data, including start date, current job category, security clearance status, a link to the company resume, a notification about EEO policies, gender, ethnicity, veteran status and separation date and a record of the employee's digital signature on the Employee Policy Manual.

The only parts of this tab that are editable by the employee are the EEO information and the Employee Policy Manual acknowledgement signature checkbox.

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4.4 Background

The Background tab includes information about your work history, military history and education. The Work Experience Overview displays years of direct and indirect experience based on calculations from the entries in the Work Experience section, which allows you to enter a record for each position you've held in the past, including your current position.

For each record under Work Experience, you should specify the start and end dates, title, employer, location, a description of your role and duties, hours per week (check full-time to specify 40), relationship to your current position (direct or indirect) and an optional comment about the relationship. For your current position, check the Current Position checkbox and no end date will need to be entered. Please note that you will not be able to enter overlapping full-time positions.

Under Military experience, you should specify which for which branch(es) you served, total years of service and current status.

Within the Education section, you should list all educational accomplishments since high school, which may include earned degrees or time spent in a program for which a degree was not earned.

4.5 Training

The training tab allows you to document relevant work skills, Microsoft Certified Professional (MCP) certifications, exams completed (both MS and other) and courses completed (beyond your formal college education). The Skills records are fairly detailed, including version, when it was last used, self-assessed skill level and how it was used, as well as an optional comment. Entering these skills can be very helpful to HR and management in assessing your potential fit for new roles as well as assisting in developing new contracts bid proposals.

4.6 Travel

The travel tab allows you to provide information that is necessary and useful for travel administrators in the company to book your company travel. This include flight preferences, reward accounts and preferences, and passport information. There is also a section that displays any ticket vouchers you may be holding from canceled trips that should be used prior to expiration.

4.7 Admin

The Admin tab provides administrative accountability data, including a sum of uncompensated and overtime hours worked, timesheet submission timeliness, travel expense report submission timeliness and telecommuting task report submission timeliness. The default date range is set to one year back from the current day. You can modify this using the date selectors and clicking the update button.

4.8 Appraisal

The Appraisal tab lists dates and links to all appraisals you have received while at the company. The appraisals themselves are stored within the Inspire application.

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4.9 Comp Review

The Comp Review tab is only available to HR and upper management and is used during the annual raise process.

4.10 Compensation

The Compensation tab is only available to HR and upper management and provides a history of your compensation.

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|--------------|--------------------------|-----------------|------------|-------------|
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5. Schedule Report

The schedule report in InnovaNet (available under Admin – Schedule Report) allows you to view all employee Schedule Change Requests (SCRs) as well as employee regular work schedules.

The Schedule Report defaults to the current day, but you may enter any date range you like. An options drop down allows you to quickly jump to today or the current pay period start and end date.

A number of filters are provided to refine your search results, including supervisor, charge code, project, office, SCR Type, and SCR Impact. If you uncheck the SCRs only checkbox, the regular work schedules of all company employees will be displayed regardless of whether they have any SCRs during the specified date range or not. Once filter selections are complete, click the filter button to update the view. There is also a search box that will search the text within the current results. In addition, an alphabetical selector allows you to jump to employees with last names that start with the chosen letter.

Schedule Report

From

08/08/2022

×

📅

To

08/08/2022

×

📅

Supervisor

Supervisor

▼

Charge Code

Charge Code

▼

Project

Project

▼

Office

Office

▼

SCR Type

Leave Type

▼

SCR Impact

Impact

▼

☒ SCRs ONLY

Apply

▼

Search

Search

×

<<

<

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Clear

>

>>

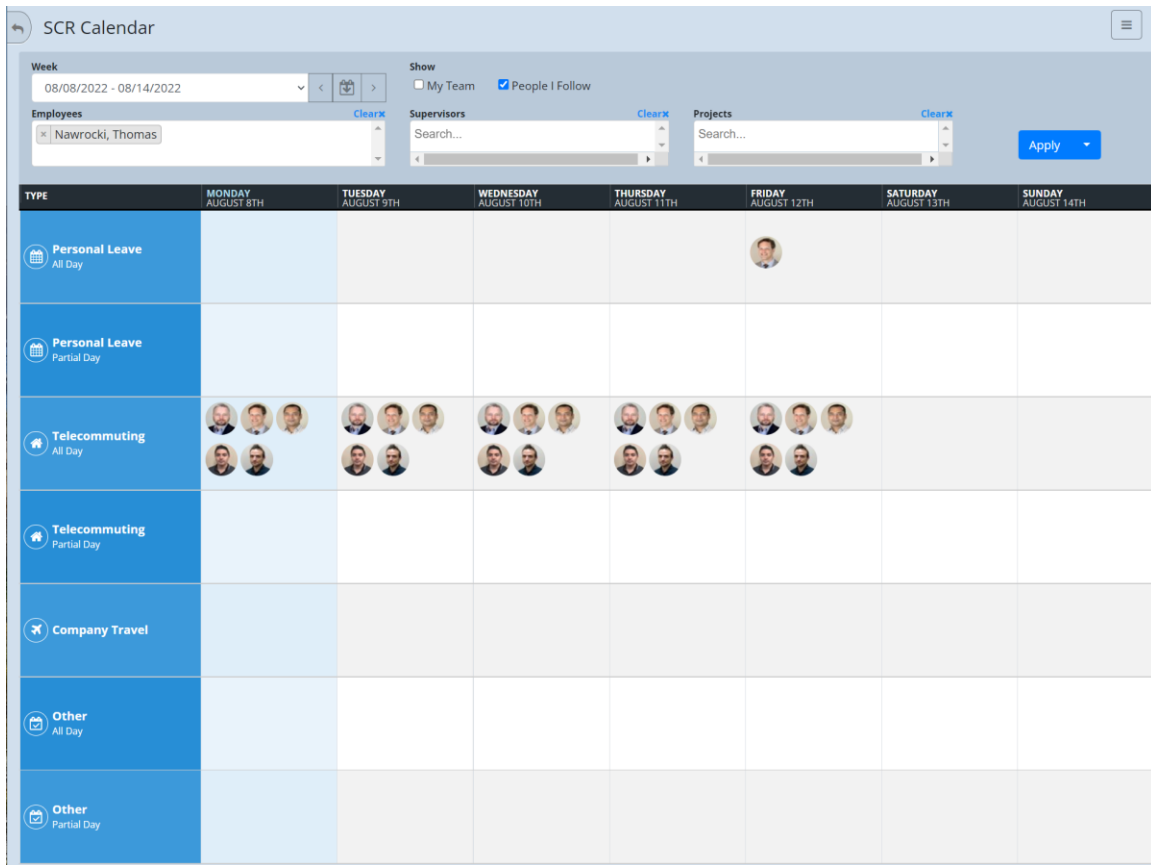
154 Records: Page 1/1 Show Smaller Pages

| EMPLOYEE | SCHEDULE | LEAVE |
|----------------------|--|--|
| Alibegovic, Jennifer | M T W F 0700 - 1530 Telecommuting Th 0700 - 1200 CA - San Diego HQ 1230 - 1530 CA - San Diego HQ | 08/08/2022 All Day Telecommuting / Approved |
| Allbritton, Chad | M 1000 - 1800 Telecommuting T W Th 1000 - 1800 CA - San Diego HQ F 0800 - 1300 Telecommuting 1400 - 1700 Telecommuting | 08/08/2022 All Day Telecommuting / Approved 08/08/2022 All Day Personal Leave (Comp Leave) / Approved |
| Andrews, Jack | M W F 0700 - 1500 Telecommuting T Th 0800 - 1600 CA - CNAP - BLDG 252 | 08/08/2022 - 08/09/2022 All Day Personal Leave (Comp Leave) / Approved |

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|--------------|--------------------------|-----------------|------------|-------------|
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5.1 SCR Calendar

The SCR Calendar displays a grid with days of the week along the top and SCR types along the side. Employees thumbnails are displayed in the cells of the table to provide a quick visual representation of who has what type of SCR on any given day of the week. The current day is highlighted. When you hover over any employee thumbnail, their name and details of the SCR are displayed. Filters are provided to help you dial in the view to the specific employees you are interested in.



5.2 Employee SCRs

The Employee SCRs report provides a simple tabular view of employee schedule changes without the composite data that's included in the cells of the Schedule Report. This allows you to use column sorting and also allows you to export the data to Excel. Filters similar to the Schedule Report are also offered.

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Employee SCRs

Export

From

08/08/2022

To

08/08/2022

OPTIONS

Supervisor

Supervisor

Charge Code

Charge Code

Project

Project

SCR Type

Leave Type

SCR Impact

Impact

Apply

Search

Search

<<

<

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Clear

>

>>

161 Records: Page 1/1

Show Smaller Pages

| EMPLOYEE | TYPE | IMPACT | FROM | TO | ALL DAY | START | END | STATUS | REQUESTED | APPROVED |
|----------------------|----------------|---------------------------------------|------------|------------|---------|-------|-----|----------|---------------------|---------------------|
| Alibegovic, Jennifer | Telecommuting | Travel / Telecommuting / Offsite Work | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 08/04/2022 11:00 PM | 08/04/2022 11:00 PM |
| Allbritton, Chad | Telecommuting | Travel / Telecommuting / Offsite Work | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 08/04/2022 11:00 PM | 08/04/2022 11:00 PM |
| Allbritton, Chad | Personal Leave | Charging comprehensive leave | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 08/08/2022 09:14 AM | 08/08/2022 09:15 AM |
| Andrews, Jack | Personal Leave | Charging comprehensive leave | 08/08/2022 | 08/09/2022 | Yes | | | Approved | 06/09/2022 01:40 PM | 06/09/2022 07:41 PM |
| Andrews, Jessica | Telecommuting | Travel / Telecommuting / Offsite Work | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 08/04/2022 11:00 PM | 08/04/2022 11:00 PM |

5.3 Employee Schedules

The Employee Schedules report displays the regular work schedules of employees in a simple tabular format, including column sorting and Excel export. Filters are provided for Supervisor, Location (office) and Project, as well as a text search. The days of the week are laid out in a grid so you can quickly get a visual representation of the schedules across different days.

Employee Schedules

Export

Search

Search

Supervisor

Supervisor

Location

Location

Project

Project

Apply

<

<

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Clear

>

>

850 Records: Page 1/2 Show Smaller Pages

| EMPLOYEE | TITLE | TYPE | START | END | LOCATION | NOTES | MON | TUE | WED | THU | FRI | SAT | SUN | WEEK 1 | WEEK 2 |
|----------------------|-----------------------------|-------|-------|------|-------------------|-------------------------------|-----|-----|-----|-----|-----|-----|-----|--------|--------|
| Adams, Louve | Schedule | Work | 0400 | 1400 | DC - OSD | Confirming Fall 2021 Schedule | | Tue | Wed | Thu | Fri | | | Week 1 | |
| Alibegovic, Jennifer | Schedule | Work | 0700 | 1530 | Telecommuting | Confirming Fall 2021 Schedule | Mon | Tue | Wed | | Fri | | | Week 1 | |
| Alibegovic, Jennifer | Schedule | Work | 0700 | 1200 | CA - San Diego HQ | | | | | Thu | | | | Week 1 | |
| Alibegovic, Jennifer | Schedule | Lunch | 1200 | 1230 | | | | | | Thu | | | | Week 1 | |
| Alibegovic, Jennifer | Schedule | Work | 1230 | 1530 | CA - San Diego HQ | | | | | Thu | | | | Week 1 | |
| Allbritton, Chad | Monday Telecommute | Work | 1000 | 1800 | Telecommuting | Confirming Fall 2021 Schedule | Mon | | | | | | | Week 1 | |
| Allbritton, Chad | Tues, Weds, Thurs in office | Work | 1000 | 1800 | CA - San Diego HQ | Confirming Fall 2021 Schedule | | Tue | Wed | Thu | | | | Week 1 | |
| Allbritton, Chad | Friday Telecommute | Work | 0800 | 1300 | Telecommuting | Confirming Fall 2021 Schedule | | | | | Fri | | | Week 1 | |
| Allbritton, Chad | Friday Telecommute | Break | 1300 | 1400 | | | | | | | Fri | | | Week 1 | |
| Allbritton, Chad | Friday Telecommute | Work | 1400 | 1700 | Telecommuting | | | | | | Fri | | | Week 1 | |

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5.4 Comp Leave Report

The Comp Leave Report displays all personal leave SCRs that utilize comp leave. Filters and total hours are provided. This report is typically used by project management to help better understand comp leave usage for budget planning.

Comp Leave Report
Export

From
08/08/2022
To
08/08/2022
Supervisor
Supervisor
Charge Code
Charge Code

Search
Project
Project
Apply

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Clear
23 Records: Page 1/1 Show Smaller Pages

| EMPLOYEE | FROM | TO | ALL DAY | START | END | STATUS | HOURS |
|-------------------|------------|------------|---------|-------|------|----------|-------|
| Allbritton, Chad | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 8 |
| Andrews, Jack | 08/08/2022 | 08/09/2022 | Yes | | | Approved | 8 |
| Apple, Carol | 08/02/2022 | 08/12/2022 | Yes | | | Approved | 9.5 |
| Blanchard, Shawn | 08/08/2022 | 08/08/2022 | Yes | | | Approved | 8 |
| Cannon, Robin | 08/08/2022 | 08/08/2022 | No | 0700 | 1100 | Approved | 4 |
| Clark, Brian | 08/08/2022 | 08/09/2022 | Yes | | | Approved | 8 |
| Clayton, Jack | 08/05/2022 | 08/16/2022 | Yes | | | Approved | 8 |
| Crawford, Jason | 08/01/2022 | 08/08/2022 | Yes | | | Approved | 8 |
| Crawford, Deveron | 08/08/2022 | 08/09/2022 | Yes | | | Approved | 8 |
| Diasanta, Mark | 07/29/2022 | 08/19/2022 | Yes | | | Approved | 8 |
| Dovich, Charles | 08/08/2022 | 08/12/2022 | Yes | | | Approved | 8 |

Total Hours: 181.5

5.5 Comp Balance Report

The Comp Balance Report displays the current comp leave balance for each employee. It includes business unit, project and supervisor, both as columns and filters.

Comp Leave Balance Report
Export

Business Unit
Business Unit
Project
Project
Supervisor
Supervisor

Search
Apply

| EMPLOYEE | BUSINESS UNIT | PROJECT | SUPERVISOR | COMP LEAVE BALANCE |
|----------------------|----------------|---------------|-------------------|--------------------|
| Adams, Louve | OSD | DRRS | Wheeler, Joseph | 20.1 |
| Alibegovic, Jennifer | FORCE | Air Force | Martin, Jeffrey | 165.2 |
| Allbritton, Chad | OSD | DRRS | Kilty, James | 12.3 |
| Ananthuni, Priya | FORCE | DRRS | Dannels, Laura | 44.6 |
| Andrews, Jack | CNAF | Aviation T&R | Hunt, Peter | 147.8 |
| Andrews, Jessica | Infrastructure | HR Recruiting | Chapman, Lawrence | 59.6 |

5.6 Travel Report

The Travel Report displays all company travel, including the employee, dates, destination, current status and charge code. Administrators can also see the cost of completed trips. Links are

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|--------------|--------------------------|-----------------|------------|-------------|
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provided to various aspects of the travel system, including the SCR, the itinerary, the travel summary report and the expense report. Filters are provided for dates, supervisor, employee, project, charge code, and status, as well as a text search.

| Travel Report | | | | | |
|--------------------|-------------------------|-------------------|--------------------------------|----------------------------|-----------------------|
| From | | | To | | Supervisor |
| Projects | | | Charge Code | | Employee |
| Search | | | Status | | Apply |
| | | | 18 selected. | | Show Archived Filters |
| EMPLOYEE | DATES | DESTINATION | STATUS | CHARGE CODE | TRIP COST |
| Castro, Jose | 08/01/2022 - 08/05/2022 | Knoxville, TN | Draft Report Forwarded to Mgmt | DRRS NGB Support 0170-1246 | 1155.23 |
| | 08/09/2022 - 08/11/2022 | Oklahoma City, OK | Itinerary Posted | DRRS NGB Support 0170-1246 | Pending |
| | 08/16/2022 - 08/19/2022 | New Orleans, LA | Itinerary Posted | DRRS NGB Support 0170-1246 | Pending |
| Fetter, Mark | 07/27/2022 - 07/27/2022 | New Castle, DE | Draft Report Forwarded to Mgmt | DRRS NGB Support 0170-1246 | 216.32 |
| | 08/29/2022 - 08/31/2022 | Kingwood WV | Guidelines Posted | DRRS NGB Support 0170-1246 | Pending |
| | 08/29/2022 - 08/31/2022 | Camp Dawson, WV | Guidelines Posted | DRRS NGB Support 0170-1246 | Pending |
| Graves, Michael | 07/31/2022 - 08/05/2022 | Knoxville, TN | Draft Report Forwarded to Mgmt | DRRS NGB Support 0170-1246 | 1978.46 |
| Harrell, David | 07/31/2022 - 08/05/2022 | Knoxville, TN | Returned - Awaiting Report | DRRS NGB Support 0170-1246 | Pending |
| Hoskins, Daniel | 08/09/2022 - 08/11/2022 | Cheyenne, WY | Guidelines Posted | DRRS NGB Support 0170-1246 | Pending |
| | 08/16/2022 - 08/18/2022 | Rapid City, SD | Guidelines Posted | DRRS NGB Support 0170-1246 | Pending |
| | 08/30/2022 - 09/01/2022 | Bismarck, ND | Guidelines Posted | DRRS NGB Support 0170-1246 | Pending |
| Johnson Jr, Duane | 07/24/2022 - 07/29/2022 | springfield, il | Draft Report Forwarded to Mgmt | DRRS NGB Support 0170-1246 | 1866.40 |
| Johnson Jr, Marion | 07/30/2022 - 08/13/2022 | Alexandria, VA | On Travel | AFBAT-MET-SME-855687 | Pending |
| Kilty, James | 08/10/2022 - 08/12/2022 | Washington, DC | Itinerary Posted | Exec-Mgmt-OH | Pending |

5.7 User Research Report

The User Research Report displays a list of User Research SCRs, which are used to track visits with customers to conduct user research on applications.

| User Research Report | | | | | |
|----------------------|------------|------------|--|-----------|---|
| From | | | To | | Supervisor |
| Search | | | Project | | Apply |
| | | | 117 Records: Page 1/6 Show Larger Pages | | |
| EMPLOYEE | FROM | TO | REMARKS | COMPLETED | SUMMARY |
| Dannels, Laura | 08/10/2022 | 08/10/2022 | Supporting MET Rewrite sample workshop. Observe user communities categorizing tasks, prioritizing METs, and creating new template METs. Discovery interviews on AP/AC MET standards. | No | |
| Wyatt, Jasmine | 07/14/2022 | 07/14/2022 | Working alternative schedule 700-1530 (Telecommuting 700-1200 User Research at NFHQ 1230-1530) | Yes | Conducted UX likert survey with 3 users at Norfolk HQ and several virtual users. Users completed the survey via weblink. Michael Henderson Antonio Jackson Tawan Batts |

| Project Name | Document Name | Document Number | Date | Owner |
|--------------|--------------------------|-----------------|------------|-------------|
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6. Schedule Changes (SCRs)

The Schedule Change Request (SCR) function in InnovaNet allows employees to create and update schedule change requests. Initially, you will see a page displaying eight major categories of SCRs: Leave Request (personal leave), Telecommuting, Defer Holiday, Travel, Offsite Work, User Research, Other and Extended Leave (only available to HR/management). After you click on the appropriate SCR type, you will be provided a form that is designed specifically for that type.

The screenshot shows a web interface titled "Schedule Change". Below the title is a light blue bar with the text "Select a leave type to begin". Below this bar are eight rectangular buttons arranged in a 3x3 grid (with the bottom-right cell empty). Each button has a white icon in a circle and a text label below it. The buttons are: "Personal Leave" (calendar icon), "Telecommuting" (house icon), "Defer Holiday" (gift icon), "Travel" (airplane icon), "Offsite Work" (location pin icon), "User Research" (group of people icon), "Other" (calendar with checkmark icon), and "Extended Leave" (calendar with camera icon).

6.1 Personal Leave

The Personal Leave Request form is a simple personal leave SCR with start and end dates, all day or times, a timesheet impact and optional remarks. Supervisors will also see a delegate select list. The date defaults to the current day and the times default to your first regular schedule record. Below the form, you will see a list of recent and upcoming SCRs for reference. When you've completed the fields, click Submit to save or Submit & Add More to save and add additional SCRs (Submit & Add Different Type is also available).

To modify or delete an existing SCR, click on it from the home page, Schedule Report or other areas within the system that display SCRs (i.e. timesheet, profile). Supervisors needing to approve a direct report's SCR are provided with a simple one-click approve button rather than a status select list. See the company policy manual for rules about schedule change requests.

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Personal Leave Request

Employee
Tom Nawrocki

Supervisor
Chad Christians

Start
08/23/2022

End
08/23/2022

Impact
Charging comprehensive leave

Delegate
Search...

Remarks

Status
Request

☒ All Day

Option

Current Comp Leave Balance 99.1

Cancel Submit Submit & Add More

6.2 Telecommuting

The Telecommuting SCR is used to indicate that you will be working from a remote location away from the office. In addition to the fields on a Personal Leave SCR, it includes a contact phone number and Planned Tasks. Telecommuting SCRs can be entered for all day, including multiple days, or just for a block of time within the day. Full day telecommuting SCRs can be automatically generated from your regular schedule if the Telecommuting location is specified and the checkbox is selected to automatically create the SCRs. Please see the Telecommuting section for more information about the InnovaNet telecommuting system.

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Telecommute Request

Employee

Tom Nawrocki

Supervisor

Chad Christians

Start

08/30/2022

✕

📅

☒ All Day

End

08/30/2022

✕

📅

Email

tnawrocki@innovasi.com

Phone

(619) 807-8591

Impact

Travel / Telecommuting / Offsite Work

Planned Tasks

Planned Tasks is required.

[Import Inspire Tasks](#)

Remarks

Status

Request

A task report must be completed by midnight of each telecommuting day for timesheet billed hours to be allowed.

Cancel

Submit

Submit & Add More

6.3 Defer Holiday

The defer holiday form allows you to defer a holiday for later use. This is the only SCR that deviates from the normal pattern whereby you indicate that you will be out of the office or not working on a day or time that you normally would be. In this case, you are indicating that you will be working on a day that is a company holiday.

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|--------------|--------------------------|-----------------|------------|-------------|
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Defer Holiday Request

Employee
Tom Nawrocki

Supervisor
Chad Christians

Defer Date
Select Date

Remarks

Status
Request

Cancel Submit Submit & Add More

6.4 Travel

The Travel SCR is the first step and core element of the InnovaNet travel system, which includes multiple other screens for itinerary, travel summary and expense report. When submitting a Travel SCR, you must specify the dates, departure and destination locations, charge code, an optional delegate for supervisors, purpose, goals, agenda, and remarks (which can be used to communicate details to the company travel administrator). You must also indicate type of booking – agent or personal, and if this is a rush booking. Finally, there are checkboxes to indicate that a visit request is needed and if the travel is outside the US (for IT support with network connectivity).

Please see the Travel section for more information about the InnovaNet Travel System.

6.5 Offsite Work

Offsite work indicates that you will be working offsite, such as at a customer location (i.e. military base). Please note that this is different from telecommuting, in that you are not working from a personal location, but rather from a different work-related location.

6.6 User Research

The User Research SCR is used to track visits with customers for the purpose of user research on an application. It can be considered a specific type of Offsite Work SCR, although it is also possible to use this SCR to track user research that is conducted remotely.

6.7 Other

The Other type of SCR is designed for situations that do not fit into any of the other categories. They are not used often, but it is available for unusual circumstances.

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6.8 Extended Leave

The Extended Leave SCR can only be entered by an HR administrator after the extended leave has been discussed and approved with HR. Examples of this are family leave, medical leave or military deployment.

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7. Timesheets

The timesheets in InnovaNet 5.0 provide the ability to track hours charged to multiple charge codes for each day within the 2-week pay period. They are typically due to be submitted by 9am Pacific of the Thursday at the end of the pay period, but may be due earlier due to a holiday. The due date for the timesheet is indicated right below it.

- Select Add Charge Code to add a charge code to the timesheet. Only authorized charge codes will appear, including standard company codes such as Comp Leave and Holiday. This will create a new charge code row. If you need to remove a charge code, hover over the charge code name and you will see a red delete icon. There is also a green plus icon to quickly add an accomplishment (see Accomplishments below).
- Complete each applicable cell in the timesheet corresponding to the number of hours worked on that charge code on that day.
- Note the validation messages appearing below the charge code. Messages with a red icon indicate a business rule violation that will block submission of the timesheet. Messages with a yellow icon indicate an advisory that will not block submission. It is best to try to remedy such issues, but in certain cases the exception is warranted.
- As you update your timesheet, you should click the Save button to save your changes. When all updates are complete and you are ready to submit, click the Submit button.

Timesheet

09/10/2022 - 09/23/2022

Submit

Save

Thomas Nawrocki

Import TC Hours

Select an employee

| -- Add Charge Code -- | 09/10 SAT | 09/11 SUN | 09/12 MON | 09/13 TUE | 09/14 WED | 09/15 THU | 09/16 FRI | 09/17 SAT | 09/18 SUN | 09/19 MON | 09/20 TUE | 09/21 WED | 09/22 THU | 09/23 FRI | TOTAL |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| CS-Management-OH 4 Accomplishments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CS-Management-G&A 1 Accomplishment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total (Compensated) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Templates

Manage

Comp Hrs
111.4

Next Comp Hrs
117.6

Status:
Created

Timesheet is due Thursday, September 22.

All charge codes must have one hour

The following task reports have charge codes with hours differing from the timesheet:
09/12/2022

Total billable timesheet hours differ from task report for the following dates: 09/12/2022

Accomplishments

Details

Import

Add Accomplishment

CS-Management-G&A

Enter new accomplishment...

Add

| | | | |
|---|-------------------|---|--|
| 1 | CS-Management-G&A | Completed work on task 1 | |
| 2 | CS-Management-OH | Addressed an issue related to X | |
| 3 | CS-Management-OH | Met with Team to discuss current progress | |

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Templates

If your timesheet typically consists of the same charge codes, you can save a template which will automatically be loaded when you create a new timesheet. To do so, configure the charges codes you will include in the template, then click the Templates button in the lower left corner and select Save Template. If you alter your timesheet and want to revert to your regular template, you can select Apply Template from the Templates drop-down.

Importing Telecommuting Hours

If you had any full-day telecommuting task reports during the pay period, you can easily import the hours from those task reports by clicking the Import TC Hours button just above the timesheet. If you are a regular full-time telecommuter, this function allows you to fill out your entire timesheet from daily task reports, avoiding the need for double entry of hours worked. However, please note that as timesheets are typically submitted a day or two before the end of the pay period, you will still need to fill out the final days of the timesheet for which there are no corresponding TC task reports.

Accomplishments

InnovaSystems timesheet business rules require that at least one accomplishment is recorded for each charge code that requires accomplishments and that a total of five accomplishments are recorded for a full-time timesheet. Note that if you take leave, this requirement will decrease according to the amount of time taken off.

In order to add accomplishments, select the charge code from the drop down and enter the text of your accomplishment. Hit Enter or click the Add button to save. Clicking Enter allows you to quickly add multiple accomplishments without needing to use the mouse.

If you need to edit an accomplishment, the text and charge code are both editable in the accomplishments list. You can also use the red trash can icon to delete an accomplishment.

An alternate way to add an accomplishment is to click the green plus icon that becomes visible when you hover over a charge code on your timesheet. This is a good way to quickly add an accomplishment to a specific charge code without needing to select that charge code from the main accomplishments interface.

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Importing Accomplishments

To import DevOps (TFS/VSO) or Inspire tasks / check-ins, click the import button on the top right of the Accomplishments section. Choose the Inspire Tasks & Check-ins or TFS/VSO Tasks tab, depending on which you wish to use as our import source.

On the Inspire tab, no login is necessary as long as you are already logged into Inspire. You should see any completed tasks and goal check-ins for the current period available to select. Select any task(s) you would like to import, select a charge code at the bottom and click the import button. Your task(s) should now be imported into your accomplishments.

For TFS/VSO, you will need to first generate a [Personal Access Token](#).

After selecting the TFS/VSO Tasks tab, you will need to select a server, then enter your Personal Access Token for that server. Once logged in, select a project, then select a query.

NOTE: Nested queries are not currently supported, so it is recommended that you save an appropriate query in your My Queries section of DevOps unless there is already a shared query that works well for you.

Once you select the query, you should see your work items appear below. Select any that you would like to import and then select the appropriate charge code and click the import button. Your work items should be added to your accomplishments.

Timesheet Details

Next to the Accomplishments tab is the Details tab. Within this section you can see various lists of data related to your timesheet.

- Employee Schedule: Displays your regular schedule.
- Deferred Holidays: Lists any deferred holidays during the current calendar year, including whether they've been already used or are still available.
- Schedule Change: Lists schedule change requests (SCRs) for the pay period associated with the timesheet. There a checkbox to Show Telecommute SCRs, which if left unchecked, removes the clutter of daily TC SCRs.
- Task Report: Shows of list of all telecommuting daily task reports associated with this timesheet. The Show Details link expands to display a breakdown of hours by charge code.
- Timesheet History: Displays a log of timesheet activity, including initial creation, submission, validation, approval and rejection/re-submission if applicable.

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8. Telecommuting

The Telecommuting system within InnovaNet is based on the Schedule Change Request (SCR) for telecommuting, adding additional daily task reports. Employees first create a telecommuting SCR for one or more days, either full-day or partial day with times specified. Once the SCR has been submitted, corresponding daily task reports are created for each day within the SCR span. These reports need to be submitted by the end of the day (before midnight) on the day of telecommuting in order to not be considered late. Upon submission, a notification is sent to the employee's supervisor for approval or rejection, in case there are any issues that need to be addressed in the report. Also, employees are able to reject the report themselves in case they realize something needs to be modified.

Automatic Telecommuting SCRs

Employees that telecommute on a regular basis can configure the system to automatically generate TC SCRs on a weekly basis. This is done in the regular work schedule section of the employee profile, whereby if the schedule includes full-day telecommuting, a checkbox can be checked to indicate that the SCRs should be created automatically. This occurs every Thursday evening for the next week, so that if any modifications need to be made prior to the week, this can be done on Friday. (Please refer to the Employee Profile section of this document.)

Daily Task Reports

For each day or partial day of telecommuting, a task report needs to be completed and submitted before the end of the day. The task report is broken into time blocks, each of which is associated with a charge code. Within the time block, one or more accomplishments may be added. At least one accomplishment needs to be added per time block, unless the block represents a break (available from the charge code select list). You can create a new time block using the Add Time Block button. Removing one can be done by using the Delete Time Block link at the bottom of the block. Accomplishments can be re-ordered within a time block or moved to another time block by using the grab handle on the left side of the accomplishment and dragging it.

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Telecommuting Task Report

Options Cancel Save Submit

Last saved at 09/22/2022 14:02:51.

Employee / Date / Time

Tom Nawrocki
09/22/2022 (0730-1200)

Status

Request (In Progress)

Hours

8 Billable (0 Uncomp)

Option

No Report Needed ☐

Select a template +

Shift Report

CS-Management-OH

START 07 30 STOP 11 30

What did you accomplish?

task 1

task 2

4.00HRS

Split Time Block

Break

START 11 30 STOP 12 00

0.50HRS

Delete Time Block Split Time Block

CS-Management-G&A

START 12 00 STOP 16 00

What did you accomplish?

task 3

task 4

4.00HRS

Delete Time Block Split Time Block

+ Add Time Block

There are some convenient tools to help manage time blocks. In the lower right corner of the block is a Split Time Block link, which will divide the time block evenly (as possible) into two time blocks. The breakpoint between the blocks can be modified by editing the stop time of the earlier block. Another tool is the Shift Report link at the top right corner of the first time block, which allows you to shift the times of the entire report forward or backward in 15 minute increments.

Templates

To make setting up your daily task report easier, you can save templates for common time block configurations. In order to do this, set up the time blocks on your report as you will typically need them on a given day of your regular schedule, then click the green plus icon to the right of the template selector just above the top time block. You should then give the template a name. Optionally, you can specify to which days of the regular 2-week pay period this template applies, which will cause the template to automatically load when you first open a TC task report on that day. If days have not been specified or you want to change to a different template, you can simply select whichever template you need from the select list. Please note that this will wipe all data from your report, so if you have already entered a considerable amount of data, it would most likely be better to just adjust the time blocks of your current report.

In order to edit a template, you can select the template, make adjustments to the time blocks and then click the Save icon to update the template. If you would like to rename the template or update the days to which it applies, you can click the edit (pencil) icon, make the necessary changes and then click save. You may also delete the template from within the edit mode.

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If you need to clear a template and reset the entire report to default, click the reset icon (circular arrow) on the right of the template icons.

Options

The Options drop-down at the top of the screen provide several capabilities.

- Import Schedule will set up the report according to your regular schedule. Please note that this function is essentially deprecated since the implementation of templates and may not be working correctly. Using it is not recommended.
- Import Accomplishments allows you to import your accomplishments from Inspire tasks / check-ins or from TFS/VSO/DevOps. This interface is essentially identical to the one used for importing accomplishments into the timesheet, so please see that section of this document for more information.
- Telecommute Report navigates your to a report that allows you to see all your telecommuting activity.
- Auto Save provides a checkbox to enable or disable the auto-save functionality on this page. When enabled, auto-save will immediately save the report whenever a template is applied or an accomplishment is added. It will also perform a timed save every minute while the page is open. If auto-save is disabled, you should manually save your report at regular intervals or after any significant update by using the Save button at the top.

No Report Needed

In the situation that an SCR spans multiple days, which includes weekends or holidays, the employee can fulfill the requirement to submit a daily task report by checking the No Report Needed box at the top of the page and then selecting the appropriate reason (i.e. Weekend). This can also be used when telecommuting was planned, but the employee ended up going into the office instead.

9. Travel

The Travel System in InnovaNet is based on a Travel Schedule Change Request (SCR). Entering the travel SCR initiates the process, which then proceeds through a series of steps.

1. Travel Request – SCR is completed, including dates, departure and destination locations, charge code, delegate (for supervisors, if necessary), purpose, goals, agenda, remarks and selections for agent or personal booking, rush, visit request needed and travel outside the US (for IT support). After filling out the necessary information and submitting, the employee will be presented with a second screen that summarizes the trip and lists key points of the InnovaSystems travel policy. The traveler must acknowledge this confirmation screen in order to submit the request.

NOTE: First time travelers will need to complete a travel policy acknowledgement form to be authorized for travel. This will not prevent the immediate submission of the travel request, but the sign off will be required for any future travel.

2. Travel Approval – The travel SCR is sent to a project manager associated with the charge code in order to approve the trip.
3. Itinerary Posted – A company travel admin will typically book the travel arrangements and post the details in the Travel Itinerary.

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4. On Travel – On the first day of the trip according to the dates set in the SCR, the system will automatically update the status to On Travel. At this time, the traveler may already access the Trip Expense Report and start logging expenses.
5. Returned – Awaiting Report – On the day after the end date of the travel SCR, the system will automatically update the status to Returned – Awaiting Report. This is the stage during which the traveler is expected to complete entering all expenses associated with the trip as well as the Post Trip Report, which is accessed via the Travel Summary page.
6. Draft Report Submitted – this is the status set when the Expense Report has been submitted by the traveler.
7. There are several other statuses associated with processing the expense report and closing out the trip:
 - a. Draft Report Correction
 - b. Clarification Needed (Employee or Team Member)
 - c. Draft Report Forwarded to Management
 - d. Final Report Received – Pending Approval
 - e. Final Report Approved
 - f. Received Original Documents
 - g. Approved for Reimbursement
 - h. Reimbursement Sent
 - i. Closed

NOTE: Additional guidance and training on the InnovaNet Travel System is available from links on the travel pages, including video tutorials.

10. Purchasing

The InnovaNet Purchasing System allows authorized employees to enter and update purchase requests. Typically, supervisors are authorized to enter new purchase requests, but rights can be provided to specific employees that need to make purchases on a regular basis on a case by case basis.

The purchase request begins by navigating to Admin – My Purchases. This page provides a list of all purchases associated with an employee, whether as requester or purchaser.

Click Add Purchase to create a new purchase request.

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Purchase Request

[Help ?](#)
[My Purchases](#)

Requester

Thomas Nawrocki

Title

Purchase Title is required.

Type

IT

Approver

James Henry (619) 955-5904 jhenry@innovasi.com

Purpose

Purpose is required.

Purchaser

☒ Company
☐ Requester
☐ Other

Vendor

☒ Company Chooses
☐ Specific Vendor

Shipping

☒ My Office
☐ Other

Add Purchased Items

| Qty. | Description | Price | \$0.00 | Add (Enter) |
|------|-------------|-------|--------|-------------|
|------|-------------|-------|--------|-------------|

Added Items

Estimated Total Price (including tax and shipping)

\$0.00

Cancel

Submit

Complete each field on the form:

- Title: a short description of the purchase
- Type: category of purchase (this drives the approver)
- Purpose: a longer description of the purchase, including specific instructions and requirements
- Purchaser: Company is the default – allows company to decide, Requester is the employee making the request, Other allows specifying a specific employee
- Vendor: Company Chooses or Specific Vendor allows requestor to pick a vendor from the lookup list (check Vendor not in list see receipt for vendors not on the list).
- Shipping: My Office or Other (specify a different office)

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- **Purchase Items:** Add one or more purchase items with quantity, description, price (per unit – total is calculated)

Submit when all fields have been completed.

Employees may edit purchases from their purchase list, including marking an order received, updating pricing, and uploading receipts.

NOTE: There is a help link on the purchase page with more details.

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Appendix A: Acronyms

| Acronym | Description |
|---------|-------------------------|
| CEO | Chief Executive Officer |
| EOQ | Employee of the Quarter |
| HR | Human Resources |
| SCR | Schedule Change Request |
| TC | Telecommuting |
| TFS | Team Foundation Server |
| UI | User Interface |
| VSO | Visual Studio Online |