

Recording Your Hours Through the MBO Platform

Log into the MBO Platform

Click here to access the [MBO Platform](#) and use your MBO username and password to log in. Your MBO Platform dashboard appears.

Submit Your Hours

1. In the “Active Projects” area, find the appropriate project.
 2. Hover over the three vertical dots on the right side of that project’s panel, then click on “Manage Milestones.” The **My Timesheets** page appears with a list of weeks (listed in the “Week Ending” column) and projects (listed in the “Job#” column).
- **NOTE:** If you work on more than one project during a week, each project is listed on a separate line. You must submit hours for each project separately.

Week Ending	Hours	Regular	Overtime	Submitted Date	Company	Job#	Job Title	Manager/Approver	Status	On	Timesheet Instructions
10/19/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
10/19/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
10/12/2024	14	14	0	10/17/2024 08:46 AM EDT	CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers		Entering		No Hours
10/12/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
10/05/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
10/05/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
10/05/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
09/29/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
09/29/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
09/21/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers	Camilo Granados	Approved	10/18/2024 11:46:06 EDT	No Hours
09/21/2024	7	7	0	10/18/2024 11:46 AM EDT	AARP	23-01257	Test Job for Row				No Hours
09/14/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
09/14/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
09/07/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
09/07/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
08/21/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
08/21/2024	43	40	3	08/26/2024 09:36 AM EDT	AARP	23-01257	Test Job for Row	Camilo Granados	Approved	08/26/2024 09:36:06 EDT	No Hours
08/24/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours
08/24/2024	0	0	0		AARP	23-01257	Test Job for Row				No Hours
08/17/2024	0	0	0		CAGM Test Company	24-05554	Business Analyst - Trey Cost Centers				No Hours

3. If you did not work any hours for a project in a given week, click on its “No Hours” button. (By doing so, the system will automatically enter “0” hours each day that week. You do not have to do so manually.)
4. Otherwise, click on the row with the appropriate Project and week ending date. The hourly entry form appears.

Week ending: June 26, 2022 Missing Entries Save as Draft Submit for Approval

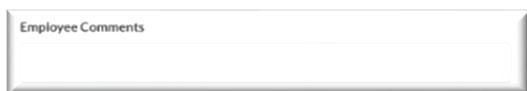
Company: Sage IT
Job#: #21-00571
Timesheet Instructions: Please submit asap

Select Cost Centers	Mon 06/20	Tue 06/21	Wed 06/22	Thu 06/23	Fri 06/24	Sat 06/25	Sun 06/26	Total
Cost Center 1	8	8	8.65	8	Hour	Hour	Hour	32.65
Total	8	8	8.65	8	0.0	0.0	0.0	32.65
Regular	8.0	8.0	8.0	8.0	0.0	0.0	0.0	32.65

Employee Comments

5. Enter the hours you worked in each day’s “Hours” field. Leave unworked days blank. You may enter hours as decimals (e.g., 6.5) if necessary and permitted by your client.

6. If you'd like to add a comment, enter it into the "Employee Comments" field at the bottom. Comments are visible to your manager.

A rectangular text box with a light gray border and a thin gray shadow. The text "Employee Comments" is written in a small, dark font at the top left of the box.

7. You may attach a timesheet or other supporting document to your submission. To do so:
- Click on the upload attachment icon in the top right corner.
 - Click on the "Choose File" button.
 - Navigate to and select the document to upload.
 - Click on "Submit," then "Close."
8. To save your entries without submitting them, click on the "Save as Draft" button near the top of the entry screen.

A screenshot of a timesheet entry interface. At the top, it says "Week ending: June 26, 2022" followed by a status indicator "Missing-Entering". Below this, it lists "Company: Sage IT", "Job#: #21-00571", and "Timesheet Instructions: Please submit asap". On the right side, there are two buttons: "Save as Draft" (highlighted with a pink box) and "Submit for Approval". At the bottom right, there are icons for a calendar and a document.

9. When you've entered your hours for the entire week, click on the "Submit for Approval" button near the top of the entry panel.

A screenshot of a timesheet entry interface, similar to the previous one. It shows the same header information. The "Submit for Approval" button is highlighted with a pink box.

► **NOTE:** Once you submit a timesheet, it routes to your timesheet approver immediately and you can no longer edit it. If you need to resubmit hours before approval, contact MBO's Client Care team at ClientCare@mbopartners.com or 703-793-6200.

Additional Notes and Instructions

- A. If you use "Save a Draft" to save a week's hours and later return to the entry screen for that week, a "Delete Hours" button appears near the top of the entry form. Use this button to delete that week's timesheet entirely and start over.

A screenshot of a timesheet entry interface. At the top, it shows a date "06/15/2021" in a green box. Below this, there are three buttons: "Delete Hours" (highlighted with a pink box), "Save as Draft", and "Submit for Approval".

- B. Dates that are outside your project's period (i.e., before the start date or after the end date) are grayed. You won't be able to enter hours into these dates.
- C. "Status" column labels and what they mean:
- Entering: You've saved that week's entries without submitting them.
 - Pending: You've submitted that week's entries for approval.
 - Approved: Your manager has approved your submissions for that week.
- Rejected: Your manager has rejected your submissions for that week. Please address this with your manager and adjust your submissions as necessary.