Instructions for Recording Your Time

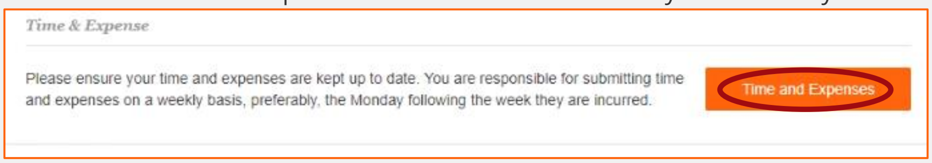
FOLLOW THE PROCESS BELOW TO RECORD YOUR TIME IN THE PwC TALENT EXCHANGE

LOG INTO THE PWC TALENT EXCHANGE:

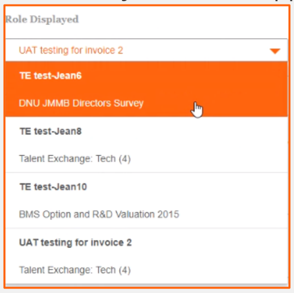
1. Navigate to https://talentexchange.pwc.com/.
2. Enter your username and password and click on "Sign in." Your Dashboard page appears.

TO ENTER YOUR TIME:

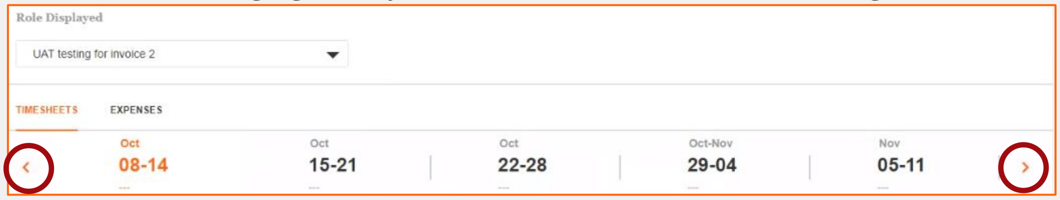
1. Click on the "Time and Expenses" button associated with any roles where you are On Project.



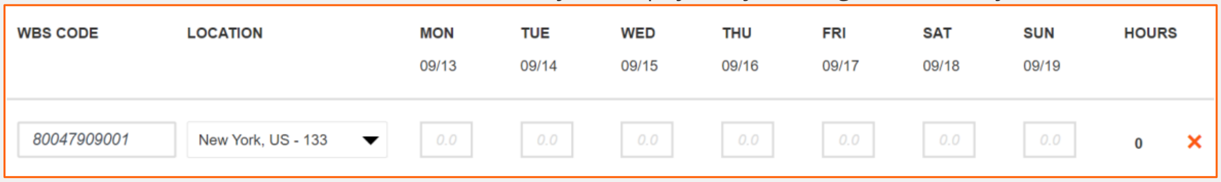
2. If necessary, select the appropriate role from the "Role Displayed" drop-down box.



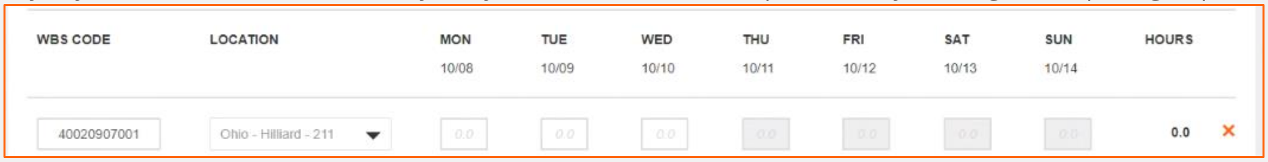
3. The current week is highlighted. If you need a different week, use the left or right arrows.



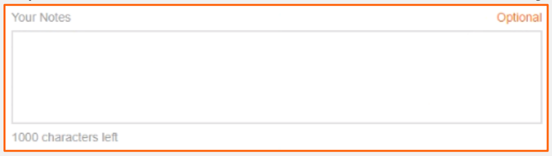
4. Select your **work location** from the "Location" dropdown box.
IMPORTANT: This must reflect the location where you are physically working, NOT where your client or PwC office is located.



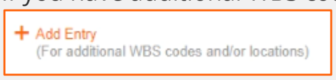
5. Key in your hours worked for each day. Only submit time for hours spent actively working or completing required trainings.



6. (Optional) Include additional information about your entry in the "Your Notes" field.



7. If you have additional WBS codes or locations to enter for this period, click on the "+ Add Entry" link and repeat steps 4 - 5.



8. If you have entered all your time for this period, click on the "Submit" button.

Otherwise, click on the "Save Changes" button and return to complete your entry later.

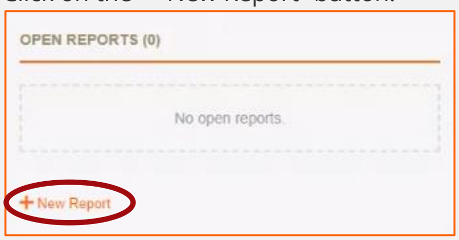
Instructions for Recording Your Expenses

If you incur business expenses, you must submit them through the PwC Talent Exchange.

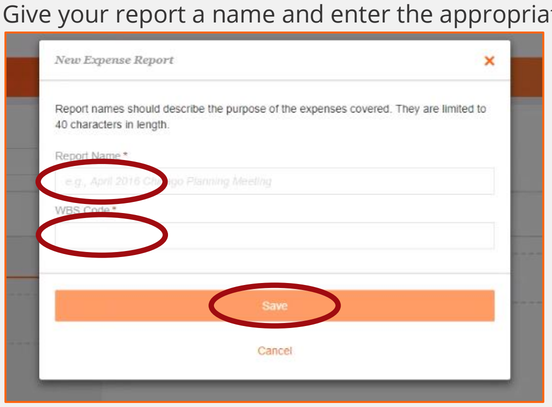
1. If you are not already logged in, log into the PwC Talent Exchange and select "Time and Expenses" for any roles where you are On Project as explained on page 1.

2. Click on the "EXPENSES" tab.

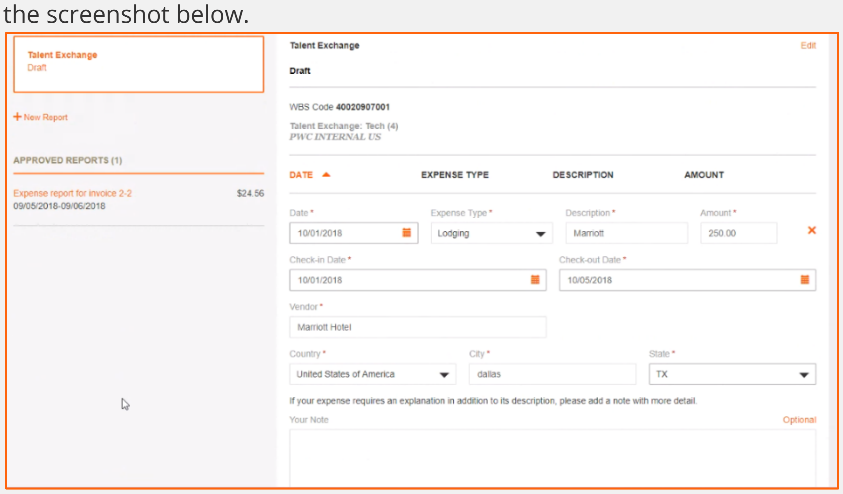
3. Click on the "+ New Report" button.



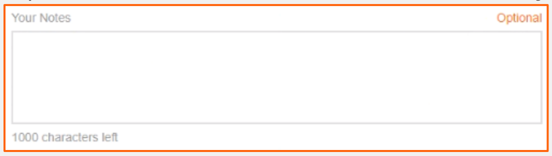
4. Give your report a name and enter the appropriate WBS code, then click on "Save." The Expense Entry form appears.



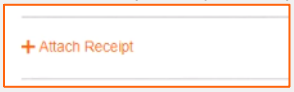
5. Complete all fields. Note that entry fields vary based on the Expense Type you select, so the page may look different from the screenshot below.



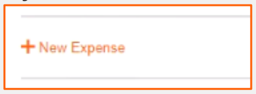
6. (Optional) Include additional information about your entry in the "Your Notes" field.



7. Attach receipts to your report by clicking on the "+ Attach Receipt" link and following the on-screen instructions.



8. If you have additional expenses to enter, click on the "+ New Expense" button and repeat steps 3 – 7.



9. When you have entered all your expenses for this period, click on the "Submit Report" button. Or, to start over, click on "Delete Draft."