

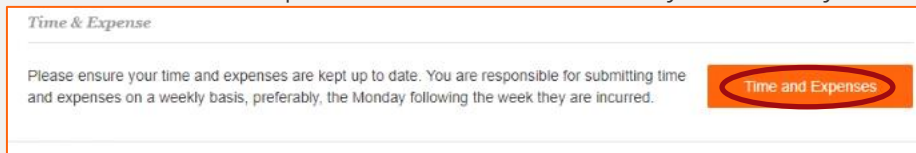
Instructions for Recording Your Time

LOG INTO THE PwC TALENT EXCHANGE:

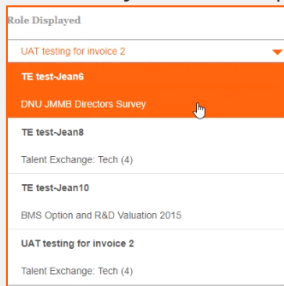
1. Navigate to <https://talentexchange.pwc.com/>.
2. Enter your username and password and click on "Sign in." Your Dashboard page appears.

TO ENTER YOUR TIME:

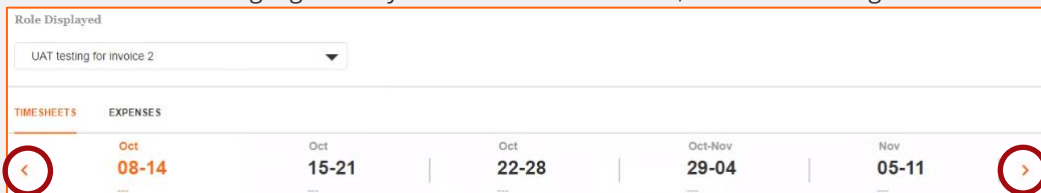
1. Click on the "Time and Expenses" button associated with any roles where you are On Project.



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.

WBS CODE	LOCATION	MON 09/13	TUE 09/14	WED 09/15	THU 09/16	FRI 09/17	SAT 09/18	SUN 09/19	HOURS
80047909001	New York, US - 133	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

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

WBS CODE	LOCATION	MON 10/08	TUE 10/09	WED 10/10	THU 10/11	FRI 10/12	SAT 10/13	SUN 10/14	HOURS
40020907001	Ohio - Hilliard - 211	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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

Your Notes

Optional

1000 characters left

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.

+ Add Entry

(For additional WBS codes and/or locations)

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

Submit

Save

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

Submit

Save

Instructions for Recording Your Expenses

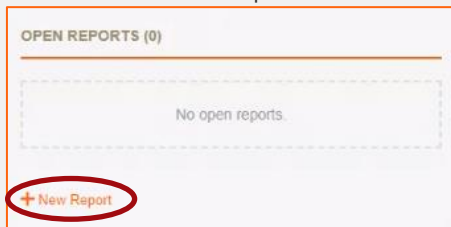
If you incur business expenses, you must submit them through the PwC Talent Exchange.

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.



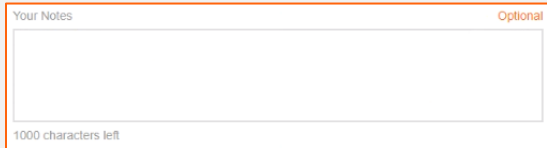
4. Give your report a name and enter the appropriate WBS code, then click on “Save.” The Expense Entry form appears.

 A screenshot of the 'New Expense Report' form. It has a title bar with a close button. Below the title, there is a note: 'Report names should describe the purpose of the expenses covered. They are limited to 40 characters in length.' There are two input fields: 'Report Name *' and 'WBS Code *'. The 'Report Name' field contains the text 'e.g., April 2018 Chicago Planning Meeting'. Below these fields is a large orange 'Save' button, which is circled in red. There is also a smaller 'Cancel' button below the 'Save' button.

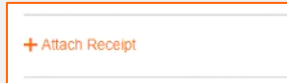
5. Complete all fields. Note that entry fields vary based on the Expense Type you select, so the page may look different from the screenshot below.

 A screenshot of the 'Talent Exchange' interface. On the left, there is a sidebar with a 'Talent Exchange Draft' button and a '+ New Report' button. Below this, there is a section for 'APPROVED REPORTS (1)' showing a report for 'Expense report for invoice 2-2' dated '09/05/2016-09/06/2016' with an amount of '\$24.56'. The main area shows the 'Expense Entry' form. At the top, it says 'Draft' and 'WBS Code 40020907001'. Below this, there is a table with columns: DATE, EXPENSE TYPE, DESCRIPTION, and AMOUNT. The first row has '10/01/2018' for DATE, 'Lodging' for EXPENSE TYPE, 'Marriott' for DESCRIPTION, and '250.00' for AMOUNT. Below the table, there are fields for 'Check-in Date *' (10/01/2018), 'Check-out Date *' (10/05/2018), 'Vendor *' (Marriott Hotel), 'Country *' (United States of America), 'City *' (dallas), and 'State *' (TX). There is also a field for 'Your Note' and an 'Optional' button.

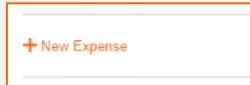
6. (Optional) Include additional information about your entry in the “Your Notes” field.



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.”

