

STEP 2. This will take you to the **CREATE EXPENSE REPORT** screen. Your assignment should be listed below. Click on the **CREATE EXPENSE REPORT** button.

IQNavigator

Stephen Cobb (Logout) | SOS Staffing Services, Inc. (SLB) | My Profile | Help | Feedback

STEP 3. You will then need to Title your Expense Report and can also add a Purpose. Click on **ADD EXPENSE** button to start adding expenses.

STEP 4. Enter the fields notated with a Red *: Date, Expense Type (chosen from the drop down menu), and expense amount. You can also enter a justification if needed, upload an attachment such as a scanned receipt. When you have the report the way you need it, you can either **SAVE AND ADD ANOTHER EXPENSE** or **SAVE AND CLOSE**. Click whichever button is appropriate for the activity you want to perform.

STEP 5. You will return to the screen behind the pop up window. Click on the **SAVE DRAFT** to save your entries throughout the work week. Once you have completed all of your entries then click on the **SUBMIT** button to submit your expense report for approval. You will see **“You have submitted successfully”** once you have submitted your expense report. Please give your final compiled receipts to the local SOS branch for processing. **WARNING:** Do NOT submit expenses for future dates; it will hold up your payment until the week after that future date.

STATUS OF TIMECARDS AND EXPENSE REPORTS

The status of your **TIMECARDS** can be viewed by selecting **MANAGE TIMECARD**; you will see a **STATUS** column in the list of timecards you have entered. The status of your **EXPENSE REPORTS** can be viewed by selecting **MANAGE EXPENSE REPORTS**; you will see a **EXPENSE REPORT STATUS** column in the list of expense reports you have entered.



IQN - TIMECARD AND EXPENSE REPORT QUICK REFERENCE GUIDE CONTRACTOR

SUPPORT OPTIONS

SOS Employment Group - Schlumberger Account Team

Phone: (866) 725-6275

Email: slb_account_team@sosemploymentgroup.com

IQNavigator Software Support

Phone: (877) 706-4394

Email: iqcustomerservice@iqnavigator.com

ABOUT IQN TIMECARD AND EXPENSE ENTRY

Schlumberger, SOS Employment Group, and IQNavigator have teamed up to utilize IQNavigator software for contractors to enter electronic time and expense reports for supervisor approval and payment.

USER ACCOUNT SETUP

Contractor login accounts will be set up as they are assigned to SOS orders. An email will be sent, with your username and password, to the primary email address that SOS has on your employee profile. Please ensure SOS has a working email address on file so that you won't miss out on important communications. **WARNING:** You have 48 hours to access and set your new password after you receive it.

TIMECARD ENTRY PROCESS OVERVIEW

- Step 1. Login
- Step 2. Create Timecard
- Step 3. Select Week & Start Timecard
- Step 4. Enter Hours
- Step 5. Submit for approval

STEP 1. LOGIN

Once you have received your username and password you can access the IQNavigator site.

www.iqnavigator.com

Enter your username and password and click **LOGIN**. First time users will be prompted to change your password.

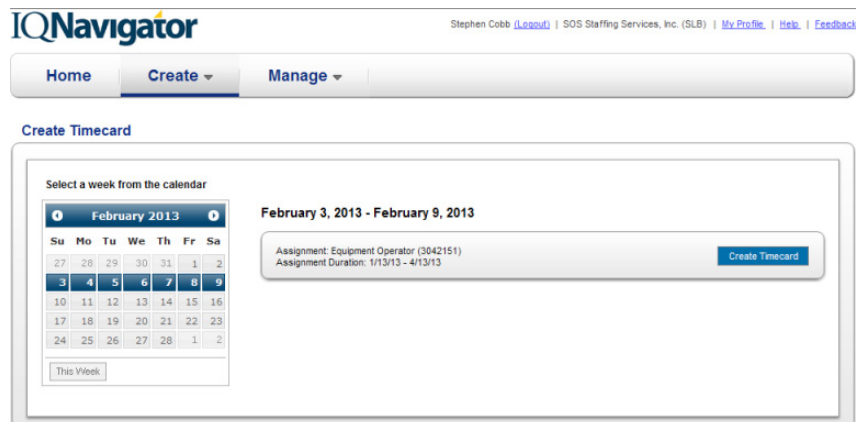
STEP 2. CREATE TIMECARD

From the dashboard, hover over the **CREATE** tab and click on **CREATE TIME CARD**.



STEP 3. SELECT WEEK

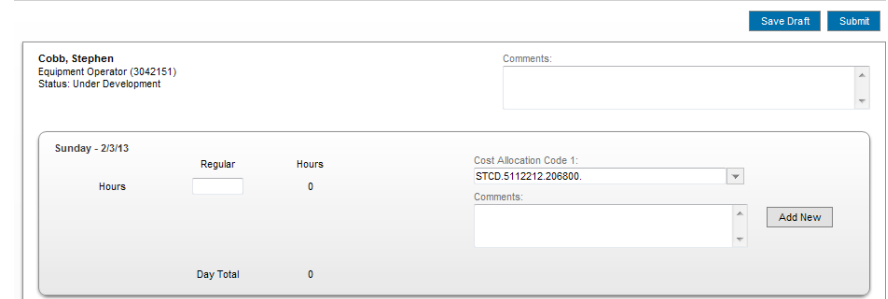
Choose the week for which you would like to submit a timecard. Then click on **CREATE TIMECARD** button. You will then enter your time for the week selected.



STEP 4. ENTER HOURS

Enter the total number of hours you worked for each day. The minutes worked are paid at quarter hour increments. Which means that if your total hours worked include minutes between 8-22 minutes, you would enter .25. If total hours worked include minutes between 23-37 minutes, you would enter .50. If total hours worked include minutes between 38-52 minutes you would enter .75.

[Create Timecard \(2/3/13 - 2/9/13\)](#) [Back](#)

The screenshot shows the 'Create Timecard' form for Stephen Cobb, Equipment Operator (3042151). The form has a 'Comments' field at the top. Below it, there is a table for entering hours for Sunday, 2/3/13. The table has columns for 'Hours', 'Regular', and 'Hours'. The 'Hours' column has a text input field, and the 'Regular' and 'Hours' columns have a value of 0. To the right of the table, there is a 'Cost Allocation Code 1' dropdown menu with the value 'STCD 5112212 206800' and a 'Comments' field with an 'Add New' button. At the bottom of the form, there is a 'Day Total' row with a value of 0.

The total hours worked for the week will tabulate at the bottom of the screen. You can **SAVE** your time card by clicking **Save Draft** to add additional time during the week. You will see **“You have saved successfully”** once you have saved your draft. To enter additional hours you will click on **MANAGE TIMECARDS** and select the timecard you want to edit.

STEP 5. SUBMIT FOR APPROVAL

Once you have finalized your timecard for the week you will need to **SUBMIT** the timecard for approval. From your timecard entry view you will click on **SUBMIT**. You will see **“You have submitted successfully”** once you have submitted your timecard for approval. **WARNING:** Do NOT submit hours for days not yet worked.

EXPENSE REPORT ENTRY PROCESS OVERVIEW

- Step 1. Login and Create Expense Report
- Step 2. Select Week & Create Expense Report
- Step 3. Title Expense Report
- Step 4. Enter required expense fields
- Step 5. Submit for approval

CREATING AN EXPENSE REPORT

STEP 1. Enter your username and password and click login. Hover over the **CREATE** tab and click on **CREATE EXPENSE REPORT**.

