
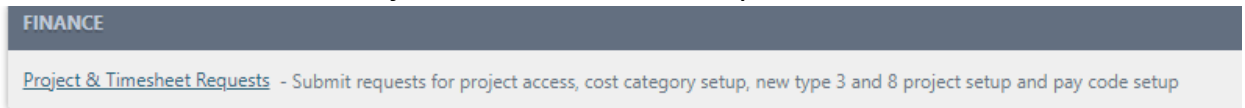


Project Coding Access for Timesheet

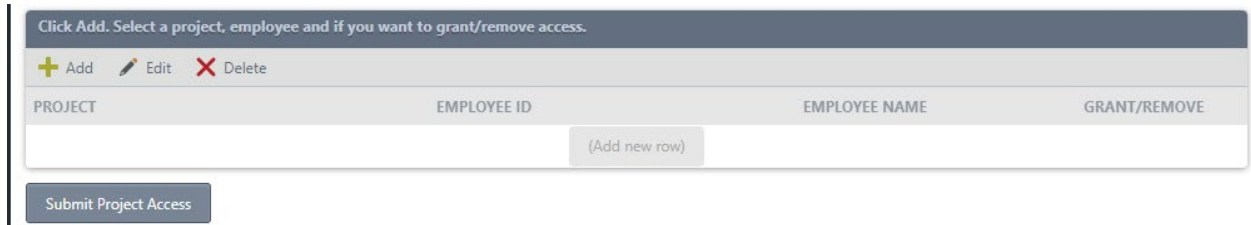
1. Open Powerline in your web browser <https://powerline.ntpc.com/>
2. On the right-hand side Choose "K2 Forms" 
3. Under Finance choose Project and Timesheet Requests



4. Select Project Access from the 4 bubbles

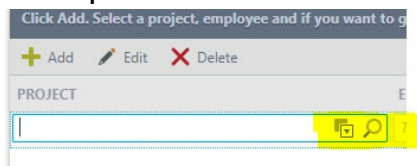


Select Add and you should see the following:

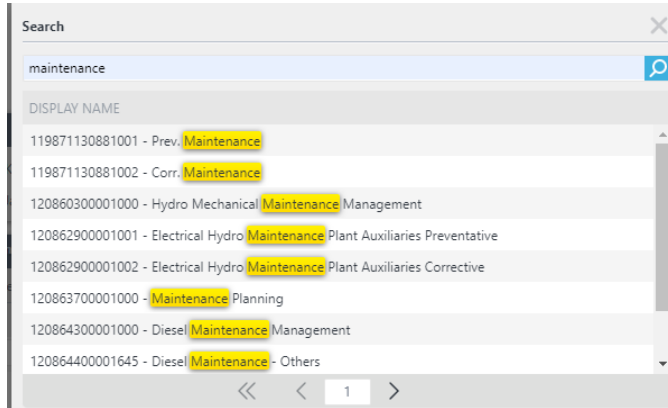


A screenshot of a web application form. At the top, there is a dark blue header with the text "Click Add. Select a project, employee and if you want to grant/remove access." Below the header, there is a light blue box containing the text "Click Add. Select a project, employee and if you want to grant/remove access." Below this, there are three buttons: "+ Add", "Edit", and "Delete". Below the buttons, there is a table with the following columns: "PROJECT", "EMPLOYEE ID", "EMPLOYEE NAME", and "GRANT/REMOVE". Below the table, there is a button labeled "(Add new row)". At the bottom of the form, there is a button labeled "Submit Project Access".

5. Select the spy glass if you do not know your project code and search by description or number

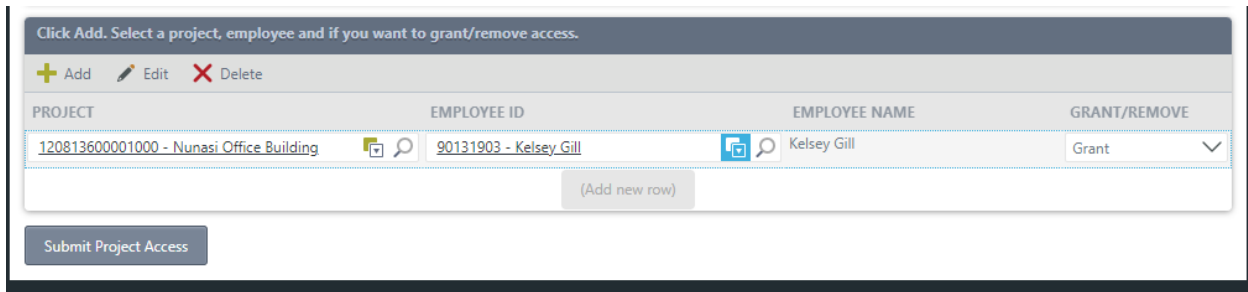


Project & Timesheet Requests: How To



Select the project number you require and move to the next box entering your name or employee ID. If you enter your name, it will automatically pull your employee ID and Name.

Use the drop-down menu to Grant or Remove access to the code you entered. When you are finished it should look like the below:

A screenshot of a form titled "Click Add. Select a project, employee and if you want to grant/remove access." The form has three buttons: "+ Add", "Edit", and "X Delete". Below the buttons is a table with four columns: "PROJECT", "EMPLOYEE ID", "EMPLOYEE NAME", and "GRANT/REMOVE". The first row contains: "120813600001000 - Nunasi Office Building", "90131903 - Kelsey Gill", "Kelsey Gill", and "Grant". Below the table is a button labeled "(Add new row)". At the bottom of the form is a button labeled "Submit Project Access".

6. Finally select Submit Project Access and your form will be sent to the Timesheet email account for actioning. You will receive an email indicating that it was completed.

The form is easy to use and ensures that all information is accurate and included.