

Self Registration for iVantage Connect 4.2

1. Click on the following link <http://172.29.96.41/AH3913Connect/Employee> or copy and paste the link into the address bar of Internet Explorer. This will take you to the log in page for Connect. You will need to be logged in to the Airbus network in order to access Connect. You can also access Connect from Quick Links on Airbus People.
2. For first time users, please find the link that says "Log on for the first time".

Welcome to Connect

Account Logon

User Name:

Password:

→ sign-in

Log on for the first time

[Forgot Password](#)

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3. This will take you to a self-authentication page, which will ask you your last name, Payroll ID, and to set up your user name (you can pick your own user name). You can find your Payroll ID number on your pay stub in the gray shaded box listed as File number (without the leading zeros).

Create a New Account

Use this page to enroll yourself in Connect. Enter the appropriate information in the fields below and when finished click Register Me.

Last name:
Smith

Payroll number:
1234

User name you want to use:
jsmith

[Register Me](#) [Cancel](#)

4. Click on [Register Me](#). Once you have clicked "Register Me" an email will be sent to your Outlook account. This email will contain a temporary password. You need this password to log on for the first time

iVantage Connect Registraton - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

From: iVantage
To: WELCH, Chris
Cc:
Subject: iVantage Connect Registraton

Sent: W

Congratulations!

You have successfully registered for iVantage Connect Employee Self-Service. Below is the user name that you requested and your password.

User name: jsmith
Password: 9FB3DE81

Once you have logged in with this password, you can change the password through the Maintain User Account tab. If you have any questions or problems, contact your system administrator.

- When you have received your password you can now go back to the login page for Connect. Enter your User name and Password, then click on "sign in. If you wish to change your password, click on the "Maintain User Account" tab near the top of the page, then on the "Change my password" link. **If you forget your username or password, click on the "Forgot Password" link and enter your airbus email address on the password recovery screen. Your username and password will be emailed to you.**



Note:
If you are manager who will be approving timesheets, please notify Chris Welch or Reem Zaghaf once you have successfully registered so that you can be designated as a manager in Connect.

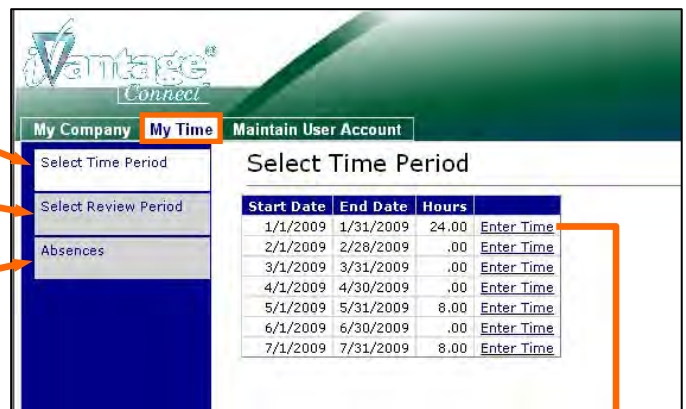
Entering and Reviewing Time/Absences

"My Time" tab

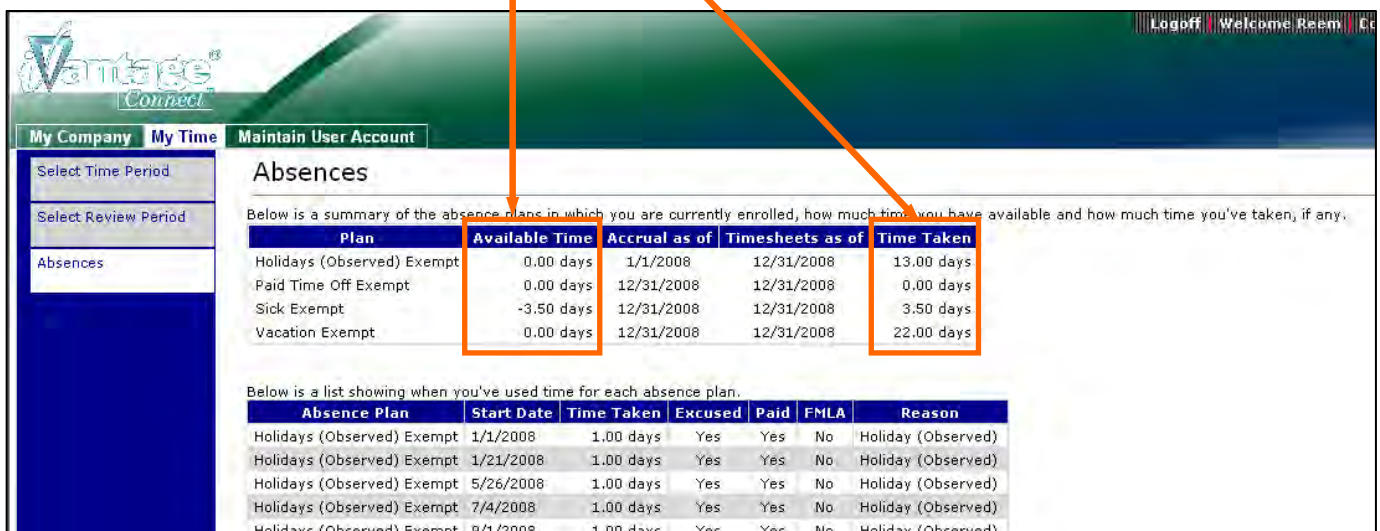
Select Time Period - displays current and future calendars for entering time/absences

Select Review Period - displays past calendars that have already been submitted

Absences – displays summary of your absence plans including how much time you have taken and how much time you have available. Also displays a detailed list of absences taken for the current year



Click on "Enter Time" to enter your time and/or absences



Monthly calendars for salaried employees – only absences are reported

Enter Time

Time Period: 1/1/2009 To 1/31/2009

Total paid hours: 48.0000 Total unpaid hours: 0

Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Entire Period

Time Type	Comments	FMLA	Thu Jan 1	Fri Jan 2	Sat Jan 3	Sun Jan 4	Mon Jan 5	Tue Jan 6	Wed Jan 7	Total
X Holiday (Observed)		<input type="checkbox"/>	8	8						16
X Vacation		<input type="checkbox"/>					8	8	8	24
Totals:			0	0	0	0	0	0	0	0

Add Time

Period Comments

Return Cancel Changes Refresh Totals Preview Timesheet

Hide Help

Click the X to delete a time record.

Click "Return" to save all of your changes that have been done since the previous save and return to time summary page.

Click "Cancel Changes" to cancel your time entries and return to time summary page.

Click "Refresh Totals" to save your changes and update the display of totals on the page.

Click "Preview Timesheet" to redisplay your entries with overtime calculations added (if any), totals, and a daily summary of your time by time type. On that page you may submit your time if you're confident that it's correct and complete, or return to this page without submitting.

Note that moving from one week to another week will automatically save the current weeks data.

View entire month on one page or a week at a time

Enter absences on this grid (in hours)

Company observed holidays should automatically show up on your timesheet but if they don't, enter "8.00" hours with a time type of "Holiday" for the appropriate date.

Add Time button inserts a row for entering time, separate row for each time type.

Preview page

Your Timesheet for Thursday, January 01, 2009 - Saturday, January 31, 2009

Period Comments:

Day	Type	Absence Reason	FMLA	Employee Hours	Revised Hours	Calculated Hours	Hours	Employee Comments	Revised By	Revised by Comments
1 (Thu)	Holiday (Observed)	Holiday (Observed)	False	8.00			8.00			
2 (Fri)	Holiday (Observed)	Holiday (Observed)	False	8.00			8.00			
5 (Mon)	Vacation	Vacation	False	8.00			8.00			
6 (Tue)	Vacation	Vacation	False	8.00			8.00			
7 (Wed)	Vacation	Vacation	False	8.00			8.00			
19 (Mon)	Holiday (Observed)	Holiday (Observed)	False	8.00			8.00			
Totals:				48.00	0.00	0.00	48.00			

Daily Summary

Day	Holiday (Observed)	Vacation	Total Hours
1 (Thu)	8.00		8.00
2 (Fri)	8.00		8.00
5 (Mon)		8.00	8.00
6 (Tue)		8.00	8.00
7 (Wed)		8.00	8.00
19 (Mon)	8.00		8.00
Totals:	24.00	24.00	48.00

Return Submit this Timesheet

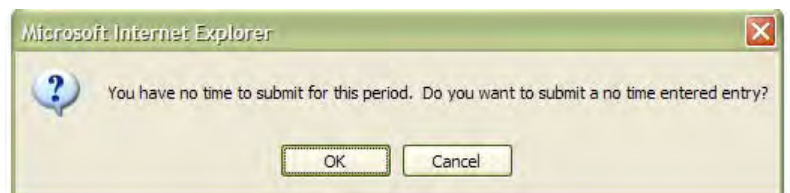
Once you submit a calendar, you can no longer add/edit entries for that time period unless your manager denies the timesheet. If your timesheet is denied, you can make changes or corrections and resubmit the timesheet.

If corrections are needed after your calendar has been approved, please contact HR.

Submit calendar

Submitting a blank calendar

A calendar must be submitted for each and every month, even if you had no absences. If you are submitting a blank calendar, you will get a popup window asking you to confirm that you are submitting a blank calendar. Click "OK" to submit the calendar.



Bi-weekly timesheets for overtime-eligible salaried employees – enter overtime and absences only

Bi-weekly timesheets for hourly employees – enter all hours worked and absences

Enter Time

Time Period: 1/10/2009 To 1/23/2009 View entire period on one page or a week at a time

Total paid hours: 67.0000 Total unpaid hours: 0

Week 1 | Week 2 | **Entire Period**

Time Type	Comments	FMLA	Sat Jan 10	Sun Jan 11	Mon Jan 12	Tue Jan 13	Wed Jan 14	Thu Jan 15	Fri Jan 16	Total
<input checked="" type="checkbox"/> Overtime		<input type="checkbox"/>							4	4
<input checked="" type="checkbox"/> Regular		<input type="checkbox"/>			8	8	8	8	8	40
Totals:			0	0	0	0	0	0	0	0

Add Time Add Time button inserts a row for entering time, separate row for each time type.

Period Comments:

Return | Cancel Changes | Refresh Totals | **Preview Timesheet**

[Hide Help](#)

Click the to delete a time record.
 Click "Return" to save all of your changes that have been done since the previous save and return to time summary page.
 Click "Cancel Changes" to cancel your time entries and return to time summary page.
 Click "Refresh Totals" to save your changes and update the display of totals on the page.
 Click "Preview Timesheet" to redisplay your entries with overtime calculations added (if any), totals, and a daily summary of your time by time type. On that page you may submit your time if you're confident that it's correct and complete, or return to this page without submitting.
 Note that moving from one week to another week will automatically save the current weeks data.

Enter time and absences on this grid (in hours)

Company observed holidays should automatically show up on your timesheet but if they don't, enter "8.00" hours with a time type of "Holiday" for the

Preview page

Your Timesheet for Saturday, January 10, 2009 - Friday, January 23, 2009

Period Comments:

Day	Type	Absence Reason	FMLA	Employee Hours	Revised Hours	Calculated Hours	Hours	Employee Comments	Revised By	Revised by Comments
12 (Mon)	Regular	-	False	8.00			8.00			
13 (Tue)	Regular	-	False	8.00			8.00			
14 (Wed)	Regular	-	False	8.00			8.00			
15 (Thu)	Regular	-	False	8.00			8.00			
16 (Fri)	Regular	-	False	8.00			8.00			
16 (Fri)	Overtime	-	False	4.00			4.00			
17 (Sat)	Regular	-	False	3.00			3.00			
17 (Sat)	Regular	-	False	3.00			3.00	CCC USA1549		
19 (Mon)	Holiday (Observed)	Holiday (Observed)	False	8.00			8.00			
20 (Tue)	Regular	-	False	9.00			9.00			
Totals:				67.00	0.00	0.00	67.00			

Daily Summary

Day	Regular	Holiday (Observed)	Overtime	Total Hours
12 (Mon)	8.00			8.00
13 (Tue)	8.00			8.00
14 (Wed)	8.00			8.00
15 (Thu)	8.00			8.00
16 (Fri)	8.00		4.00	12.00
17 (Sat)	6.00			6.00
19 (Mon)		8.00		8.00
20 (Tue)	9.00			9.00
Totals:				67.00

Return | **Submit this Timesheet** Submit timesheet

Once you submit a timesheet, you can no longer add/edit entries for that time period unless your manager denies the timesheet. If your timesheet is denied, you can make changes or corrections and resubmit the timesheet.

If corrections are needed after your calendar has been approved, please contact HR or payroll.

Time Off Requests

The Time Off Request task enables you to submit your vacation (or other time off) request up to 6 months in advance. The requests are routed to your manager (or other approving authority) and, upon approval, are written to your calendar or timesheet.

You can only request time off for current or future time periods.
This task cannot be used to add-to or correct absences for past time periods

Vantage Connect Logoff

Logon **My Time** My Company My Benefits (Test) My Connect Password Applicant (Test) Admin Time Off - Test

Select Time Period
Select Review Period
Absences
Time Off Request

Time Off Request

Click the link below to request time off.

[Request time off](#) ←
[View current requests](#) ←

To view pending requests that you've submitted but have not yet been approved, click on "view current requests". You can delete any pending requests that have not been approved.

Vantage Connect Logoff

Logon My Time My Company My Benefits (Test) My Connect Password Applicant (Test) Admin Time Off - Test

Current Time Off Requests

[Back](#)

Request Type	Start Date	End Date	Units	Unit Type	Reason	
Paid Time Off Exempt (PTO-E)	5/22/2009	5/22/2009	1.00	days	Comp Time Off (COMP)	Delete
Vacation Exempt (VAC-E)	3/30/2009	3/31/2009	2.00	days	Vacation (VAC)	Delete
Paid Time Off Exempt (PTO-E)	4/13/2009	4/13/2009	1.00	days	Jury Duty (JURY)	Delete
Vacation Exempt (VAC-E)	5/18/2009	5/21/2009	4.00	days	Vacation (VAC)	Delete

To enter a new time off request, click on the "Request time off" link (see next page).

Request Time Off page – example 1
 Requesting a day off for Jury Duty

Request Time Off

To request time off, complete this form and click Send my request.

What type of time off would you like to take?

- Holidays (Observed) Exempt (10.00 days available)
- Paid Time Off Exempt (0.00 days available)
- Sick Exempt (-4.50 days available)
- Vacation Exempt (1.33 days available)

When do you want to take time off?

* **Beginning Date:** 4/13/2009

* **Ending Date:** 4/13/2009

* **How much time?** 1.00 (in days)

Select the reason for this time off.
 Jury Duty

Enter any additional comments about this request (optional).

[Send my request](#) [Cancel](#) * Required Fields

Annotations:

- Select appropriate time type. Available days shown is your available balance as of today (Sick & PTO plans always show as "0" or a negative number because they are non-accruing plans). Do not request time off from the Holiday plan (holidays are automatically entered on your timesheet or calendar)
- Beginning date is the first day of absence and ending date is the last day of absence. Beginning and ending dates must be week days.
- Enter total number of work days you will be absent.
- Select appropriate reason. The absence reason must match the time type you are requesting. This is a required field

Click on "Send my request" when finished.

Request time off confirmation page.

Request Time Off

Position: -

Type of time off: Paid Time Off Exempt (0.00 days available)

Beginning date: 4/13/2009

Ending date: 4/13/2009

Amount of time requested: 1.00 days

Reason: Jury Duty

Your request has been submitted for approval.
[Click here to continue](#)

Request Time Off page – example 2
 Requesting Vacation days

Request Time Off

To request time off, complete this form and click Send my request.

What type of time off would you like to take?

- Holidays (Observed) Exempt (10.00 days available)
- Paid Time Off Exempt (0.00 days available)
- Sick Exempt (-4.50 days available)
- Vacation Exempt (1.33 days available)

When do you want to take time off?

* Beginning Date: 5/18/2009

* Ending Date: 5/21/2009

* How much time? 4.00 (in days)

Select the reason for this time off.

Vacation

Enter any additional comments about this request (optional).

[Send my request](#) [Cancel](#) * Required Fields

Annotations:

- Select appropriate time type. Available days shown is your available balance as of today (Sick & PTO plans always show as "0" or a negative number because they are non-accruing plans). Do not request time off from the Holiday plan (holidays are automatically entered on your timesheet or calendar)
- Beginning date is the first day of absence and ending date is the last day of absence. Beginning and ending dates must be week days.
- Enter total number of work days you will be absent.
- Select appropriate reason. The absence reason must match the time type you are requesting. This is a required field

- Select the reason for this time off.**
- (Select one)
 - PTO Bereavement Leave
 - PTO Comp Time Off
 - PTO Jury Duty
 - PTO Travel Home (Contractual)
 - Relax Day (FS)
 - Sick
 - Vacation
 - (Select one)
 -
 - DO NOT USE CODES BELOW-
 - Adjustment
 - Administrative Leave
 - Correction for Error
 - Excess Carryover
 - First Month Accrual
 - Last Month Accrual
 - LOA Unpaid
 - Long-Term Disability
 - Military Leave
 - Paid Out
 - Vacation Bonus
 - Vacation Donation

Click on "Send my request" when finished.

Request time off confirmation page.

Request Time Off

Position: -

Type of time off: Vacation Exempt (1.33 days available)

Beginning date: 5/18/2009

Ending date: 5/21/2009

Amount of time requested: 4.00 days

Reason: Vacation

Your request has been submitted for approval.

[Click here to continue](#)

Reviewing Approved Absence Requests

Once your time off request is approved, it is saved to your current or future calendar/time sheet. The 2 examples above were added to this person's April and May calendars.

Select Time Period

Start Date	End Date	Hours	Enter Time
3/1/2009	3/31/2009	16.00	Enter Time
4/1/2009	4/30/2009	8.00	Enter Time
5/1/2009	5/31/2009	48.00	Enter Time
6/1/2009	6/30/2009	.00	Enter Time
7/1/2009	7/31/2009	8.00	Enter Time
8/1/2009	8/31/2009	.00	Enter Time
9/1/2009	9/30/2009	8.00	Enter Time

Annotations:
 - Arrow pointing to 4/1/2009 entry: Jury duty request
 - Arrow pointing to 5/1/2009 entry: Vacation days request

You can view, edit, or delete these absence requests if needed prior to submitting your calendar or timesheet by clicking on "Enter Time". If no changes are needed, you can simply submit your calendar/timesheet.

Enter Time

Time Period: 4/1/2009 To 4/30/2009

Total paid hours: 8.0000 Total unpaid hours: 0

Week 1 Week 2 **Week 3** Week 4 Week 5 Entire Period

Time Type	Comments	FMLA	Wed Apr 8	Thu Apr 9	Fri Apr 10	Sat Apr 11	Sun Apr 12	Mon Apr 13	Tue Apr 14	Total
X Jury Duty		<input type="checkbox"/>						8		8
Totals:			0	0	0	0	0	8	0	8

Add Time

Period Comments:

Return Cancel Changes Refresh Totals *Before previewing this period, you must first submit the period starting 3/1/2009*

[Display Help](#)

Enter Time

Time Period: 5/1/2009 To 5/31/2009

Total paid hours: 48.0000 Total unpaid hours: 0

Week 1 Week 2 **Week 3** Week 4 Week 5 Entire Period

Time Type	Comments	FMLA	Fri May 15	Sat May 16	Sun May 17	Mon May 18	Tue May 19	Wed May 20	Thu May 21	Total
X Vacation		<input type="checkbox"/>				8	8	8	8	32
Totals:			0	0	0	8	8	8	8	32

Add Time

Period Comments:

Return Cancel Changes Refresh Totals *Before previewing this period, you must first submit the period starting 3/1/2009*

[Display Help](#)

Saving a Connect Shortcut or Favorite

Creating a shortcut or IE favorite by right-clicking on the Connect login page will not work for future logins.

Right-click on the shortcut or IE favorite, select Properties and change the URL to:
<http://172.29.96.41/AH3913Connect/Employee>

