

Cenergy International Web e-FST Reference Guide



User Manual- Employee CIS-WI-83B Rev 4.0

DOCUPEAK SYSTEM™

**Provided By
Webiplex, Inc.**

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Accessing the Cenergy FST System

Logging In

1. Go to <http://www.cenergyintl.com/>
2. Select the Web e-FST icon at the top of the home page
3. Select the Employee Training Video for a tutorial of the same information in the online manual.
4. Go back to the web page and login
5. Enter your User Name and Password then click the “LOGIN” button

Web eFST

SEARCH JOB LISTINGS: Or view all jobs
Enter title or keywords **SEARCH**

IMPORTANT INFORMATION

- Web eFST is due the same time your paper document was due according to your payment deposit calendar.
- Your Web eFST is automatically sent to your client supervisor for approval. Once they approve you will be advised via email.
- If you have any changes to your personal information please contact your Cenergy Representative

Sign in with your new login and password and prepare your Field Service Ticket and Expense Report:

User Name:

Password:

LOGIN

If you do not have a WEB eFST username and password, please contact your Cenergy Representative for easy setup.

Archive FST
FST created prior to May 24, 2014

LOGIN

WEB eFST Instructions

DOWNLOAD CONTRACTOR PDF **DOWNLOAD EMPLOYEE PDF**

CONTRACTOR TRAINING VIDEO **EMPLOYEE TRAINING VIDEO**

CONNECT WITH US
fb t in

**** Upon logging into the Cenergy FST system for the first time, you will be prompted to immediately change your password as described in the next section, **Managing Your Profile**.**

NOTE: Check your internet tools and make sure you have Compatibility View Settings checked for “Display all websites in Compatibility View”. This will allow you to select dates from the calendar display.

Managing your Profile

- To change User Details such as email address or password, click on your user name to the left of the “Logout” link.

Cenergy - DocuPeak User Setup

wtest30@cenergyintl.com Logout

My FSTs

Update your user details...

Email: John.Smith@yahoo.com

First Name: John

Last Name: Smith

(Changes below required your password)

Current Password:

Change Password:

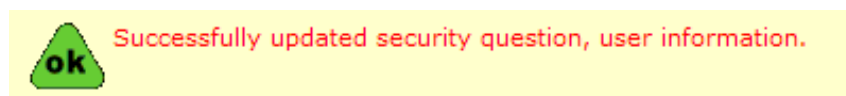
Confirm New Password:

Change Security Question: What is your company?

New Security Answer:

Change Cancel

- Update any user details that you wish to change.
- To change your password, enter your Current Password, and then enter your new password in both the “Change Password” and “Confirm New Password” fields.
- Click the “Change” button to save changes
- The message below will be displayed when your account changes were successful:



Locking your Account

If you enter your password incorrectly five times, your account will be locked and you will have to contact your Cenergy Representative to unlock your account or our Web eFST Technical Support Desk at **866-606-5666**

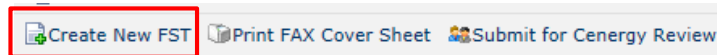
Field Service Ticket (FST) Application

Overview of the FST “Dashboard”

The FST dashboard is displayed when you log into the application. From here you can add new FSTs, submit draft FSTs for approval, and view previously submitted FSTs.

Cenergy FST - FSTs/My FSTs										johnntest	Logout
FSTs ▶										Refresh Search	
1 Create New FST Print FAX Cover Sheet Submit for Cenergy Review											
	2	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.		
		121			Draft	Chevron SJVBU-Administrative Assistant	\$100.00				
	3	120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1		
		119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1		
1 of 1 Pages - 3 Total Records										1	

1) Create New FST: Click this link to open the FST



2) Column Headers: Can be used to sort the list of FSTs. Click any header to sort based on that item. Click a second time to reverse the sort order. Start and End dates are display after you submit for review.

Cenergy FST - FSTs/My FSTs										johnntest	Logout
FSTs ▶										Refresh Search	
Create New FST Print FAX Cover Sheet Submit for Cenergy Review											
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.		
		121			Draft	Chevron SJVBU-Administrative Assistant	\$100.00				
		120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1		
		119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1		
1 of 1 Pages - 3 Total Records										1	

3) Indexing Icon: Click the icon to the left of the FST Submittal # to view and/or edit the FST.

Cenergy FST - FSTs/My FSTs										johnntest	Logout
FSTs ▶										Refresh Search	
Create New FST Print FAX Cover Sheet Submit for Cenergy Review											
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.		
		121			Draft	Chevron SJVBU-Administrative Assistant	\$100.00				
		120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1		
		119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1		
1 of 1 Pages - 3 Total Records										1	

FST Process

The Cenergy FST application is used to submit FSTs for review and approval.

Creating a new FST

- Click **Create New FST**

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review Refresh Search											
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	121			Draft	Chevron SJVBU-Administrative Assistant	\$100.00					
<input type="checkbox"/>	120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1			
<input type="checkbox"/>	119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1			
1 of 1 Pages - 3 Total Records											

- The **New FST** form will open as displayed below

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Customer / Job:

Approver Email:

Alt. Approver Email:

Status:

FST Submittal #:

Please attach any original receipts for this FST below. File Size per attachment limit is less than 3MB.

Attachments:

Created	File Name
---------	-----------

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
------------	------	-----	----------	----------	----------	---------------	-----------	----------------------	------------------------	------------

Labor Pay Amount Subtotal: \$

Labor Subtotals:
Category Labor Quantity Subtotal

Expense Items:
For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.

Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
------	-----	----------	----------	----------	-----------	---------------	-----------	----------------------	------------------------	-------------

Expense Pay Amount Subtotal: \$

Expense Bill Amount Subtotal: \$

Pay Amount Total: \$

For additional information, please use the notes field below.

Select Client / Job

- Select the Client/Job where the work was performed.
 - The Approver email will be automatically populated
 - The Alternate approver will be automatically populated if one has been designated. This field may be changed when advised by your supervisor.
 - If the approver emails are not for the correct person, please notify your Cenergy representative
 - The default status will be set to **Draft**

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Customer / Job: Chevron SJVBU-Administrative Assistant

Approver Email: DPtest@cenergyintl.com

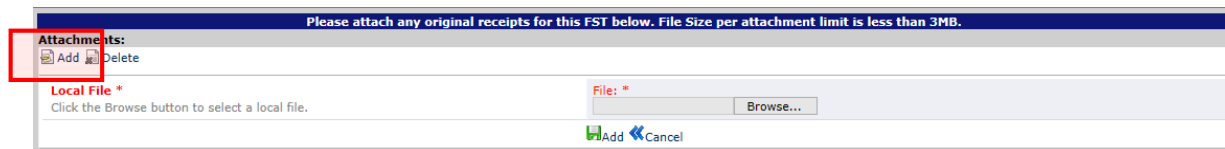
Alt. Approver Email: john@cenergyintl.com

Status: Draft

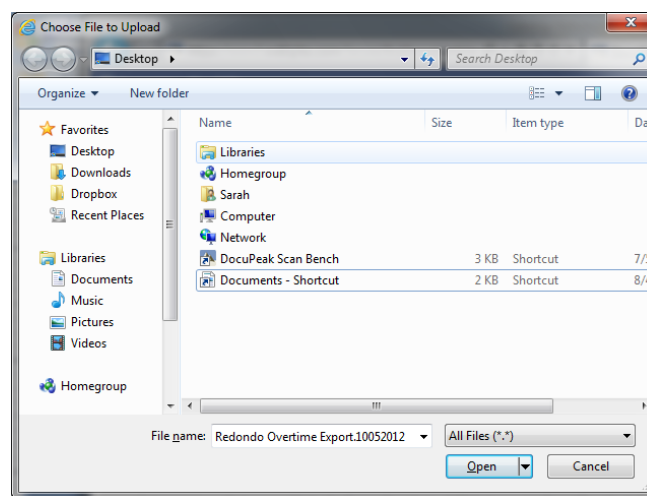
FST Submittal #:

Add Attachments – Upload

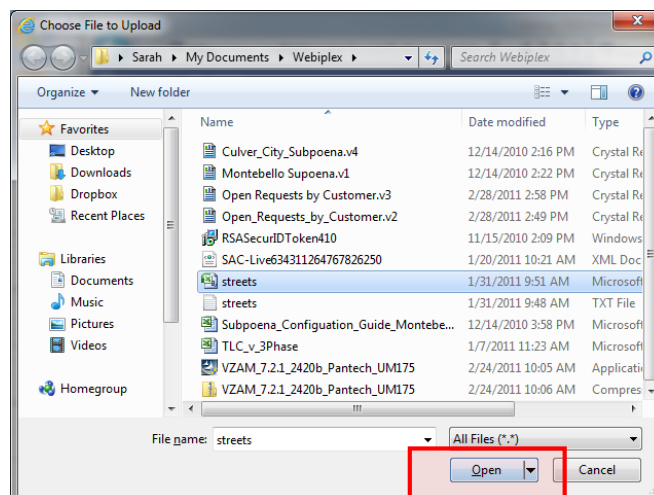
- Copies of original receipts must be attached to the FST before it can be submitted for approval. To fax receipts instead of scanning and attaching, please see the **Add Attachments – Fax** section.
- If you have a scanned file with receipts, use the Attachments section to upload copies of the receipts. Click the **Add** button under **Attachments**, and the attachment browse screen will be displayed
- File Size per attachment limit is less than 3MB.



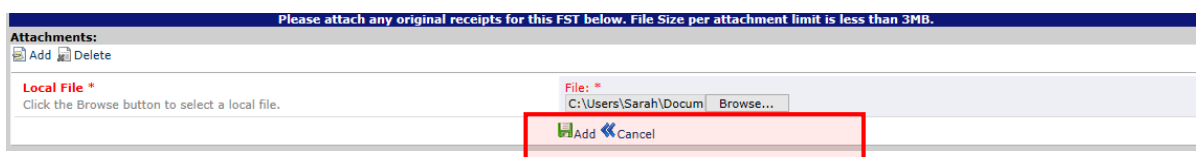
- Click the **Browse** button, and the **Choose File to Upload** screen will open



- Find the file on your local computer, then click Open



- Once selected, the file path of the attachment will be displayed under **File**, then click **Add**



- Your file will be displayed under **Attachments** with the create date and File Name.
- If you do not select “add” the document will not attach and be displayed.

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Customer / Job: Chevron SJVBU-Administrative Assistant
 Approver Email: DPtest@cenergyintl.com
 Alt. Approver Email: john@cenergyintl.com
 Status: Draft

FST Submittal #:

Please attach any original receipts for this FST below. File Size per attachment limit is less than 3MB.

Attachments:
 Add Delete

	Created	File Name
<input type="checkbox"/>	4/30/2014	CCF04282014_0002.tif

- Repeat the process if you have multiple files to attach

Add Labor Items

- Click the **Add** button to add Labor Items

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:
 Add Delete

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
Assignment: <input type="text"/>	Date*: <input type="text"/>		Category*: <input type="text"/>	Quantity*: <input type="text"/>	Pay Rate: <input type="text"/>	Work Location*: <input type="text"/>	Cost Code*: <input type="text"/>	Description/Rig/Loc*: <input type="text"/>	Chevron D7i / OXY Task: <input type="text"/>	

Save Labor Item Cancel



Labor Pay Amount Subtotal: \$

- Enter all of the Labor Item Fields. Fields with **RED** headings are required, and the record cannot be saved until all required fields are completed.
 - **Assignment:** Please select the applicable assignment from the drop down list.
 - Assignment must be selected prior to category. You will see a message that says “Assignment ID must be specified” if an assignment was not selected.
 - **Date:** Time must be entered individually for each date worked. You may directly type in a date using “MM/DD/YY” format, or select a date by clicking on the calendar icon.
 - **Category:** Please select the applicable labor category from the drop down list.
 - **Quantity:** Enter the number of hours or days worked per your pay rate.
 - **Pay Rate:** Pay Rate will be auto-populated based on Assignment and Category selected.
 - **Work Location:** Select a Work Location from the drop down list
 - **Cost Code:** Enter the Cost Code (WBS code, cost allocation, network etc)
 - **Note: Only a single cost code may be entered for each line. When the time entered is to be allocated among multiple cost codes, enter separate line items for each applicable code and allocated time.**
 - **Description/Rig/Loc:** Type the description (Project, rig, well, and or business area) of work performed and your job title.
 - Example: Engineer /Well # 272 South Texas
 - **Chevron D7i / OXY Task:** Enter the Chevron D7i or OXY Task if applicable.

- Paid Time Off and Sick Time
 - When entering paid time off, enter the category in the **cost code** and **description box**.
 - Example W2 Sick category – Enter *Sick Day* for both cost code and description
 - Holiday pay is max 8 hours when eligible. See Current Holiday schedule to verify dates.
 - Attach the Cenergy Time Off form in the attachment section.
- Once all fields are completed, click **Save Labor Item** and the labor item will be displayed in the FST form.

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:
Add Delete

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
Assignment: Onshore	Date*: 4/28/2014		Category*: Hourly	Quantity*: 8	Pay Rate: \$ 25.000	Work Location*: California	Cost Code*: 12587451	Description/Rig/Loc*: Onsite Visit	Chevron D7i / OXY Task:	
<div>   </div>										

- If you have multiple labor items to enter, follow the above process for each labor item.
 - The Labor Pay Amount Subtotal will be automatically calculated and updated with each labor item that you add.
- When entering additional labor items, the Work Location, Cost Code, Description/Rig/Loc. and Chevron D7i/OXY Task fields will be copied to save time entering information. Make sure to edit each box with the new information where applicable.

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:
Add Delete

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
<input type="checkbox"/> Onshore	4/28/2014	Mon	Hourly	8	\$25.00	California	12587451	Onsite Visit		\$200.00
<input type="checkbox"/> Onshore	4/29/2014	Tue	Hourly	6	\$25.00	California	12587451	Onsite Visit		\$150.00
<input type="checkbox"/> Onshore	4/29/2014	Tue	Sick Hourly	2	\$25.00	California	12587451	Onsite Visit		\$50.00
Labor Pay Amount Subtotal: \$										400.00

Labor Subtotals

- Labor Subtotals will be calculated and displayed when the FST is submitted for Cenergy Review.
- Each category will show a subtotal.
 - Example: Total hours for office rate, overtime and vacation when applicable.

Labor Subtotals:

Category	Labor Quantity Subtotal
Hourly	4

Add Expense Items

Note: Pay rate is your reimbursable amount and bill rate is charged to the client.

- Click the **Add** button to add Expense Items

The screenshot shows the 'Expense Items' form. At the top, there is a header 'Expense Items:' followed by a note: 'For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.' Below this, there are 'Add' and 'Delete' buttons. The 'Add' button is highlighted with a red box. The form contains several input fields: 'Date*', 'Category*', 'Quantity*', 'Pay Rate*', 'Bill Rate*', 'Work Location*', and 'Cost Code*'. There are also dropdown menus for 'Description/Rig/Loc.*' and 'Chevron D7i / OXY Task'. At the bottom right, there are two subtotal fields: 'Expense Pay Amount Subtotal: \$' and 'Expense Bill Amount Subtotal: \$'.

- Enter all of the Expense Item Fields. Fields with **RED** headings are required and the record cannot be saved until all required fields are entered.
 - Category:** Please select the applicable expense category from the drop down list.
 - Date:** Select the date that applies to the Expense. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
 - Quantity Field:** Enter the quantity of expenses
 - Pay Rate/Bill Rate:** These will either default to a specified amount, or allow you to enter an amount based on category. Enter both pay and bill rates as required. **Fixed Rates** for Per Diem, Mileage etc. will automatically have the pay and bill rate entered. **For Hotel**, enter quantity 1 and in the description box please describe the number of nights, location etc.

This screenshot shows the 'Expense Items' form with the 'Quantity' field highlighted by a red box. The form is populated with the following data: 'Date*' is 9/1/2014, 'Category*' is Airfare, 'Quantity*' is 1, 'Pay Rate*' is \$ 675.00, 'Bill Rate*' is \$ 675.00, 'Work Location*' is Los Angeles, and 'Cost Code*' is UC999999. The 'Description/Rig/Loc.*' field contains 'Airfare MIA / DEN/ AOK'. The 'Chevron D7i / OXY Task' field is empty. At the bottom right, there are 'Save Expense Item' and 'Cancel' buttons.

- Work Location:** Select a Work Location from the drop down list.
 - Cost Code:** Enter the Cost Code (WBS Code, cost allocation, network etc).
 - Note: Only a single cost code may be entered for each line. When the expense entered is to be allocated among multiple cost codes then enter separate line items for each applicable code and allocated expense.**
 - Mileage – must include mileage log as attachment**
 - Description/Rig/Location:** Type the Description of the expense incurred.
 - Expense Examples: Mileage, Per Diem, Tax, Hotel name # of nights etc.
 - Example: Mileage to/from airport or Hotel Crown Plaza 5 nights LAX
 - Chevron D7i / OXY Task:** Enter the Chevron D7i or OXY Task if applicable.
- Once all fields are completed, click **Save Expense Item** and the expense item will be displayed in the FST form.

Expense Items:

For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.

Add Delete

	Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
<input type="checkbox"/>	4/28/2014	Mon	Per Diem	1	\$10.000	\$10.000	California	12587451	Onsite Visit		\$10.00

- If you have multiple Expense items, follow the above process for each expense item.
 - The Expense Pay Amount and Bill Amount Subtotal will be automatically calculated and updated with each expense item that you add.
- When entering additional expense items, the Work Location, Cost Code, Description/Rig/Loc. and Chevron D7i/OXY Task fields will be copied to save time entering information. Make sure to edit each box with the new information where applicable
- ***If the expense is not reimbursable to you but billable to the client, contact your Cenergy Representative for a special rate code.***
- Click the save button at the top or bottom of the form to save the record. The FST will be saved as a draft, allowing you to return and continue to add attachments, Labor Items and Expense items, until it has been submitted.

Cenergy FST - FSTs/My FSTs johnstest Logout

Save Cancel

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Customer / Job: Chevron SJVBU-Administrative Assistant

Approver Email:

Alt. Approver Email:

Status:

FST Submittal #:

Please attach any original receipts for this FST below. File Size per attachment limit is less than 3MB.

Attachments:

Add Delete

Created	File Name

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:

Add Delete

	Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
<input type="checkbox"/>	Onshore	4/16/2014	Wed	Hourly	8	\$25.00	California	UC12346	Onsite Visit Well 546		\$200.00
<input type="checkbox"/>	Onshore	4/17/2014	Thu	Hourly	8	\$25.00	California	UC12346	Onsite Visit Well 546		\$200.00
<input type="checkbox"/>	Onshore	4/18/2014	Fri	Sick Hourly	8	\$5.00	California	Sick Day	Sick Day		\$40.00
Labor Pay Amount Subtotal: \$											440.00

Labor Subtotals:

Category	Labor Quantity Subtotal

Expense Items:

For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.

Add Delete

	Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount	Bill Amount
<input type="checkbox"/>	4/16/2014	Wed	Per Diem	1	\$10.000	\$10.000	California	UC12346	PerDiem		\$10.00	\$10.00
<input type="checkbox"/>	4/17/2014	Thu	Meals	55	\$1.000	\$1.000	California	UC12346	Meals		\$55.00	\$55.00
Expense Pay Amount Subtotal: \$											65	
Expense Bill Amount Subtotal: \$											65	
Pay Amount Total: \$												

For additional information, please use the notes field below.

For Cenergy Use Only. This area contains comments submitted by the Client approver and Cenergy

Approver Response:

Cenergy Notes:

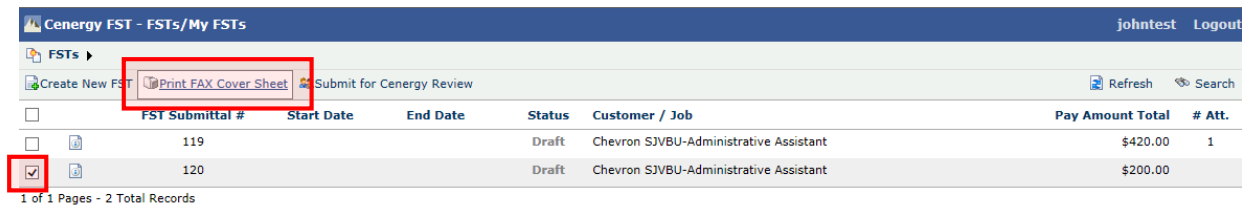
Save Cancel

**** If you do not see a labor/expense item, please contact your Cenergy Representative.**

Add Attachments - Fax

Once the FST has been saved and an FST number is assigned, receipts can be faxed in.

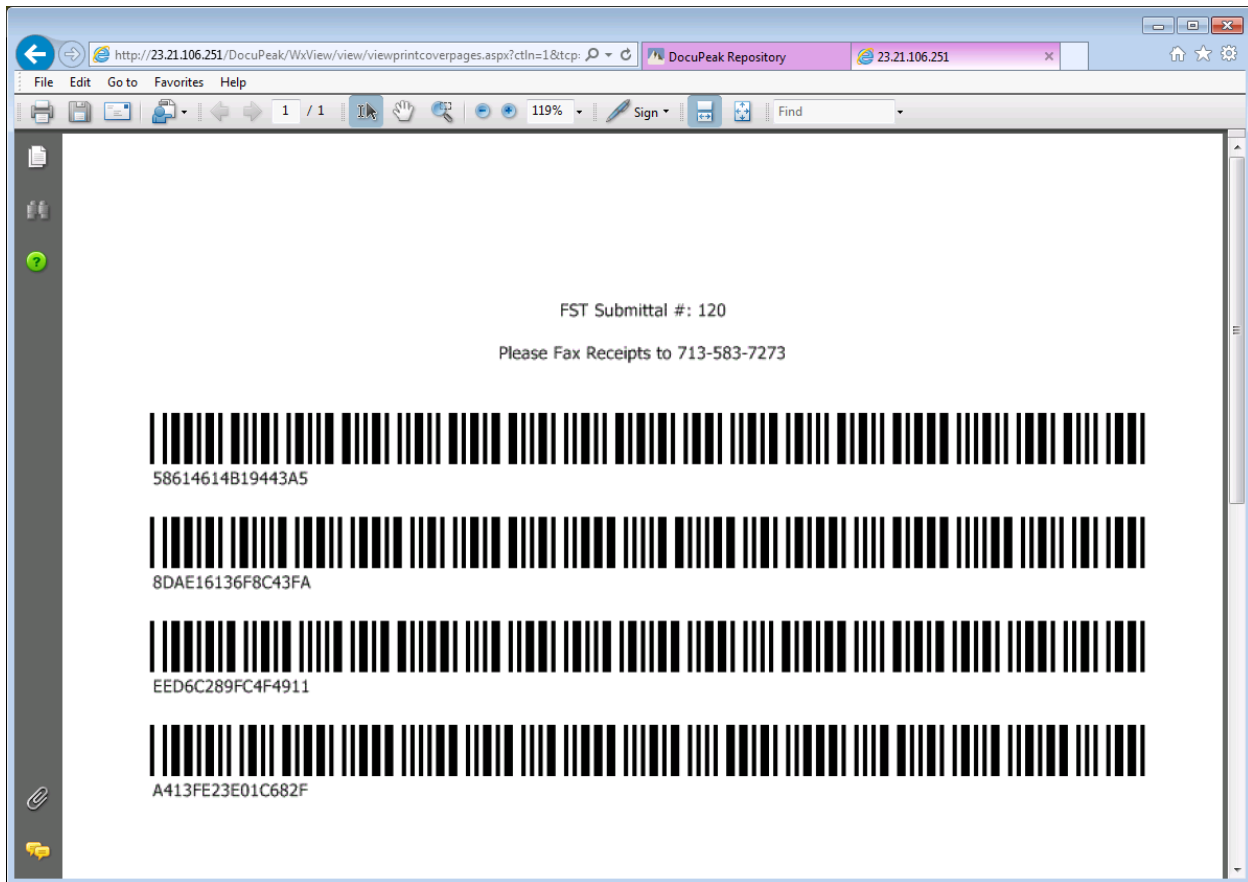
- Click the checkbox to the left of the FST that needs receipts submitted, then click **Print FAX Cover Sheet**



	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	# Att.
<input type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00	1
<input checked="" type="checkbox"/>	120			Draft	Chevron SJVBU-Administrative Assistant	\$200.00	

1 of 1 Pages - 2 Total Records

- A barcode cover page will open in a new tab





- Print the barcode cover page, and place on top of all receipts as the first page
- Fax the receipts to (713) 583-7273**
- The fax will be processed, and the receipts will be automatically attached to the FST based on the barcode cover page
- Return to the FST Dashboard to verify that the receipts were successfully received. Please allow 10 minutes for this process to complete. If you don't see the attachment after 10 minutes, please contact your Cenergy representative
 - The # Att field will update from 0 to 1 once the receipts are successfully received



	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.
<input type="checkbox"/>	120			Draft	Chevron SJVBU-Administrative Assistant	\$200.00		1

Editing a Draft FST

- To edit an existing FST, click on the icon between the check box and the FST Submittal # column. This will open the FST.

Cenergy FST - FSTs/My FSTs								johnstest Logout	
FSTs ▾									
Create New FST Print FAX Cover Sheet Submit for Cenergy Review Refresh Search									
<input type="checkbox"/>	FST Submittal # ▾	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.	
<input type="checkbox"/>	 120			Draft	Chevron SJVBU-Administrative Assistant	\$200.00		1	
<input type="checkbox"/>	 119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1	
1 of 1 Pages - 2 Total Records					1				

- Click the icon for the Labor or Expense item that you wish to edit.

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Customer / Job: Chevron SJVBU-Administrative Assistant FST Submittal #: 120
 Approver Email: DPtest@cenergyintl.com
 Alt. Approver Email: sarah@webiplex.com
 Status: Draft

Please attach any original receipts for this FST below. File Size per attachment limit is less than 3MB.

Attachments:

Created	File Name
4/30/2014	CCF04282014_0023.tif

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
Onshore	4/1/2014	Tue	Hourly	8	\$25.00	California	12587451	Onsite Visit		\$200.00

Labor Pay Amount Subtotal: \$ 200.00

Labor Subtotals:

Category Labor Quantity Subtotal

Expense Items:

For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.

Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount

Expense Pay Amount Subtotal: \$ 0
 Expense Bill Amount Subtotal: \$ 0
 Pay Amount Total: \$ 200.00

- The previously entered data will open. Edit the record, and then click "Save Expense Item."

Expense Items:

For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.

Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
4/1/2014		Per Diem	1	\$ 10.000	\$ 10.000	California	12587451	Onsite Visit		

Save Expense Item Cancel

Expense Pay Amount Subtotal: \$ 0
 Expense Bill Amount Subtotal: \$ 0
 Pay Amount Total: \$ 200.00

- Once all changes are made, save the FST.

Chevron Users Only - WBS / Cost code check

(If you are submitting for Chevron work, use the instructions below to validate your WBS/cost codes. Disregard the check button if not submitting for Chevron work)

Create your Web eFST following normal procedures and Save.

1. From the Dashboard, check the FST you want to validate codes
2. Select the green Check Chevron WBS button.

FSTs ▶							
<a>Create New FST <a>Print FAX Cover Sheet <a>Submit for Approval 2 <a>✓ Check Chevron WBS							
1	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	
<input checked="" type="checkbox"/>	10303			Draft	Chevron SJVBU-Designer		



A yellow caution symbol will display on the Dashboard if a code within the FST does not match to our list of valid Chevron codes. Please open the FST to review.

Example: FST list on Dashboard

FSTs ▶							
<a>Create New FST <a>Print FAX Cover Sheet <a>Submit for Approval <a>✓ Check Chevron WBS							
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	
<input type="checkbox"/>	10303			Draft	Chevron SJVBU-Designer		

Example on FST Line item

ns:							
<a>Delete							
Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code
Onshore	9/1/2014	Mon	Hourly	8		Arizona	UC39700
Onshore	9/2/2014	Tue	Hourly	8		Arizona	UC3999999

- ❖ If you do not see the yellow caution sign, this indicates all codes matched and you can submit your FST.
- ❖ If there is not a match, please modify the incorrect code before you submit. If you have confirmed with your Chevron Supervisor that the code is valid, please continue the submittal process. We will advise if a new code is required after submission.
- ❖ **WBS codes must contain only numbers or letters. Do not use spaces or other characters.**
- ❖ When entering paid time off, your cost code is the description (sick, vacation etc.) and will always show the yellow caution sign. Continue to submit when this happens to the line item.

Notes Field – Additional Information

- Additional information can be added to the FST in the box below the expense items. The information will be viewed by the Cenergy Supervisor.

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.

Labor Items:
[Add](#) [Delete](#)

Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
<input type="checkbox"/>	Onshore	4/1/2014	Tue	Hourly	8	\$25.00	California	12587451	Onsite Visit	\$200.00

Labor Pay Amount Subtotal: \$ 200.00

Labor Subtotals:
 Category Labor Quantity Subtotal

Expense Items:
 For any variable expenses (Lodging/Hotel/Airfare/Misc Expenses), please enter the total amount for the individual expense in the quantity field.
[Add](#) [Delete](#)

Date	Day	Category	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
<input type="checkbox"/>	4/1/2014	Tue	Per Diem	1	\$10.000	\$10.000	California	12587451	Onsite Visit	\$10.00

Expense Pay Amount Subtotal: \$ 10
 Expense Bill Amount Subtotal: \$ 10

Pay Amount Total: \$ 200.00

For additional information, please use the notes field below.

Submitting the FST for Cenergy Review

- Once all attachments, Labor Items and Expense Items have been added; select the checkbox to the left of the record and click **Submit for Cenergy Review**.

Cenergy FST - FSTs/My FSTs										johnntest Logout
FSTs										
Create New FST Print FAX Cover Sheet Submit for Cenergy Review Refresh Search										
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.		
<input type="checkbox"/>	120	4/1/2014	4/1/2014	Cenergy Review	Chevron SJVBU-Administrative Assistant	\$210.00		1		
<input checked="" type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1		

1 of 1 Pages - 2 Total Records 1

- This will update the status of the FST from **Draft** to **Cenergy Review**. An email notification will be sent to your Cenergy Supervisor letting them know there is an FST pending their review.
- The Start Date and End Date fields will get set once the FST is Submitted for Cenergy Review.
- You may only edit FSTs in "Draft" status.

Cenergy FST - FSTs/My FSTs										johnntest Logout
FSTs										
Create New FST Print FAX Cover Sheet Submit for Cenergy Review Refresh Search										
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.		
<input type="checkbox"/>	120	4/1/2014	4/1/2014	Cenergy Review	Chevron SJVBU-Administrative Assistant	\$210.00		1		
<input type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1		

1 of 1 Pages - 2 Total Records 1

Cenergy Supervisor FST Review

- Your Cenergy Supervisor will review hours submitted on the FST.

Approved FSTs - Cenergy

- If accurate, FST will be submitted for approval to your worksite supervisor.
 - When submitted for approval, the status will show **Sent for Approval**

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs ▶											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review										Refresh	Search
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	120	4/1/2014	4/1/2014	Sent for Approval	Chevron SJVBU-Administrative Assistant	\$210.00		1			
<input type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1			
1 of 1 Pages - 2 Total Records										1	

Rejected FSTs - Cenergy

- If inaccurate hours were entered, the Cenergy Supervisor will edit the FST and submit for approval to your worksite supervisor or will be returned to you for editing.
 - You will receive an email from your Cenergy Supervisor to review the modified FST.

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs ▶											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review										Refresh	Search
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	120			Return to Consultant	Chevron SJVBU-Administrative Assistant	\$210.00		1			
<input type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1			
1 of 1 Pages - 2 Total Records										1	

- To view the Cenergy Notes, open the FST to view the **Cenergy Notes** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy	
Approver Response:	Cenergy Notes:
	Time: 4/30/2014 7:24 PM By: aspenacer
	Please add hours and expenses for 4/2/2014.

- Fix the FST per the rejected notes, and click **Save**

Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval.										
Labor Items:										
Add Delete										
<input type="checkbox"/>	Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task
<input type="checkbox"/>	Onshore	4/1/2014	Tue	Hourly	8	\$25.00	California	12587451	Onsite Visit	
<input type="checkbox"/>	Onshore	4/2/2014	Wed	Hourly	8	\$25.00	California	12587451	Onsite Visit	
Assignment: <input type="text"/> Date: <input type="text"/> Category: <input type="text"/> Quantity: <input type="text"/> Pay Rate: <input type="text"/> Work Location: <input type="text"/> Cost Code: <input type="text"/> Description/Rig/Loc.: <input type="text"/> Chevron D7i / OXY Task: <input type="text"/> Save Labor Item Cancel										
Labor Pay Amount Subtotal: \$										400.00

- Follow the Submit for Cenergy Review process to start again
- The status will be updated to **Resubmitted Cenergy Review**

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs ▶											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review										Refresh	Search
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	120	4/1/2014	4/2/2014	Resubmitted Cenergy Review	Chevron SJVBU-Administrative Assistant	\$410.00		1			
<input type="checkbox"/>	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00		1			
1 of 1 Pages - 2 Total Records										1	

Worksite Supervisor Review

- An email notification will be sent to the worksite supervisor (Approver) and an Alternate Approver (if designated by the Approver).
- The worksite supervisor will review the FST detail and any attachments.
- The worksite supervisor will respond to the email with either **Approved or Rejected**.

Approved FSTs – Worksite Supervisor (Approver/Alt-Approver)

- If the FST was approved, no further action is necessary.
- The FST status will be updated from **Sent for Approval** to **Approved**. You will also receive an email notification letting you know the request was approved.

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review										Refresh	Search
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	120	4/1/2014	4/2/2014	Approved	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1			
<input type="checkbox"/>	119	4/28/2014	4/29/2014	Sent for Approval	Chevron SJVBU-Administrative Assistant	\$420.00		1			
1 of 1 Pages - 2 Total Records										1	

Rejected FSTs – Worksite Supervisor (Approver/Alt-Approver)

- If the FST was rejected, the approver will provide a reason for the Rejected status.

Cenergy FST - FSTs/My FSTs										johnstest	Logout
FSTs											
Create New FST Print FAX Cover Sheet Submit for Cenergy Review										Refresh	Search
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.			
<input type="checkbox"/>	120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1			
<input type="checkbox"/>	119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1			
1 of 1 Pages - 2 Total Records										1	

- To view the reject reason, you can look at the **Notes** column on the FST list, or you can open the record and look in the **Approver Response** section.

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy	
Approver Response:	Cenergy Notes:
Time: 4/30/2014 7:39 PM	
Rejected	
Sarah Spencer	
From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	
Save Cancel	

- Fix the FST per the rejected notes, add additional notes if necessary and click **Save**.
- Follow the Submit for Cenergy Review process to start over.
- The status will be updated to **Resubmitted Cenergy Review**.

Completed FSTs

- Once an FST has been Approved, Cenergy staff will perform a final review and will **Post/Archive** the FST
- This means that the FST has been approved by both the Approver and Cenergy, and has been submitted for payment.
- The status will be changed to **Post**.

Cenergy FST - FSTs/My FSTs									
johnstest Logout									
FSTs ▶									
Create New FST Print FAX Cover Sheet Submit for Cenergy Review Refresh Search									
<input type="checkbox"/>	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.	
<input type="checkbox"/>	120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:32 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:120] From: John Test Amount: \$ 490.00	1	
<input type="checkbox"/>	119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$ 440.00	1	

1 of 1 Pages - 2 Total Records

1

FST Status Codes

Draft

- A draft FST is still in progress and has not been submitted for approval.
- Edits to the FST can be made in draft status.

Cenergy Review

- The FST has been submitted to Cenergy Supervisor for hours and expense review.
- No changes can be made to the FST.

Submit for Approval

- The FST has been submitted to the approver for review.
- No changes can be made to the FST.

Approved

- The approver has reviewed and approved the FST.

Rejected

- The approver has reviewed and rejected the FST. The approver will give a reason when rejecting the FST.

Resubmitted

- The FST is pending Re-Approval after requested changes were made by the employee.

Resubmitted Cenergy Review

- The FST is pending Re-Review after requested changes were made by the employee.

Return to Consultant

- Cenergy has returned the FST for the employee, and it must be resent through the entire approval process.

Resubmit to Approver

- At the Cenergy final review, there was a minor change required on the FST.
- Cenergy staff made the adjustment, and returned the FST to the Approver for review and approval.

Mismatch

- When the Approver and Alt Approver submit different responses.
I.e. Approver says Rejected, Alt Approver says Approved

Post

- The FST has been approved by both the Approver and Cenergy, and has been submitted for payment.

Logging out

- To log out, click the **Logout** button to the right of your user name.

The screenshot shows the 'Cenergy FST - FSTs/My FSTs' interface. At the top right, the user 'johntest' is logged in, and a 'Logout' button is highlighted with a red box. Below the header, there are links for 'Create New FST', 'Print FAX Cover Sheet', and 'Submit for Cenergy Review'. A table of FST records is displayed with columns: FST Submittal #, Start Date, End Date, Status, Customer / Job, Pay Amount Total, Approver Response, and # Att. Two records are shown: one with status 'Post' and another with status 'Rejected'. A red box labeled 'Logout' with an arrow points to the 'Logout' button in the top right corner.

FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.
120	4/1/2014	4/2/2014	Post	Chevron SJVBU-Administrative Assistant	\$410.00	4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:120] \$490.00	1
119			Rejected	Chevron SJVBU-Administrative Assistant	\$420.00	4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4:37 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:119] From: John Test Amount: \$440.00	1

1 of 1 Pages - 2 Total Records

- You will be returned to the Login Screen.