

Mobility Options

You can enter time using a web-enabled mobile device by—

- Option 1 – Use this URL: servicesPPMprm.ca.com
- Option 2 – Download and use the CA PPM Mobile Time Manager (MTM) app

OPTION 1

- Enter the URL
- Log in using CA PPM PPM Credentials



OPTION 2

- If you have an iPhone (iOS 6.x or higher patch level)
→ Download the app at itunes.apple.com
- If you have an Android (4.x or higher patch level)
→ Download at play.google.com

This icon appears when the app has been downloaded:



When you initially open the app, you must—

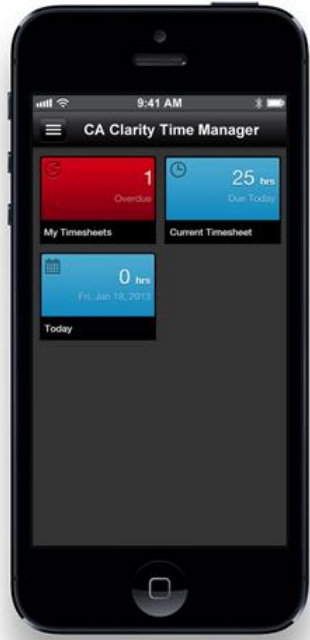
- Accept the Terms and Conditions
- Enter the PPM URL
Note: https must be included.
- Login using your PPM ID and password (employees use CA domain credentials)

The app enables you to—

- Enter time
- Submit timesheet for approval
- Correct a returned timesheet



How to Use the MTM App



On the opening view—

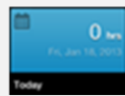


Tap this tile to access overdue timesheets

Note: A timesheet is overdue if it is 72 hours past the due date.



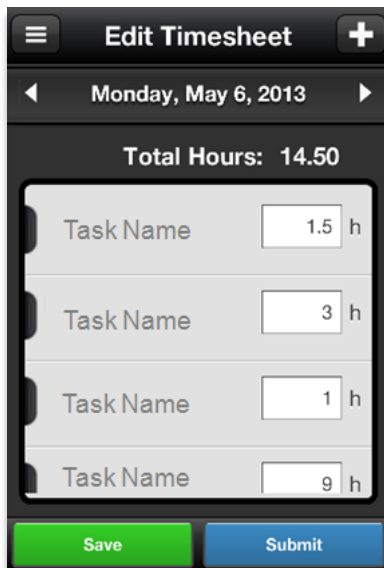
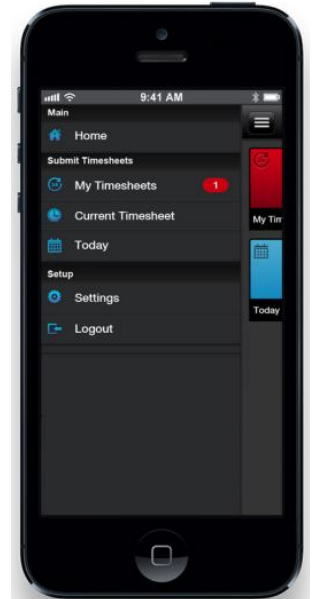
Tap this tile to access your timesheet for the current week



Tap this tile to access your timesheet for the current day



Tap here to go to the navigation view



On the Timesheet view—

To add a task



To go back a day



To advance a day



To remove a task



- A task can also be deleted by swiping the row.
- The Timesheet view auto-populates to present the contents of the previous timesheet.
- The Total Hours figure dynamically updates.
- When changes are made the Save button appears gray in color until the changes are saved.

Please Note—

- Timesheets submitted using the MTM app are subject to the same validations as timesheets submitted in PPM.
- The MTM app does not support adding timesheet notes or selecting a reason for adjustment—it cannot be used for adjustment timesheets.