



The State of New Jersey • Office of the Public Defender

Experts Timekeeping System

Case Management System



Login

*** Messages for the Experts ***

Login ID

Password

Login

Reset password

When presented with the Experts Timekeeping System (ETS) login screen, enter the login id and password that have been assigned to you. Once you have logged in you will be able to change the password.

Click the login button after entering your credentials. If you have forgotten your password, click on the reset password button.



Expert Information

Expert Use

Vendor ID:

Company:

Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone: Fax: Cell:

E-mail:

If your address has changed, please notify the Office of the Public Defender by calling OPD-Fiscal at 609-777-5983.

For official use only by OPD:

NJ Start ID: **1** Vendor Contract Compliant: **Vendor Compliant**

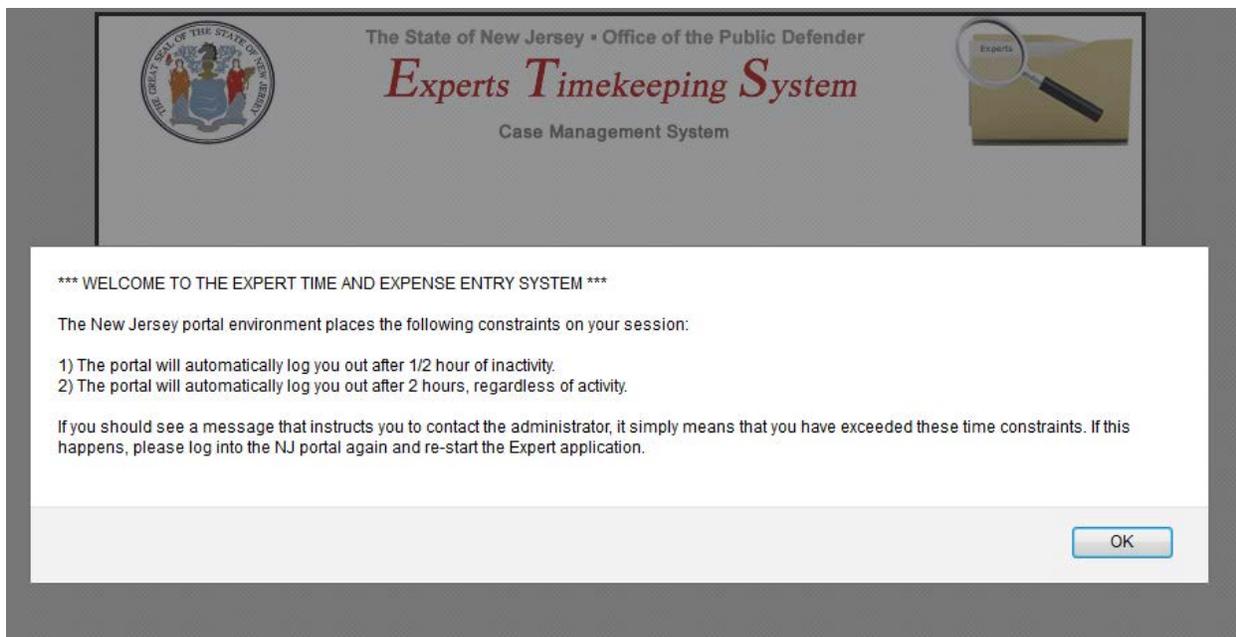
If you are not Contract Compliant, please notify the Office of the Public Defender by calling 609-292-7046 or by emailing OPD.Vendor.Compliance@opd.nj.gov.

Submit

Cancel

After logging in you will see your contact information. You will not be able to change any of the information in the gray fields – if any of this is inaccurate, please contact our office using the number provided on the screen. You will be able to change your phone numbers and e-mail address.

Please note that this page will let you know if all of your vendor compliance information has been received and processed by our office.



Next you will see an information screen that describes the timeout policies of the New Jersey portal. The system will log you out after ½ hour of inactivity. Additionally, each portal session lasts for a maximum of 2 hours, that is, after you have been logged in for 2 hours the portal will automatically log you out. Therefore, you should keep track of the time you login to the portal to insure you are not logged out unexpectedly.



Enter Case Number

Tommy Test

Session ID# 297

Enter [case number](#) and select the desired option:

STEP 1: Enter your hours / expenses or flat-fee charges

Enter hours on timesheet

[Delete timesheet entries](#)
[View or print timesheet entries](#)

Enter Flat-fee Charges

Enter expenses

STEP 2: Generate voucher(s)

Generate voucher

STEP 3: Reprint voucher(s)

Reprint voucher(s)

Logout

[Change password](#)

[Documents for Experts](#)

[Help \(Print manual\)](#)

This screen displays all of the options available in ETS. The typical sequence of events is outlined in the steps presented. First, you enter your time/hours (or flat fee charges if this particular case is being billed on a flat-fee basis). You will also enter your expenses (for hourly bills only). You need not enter everything at once. When you are ready to create and print a voucher, you select the generate voucher option in step 2. Step 3 – reprint voucher – will allow you to view or reprint a voucher.

Clicking on the [case numbers](#) hyperlink will display the following screen, this allows you to select the case you would like to work on:



The State of New Jersey - Office of the Public Defender

Experts Timekeeping System

Case Management System



Select Case

Select desired case, or [cancel](#).

	CASE #	CLIENT
1	1004616115-A	WATSON, MICHAEL F JR.
2	1004616117-A	MARTIN, THEO

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Experts Timekeeping System

Case Management System



Enter Case Number

Tommy Testtube
Session ID# 295

Enter [case number](#) and select the desired option:

STEP 1: Enter your hours / expenses or flat-fee charges

Enter hours on timesheet

[Delete timesheet entries](#)
[View or print timesheet entries](#)

Enter Flat-fee Charges

Enter expenses

STEP 2: Generate voucher(s)

Generate voucher

STEP 3: Reprint voucher(s)

Reprint voucher(s)

Logout

[Change password](#)

[Documents for Experts](#)

[Help \(Print manual\)](#)

The case we selected is for an hourly case. Click on the **enter hours on timesheet** button to begin entering your time.



Experts Timekeeping System

Case Management System



Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text" value="01/04/2016"/>	<input type="text" value="3"/>	<input type="text" value="Parent Bonding Evaluation"/> Description: (500 character maximum) <input type="text" value="Evaluate parent bonding parameters"/>		
<input type="button" value="Save New Record"/>					

The top row is used for entering new lines of hourly data (date of service, number of hours worked, nature of work and an optional description). When the information has been entered, click save new record.



Experts Timekeeping System

Case Management System



Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/>	<input type="button" value="Save New Record"/>	
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

The information you have entered will be displayed in the rows below.



Experts Timekeeping System

Case Management System



Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text" value="1/8/2016"/>	<input type="text" value="2"/>	Preparation of Report Description: (500 character maximum) Prepare bonding evaluation report	<input type="button" value="Save New Record"/>	
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Here we enter another new record of timesheet information.



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Case Management System



Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

Record saved

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/>	<input type="button" value="Save New Record"/>	
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	2.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Note that the information will be sorted by date of service.



Experts Timekeeping System

Case Management System



Enter Expenses

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Expenses
50 Line Limit

#	Date (mm/dd/yyyy)	Quantity	Unit Price	Description	Line Total		
Add New	<input type="text" value="1/8/2016"/>	<input type="text" value="200"/>	<input type="text" value=".25"/>	<input type="text" value="Photocopies"/> Description: (500 character maximum) <input type="text" value="Make copies of report"/> <input type="button" value="Save New Record"/>			

Next, we return to the main screen (with the big buttons) and select enter expenses. As you can see it works much like the timesheet entry screen.



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Enter Expenses

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Expenses
50 Line Limit

#	Date (mm/dd/yyyy)	Quantity	Unit Price	Description	Line Total		
Add New	<input type="text"/>	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/>			
				<input type="button" value="Save New Record"/>			
1	1/8/2016	200	\$0.25	Photocopies : Make copies of report	\$50.00	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Once saved, the information is displayed in the row below.



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Enter Hours

Edit Timesheet Record Tommy Test

Case ID #	1004616117	Division:	TRIAL	Region:	UNION	Opened:	1/25/2011
Client Name:	MARTIN, THEO						
Address:	SOUTHERN STATE CORRECTIONAL FACILITY 4295 ROUTE 47, DELMONT NJ 08314						
Case Type:	CHILD ABUSE (TITLE 9)	SSN:	149-66-5554	DOB:	3/12/1971		

Date of Service	<input type="text" value="1/8/2016"/>
Hours	<input type="text" value="1"/>
Nature of work	<input type="text" value="Preparation of Report"/>
Description	<input type="text" value="Prepare bonding evaluation report"/>

Here we have opted to modify the number of hours taken to prepare the report. To do this, we click on the small edit button next to the item we wish to modify.



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Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/> <input type="button" value="Save New Record"/>		
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Here is the result of the edit on the prior screen.



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Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text" value="06/01/2016"/>	<input type="text" value="1"/>	Preparation of Testimony Description: (500 character maximum) <input type="text"/>	<input type="button" value="Save New Record"/>	
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Now we enter another item, the preparation of testimony.



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Case Management System



Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

Record saved

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/>	<input type="button" value="Save New Record"/>	
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
3	6/1/2016	1.0	Preparation of Testimony :	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Here is the screen after it has been added.



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Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

Record saved

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text" value="07/11/2016"/>	<input type="text" value="2"/>	<input type="text" value="Testimony"/> Description: (500 character maximum) <input type="text" value="Testify at trial"/> <input type="button" value="Save New Record"/>		
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
3	6/1/2016	1.0	Preparation of Testimony :	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

We now enter the hours for the testimony.



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Enter Hours

Tommy Test

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours
50 Line Limit

Record saved

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Nature of work : Description		
Add New	<input type="text"/>	<input type="text"/>	* SELECT * Description: (500 character maximum) <input type="text"/> <input type="button" value="Save New Record"/>		
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
3	6/1/2016	1.0	Preparation of Testimony :	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>
4	7/11/2016	2.0	Testimony : Testify at trial	<input type="button" value="Edit"/>	<input type="button" value="Clear"/>

Again, everything is displayed in date order.



Enter Case Number

Tommy Test
Session ID# 297

Enter [case number](#) and select the desired option:

STEP 1: Enter your hours / expenses or flat-fee charges

Enter hours on timesheet

[Delete timesheet entries](#)
[View or print timesheet entries](#)

Enter Flat-fee Charges

Enter expenses

STEP 2: Generate voucher(s)

Generate voucher

STEP 3: Reprint voucher(s)

Reprint voucher(s)

Logout

[Change password](#)

[Documents for Experts](#)

[Help \(Print manual\)](#)

Returning to the main screen, we are ready to generate our voucher:



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Create Voucher

Case ID # Division: Region: Opened:

Client Name:

Address:

Case Type: SSN: DOB:

Current Hours

	Date of service	Hours	Nature of work
1	1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report
3	6/1/2016	1.0	Preparation of Testimony :
4	7/11/2016	2.0	Testimony : Testify at trial
	*** Total ***	7.0	

Current Expenses

Date	Description	Quantity	Unit	Unit Price	Line Total
1/8/2016	Photocopies	200		\$0.25	\$50.00

Please confirm that this will be your only bill for id #1004616117-A:

Create Voucher

Cancel

We can verify everything that will appear on the voucher before it is printed. Please note that we are asked to confirm that we will only be sending one bill for any given case assignment.



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Create Voucher

Case ID # 1004616117 Division: TRIAL Region: UNION Opened: 1/25/2011
Client Name: MARTIN, THEO
Address: SOUTHERN STATE CORRECTIONAL FACILITY 4295 ROUTE 47, DELMONT NJ 08314
Case Type: CHILD ABUSE (TIT) DB: 3/12/1971

This will be your only bill for this case. Continue?

OK Cancel

	Date of service	H	
1	1/4/2016		
2	1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report
3	6/1/2016	1.0	Preparation of Testimony :
4	7/11/2016	2.0	Testimony : Testify at trial
*** Total ***		7.0	

Current Expenses

Date	Description	Quantity	Unit	Unit Price	Line Total
1/8/2016	Photocopies	200		\$0.25	\$50.00

Please confirm that this will be your only bill for id #1004616117-A:

Create Voucher Cancel

There is a confirmation screen before the voucher is actually generated.



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Print Voucher/Timesheet

Tommy Test
Case # 1004616117-A

Select the voucher that you would like to print:

Print ID#	Date Created	
31	8/15/2016 5:02:00 PM	<input type="button" value="Print"/>

[Back](#)

After generating the voucher, we click on the small print button...



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Enter Voucher Information

Tommy Test
Case # 1004616117-A
Print ID #31

Please DO NOT PRINT THIS FORM!
Select an address from the dropdown box (E) and click the **SUBMIT** button at the bottom of the page.

	STATE OF NEW JERSEY PAYMENT VOUCHER (Vendor Invoice)		DOCUMENT			BATCH			ACT PER	FY
			TC	AGY	NUMBER	TC	AGY	NUMBER		
PO #	PV DATE	PP START	SCHED PAY		CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR (PAYEE) ID NUMBER 22-3456789
		MO DY YR	MO DY YR							
CONTRACT NO	AGENCY REF	BUYER			(B) TERMS			(C) TOTAL AMOUNT		
								\$50.00		
Internal Billing Number: <input type="text"/>										
(D) PAYEE NAME AND ADDRESS: Tommy Test 123 Blvd. Suite 3 Tuckahoe, NJ 07001					(E) Send completed form and original file to: OPR NORTH Essex, Passaic, Union Name: Office of the PD/Office of Parental Representation Addr1: 31 Clinton Street Addr2: 12th Floor City: Newark, State: NJ Zip: 07102					
(D) PAYEE DECLARATIONS										
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.					→ →		*** Print and sign voucher *** PAYEE SIGNATURE			
							PAYEE TITLE		8/15/2016 BILLING DATE	

Submit Cancel

The next screen allows us to select the destination address (in this case, OPR NORTH).

Print

**** **TIMESHEET AND EXPENSES** ****
Tommy Test

Case ID # 1004616117 Division: TRIAL Region: UNION Opened: 1/25/2011
Client Name: MARTIN, THEO
Address: SOUTHERN STATE CORRECTIONAL FACILITY 4295 ROUTE 47, DELMONT NJ 08314
Case Type: CHILD ABUSE (TITLE 9) SSN: 149-66-5554 DOB: 3/12/1971

Hours

Date of service	Hours	Nature of work
1/4/2016	3.0	Parent Bonding Evaluation : Evaluate parent bonding parameters
1/8/2016	1.0	Preparation of Report : Prepare bonding evaluation report
6/1/2016	1.0	Preparation of Testimony :
7/11/2016	2.0	Testimony : Testify at trial
Total Hours:	7.0	
Hourly Rate:	\$325.00	
Amount:	\$2,275.00	

Expenses

Date	Description	Quantity	Unit	Unit Price	Line Total
1/8/2016	Photocopies : Make copies of report	200	Photocopies	\$0.25	\$50.00
	Total Expenses:				\$50.00

Two pages will now be generated, one is the listing of hours and expenses...

 STATE OF NEW JERSEY PAYMENT VOUCHER (Vendor Invoice)	DOCUMENT			BATCH			ACT PER	FY				
	TC	AGY	NUMBER	TC	AGY	NUMBER						
	PP START			SCHED PAY			CHK CAT	OFF LIAB	F A	RF TY	CK FL	(A) VENDOR (PAYEE) ID NUMBER
PO #	PV DATE	MO	DY	YR	MO	DY	YR					22-3456789
CONTRACT NO	AGENCY REF	BUYER			(B) TERMS			(C) TOTAL AMOUNT				
								\$2,325.00				
(D) PAYEE NAME AND ADDRESS:						(E) SEND COMPLETED FORM TO:						
Tommy Test 123 Blvd. Suite 3 Tuckahoe, NJ 070001						Office of the PD/Office of Parental Representation 31 Clinton Street 12th Floor Newark, NJ 07102						
(D) PAYEE DECLARATIONS												
I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.						→ →		_____ PAYEE SIGNATURE			_____ 8/15/2016	
						_____ PAYEE TITLE			_____ BILLING DATE			

REFERENCE				LINE	(G) PAYEE REFERENCE
CO	AGY	NUMBER			
		RO# 1004616117			MARTIN, THEO
		Print ID #32			INCLUDES SERVICES FROM 1/4/2016 TO 7/11/2016

ITEM NO	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	NON-TESTIMONY	5.0		325.00	1,625.00
	TESTIMONY	2.0		325.00	650.00
	EXPENSES	1.0	ALL	50.00	50.00
TOTAL					\$2,325.00

CERTIFICATION BY RECEIVING AGENCY: I certify that the above articles have been received or services rendered as stated herein. _____ Signature _____ Title Date	CERTIFICATION BY APPROVAL OFFICER: I certify that this payment voucher is correct and just, and payment is approved. _____ Signature _____ Title Date
--	--

And the next one is the printable voucher. Both pages may be printed by clicking the **print** button at the top of the page.



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Enter Time

Tommy Test

Case ID # 1004616115	Division: TRIAL	Region: CAMDEN	Opened: 1/25/2011
Client Name: WATSON, MICHAEL F JR.			
Address: 416 DENISE LANE, WILLIAMSTOWN NJ 08094			
Case Type: ADULT	SSN: 054-76-4272	DOB: 7/4/1984	

**Current Flatfee Charges
50 Line Limit**

Return

#	Date of service (mm/dd/yyyy)	Hours to nearest tenth hour	Total Cost	Nature of work : Description
Add New	07/25/2016	2	500	Other <input type="text"/> Description: (500 character maximum) Additional meeting with <u>OPD</u> and client <input type="text"/> <input type="button" value="Save New Record"/>

Return

This screen is for a flat-fee case. Note that it is almost identical to the hourly screen. Here you enter your hours and the total cost that you are charging for that service.