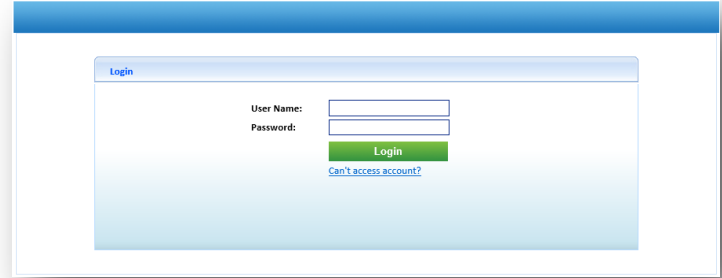




Customer Portal

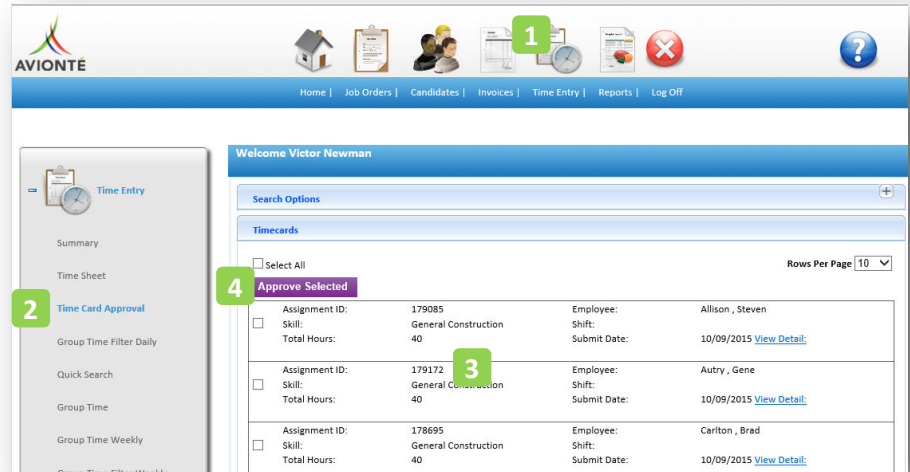
Login:

1. Enter your **User Name and Password**
 - If you do not have a user name, contact your staffing office
 - If you have forgotten your User Name or Password click on **Can't Access Account?**
2. After you have logged in successfully, you will see the Home Page
3. Click on the *Main Menu Icons* to access related information



Time Card Approval (Employee Submitted Time Cards)

1. Click **Time Entry** Main Menu
2. Click **Time Card Approval**
3. Select the timecards to approve or choose **Select All**
 - The View Detail link offers one more opportunity to examine the Timecard Detail before approval
4. Click the **Approve Selected** button

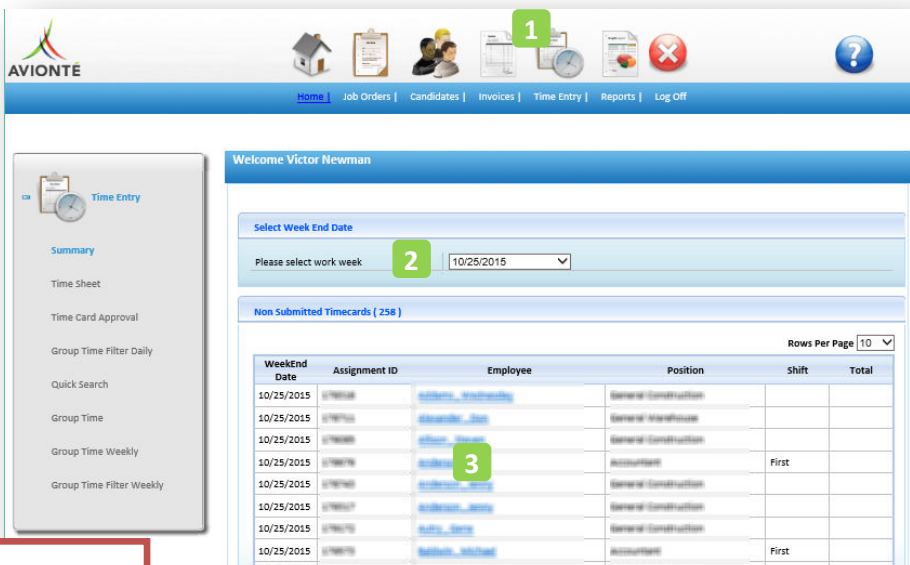


Time Entry & Review per Employee (Daily Hours)

1. Click on **Time Entry** Main Menu
2. From **Summary**, select the appropriate **Work Week End Date**

Timecards are grouped by:

- Non-Submitted: Time has not been submitted by Employee or Customer
 - Pending: Awaiting approval
 - Approved: Submitted and approved by the Customer's Contact
3. Select the individual assignment by clicking on the **Employee's Name**
 4. Update, review or enter time for each day
 5. If applicable, add additional items such as mileage or reimbursement using the Additional Items button
 6. Click **Save, Submit** or **Approve**



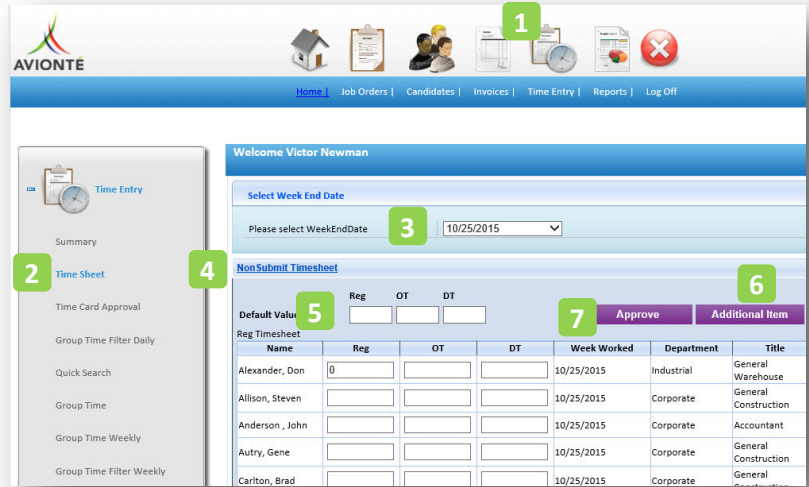
Save: Allows you to return and update entries
Submit: Completes the timecard for the work week
Approve: Marks the time card as approved (visible only to time card approvers)



Customer Portal

Time Entry & Review per Employee (Sheet View/Weekly Hours)

1. Click on **Time Entry** Main Menu
2. Click on **Time Sheet**
3. Select the appropriate **Work Week End Date**
4. Expand the Timesheet group to enter or review weekly time
 - Non-Submitted: Time has not been submitted by Employee or Customer
 - Approved: Submitted and approved by the Customer's Contact
 - Rejected: Time submitted has been rejected by designated Time Approver
5. In the expanded Timesheet, enter total weekly time for the group using default value or for each assignment
6. If applicable, add additional items such as mileage or reimbursement using the Additional Items Worked button
7. Click **Save, Submit** or **Approve**



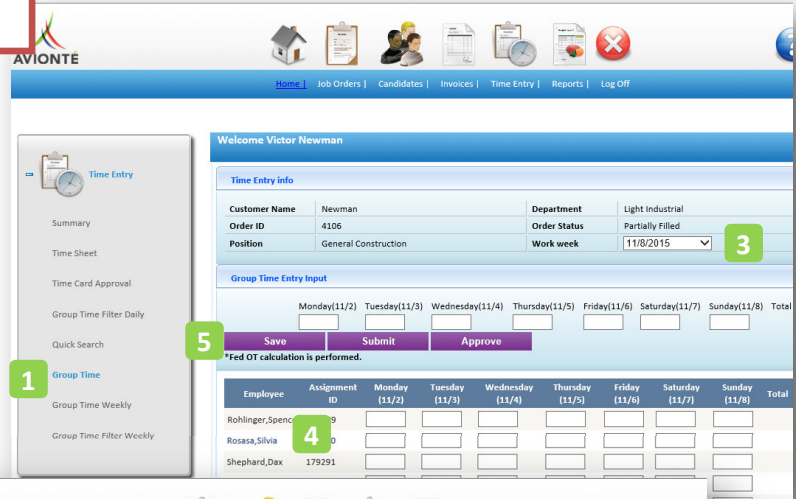
Save: Allows you to return and update entries

Submit: Completes the timecard for the work week

Approve: Marks the time card as approved (visible only to time card approvers)

Group Time Entry: Daily Hours

1. To enter time for multiple employees on the same order, click on **Group Time**
2. Click on **Order ID**
3. Select **Work Week**
4. All individuals assigned will appear below, enter total hours for each day as a group or for each employee
5. Click **Save, Submit** or **Approve**



Group Time Entry: Weekly Hours

1. To enter time for multiple employee on the same order, click on **Group Time Weekly**
2. Click on **Order ID**
3. Select **Work Week**
4. All individuals assigned will appear below, enter total hours for the week as a group or for each employee
5. Click **Save, Submit** or **Approve**

