



# Employee 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 any of the icons on the top menu bar to access each area

Login

User Name:

Password:

[Can't access account?](#)

AVIONTE

Home | Personal Info | Assignments | Pay History | eDocuments | Time Entry | Log Off

A B C D E F

Welcome Lauren Fenmore

This application uses pop-up windows. Please allow pop-up windows from your browser settings.

Current Assignments (4)

Asg ID	Customer	Department	Position	Shift	Start Date	End Date
<a href="#">178861</a>	Big Al's Toy Barn	Corporate	Admin Assistant		10/24/2014	
<a href="#">178755</a>	Newman	Light Industrial	General Construction		10/8/2014	
<a href="#">179256</a>	Newman Enterprises	Corporate	Admin Assistant		9/15/2014	
<a href="#">179329</a>	Newman	Light Industrial	General Construction		5/13/2014	

## Employee Portal Menus

- Home:** Log a message, update your account, view announcements & current assignments
- Personal Info:** Update your application related information
- Assignments:** View information about current & past assignments
- Pay History:** View paychecks, work history & W-2s
- eDocuments:** Complete or view employment forms & paperwork
- Time Entry:** Enter and/or view time related to your assignments



# Employee Portal: Web Time Entry

Welcome Lauren Fenmore

Select Week End Date

Please select work week: 10/25/2015

Non Submitted Timecards ( 3 )

WeekEnd Date	Assignment ID	Customer	Position	Shift	Total
10/25/2015	178755	Newsman & Corporate	Admin Assistant		
10/25/2015	178755	Newsman Enterprises, L Corporate	Admin Assistant		
10/25/2015	178755	Newsman Light Industrial	General Construction		

Pending Timecards ( 1 )

WeekEnd Date	Assignment ID	Customer	Position	Shift	Total
10/25/2015	178755	Newsman Light Industrial	General Construction		0

Approved Timecards ( 1 )

WeekEnd Date	Assignment ID	Customer	Position	Shift	Total
10/25/2015	178755	Newsman Light Industrial	General Construction		0

## Time Entry

1. Click on **Time Entry** Main Menu
2. Select the correct work week
3. Click on the Customer Name for the assignment you wish to enter time
4. Enter time for each day worked in one of the following formats (NOTE: this may differ per customer you are assigned to)

- Total Hours
- Start & End Time with total Break Hours
- Start & End Times with Break In & Out Times

5. Click **Save**

**NOTE: Clicking SAVE does NOT submit your time; you are still able to return to update or edit time prior to submitting.**

Welcome Lauren Fenmore

[Employee Detail](#)

Employee: Fenmore, Lauren  
EmployeeID: 21145

[Timecard Detail](#)

Weekly Summary

Type	10/19/2015 Monday	10/20/2015 Tuesday	10/21/2015 Wednesday	10/22/2015 Thursday	10/23/2015 Friday	10/24/2015 Saturday	10/25/2015 Sunday	Total
Reg	0	0	0	0	0	0	0	0

Please enter your time below:

The "Save" button allows you to record your information and come back at a later date to submit your time.  
The "Submit" button sends your time card information to your supervisor for approval.

Apply	Type	Date Worked	Day	Total	Note
<input type="checkbox"/>	Reg	10/19/2015	Monday	0.00	
<input type="checkbox"/>	Reg	10/20/2015	Tuesday	0.00	
<input type="checkbox"/>	Reg	10/21/2015	Wednesday	0.00	
<input type="checkbox"/>	Reg	10/22/2015	Thursday	0.00	
<input type="checkbox"/>	Reg	10/23/2015	Friday	0.00	
<input type="checkbox"/>	Reg	10/24/2015	Saturday	0.00	
<input type="checkbox"/>	Reg	10/25/2015	Sunday	0.00	

Additional Items  
 I will manually enter OT/DT items.

Save Submit  
Additional Items

## Submitting Your Time

At the end of the week, once all time has been entered, you will need to submit your time.

- A. In the assignment time entry screen, review all time entered
- B. If necessary, you are able to add notes to each day's time
- C. Click on **Additional Items** to submit items such as mileage, per diem or other pay related items not included in your regular time
- D. Click **Save**
- E. Click **Submit**

## Additional Items

I will manually enter OT/DT items.

Save Submit  
Additional Items