

Welcome to our on line timesheet system. In order to log into this program you should have received an email with your log in information. If you have not received this email please reach out to your recruiter directly.

Click on the link in the email which will bring you up to a log in screen see below.

Enter in your username and password information what will allow you to log into the system.

If you forgot your password please click on the "Forgot Password" hyperlink to have this reset for you.

To enter in your time:

In order to create a new timesheet you must select the week that you need to submit hours for and create a new timesheet. Enter your hours for the week.

How to Enter Time and Account for Lunch:

Once you log in you must select the day that you want to enter in your hours.

You will need to click "Add Block" in order to add a second block for time in (from lunch)/out (for the day).

Enter your time in and time out as seen below. Once all of your time entered for that week, you will want to be sure to hit the Submit button on the bottom of the page.

Candidate, Test Time Period: 04/21/2014 - 04/27/2014

Assignment: Timesheet Status: **In Progress**

Total Hours: **8:00**

Timesheets Expenses Reports Total Expenses: **0.00**

Days

Date	Hours	Total Hours
04/21/2014 - 04/27/2014		
Mon 04/21/2014	8:00	8:00
Tue 04/22/2014	0:00	0:00
Wed 04/23/2014	0:00	0:00
Thu 04/24/2014	0:00	0:00
Fri 04/25/2014	0:00	0:00
Sat 04/26/2014	0:00	0:00
Sun 04/27/2014	0:00	0:00

Hours for Mon 04/21/2014

Time In	Time Out	Hours Type	Notes	
<input type="text" value="8a"/>	<input type="text" value="12p"/>	Normal <input type="text"/>	<input type="text"/>	
<input type="text" value="1p"/>	<input type="text" value="5p"/>	Normal <input type="text"/>	<input type="text"/>	

Help Change Password Logout

Once you hit that submit button at the bottom of the page your timesheet status will switch to Submitted at the upper right portion of your screen

Timesheet Status: **Submitted**

Total Hours: **8:00**

Total Expenses: **0.00**

You will receive an email once your timesheet has been approved.

If you should have any questions please feel free to go to <http://employeehelp.timesheasy.com>