


Timesheet Entry Consultants/Temporary

Training Document

 10 min instructions

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I. Login

Your login information will be emailed to you from the payroll department. Email notification will include a link to login to the timesheet portal and your temporary password. Contact your recruiter if you did not receive your login information.

1) Email notification.

From: **Staffing Resource Group Admin**
Date: June 1, 2014
Subject: New Timesheet Login Information
To: sallytest@testemail.com

Hi Sally,

Your new timesheet login password is at the very bottom of this email. You will need this information to complete or approve timesheets.

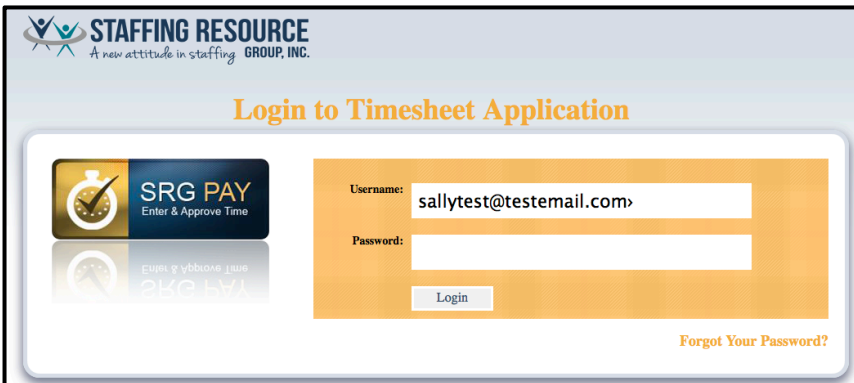
The password provided is a temporary password. When you first log in it will prompt you to change it to one of your choice, please note it must be 8 characters long and contain one number.


<http://staffingresourcegroup.force.com/timesheet>

Username: sallytest@testemail.com
Password: PYUTRIE8


Login with new credentials.

- 1) Enter your **username**.
- 2) Enter your new **password**.
- 3) Click **Login**.




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Login to Timesheet Application


Enter & Approve Time

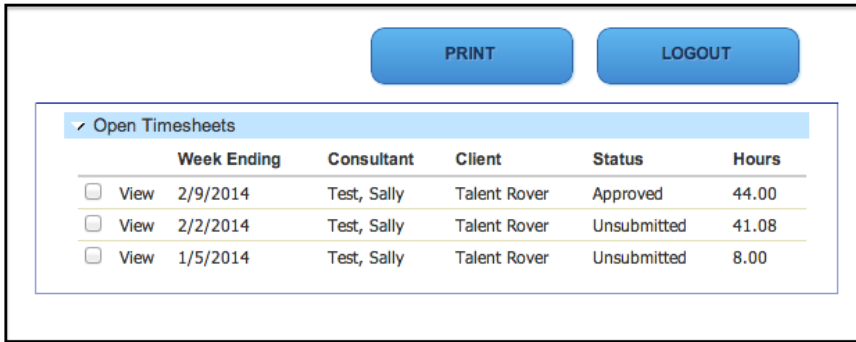
Username:

Password:

[Forgot Your Password?](#)

II. View Timesheets

On the initial page you will see your timesheet and a list of information about each sheet: The week, your name, work location, the status and the total hours for that particular week. Click on **View** to see timesheet details.



		Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00

III. Enter Your Time and Add Comments

- 1) In the “**Timesheet Details**” you will find all information pertaining to your assignment/job. Verify the following fields are correct for those specific days of the week: **Day, Date, Start Time, End Time** and **Meal Minutes**.
- 2) Use the “**Notes**” section to explain any hours that needed special attention.
- 3) “**Assignment Continuing**” is a required field; make sure to provide information about your assignment.
- 4) Click “**Save**” if you choose to save your work throughout the week as you are encouraged to enter your time daily.
- 5) At the end of the week you should click “**Submit Timesheet**” for approval.
- 6) The option to cancel your changes is available to reset the recent changes to your timesheet.

IV. Submit Timesheets and Reopen Timesheets

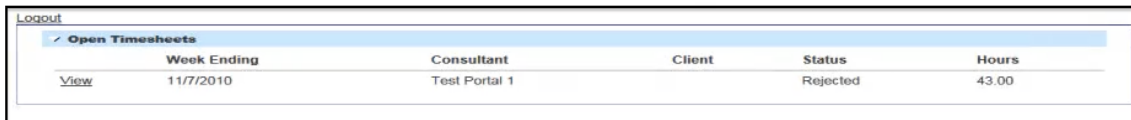
Once your time sheet has been submitted it will show a “**submitted**” status; click view if you need to change information.



		Week Ending	Consultant	Client	Status	Hours
View		11/7/2010	Test Portal 1		Submitted	42.00

V. Rejected Timesheets and Re-Submission

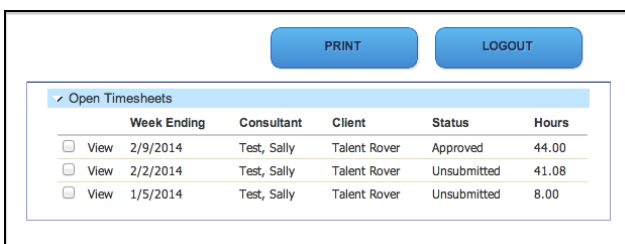
If your submitted timesheet was “**Rejected**”, an email notification will be sent to you. Login to the portal, click **View**, make all necessary changes and Re-Submit your timesheet.



		Week Ending	Consultant	Client	Status	Hours
View		11/7/2010	Test Portal 1		Rejected	43.00

VI. Logout

- 1) Click **LOGOUT** when you are done approving timesheet.



		Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00