



Employee User Guide

Introduction.....	4
Requirements	4
Ways to Use Your TeamKeeper Site	4
Employee Login.....	5
Employee Homepage	5
Employee Menu Items.....	6
Timesheet.....	6
Entering In/Out Times (Optional)	7
Timesheet Options	8
Adding Hours Worked or Leave.....	8
Adding Hours Worked Comment	9
Adding a Timesheet Comment	10
Deleting an In/Out Set or Hours Worked Row	10
Saving Your Timesheet	11
Submitting Your Timesheet	11
Creating a Correction Timesheet.....	12
Other Timesheet Options.....	13
My Schedule	13
Leave Balance	14
Request Leave.....	15
Pay Stub.....	15
W2 Forms	15
Personal Info	16
Change Password	16

Benefits.....	17
General.....	17
Employee Roster	17
Blank Forms and Newsletters.....	18
Web Clock Login	18
Web Clock Options.....	19
Viewing a Timesheet	19
Clocking In or Out.....	19
Choosing a Charge Code and/or Task When Clocking In	20
Submit a Timesheet.....	20
Print a Timesheet	21

Introduction

TeamKeeper strives to provide the easiest to use time and attendance system for both administrators and employees. This user guide should be used to explore to features employees will have access to once they are logged in. Your site will not only provide timesheets but there are also several leave management features that will allow you to view your leave balance as well as submit an electronic leave request that can be seen and approved by a supervisor in just a matter of minutes.

Since TeamKeeper is used across all industries in almost every part of the world, we have features on each site that may not be utilized by every company. This guide will show all of the features available but they may not be enabled for your TeamKeeper site. If you have any questions, please contact your supervisor or administrator.

Requirements

The following is required to access the electronic timesheet system:

- Current Internet Browser
 - Microsoft Edge
 - Mozilla Firefox
 - Chrome
 - Safari
- Internet Access
- Valid Username and Password

Ways to Use Your TeamKeeper Site

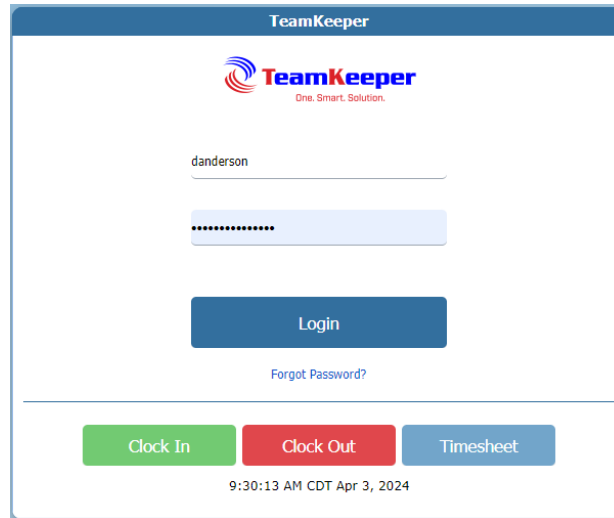
Within your TeamKeeper site there are various ways to access your data based on your responsibilities and needs. Those options are:

1. Login – allows employees to view, edit, create and submit timesheets. In addition to timesheets, users can view their leave balance, request leave, update personal information, and view or print paystubs and/or W2s.
2. Web Clock – users will record punch times at the start and end of the work day. They will be able to choose their job (if required) on in punch, print and submit the timesheet.
3. Web Clock Activity Only – users will choose a job after punching out for the day or shift.
4. Time Clocks – instead of entering a username and password on a computer, employees can punch in and out through several types of input devices such as biometric reader, proximity, card swipe readers and facial recognition.

Employee Login

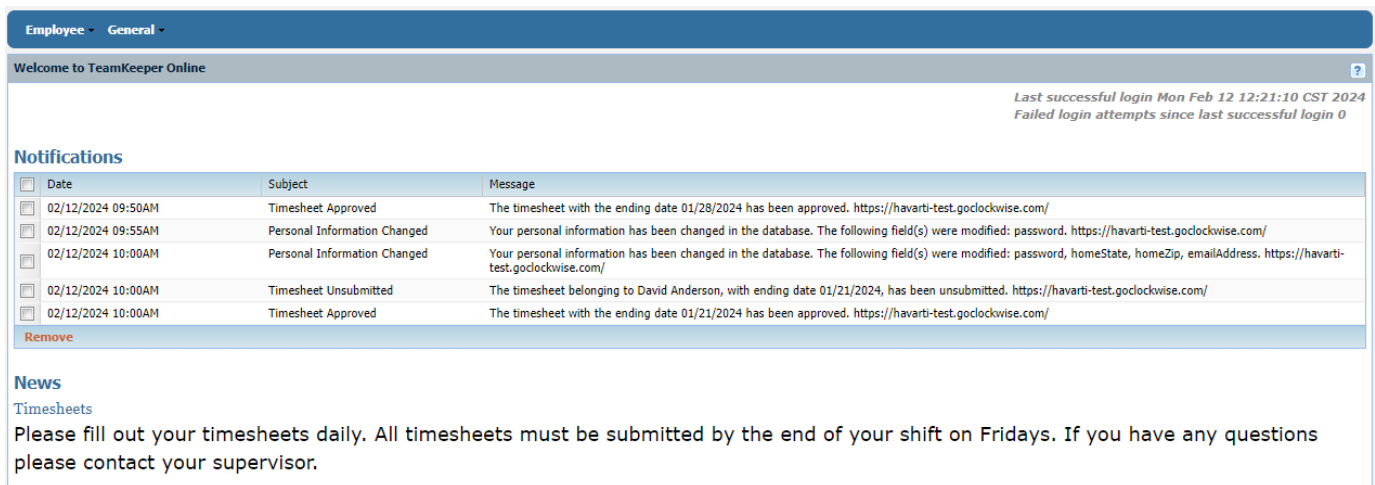
Each TeamKeeper customer is given a unique URL that usually includes the company name. You will be given this information once the site is ready to go live. For employees with the option to login:

1. Open an internet browser and navigate to your company's site
2. Enter your username and password
3. Select the "Login" button (shown below in the red box)



Employee Homepage

When you first log in, you will be directed to a homepage with the menu items in the blue bar at the top. Email notifications will be listed at the top and can be removed as needed. Beneath the notifications, there is a news feed section where your administrators can post any reminders or memos that employees need to see. If your company is not using email notifications or the news feed, the page will be blank below the blue menu bars.



Employee - General

Welcome to TeamKeeper Online

Last successful login Mon Feb 12 12:21:10 CST 2024
Failed login attempts since last successful login 0

Notifications

Date	Subject	Message
02/12/2024 09:50AM	Timesheet Approved	The timesheet with the ending date 01/28/2024 has been approved. https://havarti-test.goclockwise.com/
02/12/2024 09:55AM	Personal Information Changed	Your personal information has been changed in the database. The following field(s) were modified: password. https://havarti-test.goclockwise.com/
02/12/2024 10:00AM	Personal Information Changed	Your personal information has been changed in the database. The following field(s) were modified: password, homeState, homeZip, emailAddress. https://havarti-test.goclockwise.com/
02/12/2024 10:00AM	Timesheet Unsubmitted	The timesheet belonging to David Anderson, with ending date 01/21/2024, has been unsubmitted. https://havarti-test.goclockwise.com/
02/12/2024 10:00AM	Timesheet Approved	The timesheet with the ending date 01/21/2024 has been approved. https://havarti-test.goclockwise.com/

Remove

News

Timesheets

Please fill out your timesheets daily. All timesheets must be submitted by the end of your shift on Fridays. If you have any questions please contact your supervisor.

Employee Menu Items

Timesheet – all hours worked and leave hours taken (if applicable) should be recorded on the timesheet in accordance with your company’s rules

My Schedule – supervisors have the option to post a schedule for you to view and print

Leave Balance – allows you to view a balance of current, used and accrued leave hours

Request Leave – this form allows you to submit an electronic leave request that will automatically generate an email notification to a manager/supervisor

Pay Stub – The first time the link is selected, you will be asked to consent to viewing your electronic pay stub. Then you will be able to view/print current or historical pay stubs.

W2 Forms – this feature allows employees to view W2 Forms if consent is given


Personal Info – page allows you to view and update profile information such as mailing address, e-mail address and phone number

Change Password – provides access to change the password from the original default password provided by administrators

Benefits – this feature will display any benefit information (such as health insurance information or short term disability)

Timesheet

1. After successfully logging in, the home page appears with a menu bar located on the top of the page
2. Hover over the Employee dropdown and select Timesheet



Employee - General													
TeamKeeper - ANDERSON, DAVID													
Save Leave Balance													
Timesheet Ending: 02/18/2024 Period 2 of 2 Revision 0													
					In/Out	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total
					In								
					Out								
					In								
					Out								
					Hrs								
Hours Worked													
Group	Charge Code	Pay Type	Org	Task#	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total	
Click to add...													
Total												0.0	

Entering In/Out Times (Optional)

1. To enter the “In” time, click on the applicable field for the correct day.
2. Enter your time in either the 12-hour HH:MM or 24-hour format.
3. Repeat the same procedure to enter the Out time. Ensure that the time out is entered in the same column as the In entry. If additional time entries are required, click on the Add In/Out Row link to append an additional row, and then repeat steps above.
4. As In/Out times are entered, the system automatically computes the total hours worked.

In/Out	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total	
In		0800	0800	8:02a	7:00a				<input type="checkbox"/>
Out		1600	1200	12:20p	3:00p				
In			1300	1:19p					<input type="checkbox"/>
Out			1700	5:01p					
Hrs		8.0	8.0	8.0	8.0			32.0	

If you only have 1 assigned job or you are configured for “defaults” your hours worked will automatically drop down in to the rows below.

Save Approve Documents Printer Friendly Leave Balance Back To Review TS													
Timesheet Ending: 02/18/2024 Period 2 of 2 Revision 0 Delete													
In/Out	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total					
In		0800	0800	8:02a	7:00a				<input type="checkbox"/>				
Out		1600	1200	12:20p	3:00p								
In			1300	1:19p					<input type="checkbox"/>				
Out			1700	5:01p									
Hrs		8.0	8.0	8.0	8.0			32.0					
Hours Worked													
Group	Charge Code	Pay Type	Org	Task#	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total	
Direct Labor	Direct Labor Direct Labor	Regular	TeamKeeper			8	8	8	8			32.0	<input type="checkbox"/>

If you are also taking leave that week, you will not have in/outs for leave, just total hours in the rows below. For example:

TeamKeeper - ANDERSON, DAVID													
Save Approve Documents Printer Friendly Leave Balance Back To Review TS													
Timesheet Ending: 02/18/2024 Period 2 of 2 Revision 0 Delete													
In/Out	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total					
In		0800	0800	8:02a						<input type="checkbox"/>			
Out		1600	1200	12:20p						<input type="checkbox"/>			
In			1300	1:19p						<input type="checkbox"/>			
Out			1700	5:01p						<input type="checkbox"/>			
Hrs		8.0	8.0	8.0				24.0					
Hours Worked													
Group	Charge Code	Pay Type	Org	Task#	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Total	
Direct Labor	Direct Labor Direct Labor	Regular	TeamKeeper			8	8	8				24.0	<input type="checkbox"/>
Indirect Labor	Indirect Labor Indirect Labor	Holiday	TeamKeeper						8			8.0	<input type="checkbox"/>
Indirect Labor	Indirect Labor Indirect Labor	PTO	TeamKeeper		8							8.0	<input type="checkbox"/>
Click to add...													<input type="checkbox"/>
Total					8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0	

NOTE: The hours worked totals will be based on your company's rounding rules. Also, some employees will not see the in/out section at all.

Timesheet Options

A TeamKeeper timesheet contains 5 different fields that you can use when tracking time. The default field headings can all be customized to meet the terminology of your company so what is listed below may not match your live site. The standard fields are as follows:

- Group
- Charge Code
- Pay Type
- Organization (Optional – may not be visible)
- Task (Optional – may not be required for that line or visible)

Hours Worked				
Group	Charge Code	Pay Type	Org	Task#
Click to add...				
				Total
Add Charge Code row Add previous timesheet Charge Codes <input checked="" type="checkbox"/> Use default Charge Code				

Adding Hours Worked or Leave

1. Upon completing the code selection by choosing from the drop downs (group, charge code, pay type, org and task), enter the number of hours worked on this item in the field for the appropriate day.
2. Click Save to update the changes to your timesheet

Hours Worked				
Group	Charge Code	Pay Type	Org	Task#
Direct Labor				Total
Indirect Labor				

Add Charge Code row | Add previous timesheet Charge Codes | Use default Charge Code

If there are multiple items worked that day (or partial hours worked and partial leave hours taken), you will choose “Click to Add” on the row beneath the original entry.

Hours Worked					
Group	Charge Code	Pay Type	Org	Task#	Mon 26
Direct Labor	Direct Labor: Job 1	Regular	ACCT TX	Product Development	4
Direct Labor	Direct Labor: Job 2	Regular	ACCT OK	Sales and Marketing	4
				Total	8.0

Add Charge Code row | Add previous timesheet Charge Codes | Use default Charge Code

Adding Hours Worked Comment

1. When entering the hours worked for that day/item, you might have the option to enter a note. If you do, a popup box will appear beneath the cell where you enter the hours for that code.
2. After the text is entered, click “Save” at the top of the page.

Hours Worked									
Group	Charge Code	Pay Type	Org	Task#	Mon 26	Tue 27	Wed 28	Thu 29	Fri 01
Direct Labor	Direct Labor: Job 1	Regular	ACCT TX	Product Development		8	8		
Direct Labor	Direct Labor: Job 2	Regular	ACCT OK	Sales and Marketing	8			8	8
				Total					

Type here to append new comment

Add Charge Code row | Add previous timesheet Charge Codes | Use default Charge Code

After the Hours Worked Comment is saved, the cell will have a small blue notation indicating there is text for that entry.

Mon 26	Tue 27	Wed 28	Thu 29	Fri 01	Sat 02	Sun 03	Total
	8	8					16.0
8			8	8			24.0
8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0

Adding a Timesheet Comment

Any time during the period you are able to leave a note on the timesheet in the box under the Hours Worked rows. The timesheet comment box is for the entire timesheet period – not a specific day. Multiple comments are allowed. They will be time and date stamped as well the username of the profile that left the comment. Supervisors can leave comments as well.

Hours Worked			
Group	Charge Code	Pay Type	Org
Direct Labor	Direct Labor: Job 1	Regular	ACCT TX
Direct Labor	Direct Labor: Job 2	Regular	ACCT OK
Click to add...			

Add Charge Code row Add previous timesheet Charge Codes		
Type here to append new comment		
danderson	02/25/2024 12:40 PM CST	2/25 Worked half day. Jury Duty
admin	02/25/2024 12:41 PM CST	4 Hours misc. leave approved for 2/25 Jury Duty

NOTE: Any comment made on the timesheet is uneditable once saved.

Deleting an In/Out Set or Hours Worked Row

To delete a set of In/Outs, check the box on the row you wish to remove. Click the “Delete” button to the left of the screen. This will delete the first set of In/Outs for every day entered that period.

In/Out	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Total	
In	0800	0800							<input checked="" type="checkbox"/>
Out	1700	1300							
In		1430							<input type="checkbox"/>
Out		1830							
Hrs	9.0	9.0						18.0	

If you just need to delete a single day of In/Outs then it would be best to select the cell and manually backspace the data.

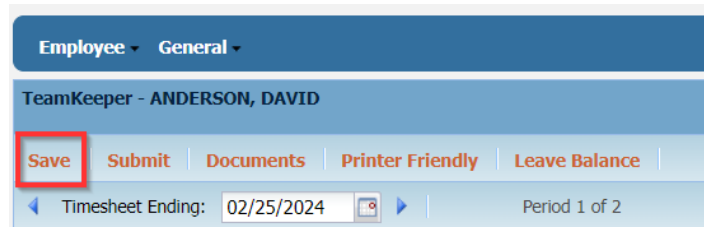
To delete an Hours Worked row, select the checkbox at the end of the row and click the delete button. Make sure to save the page every time you make or change an entry.

									Delete
In/Out	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Total	
In	0800	0800							<input checked="" type="checkbox"/>
Out	1700	1300							
In		1430							<input type="checkbox"/>
Out		1830							
Hrs	9.0	9.0						18.0	

	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Total	
		9						9.0	<input type="checkbox"/>
	9							9.0	<input type="checkbox"/>
			9					9.0	<input type="checkbox"/>
									<input type="checkbox"/>
	9.0	9.0	9.0	0.0	0.0	0.0	0.0	27.0	

Saving Your Timesheet

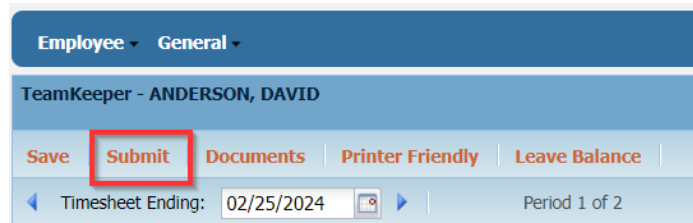
Each time you update your timesheet with hours worked and/or any other additional information, you must click the Save button on the timesheet.



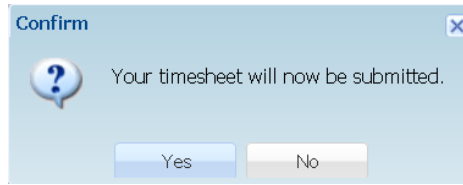
Submitting Your Timesheet

At the end of the timesheet period, you might be required to electronically sign (or submit) your timesheet. When the timesheet is submitted, your lead/supervisor will sign (approve) your timesheet so that it can be processed by payroll.

When you are logged in to the site, navigate to your timesheet and at the top of the page, click the "Submit" button.

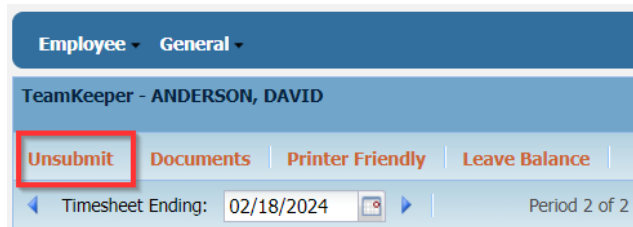


A confirmation message will appear, at which time you can either click "Yes" to proceed, or "No" to cancel.



NOTE: The verbiage on your confirmation message may vary.

After submitting your timesheet, you will be allowed to unsubmit, until your supervisor has approved/signed.



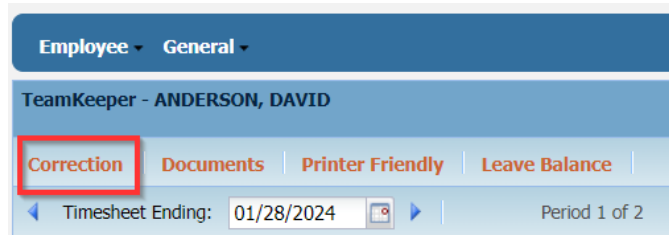
Once your supervisor has approved the timesheet, you will not be able to unsubmit. If a change needs to be made, you must contact your supervisor.

Electronic signatures will go at the bottom of the timesheet.

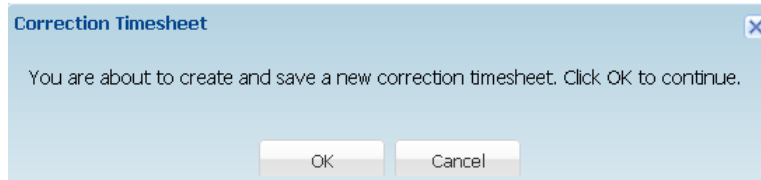
Your timesheet will now be submitted.	
Employee: Garibaldi , David	07/10/2023 12:05 PM CDT
Timesheet has been reviewed and approved.	
Manager/Lead: Admin, Super	07/07/2023 1:47 PM CDT
Processed: No	

Creating a Correction Timesheet

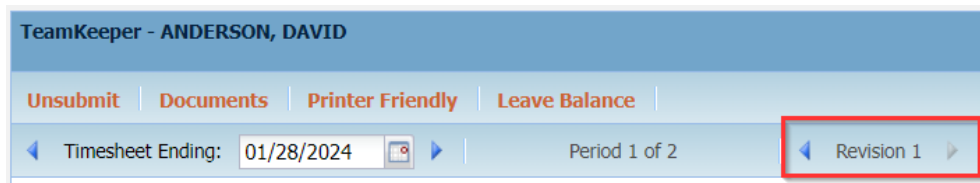
If your timesheet has been approved and processed by payroll but you still need to make a change, a new timesheet must be created by clicking the "Correction" button.



When you click the Correction button, you will be asked to confirm that you want to proceed then your original timesheet will be copied to a new timesheet so that changes can be made.



You can always view your previous timesheet by clicking the arrows next to the Revision label.



NOTE: You will be able to see if your previous timesheet has been processed by looking at the field beneath the electronic signatures and your Submit or Unsubmit button will be missing.

Other Timesheet Options

From the timesheet menu, there are several other options available.

- Documents – If there is any documentation to be submitted with the timesheet (doctor note, jury note, or expense type report) use the button to attach any files.
- Printer Friendly – converts in/outs, timesheet rows, comments and activity log to PDF format. You are also able to view previous timesheets by clicking the calendar by Timesheet Ending or the arrows beside it. When you find the sheet you need to print, click “Printer Friendly” and it will be in a popup or new tab.
- Leave Balance – allows you to view all balances for any leave assigned to you without moving away from the timesheet.

My Schedule

From the Employee menu, choose “My Schedule” to print or view your schedule. The schedule will display based on your timesheet period. You are able to use the arrows next to the date range to navigate to future or past timesheets.

Time Period: 07/10/2023 - 07/16/2023

Mon 07/10/23	Tue 07/11/23	Wed 07/12/23	Thu 07/13/23	Fri 07/14/23	Sat 07/15/23	Sun 07/16/23
In: 8:00a Out: 1:00p	In: 8:00a Out: 7:00p	In: 8:00a Out: 3:00p	In: 8:00a Out: 4:00p	In: 8:00a Out: 3:00p	Break: 0	Break: 0
In: 2:00p Out: 7:00p	Break: 0	Break: 0	Break: 0	Break: 0	Total: 0.0	Total: 0.0
Break: 60	Total: 11.0	Total: 7.0	Total: 8.0	Total: 7.0		
Total: 9.0						

[View Printer Friendly Schedule](#)

If your day shows *Comments* at the bottom, click the link to view what your supervisor has posted.

To view a specific day, simply click on the day in the weekly calendar.

In/Out Detail ✕

In/Out Mon 07/10/23

In: 8:00a
Out: 1:00p
In: 2:00p
Out: 7:00p
Break Time: 60
Total Hrs: 9.0
Comments: --None--

The "Printer Friendly" link at the bottom will create a pop-up to a new window or tab.

Employee Name	Mon, Jul 10 2023	Tue, Jul 11 2023	Wed, Jul 12 2023	Thu, Jul 13 2023	Fri, Jul 14 2023	Sat, Jul 15 2023	Sun, Jul 16 2023
David Garibaldi	In: 8:00a Out: 1:00p In: 2:00p Out: 7:00p Break: 60 Total: 9.0	In: 8:00a Out: 7:00p Total: 11.0	In: 8:00a Out: 3:00p Total: 7.0	In: 8:00a Out: 4:00p Total: 8.0	In: 8:00a Out: 3:00p Total: 7.0	Total: 0.0	Total: 0.0

Leave Balance

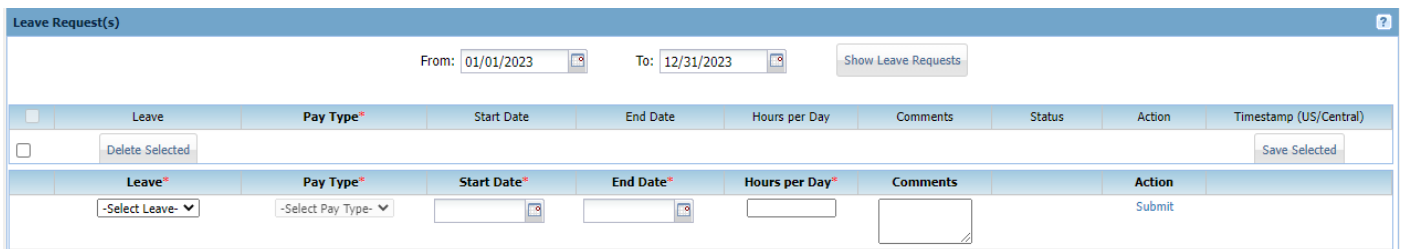
This leave balance view is the same as the popup on the timesheet but using the link under Employee will navigate you away from the timesheet. Balances listed on this screen do not take an open (unsubmitted) timesheet into account.

Leave ▲	Beginning	Accrued	Taken	Lost	Paid	Current Balance	Modified Date
Holiday	48.00	0.00	0.00	0.00		48.00	07/10/2023
PTO	8.00	0.00	0.00	0.00		8.00	07/10/2023
Leave Balance Report, Monday, July 10, 2023							

Request Leave

By clicking on the Request Leave link, you are able to fill out a form and electronically submit it to your supervisor. If your administrators have notifications configured, your supervisor will receive an email when you submit and you will receive an email when they update the status of your request.

1. Select a leave type and pay type from the drop-down boxes
2. Use the calendar to input a start date and end date
3. Input the time off (per day) you want to take (in hours)
4. Enter any comments (optional)
5. Click the submit link



If you are making a request that falls around non-work days (for example: taking 8 hours Friday and Monday off while Saturday and Sunday the office is closed), you will have to submit 2 separate requests. If not, the site will calculate and potentially post to your timesheet 8 hours on Friday, Saturday, Sunday and Monday. There are instructions in a link below the form.

NOTE: Your status will show pending until your supervisor has approved/rejected your leave. Approved leave request can be prepopulated to the timesheet. Check with your administrator to see if you are configured for this option.

Pay Stub

Use Pay Stub to view your current or historical wage statement online.

1. Select Pay Stub on the menu under Employee
2. To view a previous direct deposit, click on the Select Check Date drop down list.
3. To obtain a hardcopy of your online pay statement, click on the Printer Friendly link.

W2 Forms

Employees may choose to receive their Form W-2 Wage and Tax Statement online. The IRS has approved an online delivery of W-2 forms as long as the employee has given consent. The electronic version contains all the required information to complete your tax return and complies with federal procedures.

1. To access the W2 Form online, select W2 Forms on the options menu under Employee. A screen will appear displaying Notice & Consent Regarding Electronic W-2 Forms. To submit consent electronically, click the “Yes” button on the Notice & Consent Regarding Electronic W-2 Forms page.
2. At any time you can choose to view or print your current or historical forms.

To withdraw consent, click the Withdraw button.

Personal Info

Use Personal Info to review, add or update information regarding your mailing/residential address, contact numbers, work location and personal identification. If you see incorrect information in a field you cannot edit, contact your supervisor or administrator.

Personal Info

User Information

Name:	Anderson, David	Gender:	Male
Username:	danderson	Birthdate:	05/15/1980
Employee ID:	21		

Contact Information

Email: <input type="text" value="danderson@sampleemail.com"/>	Alt. Email: <input type="text"/>
Office Phone: <input type="text"/>	Home Phone: <input type="text" value="713-555-1234"/>
Cell Phone: <input type="text"/>	Alt. Phone: <input type="text"/>
Emergency Contact: <input type="text"/>	Emergency Contact Phone: <input type="text"/>
Address Line 1: <input type="text" value="730 Lindbergh Point"/>	
Address Line 2: <input type="text"/>	
City: <input type="text" value="CityName"/>	State: <input type="text" value="--"/> <input type="button" value="v"/>
Country: <input type="text" value="--"/> <input type="button" value="v"/>	Zip Code: <input type="text" value="12345"/>
Office Address: <input type="text"/>	

Change Password

To change your password from the default assigned password, fill in the fields on this page and click “Submit”.

Please enter the following information and then press the submit button.

Current Password:

New Password:

Verify Password:

Confirmation text is displayed on the screen indicating that your new password has been successfully saved.

Password has been changed. Please log out and log back in for the changes to take effect.

Benefits

If your company has elected to store your insurance benefit information on their TeamKeeper site, you will be able access your active elections and historical benefits from this link.

General

The General tab is located next to the Employee dropdown on the menu. You might have some of these options listed below.

Employee Roster

This link will allow you to search for an employee or choose to View All in the group drop down.

Last Name:

First Name:

Group: ▼

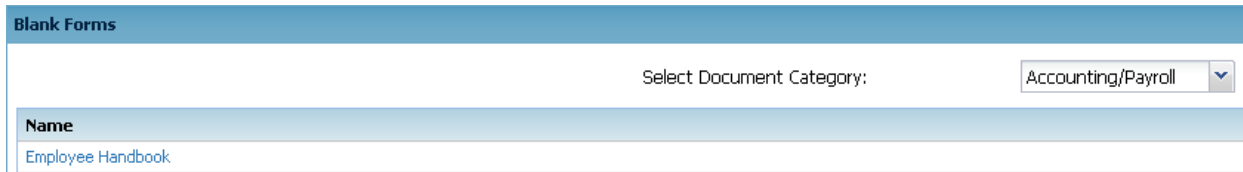
After submitting the form, the results will show all active employees.

Name	Location	Office Phone	Email
Avery, Katelyn	Corporate Office	281-488-8806 ext 2	setup@goclockwise.com
Harmeyer, Sarah	Houston Location	281-488-8806	support@goclockwise.com
Robert, Henry	Corporate Office	713-409-8987	sales@goclockwise.com
Tell, William	Telecommute	281-488-8806 ext 125	info@goclockwise.com

From the results page, you select the link to do Printer Friendly for better formatting.

Blank Forms and Newsletters

Administrators have the option to upload any form employees might need to access. Please note that you are able to view, download and print these forms but you will not have the ability to upload any forms. One option would be to print/save to PDF and attach to your timesheet. Unlike Blank Forms, there is no category to choose from for Newsletter.

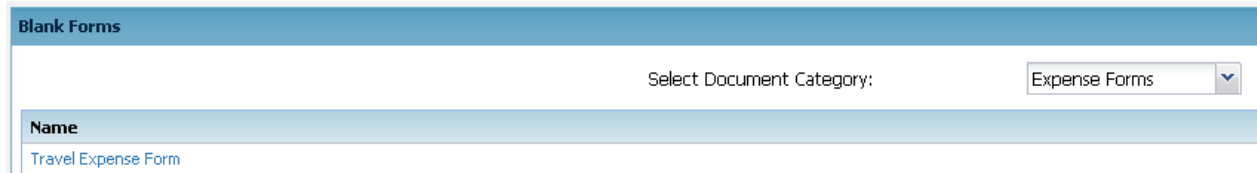


Blank Forms

Select Document Category: Accounting/Payroll

Name
Employee Handbook

By changing the “Document Category” you are able to view other forms.



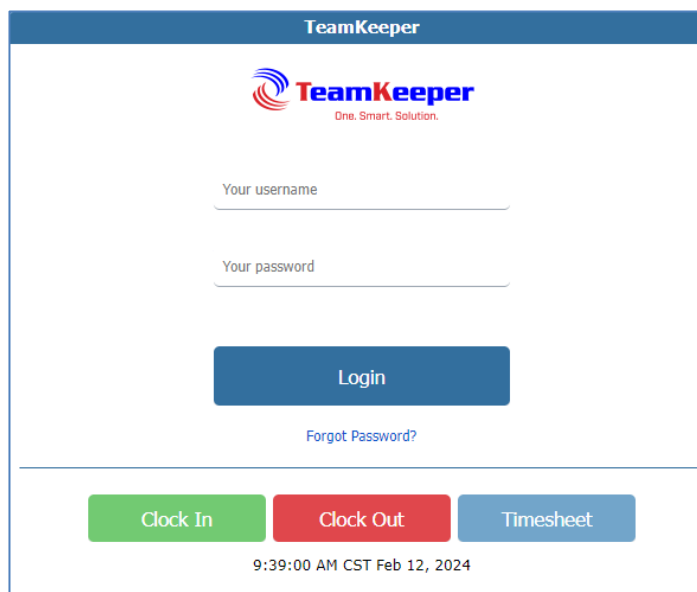
Blank Forms

Select Document Category: Expense Forms


Name
Travel Expense Form

Web Clock Login

If your supervisor has selected this option for you, you will open a browser and navigate to your TeamKeeper site. This access will allow you to enter your start and end times for working hours as well as submit your timesheet.



TeamKeeper



One. Smart. Solution.

Your username _____

Your password _____

Login

[Forgot Password?](#)

[Clock In](#) [Clock Out](#) [Timesheet](#)

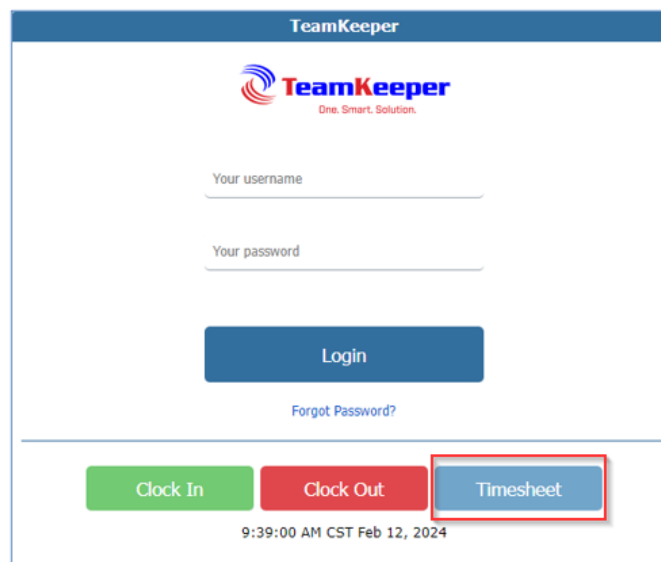
9:39:00 AM CST Feb 12, 2024

Web Clock Options

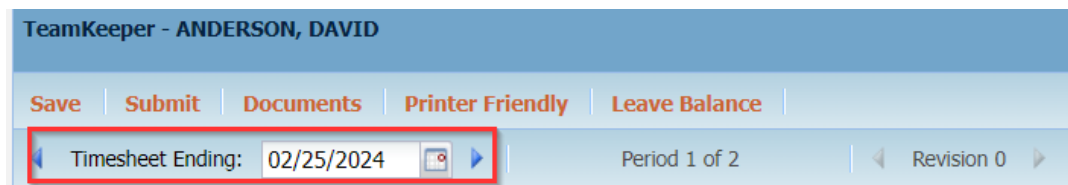
1. Viewing a Timesheet
2. Clocking In or Out
3. Choosing a Charge Code and/or Task When Clocking In
4. Submit a Timesheet
5. Print a Timesheet

Viewing a Timesheet

1. Open a browser and navigate to your company's site
2. Enter your username and password
3. Select the Timesheet button



This will take you to your current timesheet. If you need to view a previous timesheet, use the calendar or arrow keys beside the date.



Clocking In or Out

1. Open a browser and navigate to your company's site
2. Enter your username and password
3. Select the "Clock In" or "Clock Out" button
4. Once a valid Punch has been accepted, the user will receive the following message

Web Clock Login

Employee: danderson is 'In' at 02/25/2024 1:14 PM CST

Choosing a Charge Code and/or Task When Clocking In

1. Open a browser and navigate to your company's site.
2. Enter your username and password
3. Select the "Clock In" button
4. If you are assigned to more than one charge code or task, you will be required to choose a job before your punch is accepted

Please select required information.

Select Charge Code: --

Select Task: --

Submit | **Cancel**

5. From the drop down, select a Charge Code and/or Task then click "Submit"

Please select required information.

Select Charge Code: Direct Labor: Job #1-

Select Task: Development Meeting

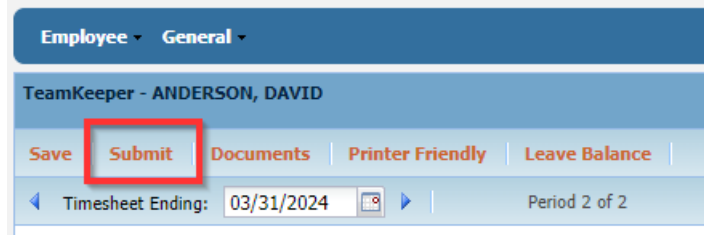
Submit | **Cancel**

NOTE: Please be advised that you may not have both of these fields as setup are customized based on the need of the administrators.

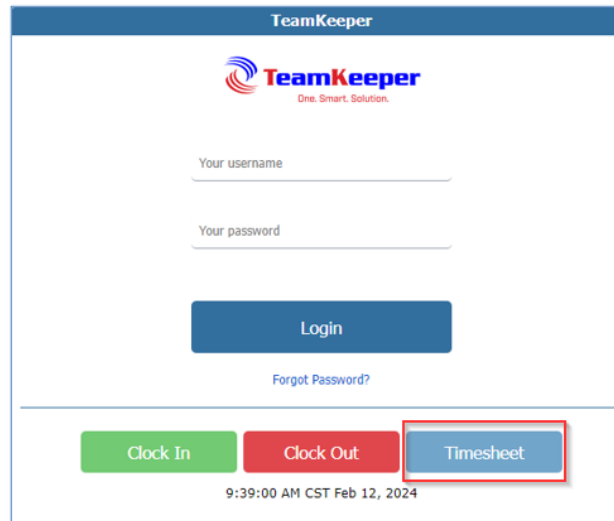
Submit a Timesheet

There are 2 ways to submit a timesheet.

After you clock out on the last day of the period, click the "View Timesheet" button and at the top of the screen, there will be a "Submit" button.



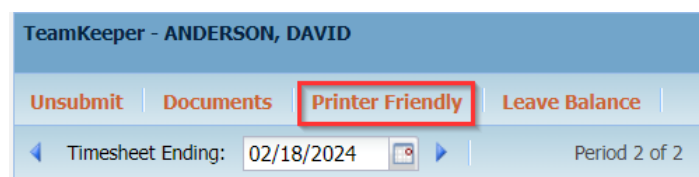
Alternatively, from the login screen, select the “Timesheet” button.



Once the timesheet loads, click the “Submit” button.

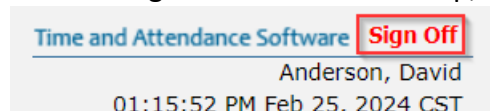
Print a Timesheet

To print a timesheet, enter your login credentials and select the Timesheet button. When the page loads, select the “Printer Friendly” button at the top



If you need to print a previous timesheet, navigate to the correct period by using the arrows beside the “Timesheet Ending” calendar.

When you are done printing, click the “Sign Off” button in the top, right corner.



NOTE: Employees can each be configured separately. If you do not have permission to login,

you will receive an error message. If you find an error on your timesheet, you will need to notify your supervisor so that they can make the necessary changes.