



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: [Evo Solutions Admin](#)
Date: September 1, 2014
Subject: New Timesheet Login Information
To: kathryn@testemail.com

Hi [Kathyn](#),

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.

Please let us know if you have any questions or concerns.

Thank you.

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

Username: Kathryn@testemail.com

Password: DP7RWOP9

Login with new credentials.

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

Login to Timesheet Application

Username:

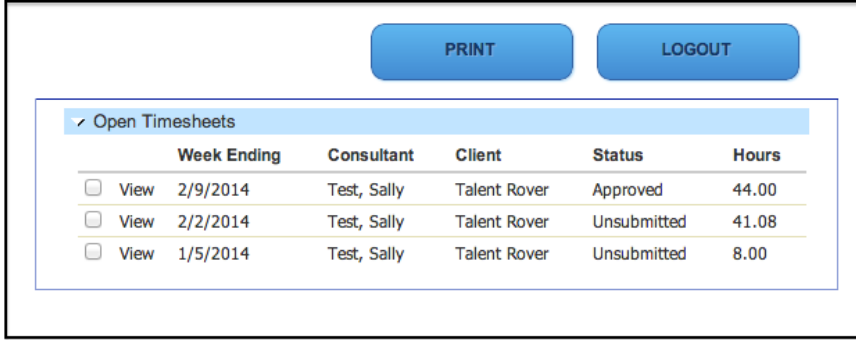
Password:

Login

[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.



PRINT LOGOUT

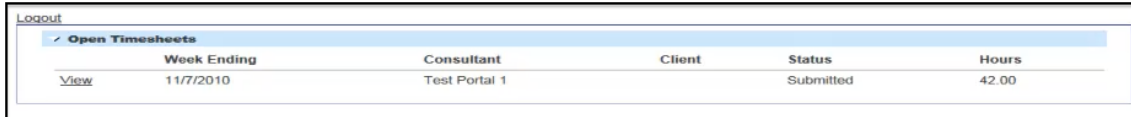
Open Timesheets					
	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/> View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/> View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/> View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted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

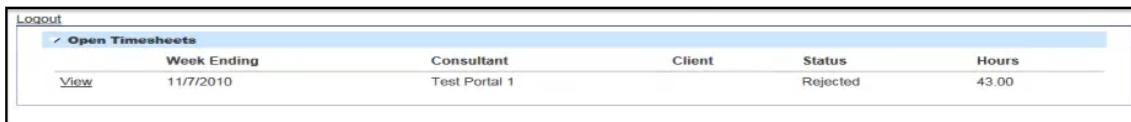


Logout

Open Timesheets					
	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/> 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.



Logout

Open Timesheets					
	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/> View	11/7/2010	Test Portal 1		Rejected	43.00

VI. Logout

- 1) Click **LOGOUT** when you are done submitting or reviewing timesheet.



PRINT LOGOUT

Open Timesheets					
	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