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Consultant Timesheet Instructions

Timesheet Process
- Timesheets must be submitted by midnight on Monday & approved by your manager by midnight on Tuesday. If you are required to send a screenshot from another system, it must be submitted to timesheets@softworldinc.com by midnight on Monday.
- If timesheets are not submitted and approved on time, it will delay payroll and you will not receive a paycheck until the following pay cycle.
- Should you have questions regarding your pay or withholdings please reach out to our HR Team at hr@softworldinc.com.
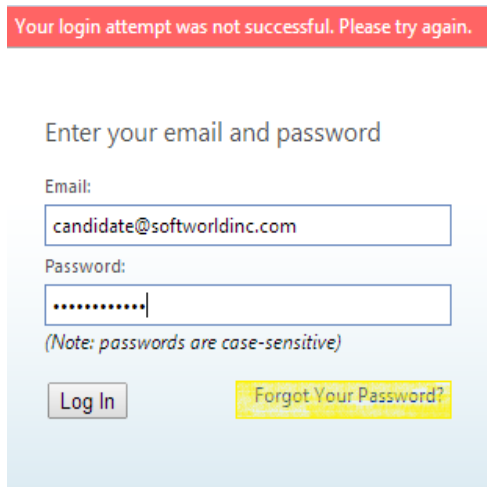
Consultant Login

Logging in as a Consultant
- Once you onboarding paperwork is complete and your start date is confirmed, you will be emailed a username and password from erecruit. This email will also include brief instructions on how to login and will list the website address for you to copy and paste into your browser.
- If you need to update the email address you have on file, please update your user profile once logged in or send an email request to our Timesheets Team at timesheets@softworldinc.com.

Password Assistance
- If you have forgotten your password, click on the "Forgot Password" link and you will be sent the password via email.

Entering Time

- All available time sheets will be displayed upon logging in. Click on the appropriate time sheet for the week worked, by clicking on the name of the company and position (example is highlighted in yellow below).

Timesheets					
Options					
☐ Show past and submitted timesheets.					
AVAILABLE TIMESHEETS		FROM	TO	HOURS	STATUS
▾ Placement: Walgreens - Payroll Clerk					
Walgreens - Payroll Clerk	←	9/17/2012	9/23/2012	0	Draft
Walgreens - Payroll Clerk		9/10/2012	9/16/2012	0	Draft
Walgreens - Payroll Clerk		9/3/2012	9/9/2012	0	Draft

- Once selected the timesheet for that week will open (see below). You will then navigate through each day that work was performed, entering in the total time worked.
- Use the "Rate" drop down to choose the correct Rate Class
- Breaks/lunch are automatically defaulted to 30 minutes – increase or decrease your break/lunch time as appropriate.
- If displayed, use the other drop downs such as "Cost Center" and "Dept" as appropriate.
- When done entering all hours, click "Add Time".

Total: 8h 30m ← **Total time Added shown here**

Regular Pay: 8h 30m

Mon 12/31/2012	Tue 01/01/2013	Wed 01/02/2013	Thu 01/03/2013	Fri 01/04/2013	Sat 01/05/2013	Sun 01/06/2013
8h 30m	0 hours	Rate * Regular Pay ▾	0 hours	0 hours	0 hours	0 hours
Add Time	Add Time	Start * End * 8:00 AM ⊙ 5:00 PM ⊙	Add Time	Add Time	Add Time	Add Time

Break data: Adjust as needed →

Break *
30 minutes ▾

Cost Center *
98876 ▾

Dept *
TECH ▾

Click "Add Time" to enter new data

✕ Cancel ✓ Add ← **Click Add when complete**

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Entering Time (continued)

- If you make a mistake after you have added the time just click on the day and a summary of the hours you entered will drop down. You can select the red circle to delete the hours. Once deleted you can enter the correct time worked.
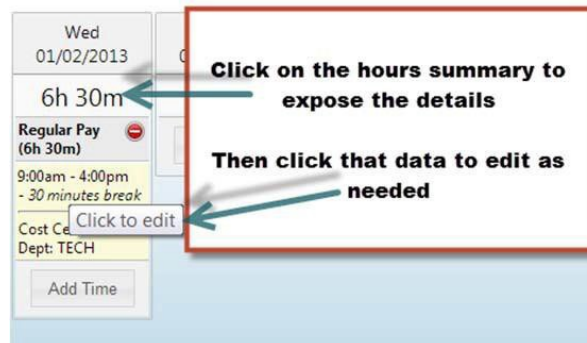
Sat 03/16/2013	Sun 03/17/2013	03,
22 hours	0 hours	0
Regular Pay 🔴 (22 hours)	Add Time	A
Click to delete		
9:15am - 7:45am - 30 minutes break		
Add Time		
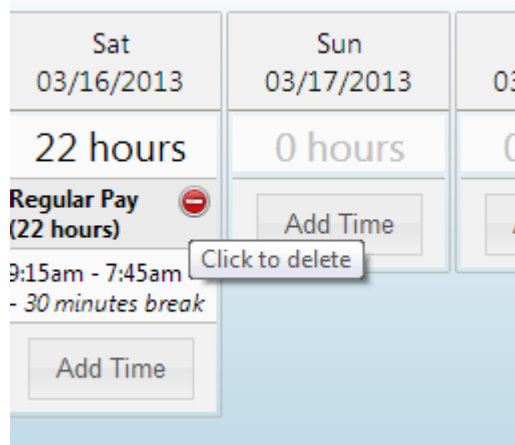
Submitting Timesheet

- Review your data and once fully satisfied that the data displayed is accurate, click "Save and Submit Timesheet".

💾 Save and Submit Timesheet   📄 Save and Close For Later   ♻ Refresh

- Click "Save and Close For Later" if you want to save your hours and submit at a later time.

Resubmitting a Rejected Timesheet

- If you receive notification that your Timesheet has been rejected, please login and correct your data.
- Once logged in, the day/hours in question will be highlighted and you can click on the summary to edit your data.

Wed 01/02/2013	
6h 30m	**Click on the hours summary to expose the details**
Regular Pay 🔴 (6h 30m)	
9:00am - 4:00pm - 30 minutes break	**Then click that data to edit as needed**
Cost Ce Click to edit Dept: TECH	
Add Time	

- When finished click – "Save and Submit Timesheet":