

Entering Time – An Employee’s Quick Reference Guide (Time In / Time Out)

Welcome to your new online timesheet application! This guide will help you get started. For more thorough how-to documentation, please visit <http://employeehelp.timesheasy.com>.

Logging into the Application

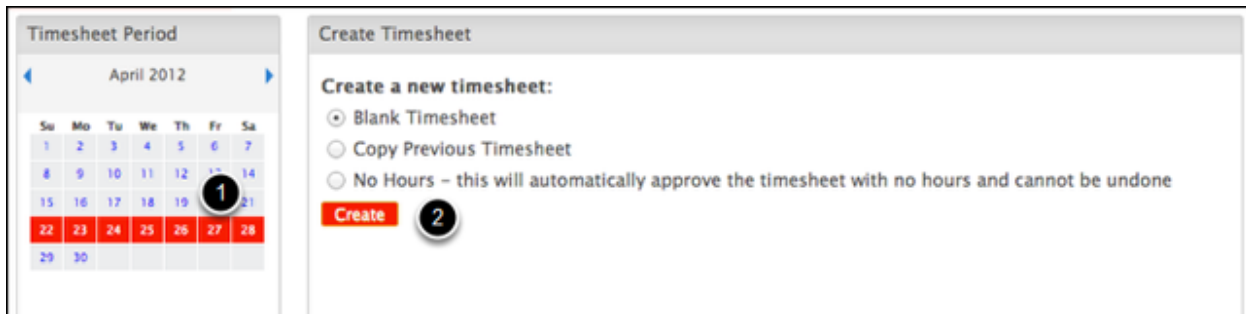
In order to log in and start entering timesheets, refer to the email you received containing your username, password, and hyperlink. If you did not receive an email, please reach out to your recruiter directly.

1. Click the link in the email to launch the login page.
2. In the **Username** field, enter your username.
3. In the **Password** field, enter your password.
4. If desired, select the **Remember me on this computer** check box so you don't have to type your password in each time you want to log in.
5. Click **Log in**.

NOTE: If you forget your password, you can reset it at any time by clicking the Forgot Password link.

Entering Time

1. Select the appropriate time period to enter time for by clicking one of the days within the work week on the calendar to the left.
2. Select the type of timesheet to enter and click **Create**.



The screenshot displays two side-by-side panels. The left panel, titled 'Timesheet Period', shows a calendar for April 2012. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa. The dates 22 through 28 are highlighted in red, and a circled '1' is placed over the 27th. The right panel, titled 'Create Timesheet', contains the heading 'Create a new timesheet:' followed by three radio button options: 'Blank Timesheet' (selected), 'Copy Previous Timesheet', and 'No Hours - this will automatically approve the timesheet with no hours and cannot be undone'. Below these options is a red 'Create' button and a circled '2'.

3. Select the first date to enter time for.
4. In the time entry boxes, enter the times in which you both started and ended your work day (e.g., 8am, 5pm).
5. If necessary, change the **Hours Type**, **Project**, or add any notes you'd want your manager to see.

Timesheet Period ☰ 19

04/22/2012 - 04/28/2012

Date	Hours	Total Hours
Sun 04/22/2012	0:00	00:00
Mon 04/23/2012	0:00	00:00
Tue 04/24/2012	0:00	00:00
Wed 04/25/2012	0:00	00:00
Thu 04/26/2012	0:00	00:00
Fri 04/27/2012	0:00	00:00
Sat 04/28/2012	0:00	00:00

Hours for Mon 04/23/2012

Time In	to Time Out	Hours Type	Project	Notes
8am	12pm	Normal	None	Worked on UI design 🗑

Add Block Copy Previous Day

- Repeat steps 3-5 until you've entered time for the entire week.
- Click **Submit Timesheet**. You will receive an email when your manager approves your timesheet.