

Entering Time – An Employee’s Quick Reference Guide (Hours)

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**.

Timesheet Period: September 2012

Create Timesheet

Create a new timesheet:

- Blank Timesheet
- Copy Previous Timesheet
- 40 Hour Worked Timesheet
- No Hours - this will automatically approve the timesheet with no hours and cannot be undone

Create

3. Select the first date to enter time for.
4. In the time entry boxes, enter the hours you worked that day (e.g., 8).
5. If necessary, change the **Hours Type**, **Project**, or add any notes you'd want your manager to see.

Timesheet Period: 04/08/2012 – 04/14/2012

Date	Hours	Total Hours
Sun 04/08/2012	0:00	00:00
Mon 04/09/2012	0:00	00:00
Tue 04/10/2012	0:00	00:00
Wed 04/11/2012	0:00	00:00
Thu 04/12/2012	0:00	00:00
Fri 04/13/2012	0:00	00:00
Sat 04/14/2012	0:00	00:00

Hours for Mon 04/09/2012

Hours	Minutes	Hours Type	Project	Notes
0	0	Normal	None	

Add Block Copy Previous Day

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