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

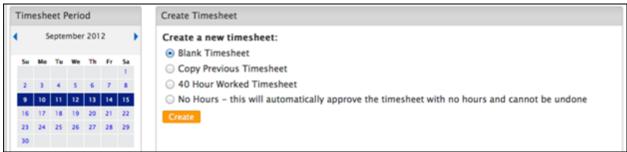
In order to log in and start entering timesheets, refer to the email you received containing your username, password, and hyperlink. If you did not receive an email, please reach out to your recruiter directly.

- 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 do 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.



- 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.



- 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.