



## RCSD-EDU eTIME MANUAL

USERNAME: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

Username: first letter of first name, entire last name, last two digits of birth year

Password: first four letters of first name, entire birth year

*Example: Donald Smith born in 1989*

*Username: dsmith89*

*Password: dona1989*

The following document includes directions on how you will submit your time each week for approval. Time is due **Monday by NOON** for the previous week's work; this allows time for your manager to approve your hours. **If you do not submit your timecards on time then you will not get paid on time! It is your responsibility to enter your own time for the week. The EDU team cannot submit your timecards for you.** If you do not have computer access at home, feel free to stop by TES Staffing to use our computer lab to submit your time.

**PLEASE DO NOT USE CELL PHONES OR TABLETS TO SUBMIT TIME**- the website is not mobile friendly and will zero out any hours that you submit.

### STEP 1: Visit TES Staffing Website

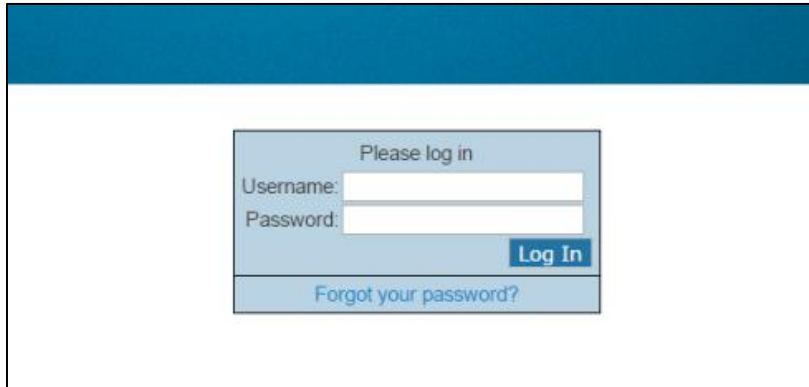
To access eTIME, please visit our main website: [www.tesstaffing.com](http://www.tesstaffing.com) and select the red eTIME button at the top of the page.



### STEP 2: Log in to eTIME

To log in to eTIME you will type your user name and password into the appropriate boxes. **User name and passwords are case sensitive and should be entered in all lowercase and with no spaces.** If you have forgotten your login information please call your dedicated district staffing hotline.

**STEP 2: Log in to eTIME cont'd**



**STEP 3: Select time card**

Time cards are accessed by selecting the date of the Sunday for the week that you worked; this will open up a screen for you to enter your time. For example if you worked Monday, 12/08/2014 through Friday, 12/12/2014 then your time card would be accessed by clicking that Sunday's date, 12/14/2014.

Job Number	Job Description
JIT45203	Job Name: Stock Clerk Title: Stock Clerk Location: Distribution Center Schedule: 7:30am-4pm
JIT46397	Job Name: Per Diem Para 1:1 Title: Per Diem Para 1:1 Location: School No. 9 Schedule: 7:15 am - 3:30 pm
	11/09/2014 11/16/2014 11/23/2014

**\*\*Please note that if you work at multiple schools then you will have multiple time cards. Make sure you open and enter time worked for each individual timecard\*\*. See example below:**

JIT50240	Job Name: Lunchroom Aide Sub Title: Lunchroom Aide Sub Location: School No. 41 Schedule: 9:50-12:50
	01/04/2015
JIT50469	Job Name: Per Diem Para Title: Per Diem Para Location: School No. 3 Schedule: 7:30 - 3:30
	01/04/2015

**STEP 4: Enter your time**

Once your time card has been opened, enter the hours that you worked into the corresponding fields. For “time in” and “time out” use the drop down immediately to the right of the hour space to indicate the portions of an hour that you worked. *(Please make sure that you are checking to make sure that AM and PM are set correctly for time in and out.)* Use the drop down menu to select the amount of time that you took for lunch. Please note that for every six hours that you work, it is mandated that you take a half hour lunch break.

Long Term Timecard Example:


		Time In	Time Out	Lunch	Total	
Monday	12/15/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Tuesday	12/16/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Wednesday	12/17/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Thursday	12/18/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Friday	12/19/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Saturday	12/20/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Sunday	12/21/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove

Straight Time	Over Time
0.00	0.00

Save Time

**\*\*Please note that if you work at multiple schools then you will have multiple time cards.\*\*** If that is the case then you will submit each time card separately for each location that you worked. To make sure that you have submitted all time cards for the week click the “home” button at the top left of the screen. As you submit each time card, that Sunday’s date will disappear and will move to the “view time card history” section. For example, if you worked 12/08/2014-12/12/2014, you can check that you submitted all time cards by clicking the home screen and making sure that all dates marked 12/14/2014 are gone from the home screen. See example below:

Job Number: JIT50469	Job Description Job Name: Per Diem Para Title: Per Diem Para Location: School No. 3 Schedule: 7:30 - 3:30
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		Time In	Time Out	Lunch	Total	
Monday	12/29/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Tuesday	12/30/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Wednesday	12/31/2014	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Thursday	01/01/2015	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Friday	01/02/2015	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Saturday	01/03/2015	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove
Sunday	01/04/2015	<input type="text" value="00"/> AM	<input type="text" value="00"/> PM	00 min.		Remove

Straight Time	Over Time
0.00	0.00

Save Time

### STEP 5: Total, Review, and Save

Once you have entered all of your time that you wish to submit, click the “total” button which is located at the top of the time card to the right of “lunch.”

*Please review your time to make sure that you lunch breaks are accurate/accounted for, AM/PM is correctly noted, and that no extra hours have been included. Anyone working over 6 hours, must take a 30 minute lunch, and that MUST be deducted from your time.*

		Time In	Time Out	Lunch	Total	
Monday	12/15/2014	00 AM	00 PM	00 min.		Remove
Tuesday	12/16/2014	00 AM	00 PM	00 min.		Remove
Wednesday	12/17/2014	00 AM	00 PM	00 min.		Remove
Thursday	12/18/2014	00 AM	00 PM	00 min.		Remove
Friday	12/19/2014	00 AM	00 PM	00 min.		Remove
Saturday	12/20/2014	00 AM	00 PM	00 min.		Remove
Sunday	12/21/2014	00 AM	00 PM	00 min.		Remove

Straight Time	Over Time
0.00	0.00

Save Time

### STEP 6: Save and/or Submit

Once you have reviewed your time entry click the “Save time” button at the bottom of the page. Once you click “save time” a pop up window will appear that will give two options, save or submit for weekly approval.

- “No, just save time” option:** Allows you to save time entry but you will still be able to access your time card to make edits. You can choose this option if you need to double check your hours or are not done working for the week.

*\*Please be advised that you will eventually need to submit your time. If you only click “No, just save time”, but never actually submit time, then you will not be paid.*
- “Yes, submit for approval” option:** Submits your time card to your manager for approval.

*\*Please note that once you submit your time for approval, you will no longer be able to change or adjust your time. For this reason please do not submit your time until you have finished working at that location for the week.*

Welcome Jon Job Numbr 41813  
 Do you wish to Submit this weeks time for approval?  
 No, Just Save Time  
 Yes, Submit Week For Approval\*\*  
 \*\*Note: By submitting time for approval you will not be allow to enter any more time for the week.  
 I understand that this electronic time entry system is

		Time In	Time Out	Lunch	Total	
Monday	12/08/2014	00 AM	00 PM	30 min.	6.5	Remove
Tuesday	12/09/2014	8 15 AM	3 15 PM	30 min.	6.5	Remove
Wednesday	12/10/2014	8 15 AM	3 15 PM	30 min.	6.5	Remove
Thursday	12/11/2014	8 15 AM	3 15 PM	30 min.	6.5	Remove
Friday	12/12/2014	8 15 AM	3 30 PM	30 min.	6.75	Remove
Saturday	12/13/2014	00 AM	00 PM	00 min.		Remove
Sunday	12/14/2014	00 AM	00 PM	00 min.		Remove

Straight Time	Over Time
32.75	0.00

Save Time

## **STEP 7: View Timecard History**

Once you have submitted your time you can double check what you submitted by clicking the “view timecard history” tab. This is where you will verify that the hours you entered were correctly submitted, you will also receive an e-mail notifying you that your time was submitted correctly. If something is not correct, please contact your dedicated district staff hotline as soon as possible to resolve the error.

NOTE: Managers approve time on Monday evenings/ Tuesdays before 10am for previous weeks work. If a program manager adjusted your time or did not approve your for any reason, you will get a message on your timecard stating that time was adjusted. If you timecard simply says “No” under approved, it may be that the manager has not reviewed your time yet.

## **IMPORTANT FEATURES:**

- **Message Center:** Located on your home screen near your timecards. EDU members can message you notes to correspond with you. New messages are in green, and to acknowledge you read the note, just select the “X” next to the message. When selecting the “X” that means you agree and understand the message. If you would like to respond to the message, please select the envelope symbol. Please be mindful that responding to messages goes to the entire office, and is not to be used with inappropriate language, commentary, or communication. This is a tool we frequently use to communicate with our employees. Please check this on a regular basis. 😊
- **Online Request Form:** Update Contact Information, ask payroll questions, request payroll changes, etc..
- **ePay Stubs:** Access your Paychex Portal or ADP Portal online.

## **IMPORTANT REMINDERS:**

- Make sure that you are submitting you timecards **BEFORE MONDAY AT 12PM** or you will not get paid on time!!
- Check to make sure that time is accurate and includes a 30 Minute lunch break for every six hours worked.
- If you worked at multiple locations, you will have multiple time cards. Make sure that you hit the “home” button and check to make sure that all timecards with that Sunday’s end date have been submitted.
- Managers approve time on Mondays at 5pm for previous weeks work. If a program manager adjusted your time for any reason, you will get a message on your timecard stating that time was adjusted.
- If you are on a long term assignment, timecards will auto generate-if you receive a timecard for a week that you did not work (i.e. Holiday Break, Spring Break), please submit the timecard with zero hours.

**If you have any further eTime questions feel free to call the staffing hotline.**

**Education Team Office Hours:**  
**6:00am-4:30pm, Monday-Friday**  
**RCSD hotline: 585-698-1055**