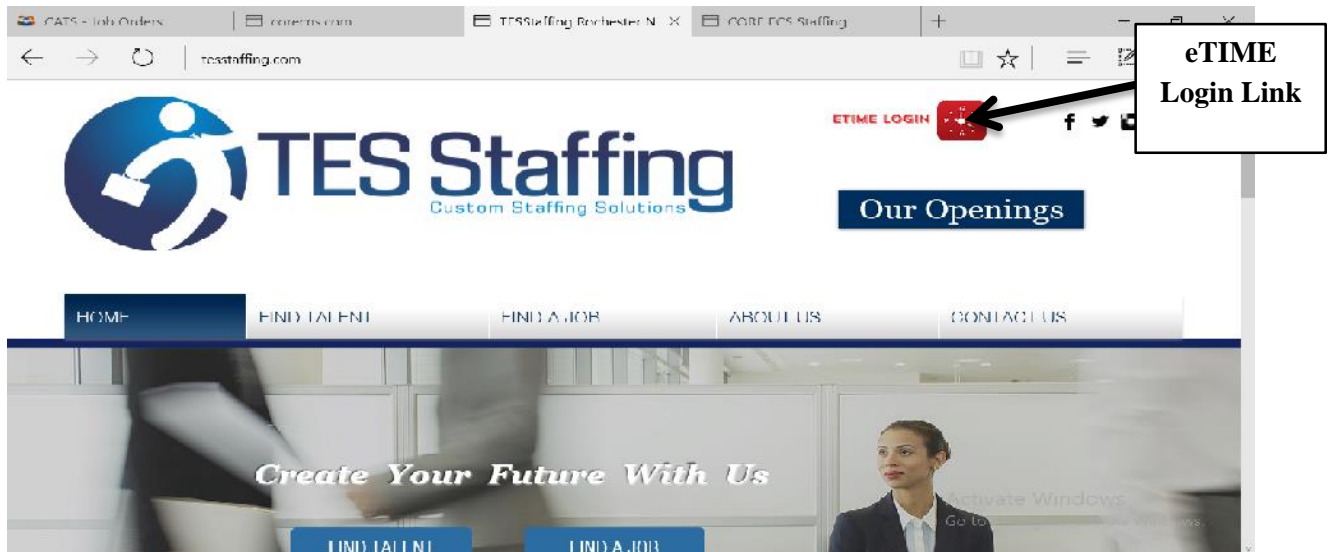




Electronic Time Card Manual
Client Approver
For More Info or Questions Call 585-232-4880

Step 1: Launching Online Time

To launch into the system, visit our main website www.tesstaffing.com. Select the red “eTIME Login” button at the top of the page. Alternatively, you can go directly to the time module by visiting <http://time.tesstaffing.com>



Step 2: Log In

To Log In to the time card system, you will type your username and password into the appropriate boxes. Please note, the username and password are case sensitive and should be entered in all lower case letters unless you are specifically instructed otherwise. If you have forgotten your log in information, or if you are locked out of your account, please call (585) 232 – 4880.



Activate Windows
Go to Settings to activate Windows.



Client Manager: Two Simple Ways to Approve Time

TES Staffing defines client managers in two different ways: both are equally as simple and accurate. However, the user experience is quite different and the choice is typically dictated by either departmental needs or manager preference. The two methods are:

1. *Individual Time Entry (approval)*: The typical and default set up for a manager is one that will have their staffers enter their own time card and submit that time card for approval via this electronic system. This methodology most closely mirrors our standard time card process. For directions on using the individual Time Entry Method proceed to the next section of this manual.
2. *Bulk Time Entry (entry and approval)*: The Bulk Time Entry method has been developed for users that have large amounts of staffers in a single department, users that have a current time management system such as a time punch system or for users whose workers don't easily have access to a computer or the internet. For directions on using the **Bulk Time Entry method skip to page four (4) of this manual.**

Individual Time Entry Approval Method

Step 3: Review and Approve

If your staffers complete individual time submissions as described above, then your initial screen will look like this. You will see any Time Cards that are pending your approval. If upon review of this Time Card you are in agreement that the time submitted is correct, then you can simply select the Approve Week button and the time will be submitted to payroll for payment.

Welcome ESTORE Internal		Employee Number: M000-007	
Kristen Drennon Employee #: E41461 Job Number #: 35550 Title: Junior Human Resource Assistant Location: Internal		Week Ending: 08/10/14 Weekly Summary: S/T: 40 O/T: 5.75	
Time In	Time Out	Lunch	Total Hours
08/04/14 09:15 AM	08/04/14 02:30 PM (A)	30	4.75 hours
08/05/14 08:00 AM	08/05/14 06:00 PM (A)	00	10 hours
08/06/14 08:00 AM	08/06/14 06:00 PM (A)	00	10 hours
08/07/14 07:00 AM	08/07/14 05:00 PM (A)	00	10 hours
08/08/14 06:00 AM	08/08/14 05:00 PM (A)	00	11 hours

Approve Week [adjust time](#) [adjust time](#) [adjust time](#) [adjust time](#)

Review to make sure that the correct staffer is listed

Review time being submitted for approval. Pay special attention to the week ending date

If the time pending approval is correct, simply select "Approve Week" Button

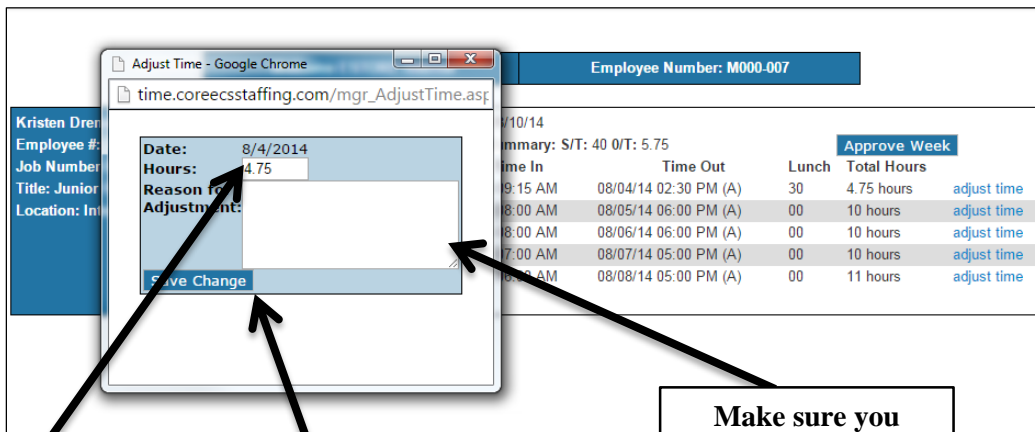
Important Note:

For full functionality of your system you must allow Pop Ups from our site. On your initial attempt, if this Pop Up stating “Are you sure?” doesn’t appear you may have Pop Ups Blocked. Unblocking Pop Ups is a fairly simple operation. Hint: Many browsers such as Internet Explorer will give you the option such as this “Always Allow Pop Ups From this Site”. By selecting Always, you will be guaranteed the best functionality from our site. If you have questions about how to allow Pop Ups, you can type “Allow Pop Ups” into the help field of your browser. This search should result in simply directions to allow Pop Ups. Once the time has been submitted the only way to adjust errors is to call us at 585-232-4880.

Adjusting Time Submitted

If the staffer has submitted erroneous time, as a manager you make adjustments to their time submission. In order to make an adjustment you can simply select the adjust time link.

- **Step 1:** Enter the correct total of hours worked on a given day. Remember to subtract the staffers meal break and only enter their total hours worker that day. If a staffer submitted hours to a day in error and they had not worked that day at all you can correct this error by entering “0”
- **Step 2:** Enter an explanation for your adjustment. The notation field is a very important field for documentation. The notations that you make in this field can be viewed by your office and the staffer.
- **Step 3:** Save the adjustment. Once the “Save Change” button is selected that change has been updated in the database. If all adjustments are complete then click on the blue “Approve Week” button.



The screenshot shows a web browser window titled "Adjust Time - Google Chrome" displaying the URL "time.coreecsstaffing.com/mgr_AdjustTime.aspx". The page header includes "Employee Number: M000-007". On the left, a sidebar lists user information for "Kristen Dren". The main content area features a form for adjusting time with fields for "Date" (8/4/2014), "Hours" (4.75), "Reason for Adjustment", and a "Save Change" button. To the right, a table displays a weekly time log with columns for "Time In", "Time Out", "Lunch", and "Total Hours", each with an "adjust time" link. A "Summary: S/T: 40 O/T: 5.75" and an "Approve Week" button are also visible.

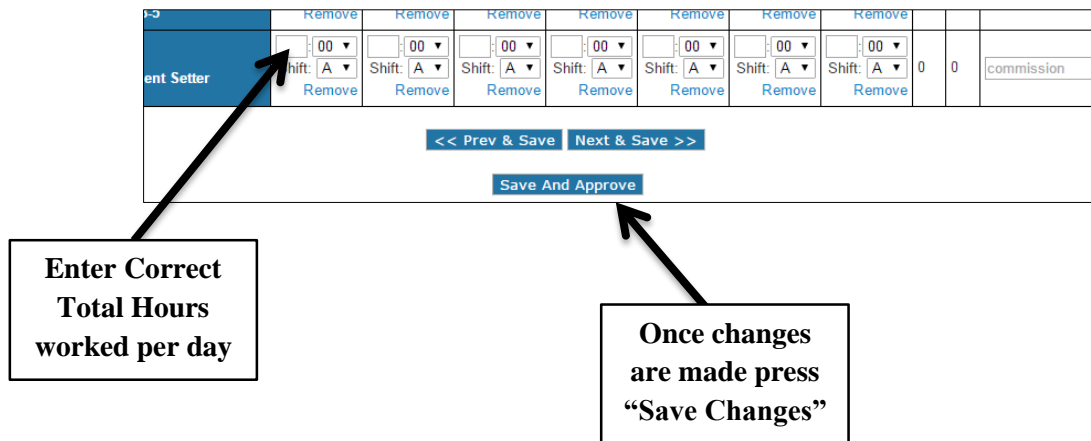
Three callout boxes provide instructions:

- Adjust total amount of hours worked** (points to the Hours field)
- Once changes are made press "Save Changes"** (points to the Save Change button)
- Make sure you enter the reason for tracking purposes** (points to the Reason for Adjustment field)

Bulk Time Entry Approval Method

Step 3: Select Week

If you are a client manager that prefers Bulk Entry of time for your whole department of staffers, Step One is to select the correct week. Please note that TES Staffing refers to weeks by their “Week Ending Date”. A Week Ending Date is the last workable day in the week. By moving your cursor over the date you will see that the date is a web link to the actual time entry screen. Select the date-link. **DO NOT** select the Approve week button. If you select the Approve week button you must be ready to submit the time card for payment as is! If you selected the Approve button in error, please call TES Staffing at 585-232-4880.



	Remove	Remove	Remove	Remove	Remove	Remove	Remove			
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<div style="background-color: #0056b3; color: white; padding: 2px; display: inline-block; margin: 2px;"><< Prev & Save</div> <div style="background-color: #0056b3; color: white; padding: 2px; display: inline-block; margin: 2px;">Next & Save >></div>										
<div style="background-color: #0056b3; color: white; padding: 2px; display: inline-block; margin: 2px;">Save And Approve</div>										

Enter Correct Total Hours worked per day

Once changes are made press “Save Changes”

Step 5: Submit or Save

There are two choices on this Pop Up Window:

- **“No, Just Save Time”**: Save the time, total the hours but will not submit the time for approval. *Please note, if you select No, Just Save Time, you must remember to submit this time card before the payroll deadline.*
- **“Yes, Approve and Submit Time”**: Will save and submit time to be paid out. *Once you select this option you may no longer make changes to the time card.*

If you chose “No, Just Save Time” each staffers’ total hours and OT hours will be calculated on the right hand side of the screen. If you decide to log out of the system and return later to add additional hours or further review the time sheet prior to submitting for payroll all of the data you have entered will be saved **ONLY** if you select “No, Just Save Time”. If you logged off of our site or your computer lost power or internet connectivity prior to selecting Save and then No, Just Save Time; any data entered would be lost. ****Important Note**** Again please note that if you have selected “No, Just Save Time” the time for your staffers has not been transmitted to our payroll department. **You must then select “Yes, Approve and Submit”**



Advanced Tools Section:

There are two very useful tools available for you to use! These two tools are:

- View Time Card History: This allows you to view prior approved time cards and/or timecards that are pending approval.
- Edit Profile: This gives you the ability to change your password and/or email address!

We strongly suggest that all users take security precautions with their passwords and routinely change their passwords. Please do not share your password with unauthorized users. When selecting a password we strongly recommend that you select a password that is at least 7 characters in length and is consisting of both numbers and letters. If your email address changes please remember to update your email address in the system.

Please call us at (585) 232 – 4880 with any questions!