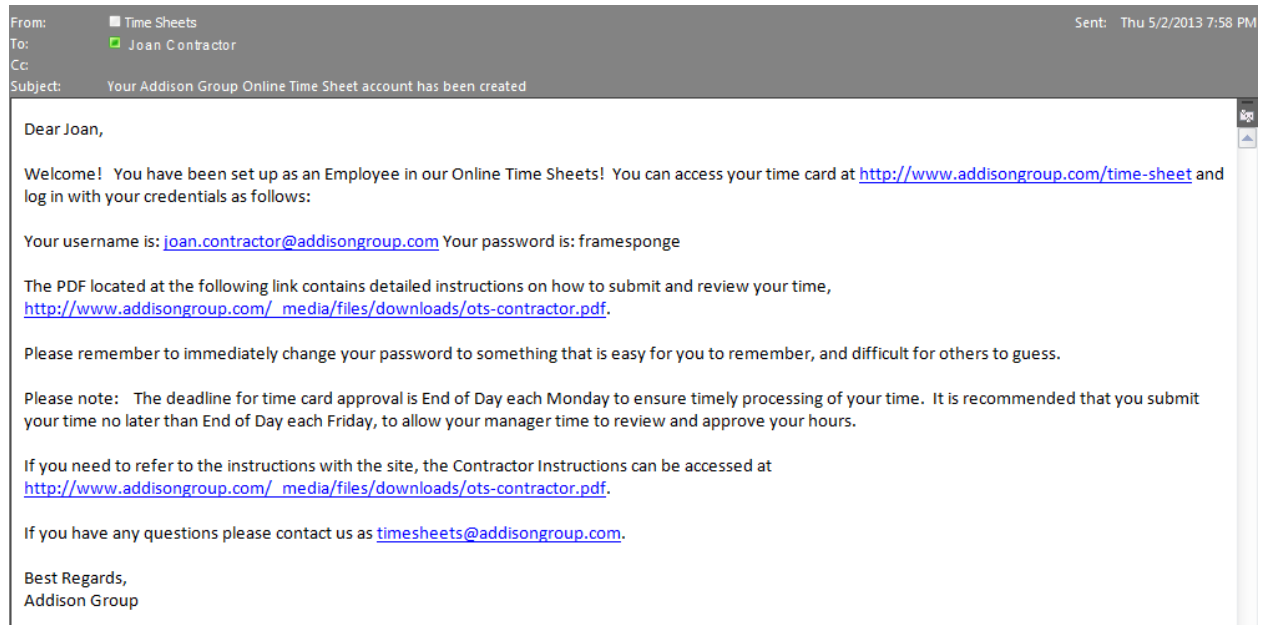


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## Online Timesheet Contractor Workflow

When you start a new assignment with Addison Group, if the client company utilizes our Online Timesheets, you will receive the Welcome message below:



Portal Website – <http://www.addisongroup.com/time-sheet>

Help Website – <http://www.addisongroup.com/media/files/downloads/ots-contractor.pdf>

Contact Email – [timesheets@addisongroup.com](mailto:timesheets@addisongroup.com)

Enter the username and password from the Welcome message and click the **Log in** button.

If you lose or forget your password, you can click the *Forgot Password* link on this page.

A screenshot of the Addison Group login page. At the top, the Addison Group logo is displayed. Below it, there are two input fields: "Username" with the value "joan.contractor@addisongroup.com" and "Password" with masked characters. A checkbox labeled "Remember me on this computer" is present below the password field. A blue link "Forgot Password" is located below the checkbox. At the bottom, there is a dark grey button with the text "Log in >>".

**Contractor, Joan** Time Period: -

Assignment: Reception - contract to help Marissa (Demo Company Inc. - Approver, J) Total Hours: Total Expenses:

**Timesheets** **Reports** Timesheet Status: Not Created

Timesheet Period

May 2013

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Create Timesheet

Create a new timesheet:

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

Create

- The Assignment field will have the Job Title, Company name and their name. This can be used if you have worked multiple assignments within a week.
- The **Status** will be *Not Created, In Progress, Submitted, Approved or Rejected*
- Please make sure that the Calendar shows the desired week is highlighted
- Create Timesheet
  - **Blank Timesheet**
  - **Copy Previous Timesheet** – This is convenient if you have similar hours from the previous week
  - **No Hours** is used if the contractor did not work in a given week
    - Vacation
    - Sick Time
    - Office Closure
    - Note – the system assumes that a timesheet should be turned in and will continue to trigger the reminder for a week until something is entered.
- Clicking Create moves on to the next step



**Contractor, Joan** Time Period: 04/29/2013 – 05/05/2013

Assignment: Reception - contract to help Marissa (Demo Company Inc. - Approver, J) Total Hours: 39:00 Total Expenses: 0.00

**Timesheets** **Reports** Timesheet Status: **In Progress**

Timesheet Period		Hours							
May 2013		Date	Time In	to	Time Out	Lunch (hours)	Lunch (min)	Total Hours	
Mo	Tu	Wed	Th	Fr	Sa	Su			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					
		Mon	04/29/2013	8a		5p	1		8:00
		Tue	04/30/2013	8:30a		5p		30	8:00
		Wed	05/01/2013	9a		5p			8:00
		Thu	05/02/2013	11p		6a			1:00
		Fri	05/03/2013	8 am		4p			14:00
		Sat	05/04/2013						0:00
		Sun	05/05/2013						0:00

Notes (0) **Submit Timesheet** View Timesheet Delete Timesheet

**Help** **Change Password** **Logout**

- Enter the time you started, the time you finished and the amount of time you took for lunch and/or breaks.
  - When entering the In and Out times, you can enter 8a or 5p in place of 8:00 AM or 5:00 PM
- The daily hours will display in the Total Hours column
- The weekly hours will total in the top right hand corner
- If you are working an overnight shift that spans two days, enter the In and Out time on the day that the work began
  - The hours will total on the correct day
  - See example above for Thursday and Friday
- When you have entered all of the time for a week, click **Submit Timesheet**

**Notifications**

I HEREBY CERTIFY THAT THE HOURS SHOWN ABOVE WERE WORKED BY ME AND WERE CERTIFIED BY AN AUTHORIZED EMPLOYEE OF THE BELOW NAMED COMPANY. Please notify this office when your assignment has been completed. This information is necessary for our records and also informs us of your availability for future assignments. Failure to do so results in our assumption of your voluntary termination from Addison Search, LLC. and may impact your eligibility for unemployment benefits. ALTERED AND (OR) UNSIGNED TIME SHEETS WILL BE RETURNED WITHOUT A PAYCHECK. IN CASE OF ERROR, CREATE A NEW TIMESHEET.

**Accept** **Cancel**

- You will be presented with the following disclaimer that is on the paper timesheet. You must click the **Accept** button to proceed.
- You will receive an email notice when the approving manager takes action and the **Timesheet Status** will update to **Approved** or **Rejected**.

We send reminder emails to anyone that has not submitted their time Fridays at 12 pm CST, Mondays at 9 am CST, 3 pm CST and 6pm CST.