BANKW STAFFING THE NAGLER GROUP Administrative, Legal & Human Resource Staffing ALEXANDER technology group KBW Financial Staffing & Recruiting

Online Timesheets Contractor Instructions

Contractor Computer Login:

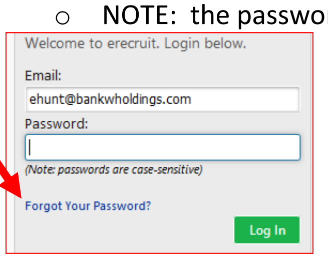
- Login to the Timesheet Portal - https://bankwstaffing.erecruitcloud.com with your username and password you received with your online application
- You can update your email address in your user profile or send an email request to payroll@bankwstaffing.com
- Recommended Windows Browsers: Google Chrome or Firefox
- Recommended MAC Browser: Safari

Contractor Mobile Device Login:

- https://bankwstaffingmobile.erecruitcloud.com

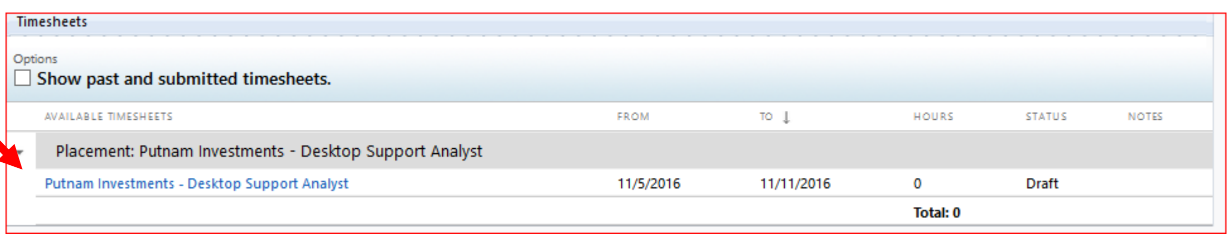
Password Assistance:

- To reset your password, click "Forgot Your Password," enter your email address, and click "Reset Password"
- You will receive an automated email with a link to reset your password
  - NOTE: the password reset link is time sensitive and will expire after 20 minutes

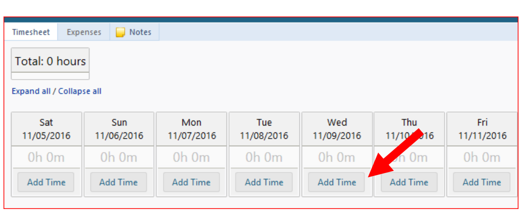


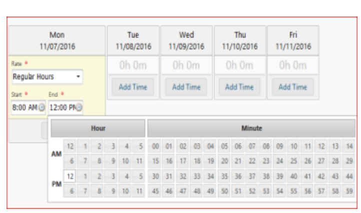
Entering Time:

- Hours can be added to each day throughout the week
- Submit your total hours only once by Friday or the completion of your work week
- Upon logging in, any timesheets that require information will be displayed. Open the applicable timesheet by clicking the name of the company and position (in blue)



- To enter your hours worked on a specific day:
  - Select "Add Time" for a given day
  - Enter Start time and End Time. Note: You must record multiple start and end times to accommodate unpaid break periods. EX: Click Add Time; Enter 8am-12pm, click Add. Click Add Time, enter 1pm-5pm, click Add
- Your timesheet will not be processed until your manager has approved your submitted hours
- Pay day is Wednesday

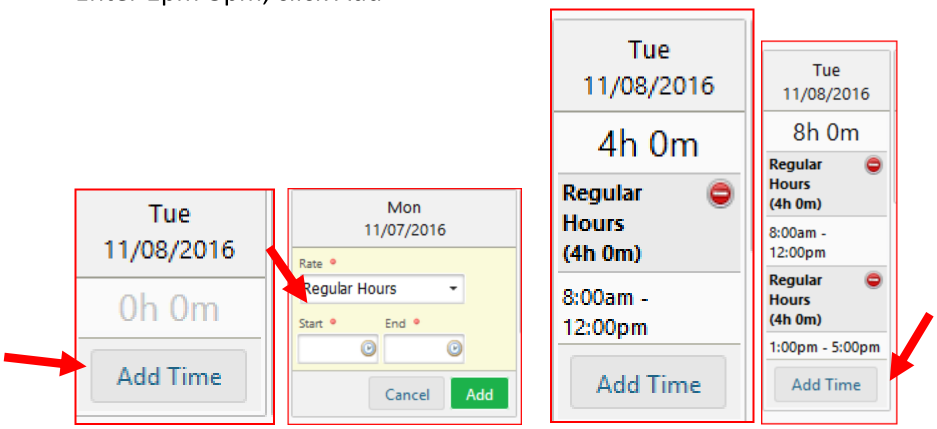




*hours AM/PM on right, minutes on left

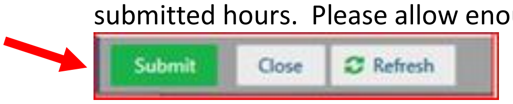
Recording Your Break Periods:

- Record multiple Start and End times to accommodate unpaid break periods. EX:
  - Click Add Time
    - Enter 8am-12pm, click Add
  - Then click Add Time again
    - Enter 1pm-5pm, click Add



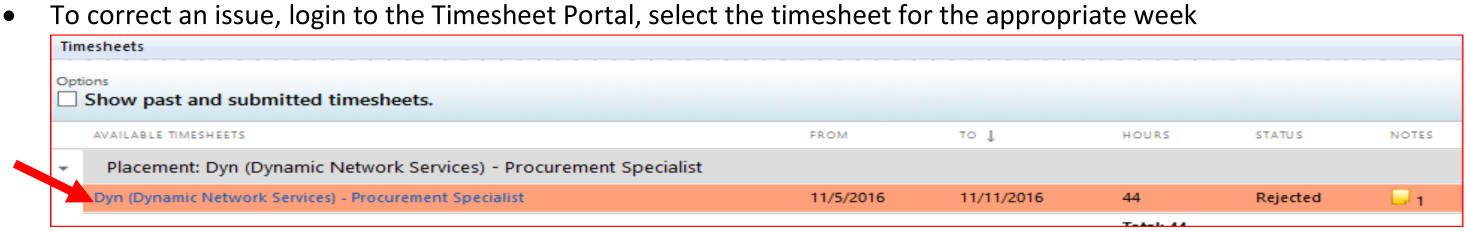
Submitting Timesheet:

- Once your hours have been entered accurately, select:
  - "Submit" if your work week is complete and you have no other items to add, OR
  - "Close" if you are entering hours on a daily basis and still have hours to work during this payroll cycle
  - Note: Your online timesheet will not be ready for payment processing until your manager has approved your submitted hours. Please allow enough time for them to approve your hours



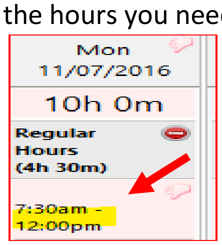
Resubmitting a Rejected Timesheet:

- If your timesheet has been REJECTED by your manager, it can NOT be processed
- An automated email will be sent notifying you of the rejected timesheet along with the reason for the rejection
- To correct an issue, login to the Timesheet Portal, select the timesheet for the appropriate week

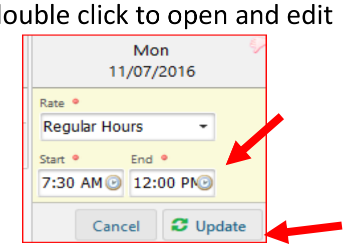


- Place your cursor over the hours you need to correct and double click to open and edit

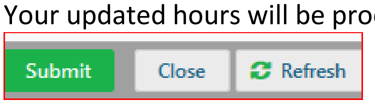
Open times entered



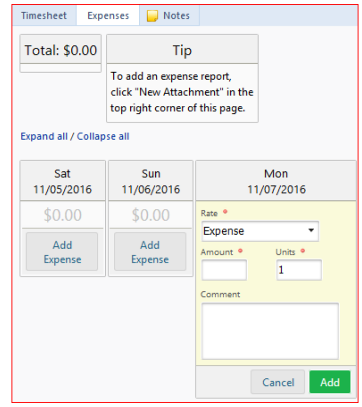
Adjust times



- From here, correct your hours and select update when they are correct
- Once completed for any days required, click "Submit"
- Your updated hours will be processed after your manager has approved your resubmitted hours



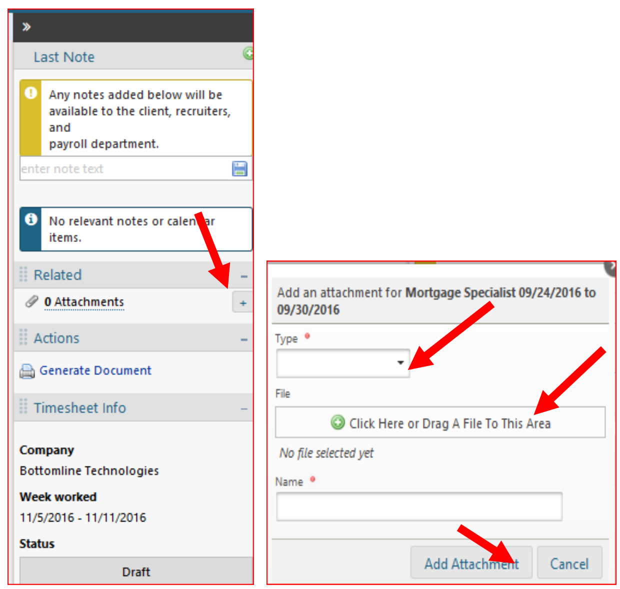
Entering an Expense:



- To enter an approved business expense, select the Expenses tab
- Select “Add Expense” on the appropriate day
- Use the rate drop down to choose the expense type
- Enter amount of the expense
- Enter description of the expense in the comment field
- When done, click “Add”
- Repeat for any day necessary during that payroll period

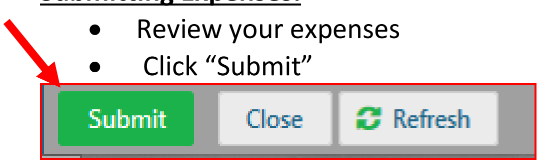
Attaching Expense Receipts:

- Please scan completed Expense Report and any receipts as needed and store the image/file (contact payroll at payroll@bankwstaffing.com for blank Expense Report)
- Click the + to the right of the word Attachment (located on the right-hand side of your screen)
- Use the “Type” drop down to choose the attachment type
- Click on “File” to select the scanned expense report and receipt file
- Enter a name for the attachment(s)



Submitting Expenses:

- Review your expenses
- Click “Submit”



Questions:

If you have any questions, please contact your Recruiting Manager or call 603-637-4500 and request to speak with Payroll. Thank you!