

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

Welcome to erecruit. Login below.

Email:

Password:

(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

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)

AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES
Placement: Putnam Investments - Desktop Support Analyst					
Putnam Investments - Desktop Support Analyst	11/5/2016	11/11/2016	0	Draft	
			Total: 0		

- 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

Total: 0 hours

Expand all / Collapse all

Sat	Sun	Mon	Tue	Wed	Thu	Fri
11/05/2016	11/06/2016	11/07/2016	11/08/2016	11/09/2016	11/10/2016	11/11/2016
0h 0m						
<input type="button" value="Add Time"/>						

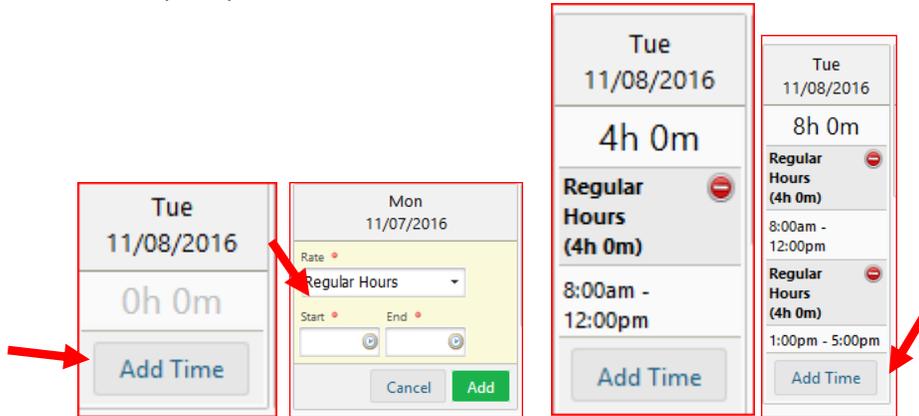
Mon	Tue	Wed	Thu	Fri
11/07/2016	11/08/2016	11/09/2016	11/10/2016	11/11/2016
0h 0m				
<input type="button" value="Add Time"/>				

Hour	Minute
AM	12 1 2 3 4 5 00 05 10 15 20 25 30 35 40 45 50 55
PM	12 1 2 3 4 5 45 48 49 50 51 52 53 54 55 56 57 58 59

*hours AM/PM on right, minutes on left

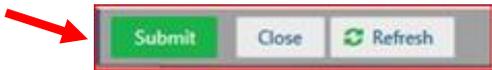
Recording Your Break Periods:

- 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



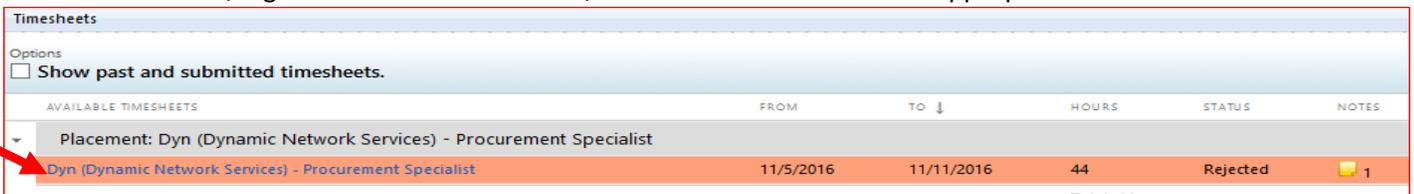
Submitting Timesheet:

- 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

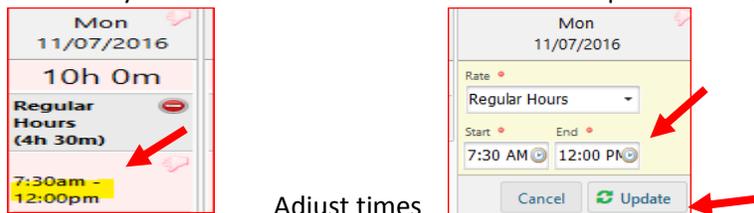


Resubmitting a Rejected Timesheet:

- 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

The screenshot shows the 'Expenses' tab in a software application. At the top, there's a 'Total: \$0.00' and a 'Tip' box that says 'To add an expense report, click "New Attachment" in the top right corner of this page.' Below this is an 'Expand all / Collapse all' link. The main area features a calendar for the week of 11/05/2016 to 11/07/2016. Under Saturday and Sunday, there are 'Add Expense' buttons. On the right, there's a form for entering an expense with fields for 'Rate' (set to 'Expense'), 'Amount' (set to '1'), and 'Units' (set to '1'). There's also a 'Comment' text area and 'Cancel' and 'Add' buttons at the bottom right.

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)

This screenshot shows two parts of the interface. On the left is a sidebar with sections like 'Last Note', 'Related', 'Attachments' (with a '+' icon), 'Actions', and 'Timesheet Info'. A red arrow points to the '+' icon. On the right is a dialog box titled 'Add an attachment for Mortgage Specialist 09/24/2016 to 09/30/2016'. It has a 'Type' dropdown menu, a 'File' field with a '+ Click Here or Drag A File To This Area' button, and a 'Name' field. A red arrow points to the 'Type' dropdown, another to the 'File' field, and a third to the 'Add Attachment' button at the bottom.

Submitting Expenses:

- Review your expenses
- Click "Submit"

The screenshot shows a bottom navigation bar with three buttons: 'Submit' (highlighted in green), 'Close', and 'Refresh' (with a circular arrow icon). A red arrow points to the 'Submit' button.

Questions:

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