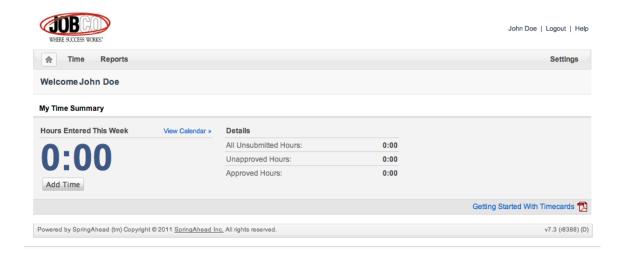Dear Employees:

Welcome to Jobco's Electronic Timesheet System.

Welcome to Jobco, we will be collecting your time in our Electronic Time System

Your web portal site is jobco.springahead.com

Call Jobco to get login instructions – 630-571-6020,

You will come to the Time Entry Screen you need to make sure you are on the correct week this is located in the top middle of the screen.

You will Click on Add for each day

You will enter the time for each day. The project should already be assigned and the type should be set to Regular. The time in and time hours must be entered in 15 min increments. So if you started at 7:58, please enter 8.

15 min = .25
30 min = .5
45 min = .75
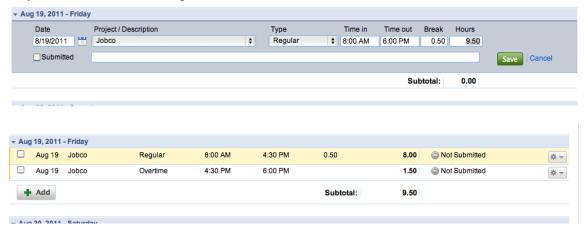
You need to enter your break time as well.

After you are done with Entry of your time , you will click save. This can be done each day you work
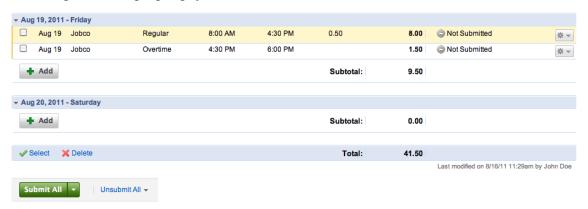

The section below is if you work overtime.

We want you to enter your daily time for what you worked. The system will calculate Overtime based on 40 hours in a work week. You don't need to change the type to overtime, the system will calculate, once you click Save.

As you can see in the example below.

Once you are done entering your weekly time you then need to click the Submit All button. This will send your time for approval for the manager. We prefer you do this at the end of your work week. Submitted time MUST be in by Monday at Noon of the following week for proper payment.

Any questions regarding please contact Jobco at 630-571-6020 , we are glad you are part of our team