

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,

The screenshot shows the Jobco user interface. At the top left is the Jobco logo with the tagline "WHERE SUCCESS WORKS!". At the top right, the user name "John Doe" is displayed along with "Logout" and "Help" links. Below the header is a navigation bar with "Time" and "Reports" tabs, and a "Settings" link on the right. A welcome message "Welcome John Doe" is shown. The main section is titled "My Time Summary" and contains a large digital display showing "0:00" hours entered this week, with an "Add Time" button below it. To the right of the display is a "Details" table:

Details	
All Unsubmitted Hours:	0:00
Unapproved Hours:	0:00
Approved Hours:	0:00

At the bottom right of the summary section is a link "Getting Started With Timecards" with a document icon. The footer contains the text "Powered by SpringAhead (tm) Copyright © 2011 SpringAhead Inc. All rights reserved." and the version number "v7.3 (r8388) (D)".

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

+ New Timer Aug 14 - Aug 20, 2011 List Day Month

Summary Filters

Date	Project	Type	Time in	Time out	Break	Hours	Status
▼ Aug 14, 2011 - Sunday							
					Subtotal:	0.00	
▼ Aug 15, 2011 - Monday							
					Subtotal:	0.00	
▼ Aug 16, 2011 - Tuesday							
					Subtotal:	0.00	
▼ Aug 17, 2011 - Wednesday							
					Subtotal:	0.00	
▼ Aug 18, 2011 - Thursday							
					Subtotal:	0.00	
▼ Aug 19, 2011 - Friday							
					Subtotal:	0.00	
▼ Aug 20, 2011 - Saturday							
					Subtotal:	0.00	

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

▼ Aug 18, 2011 - Thursday

Date	Project / Description	Type	Time in	Time out	Break	Hours	
8/18/2011	Jobco	Regular	8:00 AM	4:30 PM	.5	8.50	
<input type="checkbox"/> Submitted <input type="text"/>							
						Subtotal:	0.00

Save Cancel

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.

▼ Aug 19, 2011 - Friday

Date	Project / Description	Type	Time in	Time out	Break	Hours
8/19/2011	Jobco	Regular	8:00 AM	6:00 PM	0.50	9.50
<input type="checkbox"/> Submitted						
Subtotal:						0.00

▼ Aug 19, 2011 - Friday

<input type="checkbox"/>	Aug 19	Jobco	Regular	8:00 AM	4:30 PM	0.50	8.00	⊖ Not Submitted	⚙
<input type="checkbox"/>	Aug 19	Jobco	Overtime	4:30 PM	6:00 PM		1.50	⊖ Not Submitted	⚙
Subtotal:							9.50		

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.

▼ Aug 19, 2011 - Friday

<input type="checkbox"/>	Aug 19	Jobco	Regular	8:00 AM	4:30 PM	0.50	8.00	⊖ Not Submitted	⚙
<input type="checkbox"/>	Aug 19	Jobco	Overtime	4:30 PM	6:00 PM		1.50	⊖ Not Submitted	⚙
Subtotal:							9.50		

▼ Aug 20, 2011 - Saturday

Subtotal:							0.00		
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<input checked="" type="checkbox"/> Select <input checked="" type="checkbox"/> Delete		Total:	41.50
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Last modified on 8/16/11 11:29am by John Doe

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