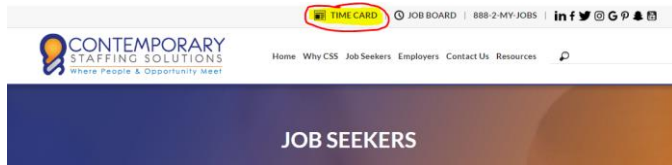


## Contemporary Staffing Solutions WebBased Timecard System Instructions

Follow these steps to approve employees' hours:

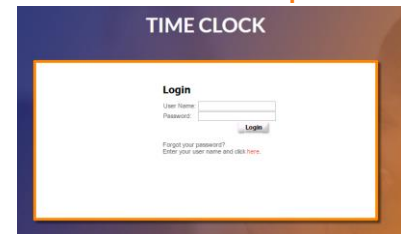
**1**

Visit [www.ContemporaryStaffing.com](http://www.ContemporaryStaffing.com)  
& Click "Time Card"



**2**

Insert your user name & password.  
USER: Your email address  
TEMPORARY PASSWORD: password



**3**

Once you are logged in:

- Click "Approve Time" in the left Toolbar
- Choose the assignment you would like to approve, or choose "approve all"

**Note:**

- If detail is needed, click on the Timecard #
- View the detailed timecard

**Approve Time**

<b>My Profile</b>	Time Card: 687
<b>Submit Jobs</b>	Week ending: 9/18/11
<b>Job Progress</b>	Current Status:
<b>Approve Time</b>	Employee: Test Test
<b>Time History</b>	Company: Test Company
<b>Published Reports</b>	Job Order: 78355
<b>Evaluations</b>	Assignment: 644213
<b>Candidate Search</b>	
<b>Security</b>	

Day	In	Out	Break	Hrs Reg	Hrs OT	Hrs DT	Notes	Sick
Monday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday			0:00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday			0:00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>				<b>35.00</b>	<b>0.00</b>	<b>0.00</b>		

Contractor Notes:

Reason Rejected: If Timecard is rejected add notes here

**4**

If time is inaccurate:

- Click on the Timecard number to open
- Add a rejection reason
- Click Reject

**Approve Time**

<b>My Profile</b>	Time Card: 687
<b>Submit Jobs</b>	Week ending: 9/18/11
<b>Job Progress</b>	Current Status:
<b>Approve Time</b>	Employee: Test Test
<b>Time History</b>	Company: Test Company
<b>Published Reports</b>	Job Order: 78355
<b>Evaluations</b>	Assignment: 644213
<b>Candidate Search</b>	
<b>Security</b>	

Day	In	Out	Break	Hrs Reg	Hrs OT	Hrs DT	Notes	Sick
Monday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	7:00 AM	3:00 PM	1:00	7.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday			0:00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday			0:00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>				<b>35.00</b>	<b>0.00</b>	<b>0.00</b>		

Contractor Notes:

Reason Rejected: If Timecard is rejected add notes here

**All timecards must be APPROVED by Mondays at 10AM.**

Any hours approved after the payroll deadline might result in a check processing delay until the following Thursday.

To change your temporary password:

Click "Security" in the left toolbar > Type in old password: "password" > Create a new password > Click "Confirm"