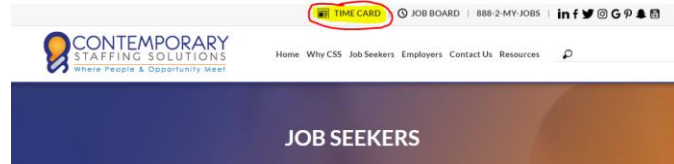


Contemporary Staffing Solutions WebBased Timecard System Instructions

Follow these steps to Enter Hours Worked:

1

Visit www.ContemporaryStaffing.com

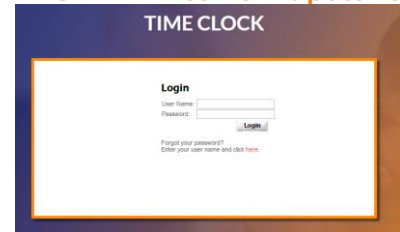


2

Insert your user name & password.

USER: Your email address

TEMPORARY PASSWORD: password




3

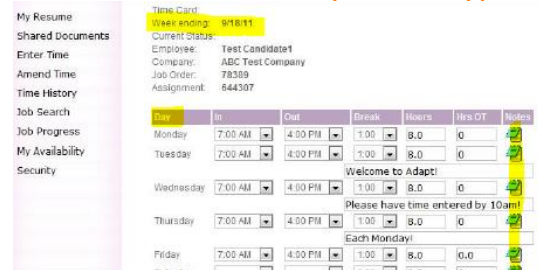
Once you are logged in:

- Click "Enter Time" in the toolbar on the left
- Type in the Week Ending Date (Sunday)
- Choose the assignment
- Click "Create"



4

- Enter Hours by Day. Overtime is automatically calculated after 40 hours
- Click  to add notes for your supervisor
- Click **Submit** to send to supervisor for approval



5

- If you click "Amend Time"
- Click on "Timecard Number" to open
- Save or Submit



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.

Please contact Payroll@ContemporaryStaffing.com with timecard questions, profile changes, or any additional questions.

To change your temporary password:

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