On Assignment

On Assignment

On-line Time Collection (OTC)

Employee Training Manual

On Assignment

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Section 1: Logging into Online Time Collection (OTC)

1. Retain your user ID and password from the automatically generated email from Online Time Collection at On Assignment.

_	
	Welcome to On Assignment's Online Time Collection (OTC) system. To ensure accurate and timely payroll processing, all employees are required to report their hours worked through the OTC system.
	Your OTC Login ID and Password have been created.
	Your Login ID is: gmail@gmail.com Your Password is: calabasas72
	<u>Click here to go to OTC</u> for detailed instructions on using the OTC system, click on the Tutorial link on the Login page.
	Our payroll processing schedule is as follows:
	• Friday 5 pm • Monday 10 am • Wednesday 10 am
	As reminder, all reported time must be approved by your supervisor. All approvals received after the time reporting deadlines listed above will be processed in the next scheduled payroll run.
	If you have any questions please call Employee Services at (800) 995-7378 between the hours of 5 am and 5 pm Pacific Time M-F.
	Best wishes on your new assignment.
	Sincerely,
	On Assignment Payroll Department
	This email was sent from an outgoing mailbox only. Please do not use automatic reply.

2. Login using your user ID and password provided in your e-mail and clicking on they hyperlink <u>Click</u> <u>here to go to OTC</u>

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HOME	
User ID(Email): Password: Sign In	On Assignment Online Time Collection (OTC) System Welcome to the On Assignment Online Time Collection (OTC) system! We are excited to provide our OTC service and are confident you will find it an efficient and convenient way for consultants to report and clients to review and approve hours worked. To begin, please login to OTC by entering your User ID and Password, and clicking "Sign In". If you have any questions, please contact us at one of the following numbers: Employee Services at (800) 995-7378
Eoroot User ID or Password Tutorial for Consultants	Client Services at (800) 275-1939

3. You will be launched directly to the Please set up a password retrieval Question and Answer page.

Thursday, March 31, 2011 11:20 A	M PST.	Welcome Lisa Osthues
Menu - Enter Time - Time Entry History - Change Email Address, Password	Please set up a password retrieval 0	Question and Answer
	If you forget your password, you can have a new Enter a question and your response below. The	
	Question: Select from the list of questions.	
	Response:	
	Save	

4. Here you can select your password help question from the drop down list. Next, enter your response to your password security question in the Response section.

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Thursday, March 31, 2011 11:20 A	I PST.		Welcome Lisa Osthues
Menu - Enter Time - Time Entry History - Change Email Address, Password	If you forget	et up a password retrieval Question and A your password, you can have a new password emaile stion and your response below. These will be used to	d to you.
	Question:	What is the first name of your oldest child? Select from the list of questions.	×
	Response:	Amelia	
	Save		

5. Once you are done click on the

(1)	Save	
R)	Save	

button.

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Section 2: How to Change My Profile

1. You can update your profile settings from the Menu section on the left corner menu bar by clicking Change Email Address, Password.



- 2. Your email address will display.
- 3. To change your password click Change Password.

Monday, August 29, 2011 12:51 Pl	M PST. Welcome Kisa Mccormick <u>Home</u> Sign out
Menu ■ ▷ Reporting Tools - <u>Enter Time</u> - <u>Time Entry History</u>	My Profile
 Change Email Address, Password 	E-mail Address: kisamack@hotmail.com
	Change password
	Change or set up forgotten password help
	Save

4. Enter your Current Password, the New Password and Confirm the New Password. Click OK.

Monday, August 29, 2011 12:57 Pl	M PST. Weld	come Kisa Mccormick	Home
Menu 🗖 D Reporting Tools	Change passwo	ord	
 <u>Enter Time</u> <u>Time Entry History</u> Change Email Address, 	Current Password	:	
Password	New Password:		
	Confirm Password	1:]	
	OK Car	ncel	

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5. To change or set up a forgotten password, click Change or set up forgotten password help.

Monday, August 29, 2011 1:00 PM	I PST. Welcome Kisa Mccormick <u>Home</u>
Menu	My Profile
 Change Email Address, Password 	E-mail Address: kisamack@hotmail.com
	Change password
	Change or set up forgotten password help
	Save

- 6. Select from the following three security questions:
 - a. What city were you born in?
 - b. What is the name of your oldest child?
 - c. What was the make of your first car?
- 7. Enter the correct response and click OK. An email will be sent to your account to with your password within the text.

Monday, August 29, 2011 1:00 F	PM PST.	Welcome Kisa Mccormick	Home	Sign out
Menu E P Reporting Tools - Enter Time - Time Entry History - Change Email Address,	Change or If you forget	set up forgotten password h your password, you can have a new p stion and your response below. Thes	password emailed to you.	de vou
Password	Question:	What city were you born in? Select from the list of questions.		
	Response: OK	Cancel		

On Assignment

Section 3: How to Access Your Timesheet

1. If you have one pending timesheet you will be directly launched to that respective timesheet page. Note: Your timesheet status will reflect as New.

Thursday, March 31, 2011 11:46 Menor 🗳	AM PST.		W	/elcome Lis	a Osthues		.Harre			<u>Son ex</u>	
<u>Time Entry History</u> Change Email Address.	Lisa Osth	ues					1	Time Entry	Instructions		
Password	Client Title: Period	Catalent Pharma Solutions Assoc. Scientist / Scientist B 04/04/2011 - 04/10/2011					Approval Method; Manual Timesheet Status; New				
	-	Mon	Tue V	Wed	Wed Thu	Fri	Sat	Sun		Time Entry Formats	
	Time	04/04	04/05	04/06	04/07	04/08	04/09	04/10	Total	Entry:	Equated To:
	In									8	08:00 AM
	Meal Out	<u> </u>								8.15	08:15 AM
	WHERE CARE	_								5P	05:00 PM
	Meal In									17:30	05:30 PM
	Out									5:30 PM	05:30 PM
	Totals 🗘	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	click the ref	sg time, you may resh icon on the o view updated
	noted in t	he Timeshee	ntered, a 30 m et Notes' secti led to the near	on below.		natically deduc	ited. Any exce	option to that	must be		

2. If you have more than one assignment with a pending timesheet you will be directed to the Available Timesheets page. You will notice the Job Title, Pay Period End Date and Client Name are listed on each timesheet. Select the timesheet that you want to fill out by clicking on the blue hyperlink of the Job Title.

nu 🗖 nter Time						
ime Entry History	Available Timesheets Title	Period End	Timesheet Status	Client	Assignment ID	Start Date
Change Email Address, Password	Assoc Scientist / Scienitst B	04/10/2011	New	Catalent Pharma Solutions	0A2491729	12/01/2010
	Assoc Scientist / Scienitst B	04/17/2011	New	Catalent Pharma Solutions	OA2491729	12/01/2010
	PhaseBio Protein Purification	03/27/2011	New	PhaseBio Pharmaceuticals, Inc	OA2502795	03/21/2011
	PhaseBio Protein Purification	04/03/2011	New	PhaseBio Pharmaceuticals, Inc	OA2502795	03/21/2011
	PhaseBio Protein Purification	04/10/2011	New	PhaseBio Pharmaceuticals, Inc	OA2502795	03/21/2011
	PhaseBio Protein Purification	04/17/2011	New	PhaseBio Pharmaceuticals, Inc	OA2502795	03/21/2011
	Lab Technician	03/27/26 1	THEW	Philadelphia Lab	OA2502796	03/22/2011
	Lab Technician	04/03/2011	New	Philadelphia Lab	OA2502796	03/22/2011
	Lab Technician	04/10/2011	New	Philadelphia Lab	OA2502796	03/22/2011
	Lab Technician	04/17/2011	New	Philadelphia Lab	OA2502796	03/22/2011

- 3. You will then be brought to that particular Pending Time Entry Page.
- 4. Click on the 🕨 to move between pending timesheets.

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Thursday, March 31, 2011 11:48 AM	IPST.			Welcome Lis	a Osthues		Hom	4		Sign out
Menu - Enter Time - Time Entry History - Change Email Address, Password	Lisa Osth Client Title: Period:	than 1 Catale Assoc		ieet			Approval Me Timesheet	athod: M	instructions anual ew	
	Time In Meal Out Meal In	Mon 04/04	Tue 04/05	Wed 04/06	Thu 04/07	Fri 04/08	Sat 04/09	Sun 04/10	Total	Time Entry Formats Entry: Equated To: 8 08:00 AM 8:15 08:15 AM 5P 05:00 PM 17:30 05:30 PM 5:30 PM 05:30 PM
	noted in t	he Timeshee	t Notes' sect			0.00 atically dedu	0.00 uoted. Any exce	0.00	0.00 must be	After entering time, you may click the refresh icon on the totals line to view updated totals.
	Add A Note En Timeshe	Save et Notes		g next week use print, sigr	C Co		d I have advis	ne. Submi	t& Fax.	

On Assignment

Section 4: Entering Hours

1. From the timesheet page, type in the start and end time to the nearest quarter hour, in their respective fields.

John Elway						Time En	try Instructio	ins		
Client:	ABC Labs									
Title:	Lab Technicia	an			Approva	al Method:	Electronic			
Period:	08/15/2011 -	08/21/2011			Times	heet Status:	New			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Time E	Entry Formats
Time	08/15	08/16	08/17	08/18	08/19	08/20	08/21	Total	Entry:	Equated To:
In	8:00AM								8	08:00 AM
Meal Out	12:00PM								8:15	08:15 AM
									5P	05:00 PM
Meal In	12:30PM								17:30 5:30 PM	05:30 PM 05:30 PM
Out	5:00PM									ng time, you may
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌		click the ref	resh icon on the o view updated
Totals 🤣	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	is rounded to the r rill be processed a		hour.							
				lo Time To R	Report					
My Assignment	is: 💿 Contin	nuing next wee	ek O	Completed a	and I have ad	lvised my rec	ruiter			
Save (not read)	y to submit)				S	ave & Submi	t For Approv	al		
Add A Note										
Timesheet N	lotes									
An email will be se	nt to following indi	ividual(s) for ele	ectronic appro	val subsequer	nt to the submit	ttal of this time:	sheet.			
Approver			Email Add							
Tim Tebow			gabrielle.th	nurlow@onas	ssignment.c	om				

a. The system will automatically assume AM time if you do not specify PM.

Note: Time can be entered in several different formats. Below are examples of acceptable formats and how they will be equated by the system.

Entry:	Equated To:
8	8:00AM
8:15	8:15AM
5	5:00AM
5P	5:00PM
17	5:00PM
17:30	5:30PM
5:30 PM	5:30PM

Note: If your start date falls in the middle of a work week, the system will not allow you to enter hours prior to the start date of your assignment.

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2. Once your hours are entered you can display your calculated totals by clicking on the ⁽²⁾ (Refresh) button next to Totals. Your daily and weekly hourly totals will update.

John Elway						<u>Time En</u>	try Instruction	<u>15</u>	
Client:	ABC Labs								
Title:	Lab Technicia	in			Approva	I Method:	Electronic		
Period:	08/15/2011 -	08/21/2011	<		Times	neet Status:	New		
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total	Time Entry Formats Entry: Equated To:
In	8:00AM								8 08:00 /
Meal Out	12:00PM								8:15 08:15 /
Meal In	12:30PM								5P 05:00 F 17:30 05:30 F
Out	5:00PM								5:30 PM 05:30 F After entering time, you may
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌		click the refresh icon on the totals line to view updated
	s rounded to the n ill be processed a		hour.						
			□ N	lo Time To R	eport				
My Assignment	is: 💿 Contin	uing next wee	ek O	Completed a	nd I have ad	vised my rec	ruiter		
Save (not read	y to submit)				Sa	ave & Submi	t For Approva	d I	
								_	
Add A Note Timesheet N	otos								
An email will be se	nt to following indi	vidual(s) for ele	ectronic appro	val subsequen	t to the submit	tal of this time:	sheet.		
Approver			Email Addr	ress					

Note: If you work more than 6 hours in a day you are required to take a meal break. You can enter time taken for a meal break in the "Meal Out" and "Meal In" fields.

Note: Time entered is rounded to the nearest quarter hour.

3. Be sure, when working a multi-shift schedule to select the appropriate shift for the days worked.

Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st 💌							

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4. Each day you can enter in your time without submitting for approval by clicking on the Save (not ready to submit) button.

John Elway						Time En	try Instructior	<u>15</u>		
Client: Title: Period:	ABC Labs Lab Technicia 08/15/2011 -		٩ 🕨			l Method: neet Status:	Electronic New			
Time In Meal Out Meal In Out Shift	Mon 08/15 8:30AM 12:00PM 12:30PM 5:00PM 1st	Tue 08/16 8:30AM 12:00PM 12:30PM 5:00PM 1st ▼	Wed 08/17 8:30AM 4:30PM 1st 💌	Thu 08/18 8:30AM 12:00PM 12:30PM 5:00PM 1st 💌	Fri 08/19 8:30AM 12:00PM 12:30PM 5:00PM 1st 💌	Sat 08/20	Sun 08/21	Total	Entry: 8 8:15 5P 17:30 5:30 PM After enterin; click the refr	htty Formats Equated To: 08:00 A 08:15 A 05:00 P 05:30 P 05:30 P g time, you may esh icon on the view updated
otals 🤹 • Time entered is • Per Diem/s) wi	8.00 s rounded to the r ill be processed a		8.00 hour.	8.00	8.00	0.00	0.00	40.00	L	
My Assignment i Save (not ready		uing next wee		lo Time To R Completed a	and I have ad	vised my rec	ruiter t For Approva			

5. Your page will refresh and your status will change to Saved.

John Elway						Time En	try Instructio	ns
Client:	ABC Labs							
Title:	Lab Technicia	n			Approva	al Method:	Electronic	
Period:	08/15/2011 -	08/21/2011	∢ ▶		Times	heet Status:	Saved <	
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
	is rounded to the n		hour.					
	in be brocessed a	atomaticany.						
			1 🗆	No Time To R	eport			
My Assignment	tis: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter	
Save (not read	ly to submit)				S	ave & Submi	t For Approv	al

On Assignment

Section 5: Leaving a Comment/Note on your Timesheet

You can use the notes section of the timesheet to explain any special details on your timesheet.

1. From the Time Entry page, click on the Add A Note blue hyperlink under the Save (not ready to submit) button.

John Elway						Time En	try Instructior	<u>15</u>
Client:	ABC Labs							
Title:	Lab Technician	n			Approva	al Method:	Electronic	
Period:	08/15/2011 -	08/21/2011	◀ ▶		Times	heet Status:	Saved	
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
	is rounded to the ne will be processed au		hour.					
• Tel Dielinst	will be brocessed at	tomaticany.						
				lo Time To R	Report			
My Assignmen	t is: 💿 Continu	ing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter	
Save (not read	dy to submit)				S	ave & Submi	t For Approva	il
Add A Note								
Timesheet	Notes							
An email will be se	ent to following indivi	idual(s) for ele	ectronic appro	val subsequer	nt to the submit	tal of this times	sheet.	
Approver			Email Add	ress				
Tim Tebow			gabrielle.th	nurlow@onas	ssignment.co	om		

On Assignment

2. Type your note in the message dialogue box that appears.

My Assignment is:	Continuing next week	C Completed and I have advised my recruiter
Save (not ready to	submit)	Save & Submit For Approval
Add A Note		
🗁 Timesheet Notes	5	
Added:	By:	
I had to leave early f	or a dentist appointment.	<u>_</u>
		*
An email will be sent to	following individual(s) for electron	ic approval subsequent to the submittal of this timesheet.
Approver	Em	ail Address
Tim Tebow	ga	prielle.thurlow@onassignment.com

- 3. If you are not submitting your timesheet at this time you can save the notes by clicking on the Save (not ready to submit) button.
- 4. If you are ready to submit your timesheet after entering your notes click the Save & Submit For Approval button.
- 5. To view notes at the timesheet page, simply click on the + next to Timesheet notes to expand all notes

My Assignment is: ⓒ Continuing next week	C Completed and I have advised my recruiter
Save (not ready to submit)	Save & Submit For Approval
Add A Note	
Timesheet Notes	
An email will be sent to following individual(s) for electr	onic approval subsequent to the submittal of this timesheet.
Approver E	mail Address
Tim Tebow g	abrielle.thurlow@onassignment.com

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Add A Note Timesheet Notes	
Added: 08/29/11 4:09PM	By: John Elway
I had to leave early for a dentist	t appointment.
Approver	Email Address
Tim Tebow	gabrielle.thurlow@onassignment.com

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Section 6: Submit Your Timesheet for Approval

1. Check your Timesheet to verify whether the Approval Method is <u>Electronic</u> or <u>Manual</u>. If your Timesheet Approval Method is <u>Electronic</u> follow the instructions in Section 6a.

John Elway						Time En	try Instruction	<u>is</u>	
Client:	ABC Labs								
Title:	Lab Technicia	in			Approval Method: 🛛 Electronic 🗲				
Period:	08/15/2011 -	08/21/2011			Times	heet Status:	Saved		
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total	
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM				
Meal In	12:30PM	12:30PM		12:30PM	12:30PM				
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM				
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌		
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	
	s rounded to the r		hour.						
				lo Time To R	eport				
My Assignment i	s: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter		
Save (not ready	(to submit)				S	ave & Submit	For Approva		

2. If your Timesheet Approval Method is Manual, follow the instructions in Section 6b.

On Assignment

Kisa Mccor	mick					<u>Time En</u>	try Instructio	ons -		
Client:	ChemProtect									
Title:	LABORATOR	Y TECHNICIA	AN .		Approva	al Method:	Manual			
Period:	08/15/2011	08/21/2011	∢ ▶	Timesheet Status: New						
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total		
In										
Meal Out										
Meal In										
Out										
Totals 🎝	0.00 d is rounded to the i	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				No Time To F	Papat					
My Assignmen	tio: 🙆 Contin	luing next we			-	dvised my rec	ruitor			
		iung next we	er O	Completed	and mave at			_		
Sa	ve					Done, Sul	bmit & Fax.			
Add A Note										
Timesheet	Notes									

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Section 6a: Submit Your Timesheet for Approval – Electronically

- 1. Verify the timesheet reflects the correct dates and times before submitting your timesheet for approval.
- 2. If your assignment will continue next week, please indicate by selecting the radio dial "Continuing Next Week". If your assignment is ending, please select the radio dial labeled "Completed and I have advised my recruiter".

	🗆 No Time To Report	Ļ
My Assignment is: 💿 Con	ntinuing next week O Completed and I hav	e advised my recruiter
Save (not ready to submit)		Save & Submit For Approval

button.

3. From the Time Entry page, click the Save & Submit For Approval

John Elway						<u>Time En</u>	try Instruction	ns
Client:	ABC Labs							
Title:	Lab Technicia	n			Approva	I Method:	Electronic	
Period:	08/15/2011 -	08/21/2011	<		Times	heet Status:	Saved	
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
	is rounded to the n		hour.					
• Ter Diemisry	will be brocessed a	utomaticany.						
				lo Time To R	leport			
My Assignment	t is: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter	
Save (not read							t For Approva	

On Assignment

- 3. If you are submitting hours for a previous pay period, you will receive a pop up indicating you are submitting hours past the time sheet pay period cut off. Simply click OK. If you are submitting hours for the current pay period you will not receive a pop up message.
- 4. Verify and certify your hours by clicking on the Yes button.

Submittal Co	
I hereby certi	y that the hours I have entered into this system represent hours actually worked by me. I further certify the
	I and understand the contract entered into by me and Lab Support, a division of On Assignment. worked by me were performed in accordance with said contract.
Please note	hat once a timesheet is submitted, it will no longer be available for editing.
Do you want Yes	No

5. You will then receive a pop up confirming your timesheet has been submitted for approval and an email has been sent to your manager for approval. Click OK.



6. You are then brought to your submitted timesheet view.

On Assignment

					Branch			1006
Consultant	John Elway					tant ID:		
	John Elway							107762
Client	ABC Labs				Assign	ment ID:	2	553991
Pay Period:	08/15/2011	08/21/201	1 🔳 🕨		Timesh	eet Status:	Su	ibmitted
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st	1st	1st	1st	1st	1st	1st	
Totals	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Consultant Sign	e certifies that this form is	certification giv		ay on 8/29/2011 all hours worke		isultant's own	record of eac	th day's
Consultant Sign	ature: Electronic re certifies that this form is time and meal break(s).	certification giv a true and accu	rate summary of		d, reflecting Cor	isultant's own	record of eac	th day/s
Consultant Sign Consultant's signature starting time, ending to Client Represen	ature: Electronic re certifies that this form is time and meal break(s).	certification giv a true and accu Timesheet has	rate summary of s been routed to	all hours worke	d, reflecting Cor approver.	isultant's own	record of eac	∶h day∕s
Consultant Sign Consultant's signatur starting time, ending t Client Represen Client Representative	ature: Electronic re certifies that this form is time and meal break(s). ntative Name: ntative Signature: signature certifies that the t the Client Representative	certification giv a true and accu Timesheet has Timeshe Client Represen	rate summary of s been routed to et is pending ele tative is authori	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signature starting time, ending to Client Represent Client Representative signature certifies that	ature: Electronic re certifies that this form is time and meal break(s). ntative Name: ntative Signature: signature certifies that the t the Client Representative	certification giv a true and accu Timesheet has Timeshe Client Represen	rate summary of s been routed to et is pending ele tative is authori	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signature starting time, ending to Client Represent Client Representative signature certifies that	ature: Electronic e certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Client Represen	rate summary of s been routed to et is pending ele tative is authori	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signatur starting time, ending t Client Represen Client Representative ignature certifies that Consultant has worked Timesheet Note	ature: Electronic re certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Timeshe Client Represen has reviewed th	rate summary of s been routed to et is pending ele tative is authori is timesheet, th	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signaturn starting time, ending to Client Represen Client Representative ignature certifies that consultant has worked Timesheet Note Added: 08/29/1	ature: Electronic re certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Client Represen has reviewed th By: John Elv	rate summary of s been routed to et is pending ele tative is authori is timesheet, th	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signaturn starting time, ending to Client Represen Client Representative ignature certifies that consultant has worked Timesheet Note Added: 08/29/1	ature: Electronic re certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Client Represen has reviewed th By: John Elv	rate summary of s been routed to et is pending ele tative is authori is timesheet, th	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signaturn starting time, ending to Client Represen Client Representative ignature certifies that consultant has worked Timesheet Note Added: 08/29/1	ature: Electronic e certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Client Represen has reviewed th By: John Elv	rate summary of s been routed to et is pending ele tative is authori is timesheet, th	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the
Consultant Sign Consultant's signature starting time, ending to Client Represent Client Representative ignature certifies that consultant has worked Timesheet Note Added: 08/29/1 I had to leave est	ature: Electronic e certifies that this form is time and meal break(s). Intative Name: Intative Signature: signature certifies that the t the Client Representative d the hours reported.	certification giv a true and accu Timesheet has Timeshe Client Represen has reviewed th By: John Elv	rate summary of s been routed to et is pending ele tative is authori is timesheet, th	all hours worke the designated actronic approva	d, reflecting Cor approver. II. t to approve this	: Consultant Ti	mesheet. In a	ddition, the

Note: your Timesheet Status has changed to Submitted.

- 7. Here you are also given the option to Print your timesheet.
- 8. You will then receive an e-mail confirmation notifying you that your timesheet has been submitted for approval.

On Assignment

Dear Tim Tebow,
This is to notify you that you have the following timecard(s) waiting for approval:
John Elway at ABC Labs for week ending 8/21/2011
Click here to login to OTC. For detailed instructions on using the OTC system, click on the Tutorial link on the login page.
As a reminder, our payroll processing schedule is as follows:
• Friday 5 pm • Monday 10 am • Wednesday 10 am
All approvals received after the time reporting deadlines listed above will be processed in the next scheduled payroll run.
If you have any questions, please call Client Services at (800) 275-1939 between the hours of 5 am and 5 pm Pacific Time M-F, and a Customer Service Specialist will be happy to assist you.
Sincerely,
On Assignment Payroll Department
otc@mylabsupport.com is an outgoing mailbox only. Please do not use automatic reply.

9. You will receive an e-mail confirmation when your timesheet has been approved.

This is to notify you that your timecard for week ending 8/21/2011 has been approved by Jennifer Jacbos at Abc Labs.

As a reminder, our payroll processing schedule is as follows:

Friday 5 pm

- Monday 10 am
- Wednesday 10 am

All approvals received after the time reporting deadlines listed above will be processed in the next scheduled payroll run.

If you have any questions please call Employee Services at (800) 995-7378 between the hours of 5 am and 5 pm Pacific Time M-F.

Click here to Login to OTC

On Assignment

Section 6b: Submit Your Timesheet for Approval – Manually

1. If the Approval Status on your timesheet indicates Manual, you will be required to submit your hours online as well as fax the client signed timesheet to the Payroll Department. This is also indicated by a note at the bottom of your timesheet stating After completing the time entry, you must fax a signed copy for further processing.

	nick					Time Er	try Instructio	ons	
Client:	ChemProtect								
Title:	LABORATOR	Y TECHNICIA	N		Approva	I Method:	Manual		
Period:	08/15/2011 -	08/21/2011	۹ 🕨		Times	heet Status:	New		
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total	Time Entry Forma Entry: Equate
In									8 08
Meal Out									8:15 08
									5P 05
Meal In									17:30 05
Out									5:30 PM 05 After entering time, you
Totals 🥠	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	click the refresh icon o totals line to view upda totals.
Time entered	is rounded to the r	iearest quarte							
				No Time To R	Report				
My Assignment	is: 💿 Contin	uing next we	ek C	Completed a	and I have ad	vised my red	cruiter		
Sav	e					Done, Sul	bmit & Fax.		
Add A Note									
Timesheet N	lotes								

On Assignment

2. From the timesheet page, type in the start and end time to the nearest quarter hour, in their respective fields.

Client:	ChemProtect									
Title:	LABORATORY	TECHNICI/	AN			al Method:	Manual			
Period:	08/15/2011 -	08/21/2011	∢ ▶		Times	heet Status:	New			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Time E	ntry Formats
Time	08/15	08/16	08/17	08/18	08/19	08/20	08/21	Total	Entry:	Equated To:
In	8:00AM								8	08:00 A
Meal Out	12:00PM								8:15	08:15 A
									5P	05:00 P
Meal In	12:30PM								17:30 5:30 PM	05:30 P
Out	5:00PM									g time, you may
• Time entere	0.00 d is rounded to the n	0.00 earest quarte	0.00 r hour.	0.00	0.00	0.00	0.00	0.00	totals line to totals.	view updated
				No Time To R	Report					
My Assignme	nt is: 💿 Contine	uing next we	ek O	Completed a	and I have ad	vised my rec	ruiter			
Sa	ave					Done. Sut	omit & Fax.			
Add A Note										
Timesheet	Notes									

a. The system will automatically assume AM time if you do not specify PM.

Note: Time can be entered in several different formats. Below are examples of acceptable formats and how they will be equated by the system.

<u>Entry:</u>	Equated To:
8	8:00AM
8:15	8:15AM
5	5:00AM
5P	5:00PM
17	5:00PM
17:30	5:30PM
5:30 PM	5:30PM

Note: If your start date falls in the middle of a work week, the system will not allow you to enter hours prior to the start date of your assignment.

On Assignment

3. Once your hours are entered you can display your calculated totals by clicking on the ⁽²⁾ (Refresh) button next to Totals. Your daily and weekly hourly totals will update.

Kisa Mccor	mick					Time En	try Instructio	7115		
Client:	ChemProtect									
Title:	LABORATORY	TECHNICI/	AN .		Approva	al Method:	Manual			
Period:	08/15/2011 -	08/21/2011	∢ ▶		Times	heet Status:	New			
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total		Entry Formats
		00/10	00/17	00/10	00/19	00/20	00/21		Entry: 8	Equated T 08:00
In	8:00AM								8:15	08:00
Meal Out	12:00PM								5P	05:00
Meal In	12:30PM							1	17:30	05:30
								1	5:30 PM	05:30
Out	5:00PM								After enterin	iq time, you m
īotals 🗘	8.50	0.00	0.00	0.00	0.00	0.00	0.00	8.50		resh icon on th view updated
Time entere	d is rounded to the n	earest quarte	r hour.							
				No Time To F	Report					
My Assignmer	nt is: 💿 Contine	uing next we	ek O	Completed	and I have ad	lvised my rec	ruiter			
Sa	ave					Done. Sul	omit & Fax.			
Add A Note										
Timesheet	Notes									
	motes									

Note: If you work more than 6 hours in a day you are required to take a meal break. You can enter time taken for a meal break in the "Meal Out" and "Meal In" fields.

Note: Time entered is rounded to the nearest quarter hour.

4. Each day you can enter in your time without submitting for approval by clicking on the

Save	
	button.

On Assignment

Kisa Mccor	rmick					Time En	try Instructio	ons		
Client:	ChemProtect									
Title:	LABORATOR	Y TECHNICIA	N		Approval	Method:	Manual			
Period:	08/15/2011	08/21/2011	◀ ▶		Timesh	eet Status:	New			
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total		ntry Formats
						00/20	00/21	TULAI	Entry:	Equated To:
n	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				8 8:15	08:00 Al
Meal Out	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM				5P	05:00 PI
Meal In	12:30PM	12:30PM	12:30PM	12:30PM	12:30PM				17:30	05:30 PI
wear m	12.301 M	12.301 M	12.301 M		12.301 M				5:30 PM	05:30 PI
Out	5:00PM	5:00PM	5:00PM	5:00PM	5:00PM					g time, you may
otals 🗘	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	click the refr	esh icon on the view updated
Time entere	d is rounded to the i	nearest quarter	hour.							
			1 🗆	No Time To F	Report					
My Assignmei	nt is: 💿 Contir	nuing next we	ek O	Completed a	and I have adv	ised my rec	ruiter			
S	ave					Done, Sub	nmit & Fax			
	140					Done. Out	Anne oct ax.			

Your page will refresh and your status will change to Saved.

Kisa Mccor	mick					Time En	try Instructio	ins
Client:	ChemProtect							
Title:	LABORATOR	(TECHNICIA	N		Approva	I Method:	Manual	
Period:	08/15/2011 -	08/21/2011	∢ ▶		Timest	neet Status:	Saved	-
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM			
Meal In	12:30PM	12:30PM	12:30PM	12:30PM	12:30PM			
Out	5:00PM	5:00PM	5:00PM	5:00PM	5:00PM			
īotals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Time entered	d is rounded to the r	earest quarter	hour.					
				lo Time To R	Report			
My Assignmer	nt is: 💿 Contin	uing next we	ek O	Completed a	and I have ad	vised my rec	ruiter	
0.0	ave					Done Sub	mit 9 Eav	

On Assignment

- 5. Please verify the timesheet reflects the correct dates and times before submitting your timesheet for approval. Once your hours are entered, click the _______ Done. Submit & Fax. ______ button.
- 6. Verify and certify your hours by clicking on the Yes button.

Submittal Confirmaton:
I hereby certify that the hours I have entered into this system represent hours actually worked by me. I further certify that:
 1) I have read and understand the contract entered into by me and Lab Support, a division of On Assignment. 2) The hours worked by me were performed in accordance with said contract.
Please note that once a timesheet is submitted, it will no longer be available for editing.
Do you want to submit the timesheet? Yes No

7. You will then receive a pop up your timesheet has been saved and to print a copy of the timesheet for manager signature and approval. Click OK.

Message	from webpage	ſ
	Your timesheet has been saved. Please print a copy for further processing. After printing the timesheet, please get approving manager's signature, and then fax it to the number indicated on the timesheet.	
	ОК	

On Assignment

8. You will be brought to your submitted timesheet view. Follow the instructions in the Print a Copy of Your Time Sheet instructions. Sign and Fax your timesheet to the number listed on your timesheet.

					Branch			1003	
Consultant:	Kisa Mccormick	:			Consu	tant ID:	1	087260	
Client	ChemProtect				Assign	ment ID:	2	553977	
Pay Period:	08/15/2011	08/21/201	1 🔹 🕨		Timest	neet Status:	Su	bmitted	
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total	1
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				
Meal Out	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM				1
Meal In	12:30PM	12:30PM	12:30PM	12:30PM	12:30PM				
Out	5:00PM	5:00PM	5:00PM	5:00PM	5:00PM				
Totals	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	
Client Representative signa gnature certifies that the onsultant has worked the	ture certifies that the Client Representative	Client Represen has reviewed th	tative is authori is timesheet, th	zed by the clien e time sheet has	t to approve this s been properly	s Consultant Tin and accurately	vesheet. In a completed, a	- ddition, the nd the	
									_
Fax To: 800-446-65 The original form an			-	-				_	
Fimesheet Notes									
Added:	E	y:							
								*	
Email As Attachmer	nt								
Drint 1									
Print									

On Assignment

Section 7: Adjusting Your Hours

You are able to change hours you have entered as long as you have not submitted the timesheet for approval. If you need to adjust your time <u>after your hours have already been submitted and approved</u> please call Employee Services at (800) 995-7378 for assistance.

1. If you have Saved (Not Ready to Submit) your timesheet, you can choose this timecard from the Available Timesheets page.

nday, August 29, 2011 5:39 PM PST.		Welcome John Elw		Hone	Sen out	
nu 🖬	Available Timesheets					
Ime Entry History hange Email Address,	Title	Period End	Timesheet Status	Client	Assignment ID	Start Date
assword	Lab Technician	08/28/2011	Saved	ABC Labs	2553991	08/01/2011
	Lab Technician	09/04/2011	New	ABC Labs	2553991	08/01/2011
	Lab Technician	09/11/2011	New	ABC Labs	2553991	08/01/2011
	Lab Technician	09/18/2011	New	ABC Labs	2553991	08/01/2011

2. If you have Saved (not ready to submit) your timesheet and wish to change your times you can do so from the Time Entry page.

John Elway						<u>Time En</u>	try Instructio	ns		
Client: Title: Period: Time In Meal Out Meal In Out	ABC Labs Lab Technicia 08/22/2011 - 08/22 [B:30AM] [12:00PM] [12:30PM] [5:00PM]		Wed 08/24	Thu 08/25		al Method: heet Status: Sat 08/27	Electronic Saved Sun 08/28	Total	Entry: 8 8:15 5P 17:30 5:30 PM After enteri	Entry Formats Equated To: 08:00 AM 08:15 AM 05:00 PM 05:30 PM 05:30 PM 05:30 PM
	8.00		0.00	0.00	1st •	0.00	0.00	8.00		fresh icon on the to view updated
Per Diem(s) w My Assignment i Save (not ready		automatically. Iuing next we		lo Time To F Completed a	and I have ac	lvised my rec ave & Submi		al		

Note: Your timesheet status will reflect as Saved.

- 3. Simply, type over the existing times already displayed.
- 4. Click on the ^C button to verify daily and total hours were updated and are correct.

On Assignment

John Elway						Time En	try Instruction	<u>15</u>		
Client:	ABC Labs									
Title:	Lab Technicia	an			Approva	I Method:	Electronic			
Period:	08/22/2011 -	08/28/2011			Times	heet Status:	Saved			
Time	Mon 08/22	Tue 08/23	Wed 08/24	Thu 08/25	Fri 08/26	Sat 08/27	Sun 08/28	Total	Time En Entry:	try Formats Equated To:
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				8	08:00 AN
Meal Out	12:00PM	12:00PM	12:00PM		12:00PM				8:15 5P	08:15 AN
Meal In	12:30PM	12:30PM	12:30PM		12:30PM				5P 17:30	05:30 PM
Out	5:00PM	5:00PM	5:00PM	4:30PM	5:00PM				5:30 PM	05:30 PN
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌			time, you may sh icon on the view updated
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	totals.	
	s rounded to the r ill be processed a		hour.							
				lo Time To R	leport					
My Assignment i	is: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter			
Save (not read)	/ to submit)				S	ave & Submit	t For Approva	il		

5. If you are not ready to submit your timesheet for approval then click on the

Save (not ready to submit) button.

On Assignment

Section 8: Adjust Rejected Timesheet

1. You will receive an e-mail notification if your hours submitted have been rejected.

This is to notify you that your submitted timesheet for week ending 8/21/2011 has been rejected by Jennifer Jacbos at Abc Labs. The explanation provided for rejecting your timecard is as follows:
Didn't you stay late on Tuesday?
Please make the necessary changes to your timesheet and resubmit for approval.
Click here to login to OTC
As a reminder, our payroll processing schedule is as follows:
• Friday 5 pm • Monday 10 am • Wednesday 10 am
All reported time must be approved by your supervisor in order to be processed. All approvals received after the time reporting deadlines listed above will be processed in the next scheduled payroll run.
If you have any questions, please call Employee Services at (800) 995-7378 between the hours of 5 am and 5 pm Pacific Time M-F.
Sincerely,
On Assignment Payroll Department

- 2. Click on the blue hyperlink stating click here to login. You will be brought to the Time Entry Login page.
- 3. Login to the Time Entry & Timesheet Approver Site by entering your User ID and Password.

On Assignment

User (D(Email):	On Assignment Online Time Collection (OTC) System
Password:	Welcome to the On Assignment Online Time Collection (OTC) system! We are excited to provide our OTC service an are confident you will find it an efficient and convenient way for consultants to report and clients to review and approve hours worked.
	To begin, please login to OTC by entering your User ID and Password, and clicking "Sign In".
Sign In	If you have any questions, please contact us at one of the following numbers:
	Employee Services at (800) 995-7378 Client Services at (800) 275-1939
Eoroot User ID or Password	
Tutorial for Consultants	
Tutorial for Clients	

4. At the Available Timesheet screen you will notice the Timesheet Status will reflect Rejected. Click on the Available Timesheet Title hyperlink.

er Time	Available Timesheets					
e Entry History inge Email Address	Title	Period End	Timesheet Status	Client	Assignment ID	Start Date
sword	Lab Technician	08/21/2011	Rejected	ABC Labs	2553991	08/01/2011
	Lab Technician	08/28/2011	Saved	ABC Labs	2553991	08/01/2011
	Lab Technician	09/04/2011	New	ABC Labs	2553991	08/01/2011
	Lab Technician	09/11/2011	New	ABC Labs	2553991	08/01/2011
	Lab Technician	09/18/2011	New	ABC Labs	2553991	08/01/2011

5. You will be brought to the expanded timesheet view. the notes section defaults to expanded so you may review the data entered by your timesheet approver.

On Assignment

John Elway						Time En	try Instructio	<u>15</u>	
Client:	ABC Labs								
Title:	Lab Technicia	an			Approva	I Method:	Electronic		
Period:	08/15/2011 -	08/21/2011			Times	heet Status:	Rejected		
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total	Time Entry Formats Entry: Equated To:
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				8 08:00 AM
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM				8:15 08:15 AM 5P 05:00 PM
Meal In	12:30PM	12:30PM		12:30PM	12:30PM				17:30 05:30 PM
Out	5:00PM	5:00PM	4:30PM	5:00PM	5:00PM				5:30 PM 05:30 PM
Shift	1st 💌	1st 💌	1st 💌	1st 🔻	1st 💌	1st 💌	1st 🔻		After entering time, you may click the refresh icon on the
Sinc	131	131		131	131				totals line to view updated totals.
Totals 🥠	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	
	is rounded to the r will be processed a		hour.						
				lo Time To R	eport				
My Assignment	t is: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter		
Save (not read	dy to submit)				S	ave & Submit	t For Approva	al	
Add A Note									
🗁 Timesheet N	Notes								
Added: 08/29/		By: Jenni	fer Jacbos					-	
Didn't you stay l	late on Tuesday?	?					2		

6. Adjust your hours by simply typing over the already displayed daily in and out times. When completed refresh the hours by clicking on the 🗘 to display your current total weekly hours.

On Assignment

John Elway						Time En	try Instruction	<u>15</u>
Client:	ABC Labs							
Title:	Lab Technicia	n			Approva	I Method:	Electronic	
Period:	08/15/2011 -	08/21/2011			Times	heet Status:	Rejected	
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	6:00PM	4:30PM	5:00PM	5:00PM			
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	
Totals 🖕	8.00	9.00	8.00	8.00	8.00	0.00	0.00	41.00
	is rounded to the n vill be processed a		hour.					
			-	lo Time To R	-			
My Assignment	is: 💿 Contin	uing next wee	ek O	Completed a	and I have ad	vised my rec	ruiter	
Save (not read	y to submit)				S	ave & Submit	t For Approva	I

7. Add notes in response to your adjustments by clicking on the Add A Note hyperlink above the Timesheet Notes section. Type your response in the free form text dialogue box.

On Assignment

Save (not ready to submit)		Save & Submit For Approval
Add A Note		
🖨 Timesheet Notes		
Added: 08/29/11 5:45PM	By:	
Yes, I forgot. Thanks for the rer	ninder.	<u> </u>
		-
Added: 08/29/11 5:45PM	By: Jennifer Jacbos	
Didn't you stay late on Tuesday	?	<u></u>
		~
Added: 08/29/11 4:09PM	By: John Elway	
I had to leave early for a dentist	appointment.	A
		-
		×

8. Click on the Save & Submit For Approval

button to submit the timesheet for approval.

9. Verify and Certify your hours by clicking on the Yes button.

Submittal Confirmaton:
I hereby certify that the hours I have entered into this system represent hours actually worked by me. I further certify that:
 1) I have read and understand the contract entered into by me and Lab Support, a division of On Assignment. 2) The hours worked by me were performed in accordance with said contract.
Please note that once a timesheet is submitted, it will no longer be available for editing.
Do you want to submit the timesheet? Yes No

10. You will then receive a pop up confirming your timesheet has been submitted for approval and an email has been sent to your manager for approval. Click OK.

Message	from webpage
⚠	Timesheet has been submitted. An email has been sent to the designated manager requesting electronic approval. Please print a copy for your own records.
	ок

11. You are then brought to your submitted timesheet view.

On Assignment

					Branch	10		1006
Consultant: Joh	nn Elway				Consu	iltant ID:	1	107762
Client: ABC	C Labs				Assign	ment ID:	2	553991
Pay Period: 08/15/2011 - 08/21/2011 () Timesheet Status: Sul								
Time	Mon 08/15	Tue 08/16	Wed 08/17	Thu 08/18	Fri 08/19	Sat 08/20	Sun 08/21	Total
In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM			
Meal Out	12:00PM	12:00PM		12:00PM	12:00PM			
Meal In	12:30PM	12:30PM		12:30PM	12:30PM			
Out	5:00PM	6:00PM	4:30PM	5:00PM	5:00PM			
Shift Totals	1st 8.00	1st 9.00	1st 8.00	1st 8.00	1st 8.00	1st 0.00	1st 0.00	41.00
My assignment is continuing next week. Consultant Signature: Electronic certification given by John Elway on 8/29/2011. Consultant's signature certifies that this form is a true and accurate summary of all hours worked, reflecting Consultant's own record of each day's starting time, ending time and meal break(s). Client Representative Name: Timesheet has been routed to the designated approver. Client Representative Signature: Timesheet is pending electronic approval. Client Representative signature certifies that the Client Representative is authorized by the client to approve this Consultant Timesheet. In addition, the signature certifies that the Client Representative has reviewed this timesheet, the time sheet has been properly and accurately completed, and the Consultant has worked the hours reported.								
Timesheet Notes								
Added: 08/29/11 5:51PM By: John Elway								
Yes, I forgot. Thanks fo	or the remin	der.						^
								-1
Added: 08/29/11 5:45PM By; Jennifer Jacbos								
Didn't you stay late on 1		j. Seminer	546505					~
Added: 08/29/11 4:09PM By: John Elway								
I had to leave early for a]	<u>^</u>
								¥.
Email As Attachment								

Note: your submitted timesheet has changed to Submitted.

12. Here you are also given the option to Print or Email your timesheet. (See instructions in Section 12 on Printing a Copy of Your Timesheet or Emailing Your Timesheet.)

On Assignment

13. You will receive an e-mail confirmation notifying you that your timesheet has been submitted for approval.

Dear Tim Tebow,

This is to notify you that you have the following timecard(s) waiting for approval:

John Elway at ABC Labs for week ending 8/21/2011

<u>Click here to login to OTC.</u> For detailed instructions on using the OTC system, click on the Tutorial link on the login page.

As a reminder, our payroll processing schedule is as follows:

- Friday 5 pm
- Monday 10 am
- Wednesday 10 am

All approvals received after the time reporting deadlines listed above will be processed in the next scheduled payroll run.

If you have any questions, please call Client Services at (800) 275-1939 between the hours of 5 am and 5 pm Pacific Time M-F, and a Customer Service Specialist will be happy to assist you.

Sincerely,

On Assignment Payroll Department

On Assignment

Section 9: Email a Copy of your Timesheet

1. Here you see a printable view of the timesheet. Scroll to the bottom and click on the Email As Attachment button.

Branch: 1006 Consultant: John Elway Consultant ID: 1107762 Client: ABC Labs Assignment ID: 2553991 Pay Period: 08/15/2011 - 08/21/2011 Imasheet Status: Submitted Time 08/15 08/17 08/18 08/19 08/20 08/21 Total Time 08/15 08/16 08/17 08/18 08/19 08/20 08/21 Total Time 08/15 08/16 08/17 08/18 08/19 08/20 08/21 Total Meal Out 12:00PM 12:00PM 12:00PM 12:00PM 0										
Client ABC Labs Assignment ID: 255391 Pay Period: 08/15/2011 08/15 08/17 Timesheet Status: Submitted Imme 08/15 08/17 08/17 08/18 08/19 08/21 Total Imme 08/15 08/16 08/17 08/18 08/19 08/21 Total Imme 12:00PM 12:00PM 12:00PM 12:00PM 10 00/01 <td></td> <td></td> <td></td> <td></td> <td></td> <td>Branch</td> <td>1:</td> <td></td> <td>1006</td>						Branch	1:		1006	
Pay Period: 08/15/2011 - 08/21/2011 Image: The sheet Status: Submitted Image: 08/15/2011 - 08/12/2011 Image: 08/15/2011 - 08/12/2011 Image: 08/15/2011 - 08/12/2011 Image: 08/15/2011 - 08/21/2011 Image: 08/15/2011 - 08/15/2011 - 08/15/2011 O8/16 08/17 O8/18 08/17 O8/18 O8/17 O8/18 O8/17 Total Image: 08/15/2011 - 12/200PM 12/200PM 12/200PM 12/200PM 12/200PM 12/200PM 10/200PM Meal In 12/200PM 12/200PM 12/200PM 12/200PM 12/200PM 10/200PM Out 5/00PM 6/00PM 4/30PM 5/00PM 5/00PM 0/00 0/00 4/100 Shift 1st 1st 1st 1st 1st 1st 1st Consultant Signature: Electronic certification given by John Elway on 8/28/2011. Consultant's signature certifies that the Oler Algoresentative sisplate certifies that the Oler Algoresentati	Consultant:	John Elway				Consu	Itant ID:	11	107762	
Image Mon Tue Tue Fri Sat Sun Im 0.30AM 0.30AM 0.30AM 8.30AM 8.30AM 8.30AM Meal Out 12:00PM 12:00PM 12:00PM 12:00PM 12:00PM Out 5:00PM 6:00PM 12:30PM 12:30PM 10:00PM Shift 1st 1st 1st 1st 1st 1st Totals 8:00 9:00 8:00 8:00 0:00 0:00 My assignment is continuing next week. Consultant Signature: Electronic centification given by John Elway on 8:28:2011. Consultant Signature: Thesheet has been routed to the designated approver. Client Representative signature certifies that this form is a true and accurate summary of all hours worked, reflecting Consultant's own record of each approver. Client Representative Signature: Thesheet has been routed to the designated approver. Client Representative signature certifies that the Client Representative is authorized by the client to approve this Consultant Thesheet. In addition, the Spatial accurate has theme the state of the spatial accurate the spatial accurate has been proved. Client Representative signature: Thesheet has been routed to the designated approver. Client Representative sin	Client	Client: ABC Labs Assignment ID: 2553991								
Time 08/15 08/16 08/17 08/17 08/18 08/19 08/20 08/21 Total In 8:30AM 8:30AM <td>Pay Period:</td> <td colspan="9">Pay Period: 08/15/2011 - 08/21/2011</td>	Pay Period:	Pay Period: 08/15/2011 - 08/21/2011								
Time 08/15 08/16 08/17 08/17 08/18 08/19 08/20 08/21 Total In 8:30AM 8:30AM <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			-							
Meal Out 12:00PM 12:00PM 12:00PM Meal In 12:30PM 12:30PM 12:30PM Out 5:00PM 6:00PM 4:30PM 5:00PM Shift 1st 1st 1st 1st 1st Totals 8:00 9:00 8:00 8:00 0:00 0:00 My assignment is continuing next week. Consultant Signature: Electronic certification given by John Elway on 8/28/2011. Consultant Signature: Electronic certification given by John Elway on 8/28/2011. Client Representative Name: Treatment decounte summary of all hours worked, reflecting Consultant's own record of each division and meal break(). Client Representative Signature: Treatment decounte summary of all hours worked, reflecting Consultant's own record of each division and accurate summary of all hours worked, reflecting Consultant's own record of each division and accurate summary of all hours worked, reflecting Consultant's own record of each division and accurate summary of all hours worked, reflecting Consultant's summary of all accurate summary of all hours worked, reflecting Consultant's own record of each division and accurate summary of all hours worked mean decurate summary of all hours worked, reflecting Consultant's own record of each division and the hours reported. Client Representative Signature certifies that the Client Representative is authorized by the client to summary and accurate's completed, and	Time								Total	
Image: New York Image: New York Image: New York Shift 1st	In	8:30AM	8:30AM	8:30AM	8:30AM	8:30AM				
Out 5:00PM 6:00PM 4:30PM 5:00PM 5:00PM Shift 1st 1st 1st 1st 1st 1st Totals 8:00 9:00 8:00 8:00 0:00 0:00 41:00 My assignment is continuing next week. Consultant Signature: Electronic certification given by John Elway on 8/29/2011. Consultant's signature certifies that this form is a true and accurate summary of all hours worked, reflecting Consultant's own record of each cary's staring fam, ending time and mail break(s). Client Representative Signature: Treached has been routed to the designated approver. Client Representative Signature: Treached has been routed to the designated approver. Client Representative Signature certifies that the Client Representative is authorized by the client to approve this Consultant Timesheet. In addition, the generative signature certifies that the Client Representative is authorized by the client to approve this Consultant Timesheet. In addition, the generative signature certifies that the Client Representative is authorized by the client to approve this Consultant Timesheet. In addition, the generative signature certifies that the Client Representative is authorized by the client to approve this Consultant Timesheet. In addition, the generative consultant has worked the hours reported. Itemesheet Notes Meded: 08/29/11 5:45PM By: John Elway Implement Implement Ad	Meal Out	12:00PM	12:00PM		12:00PM	12:00PM				
Shift 1 st	Meal In	12:30PM	12:30PM		12:30PM	12:30PM				
Totals 8.00 9.00 8.00 8.00 8.00 0.00 0.00 41.00 My assignment is continuing next week. Consultant Signature: Electronic certification given by John Elway on 829/2011. Consultant's signature certifies that this form is a true and accurate summary of all hours worked, reflecting Consultant's own record of each cardy's starting time, enciring time and meal break(t). Client Representative Signature: Timesheef has been routed to the designated approver. Client Representative Signature certifies that the Olen Representative is authorized by the client to approve this Consultant Timesheef. In addition the group of the Olen to approve this Consultant Timesheef. In addition the Genz Representative has been properly and accurately completed, and the Consultant has worked the hours reported. Fineshoot Notes	Out	5:00PM	6:00PM	4:30PM	5:00PM	5:00PM				
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Consultant Signature: Electronic certification given by John Elway on 8/28/2011. Consultant's signature certifies that this form is a true and accurate summary of all hours worked, reflecting Consultant's own record of each ally's stanting time, ending the ending the state that been routed to the designated approver. Client Representative Signature: Truesheet has been routed to the designated approver. Client Representative Signature: Truesheet has been routed by the client to approve this Consultant Truesheet. In addition, the approxime certifies that the Client Representative is authorized by the client to approve this Consultant Truesheet. In addition, the approxime certifies that the Client Representative is authorized by the client to approve this Consultant Truesheet. In addition, the approxime certifies that the Client Representative is authorized by the client to approve this Consultant Truesheet. In addition, the approxime certifies that the New Reviewed this truesheet, the time sheet has been property and accurately completed, and the Consultant has morked the hours reported.									41.00	
Added: 08/29/11 5:51PM By: John Elway Yes, I forgot. Thanks for the reminder. Added: 08/29/11 5:45PM By: Jennifer Jacbos Didn't you stay late on Tuesday? Added: 08/29/11 4:09PM By: John Elway I had to leave early for a dentist appointment. Email As Attachment		ure certifies that the the Clent Represent the hours reported.	e Olient Reprez ative has revie	sentative is aut wed this times	horized by the i heet, the time s	client to approv heet has been (e this Consulta properly and ac	nt Timesheet courately con	In addition, plefed, and	
Added: 08/29/11 5:45PM By: Jennifer Jacbos Didn't you stay late on Tuesday? Added: 08/29/11 4:09PM By: John Elway I had to leave early for a dentist appointment. Email As Attachment	Added: 08/29/11 5:5			у				_		
Didn't you stay late on Tuesday?	Yes, I forgot. Thanks	for the reminde	r.					~		
Didn't you stay late on Tuesday?								w.		
Added: 08/29/11 4:09PM By: John Elway I had to leave early for a dentist appointment. Email As Attachment	Added: 08/29/11 5:4	5PM By:	Jennifer Ja	cbos						
I had to leave early for a dentist appointment.										
I had to leave early for a dentist appointment.	-									
I had to leave early for a dentist appointment.										
Email As Attachment				у						
	in the to reare early to	. o oemat appo	and the first of the					_		
								¥		

2. An Email Information box will appear with your email address populated in the CC text box.

On Assignment

Email As Attachment	Email Information
Print	To CC john.elway@mail.com; Subject: Send

3. Enter a valid To address, Subject and Message in their respective fields. When you are done click on the SEND button.

Email As Attachment	Email Information
Print	To Jennifer.Jacobs@mail.com
	CC john.elway@mail.com;
	Subject: Updated Timesheet
	Copy of my updated timesheet.
	John Elway.
	Send

4. A pop up will appear to indicate your request is being processed. Please allow 1 to 5 minutes for the receipt of the email.

Message	from webpage
	Your request to email this timesheet has been received and is being processed.
	It may take 1 to 5 minutes for the requested recipient(s) to receive the email.

On Assignment

Section 10: How to Indicate Per Diem Payment

1. If you are receiving compensation on a per diem basis, you do not need to enter any values in the OTC system. Your per diem will be processed automatically, as per the timesheet instructions.

John Elway	Time Entry Instructions								
Client: Title: Period:	ABC Labs Lab Technici 08/22/2011 -					al Method: neet Status:	Electronic Saved		
Time In Meal Out Meal In Out Shift	Mon 08/22 8:30AM 12:00PM 12:30PM 5:00PM 1st	Tue 08/23	Wed 08/24	Thu 08/25	Fri 08/26	Sat 08/27	Sun 08/28	Total	Time Entry FormatsEntry:Equated To:808:00 AM8:1508:15 AM5P05:00 PM17:3005:30 PM5:30 PM05:30 PMAfter entering time, you may click the refresh icon on the totals line to view updated
Totals 🍫	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	totals.
	is rounded to the vill be processed			-					

- Time entered is rounded to the nearest quarter hour.
- Per Diem(s) will be processed automatically.

On Assignment

Section 11: How to Notify your Payroll Department of Your Last Week of Work

Client:	Test Compar	ny Thursday							
Title:	Microbiologis	st			Approval Method: Electronic				
Period:	08/22/2011 -	08/28/2011	◀ ▶		Timesh	eet Status:	Saved		
Time	Mon 08/22	Tue 08/23	Wed 08/24	Thu 08/25	Fri 08/26	Sat 08/27	Sun 08/28	Total	
In	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM				
Meal Out		12:00PM		12:00PM	12:00PM				
Meal In		1:00PM		1:00PM	1:00PM				
Out	5:00PM	5:00PM	5:00PM	5:00PM	5:00PM				
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌		
Hours Worked	8.00	7.00	8.00	7.00	7.00	0.00	0.00	37.00	
Missed Meal	1.00	0.00	1.00	0.00	0.00	0.00	0.00	2.00	
Fotals 🍫	9.00	7.00	9.00	7.00	7.00	0.00	0.00	39.00	
Time entered is rounded to the nearest quarter hour. Per Diem(s) will be processed automatically.									
				lo Time To F	Report				
My Assignment	is: O Contir	nuing next we	ek 💿	Completed	and I have a	dvised my re	cruiter		
Save (not read)	(to submit)				00	vo 8 Submit	For Approva		

1. From the Timesheet page, check the radio dial that states: <u>My Assignment is: Completed and I have</u> <u>advised my Recruiter</u> after you have entered the hours completed for the week.

2. Once your hours have been entered and the box indicating your assignment is complete has been checked click on the Save & Submit For Approval button.

On Assignment

3. Verify and certify your hours by clicking on the Yes button.

Friday, April 1, 2011 8:40 AM PST.	Welcome Mark Thurlow
Mensu - Enter Time - Time Enter Time - Time Enter History - Change Email Address. Passnard	Submittal Confirmaton: I hereby certify that the hours I have entered into this system represent hours actually worked by me. I further certify that: 1) I have read and understand the contract entered into by me and Lab Support, a division of On Assignment. 2) The hours worked by me were performed in accordance with said contract. Please note that once a timesheet is submitted, it will no longer be available for editing. Do you want to submit the timesheet? Yes No

4. You will then receive a pop up confirming your timesheet has been submitted for approval and an email has been sent to your manager for approval. Click OK.



5. Your page will refresh and your Timesheet Status will change to Submitted.

On Assignment

Section 12: Report Zero Hours Worked

Roger Feder	rer					<u>Time Er</u>	ntry Instructi	ons		
Client:	Test Compa	ny Thursday								
Title:	Microbiologi	st			Approva	al Method:	Electronic			
Period:	08/29/2011 - 09/04/2011 Timesheet Status: New									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Time E	ntry Formats
Time	08/29	08/30	08/31	09/01	09/02	09/03	09/04	Total	Entry:	Equated To:
In									8	08:00 AM
									8:15	08:15 AM
Meal Out									5P	05:00 PM
Meal In									17:30	05:30 PM
0.1									5:30 PM	05:30 PM
Out									After enterin	ng time, you may resh icon on the
Shift	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌	1st 💌			view updated
Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Missed Meal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Totals 🥠	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
 Time entered i Per Diem(s) w 	s rounded to the ill be processed									
				No Time To F	Report					
My Assignment is: Continuing next week Completed and I have advised my recruiter 										
Save (not ready to submit) Save & Submit For Approval										

1. From the Timesheet page, check the box to the left of the No Time To Report statement towards the center of the page.

- 2. Once the box has been checked click on the Save & Submit For Approval button.
- 3. Verify and certify 0 hours by clicking on the Yes button.

Submittal Confirmaton:
I hereby certify that the hours I have entered into this system represent hours actually worked by me. I further certify that:
 I have read and understand the contract entered into by me and Lab Support, a division of On Assignment. The hours worked by me were performed in accordance with said contract.
Please note that once a timesheet is submitted, it will no longer be available for editing.
Do you want to submit the timesheet? Yes No

On Assignment

4. You will then receive a pop up stating your time sheet has been submitted, an email as been sent to your manager for approval and to print a copy of your timesheet for your records.

Message	from webpage
⚠	Timesheet has been submitted. An email has been sent to the designated manager requesting electronic approval. Please print a copy for your own records.
	ОК

5. Your page will refresh and you will notice the Timesheet Status now reflects 'Zero Hours Submitted'.

Consultant:	Roger Federe	r			Const	ultant ID:	11	10 764
Client:	Test Company Thursday				Assignment ID:		255 93	
Pay Period:	08/29/2011	- 09/04/20	Times	Timesheet Status: Zero Hours				
Time	Mon 08/29	Tue 08/30	Wed 08/31	Thu 09/01	Fri 09/02	Sat 09/03	Sun 09/04	Total
In								
Meal Out								
Meal In								
Out								
Shift	1st	1st	1st	1st	1st	1st	1st	
Hours Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Missed Meal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

On Assignment

Section 13: Print a Copy of your Timesheet

It is important to print a copy of your timesheet for your own records. You may also need to submit a physical copy of your timesheet with your supervisor's signature.

Note: If at the bottom of your detailed timesheet you have a red note stating

After completing the time entry, you must fax a signed copy for further processing.

you will need to also fax your timesheet for approval.

1. From the Submitted timesheet screen. Scroll to the bottom and click on the

button.

Print

riday, April 1, 2011 8:40 AM PST.										Welco	me Mark Thu
lenu 🗖											
Enter Time Time Entry History Change Email Address, Password							Cor	isultan	it Time	sheet	
							Branch:			1008	
	Consultant:	Mark T	hurlow				Consult	ant ID:	OA	1102674	
	Client:	Philad	elphia Lab				Assigne	ment ID:	OA	2502801	
	Pay Period:	03/28/		04/03/2011	X X		Timesh	eet Status:	s	ubmitted	
	Time	Mon 03/28	Tue 03/29	Wed 03/30	Thu 03/31	Fri 04/01	Sat 04/02	Sun 04/03	Total		
	In	8:00AM	8:00AM	8:00AM	8:00AM	8:00AM					
	Meal Out	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM					
	Meal In	1:00AM	1:00AM	1:00AM	1:00AM	1:00AM					
	Out	5:00AM	5:00AM	5:00AM	5:00AM	5:00AM					
	Totals	8.0	0	8.00	8.00	8.00	8.00	0.00	0.00	40.00	
	My assignmen Consultant Sig Gradiert agretor attrigites, ende A Client Represe Der Agresenties forsatert van ende	inature: certifie the the for and met the the for entative Nam entative Signa greature certifier the greature certifier the the have agents.	Exclusion cent is a live and eco e: iture: ine Cent Repeat	fication given by N contre summery of Transfeet has be Transfeet entative is suffered	el hours worked, n en muted in the de a gending electron ed by the silent in	electry Consular agradień agyrolec agyrolec agyrolec ina Cons	deri Trashesi	In waters			
	Timesheet No	tes									
	Added:		By:						_		
									-		
									*		
	Email As Attack	hment									
	Print										

2. Select a printer and press Print.

On Assignment

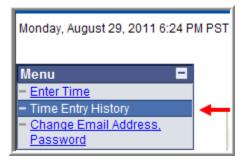
🍓 Print	<u>? ×</u>
General Options	
Select Printer	
Microsoft Office Document Image Writer Microsoft Office Live Meeting 2007 Document Microsoft XPS Document Writer	Snagit 9 nt Writer
Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range	Number of <u>c</u> opies: 1 +
Selection C Cyrrent Page Pages: 1 Enter either a single page number or a single	Collate
page range. For example, 5-12	
<u>Prir</u>	t Cancel Apply

Note: Printed version prints all notes attached to the timesheet as well as a section for Client and Consultant signatures

On Assignment

Section 14: View Timesheet History

1. Click on <u>Time Entry History</u> from the left hand tool bar.



2. You will be brought to the Historical Timesheet List.

Monday, August 29, 2011 6:24 F	M PST.			Icome Roger Federer	Here	
Menu	Historical Timeshe				201201	
- Change Email Address,	Title	Period End	Timesheet Status	Client	Assignment ID	Start Date
Password	Microbiologist	09/04/2011	Zero Hours	Test Company Thursday	2553993	08/01/2011
	Microbiologist	08/28/2011	Submitted	Test Company Thursday	2553993	08/01/2011
	Microbiologist	08/21/2011	Submitted	Test Company Thursday	2553993	08/01/2011

- 3. Click on the blue hyperlink of the title from the Historical Timesheet you would like to view.
- 4. You will then be brought to the printable timesheet view.

On Assignment

Consultant: Client	Roger Federer				Branch	0		1011
Client	Roger Federer				Consul	Itant ID:	1	107764
	Test Company Thursday				Assign	ment ID:	2553993 Submitted	
Pay Period:	08/22/2011	08/28/201	Timest	neet Status				
Time	Mon 08/22	Tue 08/23	Wed 08/24	Thu 08/25	Fri 08/26	Sat 08/27	Sun 08/28	Total
In	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM			
Meal Out		12:00PM		12:00PM	12:00PM			
Meal In		1:00PM		1:00PM	1:00PM			
Out	5:00PM	5:00PM	5:00PM	5:00PM	5:00PM			
Shift	1st	1st	1st	1st	1st	1st	1st	
Hours Worked	8.00	7.00	8.00	7.00	7.00	0.00	0.00	37.00
Missed Meal	1.00	0.00	1.00	0.00	0.00	0.00	0.00	2.00
Totals	9.00	7.00	9.00	7.00	7.00	0.00	0.00	39.00

5. Here you can simply view your timesheet and/or print a copy of your timesheet.