

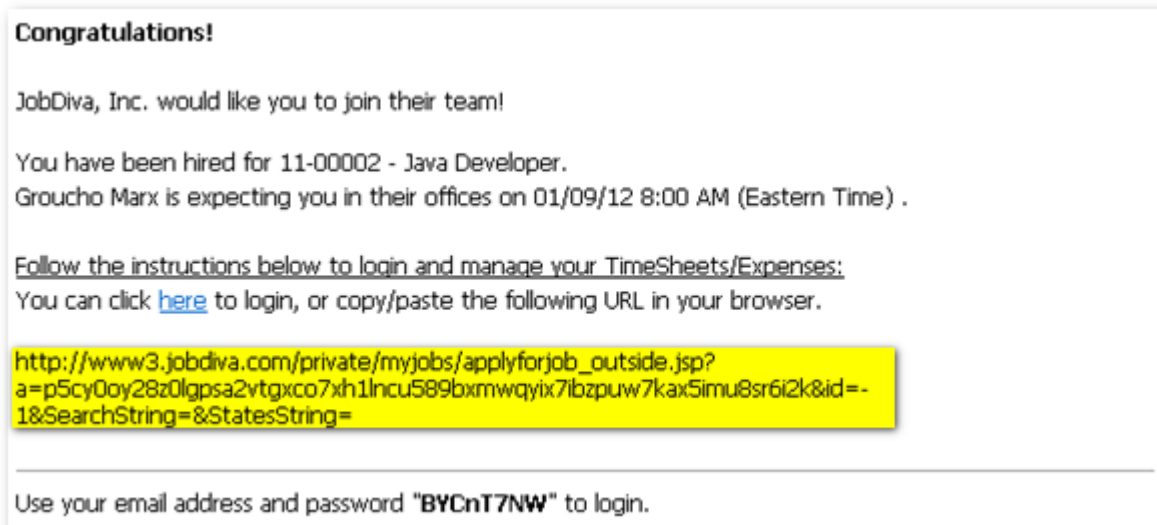
Candidate Experience: Entering Timesheets & Expenses

JobDiva's Timesheet & Expenses Module allows Candidates to enter Timesheets and Expenses electronically and submit them directly to a supervisor for approval.

1. Logging into the Portal

When hired for the position, the Candidate should receive an email with the following information:

- a) A link to the Candidate Portal
- b) A temporary password to access their account



Please note: This email template is configured by the team as a Start Activity template. To see how to configure this template, see X.

2. Entering a Timesheet

To begin, the Candidate must go to the Team's Candidate Portal. They can click on the Candidate Portal link included in the email, or go directly through the team's website if that The Candidate will log in using their email address and the temporary password provided. By default, they'll be taken to a dashboard of their Timesheets. This view will also include a menu for additional features, such as Expenses (to enter Expenses), Profile (to adjust profile options and other topics), and Logout (to exit).

Please note: only Candidates who have had the 'Allow to Enter Expenses' option enabled on their Assignment record will see the Expenses menu item.

Timesheets		Expenses		Profile		Logout	
Week Ending	Hours	Submitted Date	Company	Manager/Approver	Status	On	
02/18/2012			JobDiva, Inc.				No Hours
02/11/2012			JobDiva, Inc.				No Hours
02/04/2012			JobDiva, Inc.				No Hours
01/28/2012			JobDiva, Inc.				No Hours
01/21/2012			JobDiva, Inc.				No Hours
01/14/2012			JobDiva, Inc.				No Hours

To enter hours worked, the Candidate must click on the Week Ending for which they'd like to enter time. A Timesheet for that specific week ending will open. In the field boxes, they will enter the number of hours under each day they worked.

After entering hours, the Candidate has two options: either [Save as Draft] or [Submit for Approval]. If Candidates prefer to enter hours as the week progresses, they should select [Save as Draft] until they are ready to submit.

Timesheets		Expenses		Profile		Logout		
01/14/2012								
<input type="button" value="Save as Draft"/> <input type="button" value="Submit for Approval"/>								
Company: JobDiva, Inc. Job: #11-00002 (Java Developer)								
Hour Types	Sun 01/08 (Hours)	Mon 01/09 (Hours)	Tue 01/10 (Hours)	Wed 01/11 (Hours)	Thu 01/12 (Hours)	Fri 01/13 (Hours)	Sat 01/14 (Hours)	Total (Hours)
Regular	0.0	9	8.5	9	9	8.5	0.0	0
Overtime	0.0	0.5	0.0	0.0	0.5	0.0	0.0	0
Total (Hours)	0	0	0	0	0	0	0	0
Employee Comments: <div style="border: 1px solid gray; height: 40px;"></div>								

When they are ready to submit this Timesheet, they can select [Submit for Approval].

01/14/2012		
<input type="button" value="Delete Hours"/>	<input type="button" value="Save as Draft"/>	<input type="button" value="Submit for Approval"/>
Status: Entering, Not Submitted Company: JobDiva, Inc. Job: #11-00002 (Java Developer)		

The Candidate has the ability to print out Timesheets and Expenses by 'clicking' the



icon on the far right of the window.

Status: Approved by Groucho Marx on 02/27/2012 18:41:07 EST
Company: JobDiva, Inc.
Job: #11-00002 (Java Developer)
Comments: test

Hour Types	Sun 02/12 (Hours)	Mon 02/13 (Hours)	Tue 02/14 (Hours)	Wed 02/15 (Hours)	Thu 02/16 (Hours)	Fri 02/17 (Hours)	Sat 02/18 (Hours)	Total (Hours)
Regular	0.0	8.0	7.5	9.0	8.0	9.0	0.0	41.5
Overtime	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Total (Hours)	0	8	7.5	9	8	9	0	41.5

A pop out window will appear, providing the Candidate with a screenshot of the print out.

TIMESHEET								
Week Ending:	02/11/2012			Approver:				
Employee:	Alexis S Hampton			Approval Date:				
Status:	Pending Approval			Submitted Date:	02/28/2012 10:40 AM EST			
Company:	JobDiva, Inc.			Job:	#11-00002 (Java Developer)			
Employee Comments:								
	Sun 02/05 (Hours)	Mon 02/06 (Hours)	Tue 02/07 (Hours)	Wed 02/08 (Hours)	Thu 02/09 (Hours)	Fri 02/10 (Hours)	Sat 02/11 (Hours)	Total
Regular	0	8	9	9	9	8	0	43.0
Overtime	0	0	1	0	1.5	0	0	2.5
Total	0.0	8.0	10.0	9.0	10.5	8.0	0.0	45.5
I certify that the information is accurate				I certify that the information is accurate				
Employee Name:	<u>Alexis S Hampton</u>			Approver Name:	<u>Groucho Marx</u>			
Date:	_____			Date:	_____			
Signature:	_____			Signature:	_____			

When submitting a Timesheet, a message will display to the Candidate asking them to certify their submittal. To proceed, they must click inside the box beside 'I agree to the above.'

I agree to the above.

Please note: This statement is configured by the team. To see how to configure this statement, see X.

Once a Timesheet has been successfully submitted, the Candidate will be redirected to the initial Timesheet dashboard where they will see the information they've just added Submitted. If they have merely saved this entry as a draft, they will see its status as 'Entering.'

When they submit the Timesheet, they will see 'Pending' as its status.

Timesheets		Expenses	Profile	Logout				
Week Ending	Hours	Submitted Date	Company	Manager/Approver	Status	On		
02/18/2012			JobDiva, Inc.				No Hours	
02/11/2012			JobDiva, Inc.				No Hours	
02/04/2012			JobDiva, Inc.				No Hours	
01/28/2012			JobDiva, Inc.				No Hours	
01/21/2012			JobDiva, Inc.				No Hours	
01/14/2012	45	02/17/2012 01:00 PM EST	JobDiva, Inc.		Pending			

1/1 20

If a Candidate did not work any hours during any week, they can select the 'No Hours' button which will automatically approve that week's Timesheet.

Timesheets Expenses Profile Logout									
Week Ending ▾	Hours ↕	Submitted Date ↕	Company ↕	Job# ↕	Job Title ↕	Manager/Approver	Status ↕	On ↕	↕
03/10/2012			JobDiva, Inc.	11-00002	Java Developer				No Hours
03/03/2012			JobDiva, Inc.	11-00002	Java Developer				No Hours

Entering Expenses

To enter Expenses, the Candidate must click on the Expense menu item. For each expense entered, they should choose an Expense Category. All options are listed under 'Choose category' followed by field.

When entering in Expenses, the Candidate can upload attachments by two processes.


Status: Approved
Job: #11-00002 (Java Developer)

Expenses Category	Sun 01/08	Mon 01/09	Tue 01/10	Wed 01/11	Thu 01/12	Fri 01/13	Sat 01/14	Total
Mileage		15.00 <i>Empl - Billable</i>	15.00 <i>Empl - Billable</i>	22.50 <i>Empl - Billable</i>	22.50 <i>Empl - Billable</i>	15.00 <i>Empl - Billable</i>		90.0
Meals and Entertainment		12.00 <i>Empl - Billable</i>	9.00 <i>Empl - Billable</i>	10.00 <i>Empl - Billable</i>	12.00 <i>Empl - Billable</i>	9.00 <i>Empl - Billable</i>		52
Grand Total		27.00	24.00	32.50	34.50	24.00		142.00

1) 'Click' on the icon and upload the document in the pop out window that appears.

Receipts ✕

File Name	Upload Date
No receipt is found.	

2) 'Click' on the  icon and upload the document in the pop out window that appears. When the Candidate uploaded their PDF, make sure to click on the Submit button before saving the information.

Expenses Category	Sun 01/15	Mon 01/16	Tue 01/17	Wed 01/18	Thu 01/19	Fri 01/20	Sat 01/21
----- Choose category ----	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total	<input type="text"/>	<input type="text"/>					
Employee Comments:							
<input type="text"/>							

Additional Info

File Name	Upload Date
<input type="text"/>	<input type="text"/>
<input type="button" value="Browse..."/>	<input type="button" value="Submit"/>
Paid By Employee	Billable
<input type="text"/>	<input type="text"/>

Expenses Category	Sun 02/05	Mon 02/06	Tue 02/07	Wed 02/08	Thu 02/09	Fri 02/10	Sat 02/11	Total
Travel Expenses - Airfare	300				300			600.00
	Comp - Billable				Comp - Billable			
Mileage		15	15	15				45.00
		30 @ \$0.5/Mile	30 @ \$0.5/Mile	30 @ \$0.5/Mile				
		Empl - Billable		Empl - Billable				
Grand Total	300.00	15.00	15.00	15.00	300.00			645.00

The Internal User/Timesheet Approver can access the PDFs and documents that the Candidate uploads in their Expense section.

EXPENSE

Week Ending: 02/18/2012 **Approver:**
Consultant: [Alexis S Hampton](#) **Approval Date:**
Status: Pending Approval **Submitted Date:** 03/05/2012 5:48 PM EST
Company: JobDiva, Inc.
Comments:

Expense Category	Sun 02/12	Mon 02/13		Total
Mileage <i>(\$0.50 per Mile)</i>		\$15.00 <i>Empl - Billable</i>		\$45.00
Travel Expenses - Airfare	\$300.00 <i>Comp - Billable</i>			\$600.00
Grand Total	\$300.00	\$15.00		\$645.00

Comments/Attachments

File Name	Upload Date
Toll Receipts.pdf	2012-03-05

@ \$ = \$

Comments


Selecting a Category will enable the fields, allowing Candidates to enter information.

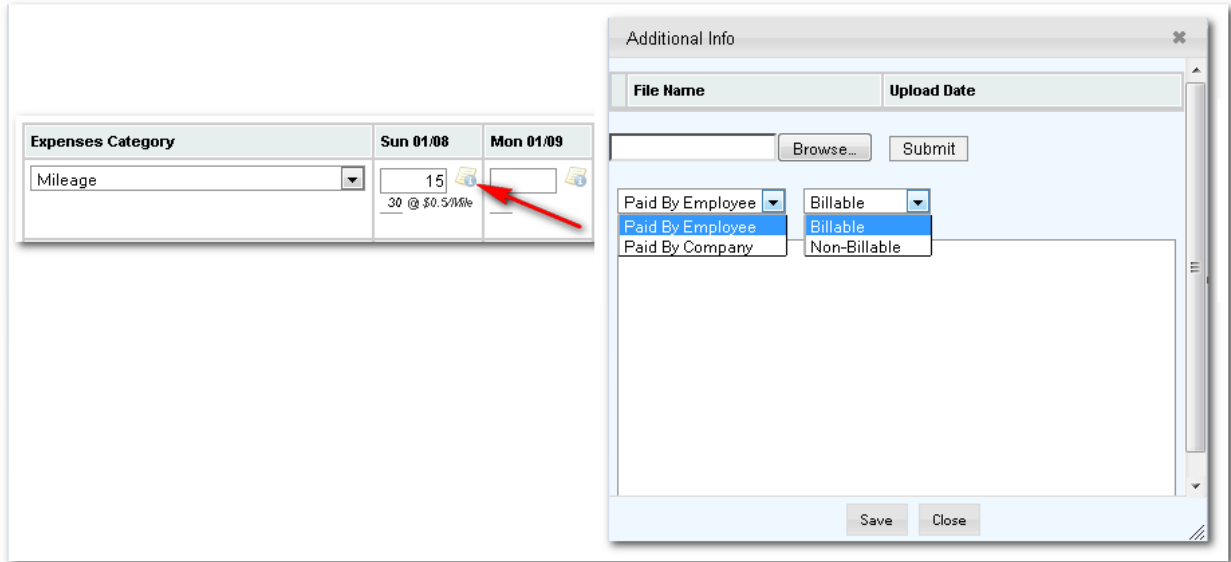
01/14/2012

Expenses Category	Sun 01/08	Mon 01/09	Tue 01/10	Wed 01/11	Thu 01/12	Fri 01/13	Sat 01/14	Total
Meals and Entertainment		12	9	10	12	9		52.00
Mileage		15	15	22.5	22.5	15		90.00
		30 @ \$0.50/mi	30 @ \$0.50/mi	45 @ \$0.50/mi	45 @ \$0.50/mi	30 @ \$0.50/mi		
Grand Total		27.00	24.00	32.50	34.50	24.00		142.00

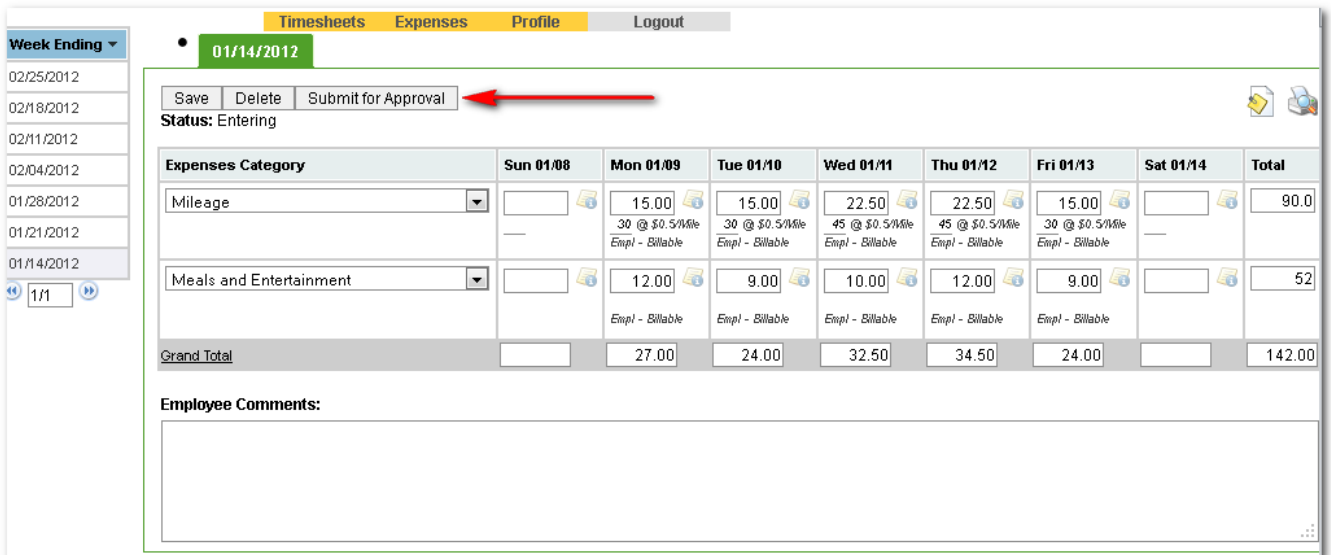
Employee Comments:

Please note: These categories are configured by the team. To see how to configure these categories, see X.

By clicking on the  icon, a pop out window will appear in order to add information regarding the person paying and type of payment.



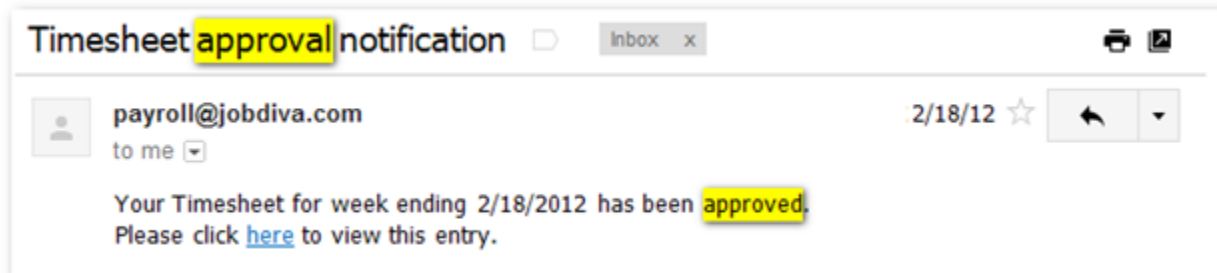
When the Candidate is done entering Expenses, they can either click on the [Save], [Delete] or [Submit for Approval] button.



If the Candidate has been set-up to be able to enter different Hour Types, these will then be available as other rows on the Timesheet.

Hour Types	Sun 01/08 (Hours)	Mon 01/09 (Hours)	Tue 01/10 (Hours)	Wed 01/11 (Hours)	Thu 01/12 (Hours)	Fri 01/13 (Hours)	Sat 01/14 (Hours)	Total (Hours)
Regular	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Overtime	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Total (Hours)	0	0	0	0	0	0	0	0

Candidates are alerted automatically for approvals and rejections of their Timesheet.



When the Approver reviews the Candidate's [Submittal for Approval] Timesheet, the Candidate will either receive an approval notification or rejection notification – in order for them to resubmit a new Timesheet.

