

Timesheet Entry Consultants



10 min instructions

- I. **Login**
- II. **View Timesheets**
- III. **Enter Your Time and Add Comments**
- IV. **Submit Timesheets and Reopen Timesheets**
- V. **Rejected Timesheets and Re-Submission**
- VI. **Logout**

I. **Login**

Your login information will be e-mailed to you from the payroll department. E-mail notification will include a link to login to the timesheet portal and your temporary password. Contact your recruiter if you did not receive your login information.

Login with new credentials:

- a. Enter your **username**.
- b. Enter your new **password**.
- c. Click **Login**.

The screenshot shows the VitalSource Staffing website's timesheet portal. At the top, the VitalSource Staffing logo is on the left, and navigation links for ABOUT, SERVICES, JOBS, CONTACT, and TIME PORTAL are on the right. A dark blue banner with the text "Matching top talent and employers" is centered. Below the banner, a section titled "Welcome to the timesheet Portal" lists supported browsers: Firefox 3.5, Safari 4, Opera 10, and Chrome. To the right of this section is a login form with fields for "Username:" and "Password:", and a "Login" button. Below the browser list, there are links for "Consultants" and "Approvers", and a "Forgot Your Password?" link. The footer contains contact information: info@vitalsourcestaffing.com, 206.501.4405, 2101 Fourth Ave, Suite 1100, Seattle, WA 98121, and a LinkedIn icon.

II. View Timesheets

On the initial page you will see your timesheet and a list of information about each timesheet. The week, your name, work location, the status and the total hours for that particular week. Click on **View** to see timesheet details.



The screenshot shows a user interface with two blue buttons at the top: 'PRINT' and 'LOGOUT'. Below them is a table titled 'Open Timesheets' with a dropdown arrow on the left. The table has six columns: 'View', 'Week Ending', 'Consultant', 'Client', 'Status', and 'Hours'. There are three rows of data.

	View	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00

III. Enter Your Time and Add Comments

- In the “**Timesheet Details**” you will find all information pertaining to your assignment. Verify the following fields are correct for those specific days of the week: **Day, Date, and Hours**.
- Use the “**Notes**” section to explain any hours that need special attention.
- “**Assignment Continuing**” is a required field; make sure to provide information about your assignment.
- Click “**Save**” if you choose to save your work throughout the week as you are encouraged to enter your time daily.
- At the end of the week you should click “**Submit Timesheet**” for approval.
- The option to cancel your changes is available to reset the recent changes to your timesheet.

IV. Submit Timesheets and Reopen Timesheets

Once your timesheet has been submitted it will show a “**submitted**” status; click view if you need to change information.



The screenshot shows a user interface with a 'Logout' link at the top left. Below it is a table titled 'Open Timesheets' with a dropdown arrow on the left. The table has six columns: 'View', 'Week Ending', 'Consultant', 'Client', 'Status', and 'Hours'. There is one row of data.

	View	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	11/7/2010	Test Portal 1		Submitted	42.00

V. Rejected Timesheets and Re-Submission

If your submitted timesheet was “**Rejected**”; an e-mail notification will be sent to you. Login to the portal, click “**View**” and make all necessary changes and re-submit your timesheet.



The screenshot shows a user interface with a 'Logout' link at the top left. Below it is a table titled 'Open Timesheets' with a dropdown arrow on the left. The table has six columns: 'View', 'Week Ending', 'Consultant', 'Client', 'Status', and 'Hours'. There is one row of data.

	View	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	11/7/2010	Test Portal 1		Rejected	43.00

VI. Logout

Click **LOGOUT**



The screenshot shows a user interface with two blue buttons at the top: 'PRINT' and 'LOGOUT'. Below them is a table titled 'Open Timesheets' with a dropdown arrow on the left. The table has six columns: 'View', 'Week Ending', 'Consultant', 'Client', 'Status', and 'Hours'. There are three rows of data.

	View	Week Ending	Consultant	Client	Status	Hours
<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00