Timesheet Entry Instructions

1) On our website <u>www.alignstaffing.com</u>, sign in with your login information in the upper right corner. This will take you directly to our AKKEN cloud portal.



2) Once logged in, you will be prompted to change your password. After this is done, click on the My Profile tab.



3) Click on New Timesheet in the Time Sheets tab.

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e Sheets	Time Sheets		Following are the TimeSheets from 12/21/2015	1
	Time Sheets Start Date End Date In & Out Total Hours	Status	Hew Timesheet	*
		All	1	
	No data found.			
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	7 Time Sheets		🕻 Ilew Timesheet 🛛 🗸 Approved Timesheets	- 14

4) Input your worked hours. To ensure your time is accurately reported, please take note of the following things.

a) Make sure to select the correct week start and week end dates for which you intend to submit your time for.

b) Confirm that you are submitting your timecard to the correct assignment/work location in the assignments drop down box.

c) Enter in your lunch/break if applicable. If you did not take a lunch break, put in your time in the first two boxes e.g You worked from 8am to 4pm and never took a lunch/break, you will put your time consecutively in the first 2 boxes as follows: Time in - 08:00am and Time out - 04:00pm.

Create Timesheet					to 12/25/2015 and view
Date	Assignments	Time In Time Ou	t Lunch/Break Time In	Time Out Regular	OverTime DoubleTime
				Hours	Hours Hours
Click to Add Task Details	 ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid (ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid (ASGN101635) (11/02/2015 - 00/00/0000) 3264 - The Arc of Smith 	lence Headc HH:MM AM HH:MM A HH:MM AM HH:MM A ence Headquarters - Direct Care Profess berg Marvland - Respire Care Worker	AM HH:MM AM	HH:MM AM	
12/20/2015 Sunday Click to Add Task Details	→ ¹ (ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid	lence Headc HH:MM AM HH:MM	AM HH:MM AM	HH:MM AM	
12/21/2015 Monday	▼ [♣] (ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid	lence Headc 🔻 HH:MM AM HH:MM	AM HH:MM AM	HH:MM AM	
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12/23/2015 Wednesday Click to Add Task Details	 ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid 	lence Headc 🔻 HH:MM AM HH:MM	AM HH:MM AM	HH:MM AM	
12/24/2015 Thursday Click to Add Task Details	 ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid 	lence Headc 🔻 HH:MM AM HH:MM	AM HH:MM AM	HH:MM AM	
12/25/2015 Friday	▼ → (ASGN101635) (11/02/2015 - 00/00/0000) 472 - Community Resid	lence Headc HH:MM AM HH:MM	AM HH:MM AM	HH:MM AM	
Click to Add Task Details				Total Hours 0.00	0.00 0.00 0.00
Remarks		_		^	,
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Upload Time Sheet File	Browse	B			
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5) Put in any notes or attach any timesheets (if necessary) and you can either **SAVE** the timesheet for later review or **SUBMIT** the timesheet for approval.