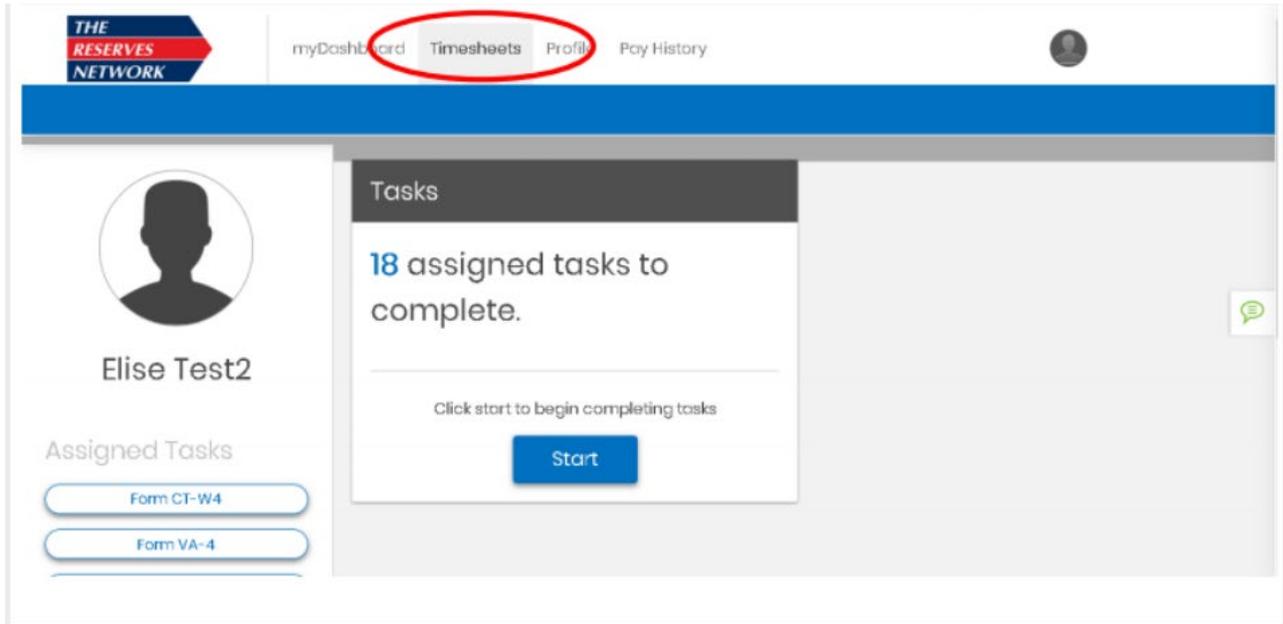


Training Tip

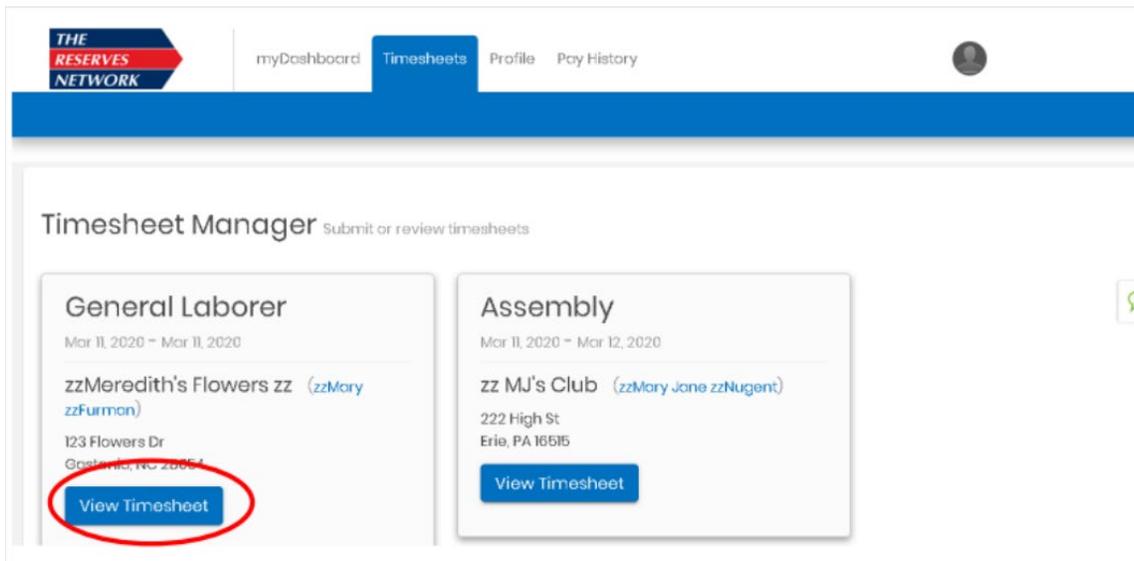
Talent Web Portal – Hourly Employees

Timesheet Entry

1. Once logged into your Talent Web Portal, click on the **Timesheets Tab** to the timesheet for your assignment.



2. Click **View Timesheet** for your current Assignment.



3. The most recent week's timesheet will appear. Enter **Start Time**, **End Time** and any **un-paid Breaks** for each day worked.

- If more than one unpaid break was taken, click the **green +break** button to add the additional break times.
- If an unpaid break was not taken, click the **red -break** button to remove the break times.

Week ending: Sun Mar 15 2020 Week ending: Sun Mar 29 2020

Back to Timesheet Manager

Week Ending Mar 22 2020 Events Notes Leave Apply Default

Consultant: Bozo The Clown Company: zzzSpace Jammies Manager: zzzSnoop zzzDog Job Title: Doggity Dog Job Dates: 1/1/20 - 2/1/00

Monday Mar 16 2020	Tuesday Mar 17 2020	Wednesday Mar 18 2020	Thursday Mar 19 2020	Friday Mar 20 2020	Saturday Mar 21 2020	Sunday Mar 22 2020
Mon In 8:00 AM	Tue In	Wed In 8:30 AM	Thu In	Fri In 7:45 AM	Sat In	Sun In
Break Start 12:00 PM	Break Start	Break Start 10:30 AM	Break Start	Break Start 11:30 AM	Break Start	Break Start
Break End 1:00 PM	Break End	Break End 11:30 AM	Break End	Break End 12:30 PM	Break End	Break End
+ Break - Break						
Mon Out 4:45 PM	Tue Out	Wed Out 5:00 PM	Thu Out	Fri Out 5:00 PM	Sat Out	Sun Out
7.75 Regular		7.5 Regular		8.25 Regular		

Regular Hours

23.50

Save Timesheet Save & Submit Timesheet Submit Zero Hours

4. As you enter your time daily, click the blue **Save Timesheet** button.

Week ending: Sun Mar 15 2020 Week ending: Sun Mar 29 2020

Back to Timesheet Manager

Week Ending Mar 22 2020 Events Notes Leave Apply Default

Consultant: Bozo The Clown Company: zzzSpace Jammies Manager: zzzSnoop zzzDog Job Title: Doggity Dog Job Dates: 1/1/20 - 2/1/00

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+ Break - Break						
Mon Out 4:45 PM	Tue Out	Wed Out 5:00 PM	Thu Out	Fri Out 5:00 PM	Sat Out	Sun Out
7.75 Regular		7.5 Regular		8.25 Regular		

Regular Hours

23.50

Save Timesheet Save & Submit Timesheet Submit Zero Hours

5. After the time is entered for the entire work week, click on the **green Save & Submit Timesheet** button to submit the timesheet to your timecard approver.

THE RESERVES NETWORK myDashboard Timesheets Profile Pay History Select Language

Week ending: Sun Mar 15 2020 Back to Timesheet Manager Week ending: Sun Mar 29 2020

Week Ending Mar 22 2020 Events 3 Notes Leave 0 Apply Default

Consultant: Bozo The Clown Company: zzzSpace Jammies Manager: zzzSnoop zzzDog Job Title: Doggity Dog Job Dates: 1/1/20 - 2/1/00

Monday Mar 16 2020 Tuesday Mar 17 2020 Wednesday Mar 18 2020 Thursday Mar 19 2020 Friday Mar 20 2020 Saturday Mar 21 2020 Sunday Mar 22 2020

Mon In 8:00 AM Tue In Break Start Break End Break Start Break End

Mon Out 4:45 PM Tue Out Wed Out 5:00 PM Thu Out Fri Out 5:00 PM Sat Out Sun Out

7.75 Regular 7.75 Regular 8.25 Regular

Regular Hours 22.50

Submit this timesheet to your timesheet approver.

Save Timesheet Save & Submit Timesheet Submit Zero Hours

6. A Submit Hours confirmation pop up box will come up. Enter any notes to the timecard approver if needed and click **Submit Timesheet**.
- The timesheet will not be submitted if the Submit Timesheet button is not clicked. After clicking the button, you will receive an email that the timesheet has been submitted and the approving manager will receive an email notifying them that the timecard needs to be approved.

Submit Hours

Submit Mar 22 2020 timesheet to your manager or timesheet approver.

Notice! By submitting these hours, you agree that they are an accurate representation of the time you worked this week.

Notes:

Enter any notes you would like to include with this submittal

Set as Default Cancel Submit Timesheet