## **Training Tip**

## Talent Web Portal – Hourly Employees

## **<u>Timesheet Entry</u>**

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

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	Tasks	
	18 assigned tasks to complete.	Ş
Elise Test2	Click stort to begin completing tasks	
Assigned Tasks	Start	
Form VA-4		

2. Click View Timesheet for your current Assignment.

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ew timesheets	
Assembly	
Mar 11, 2020 - Mar 12, 2020	
zz MJ's Club (zzMary Jane zzNugent)	
222 High St Erie, PA 16615	
View Timesheet	
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	ever timesheets          Assembly         Mor 11, 2020 - Mor 12, 2020         zz MJ's Club (zzMory Jone zzNugent)         222 High St         Erie, PA 165115         View Timesheet

- 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.

THE myDashboard Timesheets Profile NETWORK	Pay History	G Solo	ct Languago   🔻
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	Week Ending Mar 22 2020	Events 3 Notes Leave 0 Apply Def	ault
Consultant: Bozo The Clown	Company: zzzSpace Jammies Mai	ager: zzzSnoop zzzDog Job Title: Dogg	ity Dog Job Dates: 1/1/20 - 2/1/00
Monday Mar 16 2020 Clear Tuesday Mar 17 2020	Wednesday Mar 18 2020 Clear Thurs	ay Mar 19 2020 Friday Mar 20 2020 Clear	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 St	Break Start 11:30 AM	Break Start Break Start
Break End 1:00 PM Break End	Break End 11:30 AM Break E	d Break End 12:30 PM	Break End Break End
O Break O Break O Break	O Break OBreak	eak © Break © Break	Break     Break     Break     Break
Mon Out 4:45 PM Tue Out	Wed Out 5:00 PM Thu Ou	Fri Out 5:00 PM	Sat Out Sun Out
776 Regular	7.5 Regular	8.25 Regular	
	Reg	ular Hours	
	2	3.50	
	Save Timesheet 🖨 Save & Sub	nit Timesheet 1 Submit Zero Hours 1	

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

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Week ending: Sun Mar 15 2020	Back to Timesheet	Manager Week end	ling: Sun Mar 29 2020 >
	Week Ending Mar 22 2020 Events (	Notes Leave () Apply Default	
Consultant: Bozo The Clown	Company: zzzSpace Jammies Manager: zz	:zSnoop zzzDog Job Title: Doggity Dog Job Dates: 1/1/20 - 2/1/00	
Monday Mar 16 2020 Clear Tuesday Mar 17 2020	Wednesday Mar 18 2020 Clear Thursday Mar 19 2	2020 Friday Mar 20 2020 Clear Saturday Mar 21 2020 Sun	iday Mar 22 2020
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Break Start 12:00 PM Break Start	Break Start 10:30 AM Break Start	Break Start 11:30 AM Break Start Break S	Start
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	Save Timesheet 🖨 Save & Submit Timesh	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	myDash	board Timesheets Profile	Pay History		G Selec	et Language 🔻 🌑	
< Week endi	ng: Sun Mar 15 20	20		Back to Timesheet Manage	r		Week ending: Sun Mar 29 2020 >
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	Consu	ltant: Bozo The Clown	Company: zzzSpace Jamm	nies Manager: zzzSnooj	p zzzDog Job Title: Doggi	ity Dog Job Dates: 1/1/2	0 - 2/1/00
Monday Mar	16 2020 Clear	Tuesday Mar 17 2020	Wednesday Mar 18 2020 Clear	Thursday Mar 19 2020	Friday Mar 20 2020 Clear	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	😌 Break 😑 Break	😌 Break 🗢 Break	🛛 Break 🕞 Break	😔 Break 🖨 Break	Streak Streak	😌 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
7.76 R	ogular		7.5 Regular		8.25 Regular		
				Regular Hours			
			Save Timesheet 🖨	Submit this timesheet to your timesheet approver.	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	
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 submittai	
Set as Default Cancel Submit Time	esheet