# onTIMEedge Full Instructions

Once your account has been set up you will receive an email with information on how to log into onTIMEedge. Log into your account using your **email address** and **password**. onTIMEedge is housed on the **Employee Portal** site where you can also update your personal information.

		Welcome Natalie 🔻
倄 Home	Welcome to the Employee Portal.	
🗢 Account Settings 🔻	Please ensure you complete/update the following pages fully:	
Previous Experience	Contact Info     Previous Experience	
💄 Skills	Interview Questions     Skills	
🔁 onTIMEedge 🕨	Once completed, please notify your Staffing Agency.	
Update Timesheet		
🕲 History		

# **Account Settings**

Click on this header to update your **Contact info** such as phone number, email or address. (It is crucial that you make these changes before you submit your timesheet)

			Welcome Natalie 🔻
😤 Home	Name:	Joseph, Natalie	
🌣 Account Settings 🕨	1st Contact:	6473333333	
i Contact Info	2nd Contact:		
A Password Change	Address:	133 Toronto Street	
Previous Experience			
💄 Skills	City:	Brampton	
🛱 onTIMEedge 🕨	Province:	ONTARIO .	
Update Timesheet	Country:	Canada	
	Email:	NatJojo@gmail.com	
🔊 History	How did you hear about us?	· · ·	
	Emergency Contact / Relationship:		
	Emergency Contact Phone:		
		Save Reset	



**Password Change:** Enter the old password, New password and then the new password again to verify the change then click save. A green box will pop up letting you know the new password has been changed successfully. If the New password and verify password do not match a Red box will pop up to let you know so you can re-enter and try again.

		Welcome Natalie 🔻
\land Home	Old Password	
🏟 Account Settings 🕨	New Password	
<ol> <li>Contact Info</li> </ol>	Verify Password	
Password Change		Save Reset

## **Update Timesheet**

This is where you will add the hours you worked and submit for approval. Click **Update Time sheet** and then Click on the week ending you wish to update.

			Welcome I	Natalie 🔻
希 Home	Order Picker			
Account Settings	Week 09/02/2019 - 09/08/2019	Status Not Entered		
(i) Contact Info	<u>09/09/2019 - 09/15/2019</u> <u>09/16/2019 - 09/22/2019</u>	Not Entered Not Entered		
Password Change				
Previous Experience				
💄 Skills				
🛱 onTIMEedge 🕨				
Update Timesheet				
C History				

Enter the hours you worked. Do not enter hours for Statutory holidays unless you physically worked on the holiday.

Period: 09/02/2019 - 09/08/2019											
									«	Back To	Orders
		Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Но	urs
Description	Job / Company PO	Ending	09/02	09/03	09/04	09/05	09/06	09/07	09/08	Reg	от
				-							

You can add additional timesheet lines if you want to document additional work hours. For example, if you worked in multiple departments or on multiple projects that require you to document your hours for each separately.



Click Add Time sheet. In the new box that pops up enter the Project name and Description and click save.

Contacenno	_		vveek	won	IUE	vvea	Inu	Fri	Sat	Sun	HO	urs	
C Dessuerd Change	Descript	Add Timesheet				9/04	09/05	09/06	09/07	09/08	Reg	от	
Password Change	× REGULAR WAGE	Pay Structure				8	8	8	0	0	40	0	
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Skills		PO/Comment											
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jon∏MEedge ₽	× EXPENSES	Specialty Project									Ø	0	
O Undete Timesheet		Description											
S Opdate Timesneet	Documents												
	No documents on												
CHISTORY													
	Timesheet Notes				10								
			Ca	ncel	Save								

#### Enter the hours in your new timesheet line

AAAA Distribution - Or Pay Period: 09/02/2019 - 09/08/201	der Picker 9									×	Back To	Orders
Description	Job / Company PO		Week Ending	<b>Mon</b> 09/02	<b>Tue</b> 09/03	<b>Wed</b> 09/04	<b>Thu</b> 09/05	<b>Fri</b> 09/06	<b>Sat</b> 09/07	<b>Sun</b> 09/08	Ho Reg	urs OT
REGULAR WAGES \$14.00/hr		ø	09/08	8	8	8	8	8	0	0	40	0
REGULAR WAGES \$14.00/hr	Specialty Project	ø	09/08	0	0	0	0	0	4	O	4	0
				8	8	8	8	8	4	0	44	0

#### Upload a Document

You can attach documents to be sent with your timesheet for approval. This could be used for items such as copies of receipts or expense reports.

To attach a file, click the **Upload Document** Icon

Documents	
No documents on the file.	
Timesheet Notes	

Click Choose File to search and select the document, pick a Document type off the drop down menu and click Upload

elect files	Upload queue	Document Type:	Receipt	-
Drop zone	Sample Contractor Payment Receip	ot.docx		
Choose File 1 ipt.do	Queue progress			
	Upload 3			



You will see the fill has been added under documents. To remove the file, click on the X in the red box on the left of the document name. To download the document again click the arrow on the right side of the Type.



#### Add a Note

You can add a note for the person who is approving the hours to see.

Timesheet Notes	
You can add a Note here that you would like the person who is approving to see.	
Upload Document Add Timesheet Add Other Pay / Expenses	Save & Submit Save

#### Submit your hours

Once you have entered all hours for a pay period and are certain everything is correct you must submit the hours to be approved and processed so that you can get paid. Remember to ensure you meet the payroll submission deadline set out by your employer. Once you click **Save and Submit**, you will no longer have access to make changes to the time sheet. If you prefer to just save your work and return later to submit your timesheet, click **Save**.

Upload Document Add Timesheet Add Other Pay / Expenses longer make any changes Save &
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You will receive a pop up indicating your hours have been submitted successfully. You can print a copy of your submitted timesheet by clicking the Print Timesheet button.

Submitted:         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Hours           C         REGULAR WAGES \$14.00/hr         Job / Company PO         Ending         09/02         09/04         09/05         09/07         09/07         09/08         Reg         OT           C         REGULAR WAGES \$14.00/hr         V         0         0         0         0         0         0         40         0 <t< th=""><th>Submitted:         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Hours           0 port         09/0         09/02         09/04         09/05         09/05         09/07         09/07         09/08         Reg         OT           REGULAR WAGES \$14.00/hr         0         09/08         8         8         8         8         0         0         40         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         4         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         44         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         44         0           Regular State         State         8         8         8         8         8         4         0         44         0           Coursenses         State         State         10b / Company PO         Imount         Imount         Imount         Imount         Imount         <td< th=""><th>Non Tue Wed Tue Wed Tue Fri Sat Sun Heurs   Description Job / Company PO Ending 09/02 09/02 09/04 09/05 09/07 09/08 0</th><th></th><th></th><th>Pay Perio</th><th></th><th>sfully</th><th></th><th></th><th></th><th></th><th></th><th></th><th>**</th><th>Back To</th><th>Orders</th></td<></th></t<>	Submitted:         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Hours           0 port         09/0         09/02         09/04         09/05         09/05         09/07         09/07         09/08         Reg         OT           REGULAR WAGES \$14.00/hr         0         09/08         8         8         8         8         0         0         40         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         4         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         44         0           REGULAR WAGES \$14.00/hr         Specialty Project         09/08         0         0         0         0         4         0         44         0           Regular State         State         8         8         8         8         8         4         0         44         0           Coursenses         State         State         10b / Company PO         Imount         Imount         Imount         Imount         Imount <td< th=""><th>Non Tue Wed Tue Wed Tue Fri Sat Sun Heurs   Description Job / Company PO Ending 09/02 09/02 09/04 09/05 09/07 09/08 0</th><th></th><th></th><th>Pay Perio</th><th></th><th>sfully</th><th></th><th></th><th></th><th></th><th></th><th></th><th>**</th><th>Back To</th><th>Orders</th></td<>	Non Tue Wed Tue Wed Tue Fri Sat Sun Heurs   Description Job / Company PO Ending 09/02 09/02 09/04 09/05 09/07 09/08 0			Pay Perio		sfully							**	Back To	Orders
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## **History**

A History of all your Timesheets submitted will be available for you to view or print at any time. Click on History and enter search dates to find the timesheets you'd like to view

Hilltop Staffing													
A Home	Start Date: 8/23/2019	End Da	ate: 9/23/201	9		. E	3						
Account Settings		ian Ondan Diala											
<ol> <li>Contact Info</li> </ol>		tion - Order Pick	er										
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Previous Experience	Description	Job / Con	Job / Company PO		<b>Mon</b> 09/02	<b>Tue</b> 09/03	<b>Wed</b> 09/04	<b>Thu</b> 09/05	<b>Fri</b> 09/06	<b>Sat</b> 09/07	<b>Sun</b> 09/08	Ho Reg	ours OT
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	REGULAR WAGES \$14.0	00/hr		09/15	0	0	0	0	0	0	0	0	0

You can print a copy of the History you have viewed by clicking the Print Icon at the top of the page

3/2019			Em	ployee l	Portal						
Start Date: 9/2/2019	End Date: 9/8/2019										
AAAAA Distribution	- Order Picker										
Pay Period: 09/02/2019 - 09/0	08/2019										
Providentian	lab (Carrow BD	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Ho	urs
REGULAR WAGES \$14.00/hr	Job / Company PO	09/08	8	8	8	8	8	09/07	09/08	40	0
REGULAR WAGES \$14.00/hr	Specialty Project	09/08	0	0	0	0	0	4	0	4	0
			8	8	8	8	8	4	0	44	0
Other Pay / Expenses											
Description Job	/ Company PO Amount										

Once you are done using onTiMEedge, click Logout in the top right corner of your screen.

