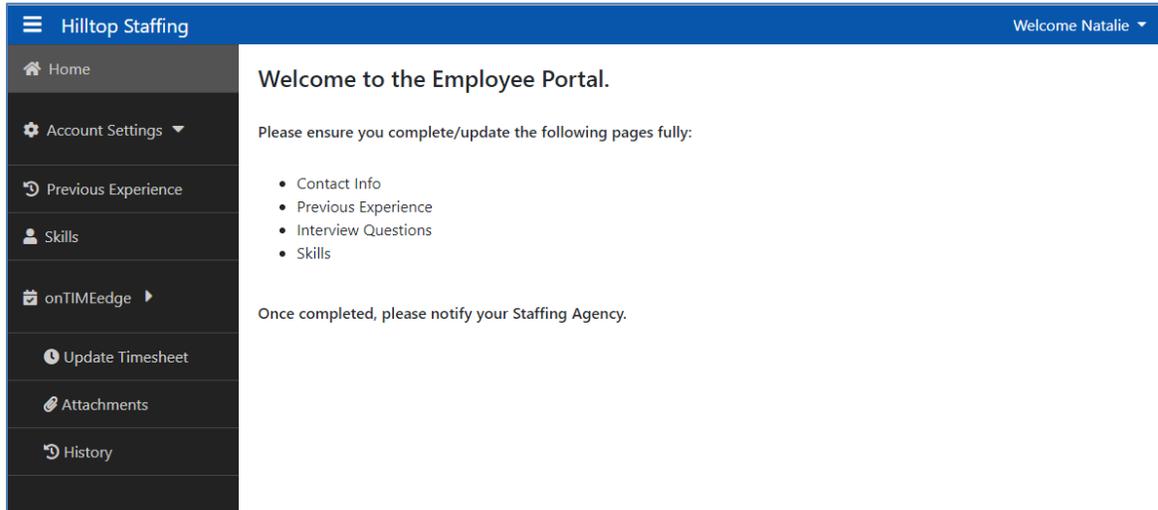


onTIMEedge Full Instructions

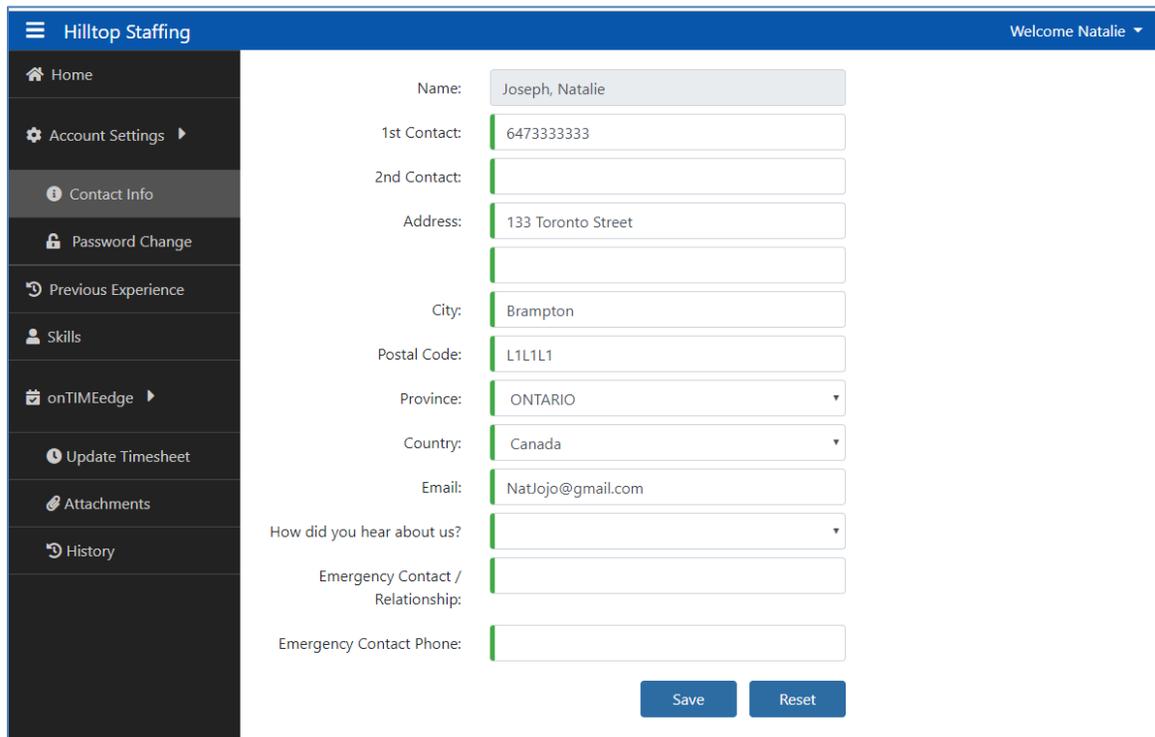
Once your account has been set up you will receive an email with information on how to log into onTIMEedge. Log into your account using your **email address** and **password**. onTIMEedge is housed on the **Employee Portal** site where you can also update your personal information.



The screenshot shows the 'Hilltop Staffing' Employee Portal. The top navigation bar includes a hamburger menu, the company name 'Hilltop Staffing', and a user greeting 'Welcome Natalie'. A left sidebar contains navigation options: Home, Account Settings, Previous Experience, Skills, onTIMEedge, Update Timesheet, Attachments, and History. The main content area displays a 'Welcome to the Employee Portal' message and a list of required updates: Contact Info, Previous Experience, Interview Questions, and Skills. A note at the bottom states, 'Once completed, please notify your Staffing Agency.'

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)



The screenshot shows the 'Account Settings' page in the onTIMEedge portal. The left sidebar is expanded to show 'Account Settings' with a sub-menu where 'Contact Info' is selected. The main content area contains a form for updating contact information. The fields are: Name (Joseph, Natalie), 1st Contact (6473333333), 2nd Contact, Address (133 Toronto Street), City (Brampton), Postal Code (L1L1L1), Province (ONTARIO), Country (Canada), Email (NatJojo@gmail.com), How did you hear about us?, Emergency Contact / Relationship, and Emergency Contact Phone. At the bottom right, there are 'Save' and 'Reset' buttons.

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.

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.

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

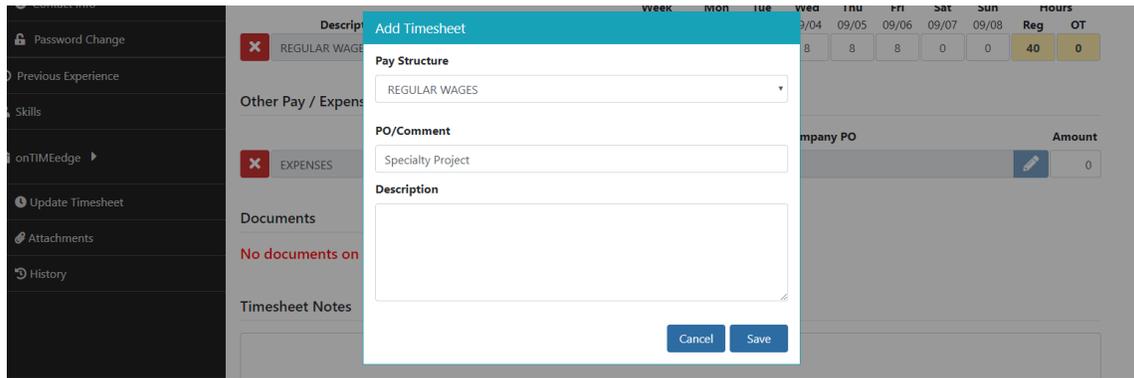
AAAAA Distribution - Order Picker
Pay Period: 09/02/2019 - 09/08/2019

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Description	Job / Company PO	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
			09/02	09/03	09/04	09/05	09/06	09/07	09/08	Reg	OT
REGULAR WAGES \$14.00/hr		09/08	0	0	0	0	0	0	0	0	0

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.



Enter the hours in your new timesheet line

AAAAA Distribution - Order Picker
Pay Period: 09/02/2019 - 09/08/2019

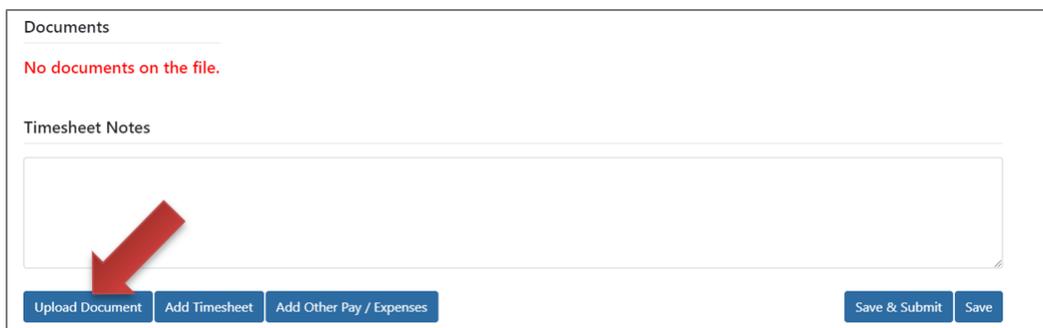
[← Back To Orders](#)

Description	Job / Company PO	Week Ending	Week							Hours	
			Mon 09/02	Tue 09/03	Wed 09/04	Thu 09/05	Fri 09/06	Sat 09/07	Sun 09/08	Reg	OT
REGULAR WAGES \$14.00/hr		09/08	8	8	8	8	8	0	0	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

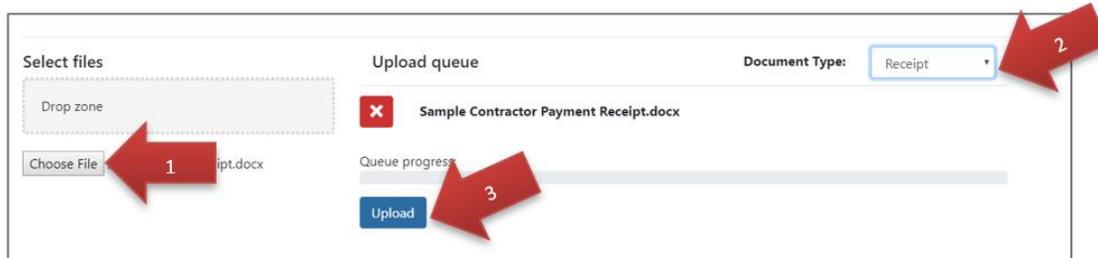
Upload a Document

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.

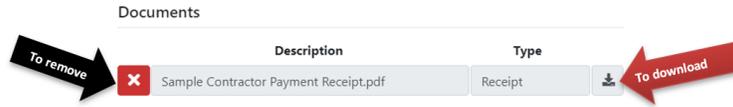
To attach a file, click the **Upload Document Icon**



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



You will see the file 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.

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**.



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.

Pay Period was successfully submitted.

Description	Job / Company PO	Ending	Mon 09/02	Tue 09/03	Wed 09/04	Thu 09/05	Fri 09/06	Sat 09/07	Sun 09/08	Hours Reg	OT
REGULAR WAGES \$14.00/hr		09/08	8	8	8	8	8	0	0	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
EXPENSES		0

Documents

Description	Type
Sample Contractor Payment Receipt.pdf	Receipt

Timesheet Notes

You can add a Note here that you would like the person who is approving to see.

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

Start Date: 8/23/2019 End Date: 9/23/2019

AAAAA Distribution - Order Picker

Pay Period: 09/02/2019 - 09/08/2019

Description	Job / Company PO	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
			09/02	09/03	09/04	09/05	09/06	09/07	09/08	Reg	OT
REGULAR WAGES \$14.00/hr		09/08	8	8	8	8	8	0	0	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
EXPENSES		0

Pay Period: 09/09/2019 - 09/15/2019

Description	Job / Company PO	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
			09/09	09/10	09/11	09/12	09/13	09/14	09/15	Reg	OT
REGULAR WAGES \$14.00/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

9/23/2019 Employee Portal

Start Date: 9/2/2019 End Date: 9/8/2019

AAAAA Distribution - Order Picker

Pay Period: 09/02/2019 - 09/08/2019

Description	Job / Company PO	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
			09/02	09/03	09/04	09/05	09/06	09/07	09/08	Reg	OT
REGULAR WAGES \$14.00/hr		09/08	8	8	8	8	8	0	0	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
EXPENSES		0

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