



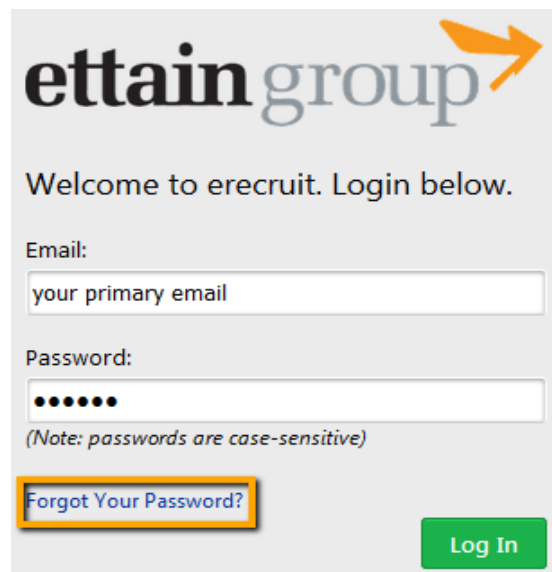
ettain group Time & Expense Entry Portal

A guide for contractor time & expense approval

Login

ettain group's time entry portal allows contractors to enter time and expenses for approval. You will receive your approval credentials when an ettain group contractor begins working for you. If you already have ettain group contractors, you will use the same login.

- You will receive an email from erecruit@ettaingroup.com with the link, login and password to access the system. Please save this link in your favorites.
- Enter your email address (username) and your password then click the **Log In** button.
- If you forget your password, you can go to the login screen and click on **Forgot Your Password?** to initiate the password reset process.



ettain group

Welcome to erecruit. Login below.

Email:

Password:

(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

Log In

For assistance

Any time you need help with the time system, please email contractoradvocate@ettaingroup.com and one of our dedicated contractor advocates can assist you.

Timesheet and Expense Approval/Rejection

ettain group's contractors must have their timecards submitted by 10am every Monday. You will receive scheduled email notifications from **ettain Timesheets** as a reminder to approve time. There will be a link to the timecard/s in the notification and you can log in at any time to view, approve, or reject submitted timecards.

- Timesheets ready for approval can be viewed on the top **approve timesheets** widget.
- Any **past timesheets** can be viewed on the bottom widget.
- You can select from the **approve timesheets** list and **approve selected** from the dashboard, or click the blue timecard link and approve in the timesheet detail.
- You can search past timesheets by entering a date range in the bottom of the widget.
- You can group the timesheets by PO number, if applicable.

Expenses Reminder

Please ensure you open and review each timesheet. Expense information and receipts will be present on the timesheet record but may not show on the dashboard

Approve Timesheets

No timesheets are waiting for approval.

Hide Daily Hours Group By Approver **Approve Selected**

Past Timesheets

Primary Approver														
Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Notes
2340171	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	04/03/2016 - 04/09/2016	39.00	-	8.00	8.00	8.00	8.00	7.00	-	\$0.00	overview	0
2340156	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	03/27/2016 - 04/02/2016	80.00	-	14.00	20.00	14.00	16.00	16.00	-	\$0.00	overview	0
2339531	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	03/20/2016 - 03/26/2016	37.00	-	10.00	8.00	12.00	7.00	-	-	\$0.00	overview	0
2339107	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	03/13/2016 - 03/19/2016	40.00	-	8.00	8.00	8.00	8.00	8.00	-	\$0.00	overview	0
2338263	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	03/06/2016 - 03/12/2016	86.00	-	16.00	22.00	14.00	16.00	18.00	-	\$0.00	overview	0
2337343	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	02/28/2016 - 03/05/2016	24.00	-	8.00	8.00	8.00	-	-	-	\$0.00	overview	0
2336366	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	02/21/2016 - 02/27/2016	40.00	-	8.00	8.00	8.00	8.00	8.00	-	\$0.00	overview	0
2336217	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	02/14/2016 - 02/20/2016	39.00	-	8.00	8.00	8.00	8.00	7.00	-	\$0.00	overview	0
2335181	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	02/07/2016 - 02/13/2016	31.50	-	-	8.00	8.00	8.00	7.50	-	\$0.00	overview	0
2334219	Anthony, Stefanie	Technical Mgr/ Implemetation Mgr	01/31/2016 - 02/06/2016	40.00	-	8.00	8.00	8.00	8.00	8.00	-	\$0.00	overview	0
Secondary Approver or Backup Approver														
Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Notes
2338273	Collier, Charles	SQL Database Administrator III	03/06/2016 - 03/12/2016	37.00	-	8.00	8.00	8.00	8.00	4.00	1.00	\$0.00	overview	0
2337354	Collier, Charles	SQL Database Administrator III	02/28/2016 - 03/05/2016	37.00	-	8.00	8.00	8.00	8.00	4.00	1.00	\$0.00	overview	0

From: 02/01/2016 To: 05/07/2016 Update Range Hide Daily Hours **Group By PO Number**

Approve Timesheets

From the Dashboard

- From the **approve timesheets** widget click the **overview** link, to view the details on the timesheet.

Timesheet	Candidate	Week	Hours	Expenses	Details	Reject	Notes
2317937	Nash, Francesca	06/01/2015 - 06/07/2015	44.00	\$5.00	overview		0

This is a test approval message

[Show Daily Hours](#) [Group By Approver](#)

- After reviewing the details select the **approve/reject** option.

	Regular Pay	Overtime	Parking
Mon 06/01	12h 0m	-	\$5.00
Tue 06/02	12h 0m	-	-
Wed 06/03	12h 0m	-	-
Thu 06/04	4h 0m	4h 0m	-
	40h 0m	4h 0m	\$5.00

[Approve/Reject](#)

- The **approve & reject** widget opens, confirm the information is correct and select **ok** to commit changes.

- Individual line items can be approved/rejected separately from the other items by clicking the thumbs up or down boxes.
- After the process completes, the timesheet is no longer visible in the **approve timesheets** widget.

From the Timesheet

- Click the blue timecard number from **Approve Timesheets** to open the timesheet.

Timesheet Candidate	Week	Hours	Expenses	Details	Reject Notes
2317937 Nash, Francesca	06/01/2015 - 06/07/2015	44.00	\$5.00	overview	0

This is a test approval message

[Show Daily Hours](#) [Group By Approver](#)

- Once the timecard is selected from the dashboard and opened, you can view hours and expenses, then select **approve** or **reject** at the bottom of the time or expense tab.



- You will select approve or reject and another widget opens up to confirm.
- If rejected, you can select a rejection reason from the drop down menu and add a comment for the candidate to view.

Approve & Reject - Timesheet 2341553

4/24/2016 Regular Pay (0.00 hours)
 4/25/2016 Regular Pay (0.00 hours)
 4/26/2016 Regular Pay (0.00 hours)
 4/27/2016 Regular Pay (0.00 hours)
 4/28/2016 Regular Pay (0.00 hours)
 4/29/2016 Regular Pay (0.00 hours)
 4/30/2016 Regular Pay (0.00 hours)

Approve All Reject All

Rejection Reason
 Un-submitted for revision

Leave a Note (optional)
 Please correct to 36 hours

Cancel OK

- If you reject the submitted timesheet, the candidate will receive notification of the rejection from **ettain Timesheets**.
- Once the timecard is opened, the candidate can see that the hours/expenses are rejected on the **status** widget on the right sidebar.

Status
0.00 % Approved
100.00 % Rejected
0.00 % Submitted
0.00 % Drafted

- The candidate can then edit the hours/expenses and select submit
- You will then receive a notification that the hours have been submitted

Review Expenses

From the Timesheet Page

- Locate the timesheet with expenses from the **approve timesheets** widget on the dashboard.

Approve Timesheets						
No PO Number						
<input type="checkbox"/>	Timesheet	Candidate	Position	Week	Hours	Expenses
<input type="checkbox"/>	2288881	Nash, Sarojin	Quality Assurance Specialist	10/14/2013 - 10/20/2013	37.5	\$0.00
<input type="checkbox"/>	2288881	Nash, Sarojin	Quality Assurance Specialist	9/2/2013 - 9/8/2013	0	\$37.50

- Click on the blue **timesheet** number to open the timesheet page.
- When the timesheet opens, click on the **expenses** tab at the top of the page.



- Review the expenses.

Total: \$200.00 (\$327.50 billable)

Tip

To add an expense report, click "New Attachment" in the top right corner of this page.

Expand all / Collapse all

Mon 07/13/2015	Tue 07/14/2015	Wed 07/15/2015	Thu 07/16/2015	Fri 07/17/2015	Sat 07/18/2015	Sun 07/19/2015
-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00
	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense

Last Note

Any notes added below will be available to the client, recruiters, and payroll department.

enter note text

No relevant notes or calendar items.

Related

1 Attachments

- From the *attachments* link in the right sidebar right click to open the **attachment** widget, this will show the receipts attached for the associated expenses. All expenses must have receipts attached.

1 New Attachment

Generate Document

Company

Washington Services

Week worked

- Click on the attachment link in the widget to open and view the file for accuracy.

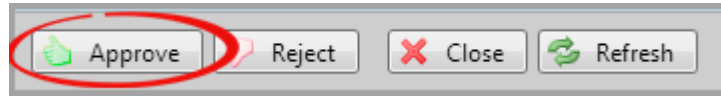
Attachments for Quality Assurance Specialist 09/02/2013 to 09/08/2013

Add New Attachment

TYPE	ATTACHMENT	VER.	ADDED	REFERENCES	EXPIRES	SHARED WITH
Misc Expense	Mileage for Sep. 2	v1	10/24/2013 by Sarojin Nash		N/A	

Email Selected Attachments Refresh

- Click the **approve** option, at the bottom of the page, to open the **approve/reject** options widget.



- When the widget opens confirm the information is correct and select **ok** to commit changes.
- If the expenses are not approved select the rejection options and click **ok** to commit change.
- After saving the changes the timesheet closes and is removed from the dashboard.
- A notification is sent to the candidate that the timesheet was either approved or rejected.

Timesheet Notifications

Automated timesheet approval notifications will send from **ettain Timesheets**

- The primary approver will receive 4 scheduled notifications to approve time, unless all timecards are approved.
 - Monday at 10:00 AM, 12:00 PM, 2:00 PM. 4:00 PM EST
 - Tuesday at 11:30 AM EST
- If you have a secondary approver who can serve as an alternate to approve time for you, they may log in at any time to approve or reject timesheets, once given login access
 - If you would like to set up a secondary approver in your absence, please email contractoradvocate@ettaingroup.com

Navigation

Logout

The **personal menu**, located in the upper right corner of the page, allows you to log out or change your password.



Change Password


- After clicking the down arrow to open the **personal menu** you can end your current session and logout of the system or open the **change password** page.
- Once the password is changed, use the new password *the next time* you login to the system.



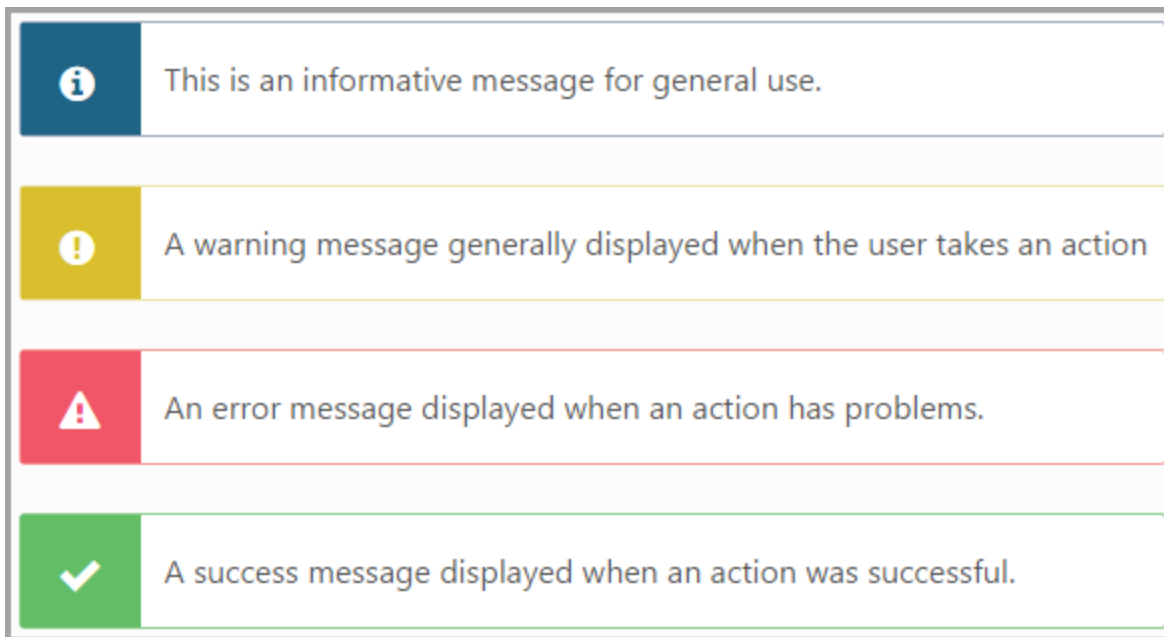
Dashboard

The **dashboard** is the first page displayed upon login. This is considered the *home* page or central location for all time information.

Sections may the following attributes:

- Open records by clicking blue links.
- The  refresh icon searches for and displays new records positioning the criteria of the section.
- **Pagination** options are available on sections with large numbers of associated records.

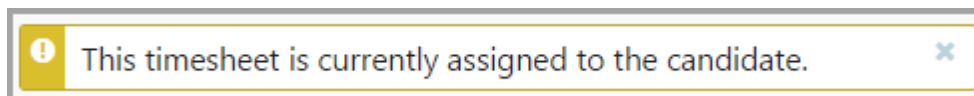
User Messages



General Messages

If a network connection is lost or an error occurs in the loading of a section, an “oh no!” message is displayed in place of the content of the section.

- You can attempt to logout, end your current session, and login again in an attempt to resolve a lost network connection.
- If the problem persists clear your browser’s cache.



- You may receive other messages in relation to your time/expense entry. If you receive a message that your action is still being processed and cannot be approved or rejected, please wait 30 seconds and try again.
 - If you feel there is an issue, please email contractoradvocate@ettaingroup.com