



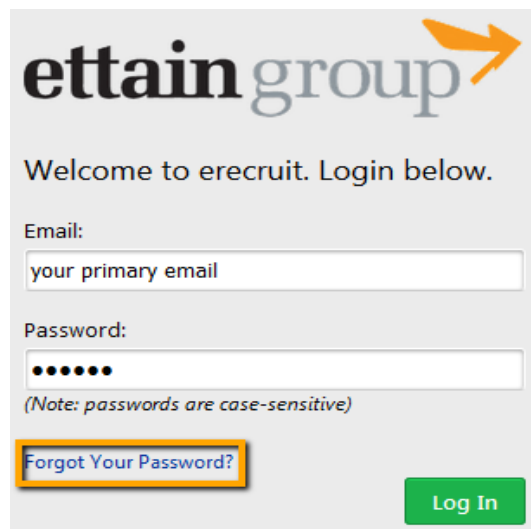
ettain group Time & Expense Entry Portal

A guide for contractor time & expense entry

Login

ettain group's time & expense entry portal allows employees to log in to the system to enter time and expenses. Please note that the portal is optimized for use in Google Chrome.

- You will receive an email from erecruit@ettaingroup.com with the link, login and password to access the system on your first day. Please save this link in your favorites.
- Enter your credentials and you will be prompted to change your password.
- If you ever 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:
your primary email

Password:
●●●●●●●




(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

Log In

For assistance

Once you log in, you will see contact information on the right side for your contractor advocate, who can assist you with any issues.

Contact Information	
For general info, contact	
	Tara Lynne Collier Staffing Specialist
 (206) 787-5388	 tcollier@erecruit.com
500 Broad St, 6th Floor Boston, MA United States of America	

Timesheet Entry

Click on the **company – placement** link to open the timesheet.

AVAILABLE TIMESHEETS	FROM	TO
Placement: Washington IT Services - Implementations - Travel Support (1		
Washington IT Services - Implementations - Travel Support	08/03/2015	08/03/2015
Washington IT Services - Implementations - Travel Support	07/27/2015	08/03/2015
Washington IT Services - Implementations - Travel Support	07/20/2015	07/20/2015

Add Time to a Timesheet

- After opening a timesheet, enter time by typing your hours into the **Hours** column, then tab to the **Minutes** column and select minutes in 15 minute increments from the drop-down menu.
- If you have worked 40 hours exactly, you may select the **40 Hours Worked** button at the top right, to quickly enter your hours.
- If you enter your hours daily, please remember to click on the **Save** button on the bottom right of the timesheet, so your hours will be there when you next login.

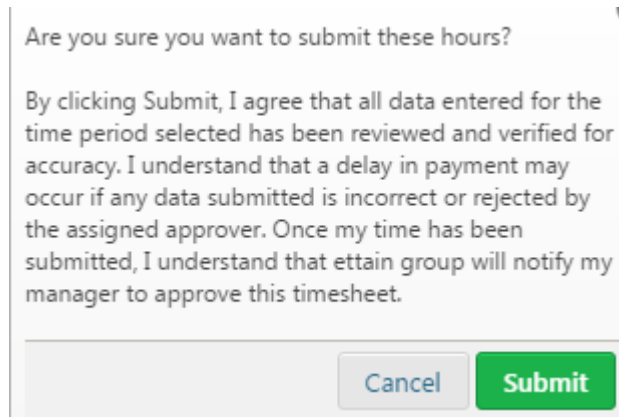
May 22-28, 2016				40 Hours Worked
Weekday	Hours	Minutes	Total Time	
Sunday May 22, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Monday May 23, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Tuesday May 24, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Wednesday May 25, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Thursday May 26, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Friday May 27, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
Saturday May 28, 2016	<input type="text"/>	0 <input type="text"/>	0h 0m	
				Save

Submitting Timesheet/Expense

- After entering time, if you do not have expenses, the final step is to submit the timesheet for approval. (See the **add expenses** section below if you need to enter expenses.)
- Click the **submit** button and the system will send a notification to your timesheet approver.

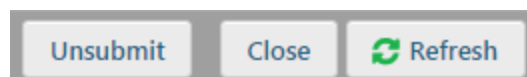


- A confirmation message is displayed to make sure you are ready to submit. Click **submit** again, to certify that the timesheet is accurate.



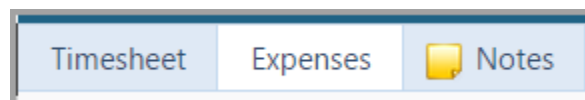
Unsubmitting Timesheets

- If you have made a mistake prior to approval, you can select **unsubmit** at the bottom of the timesheet, edit the hours and resubmit.

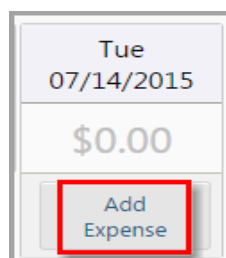


To Add Expenses

- If your placement requires you to travel and/or enter expenses, select the **expenses** tab. Please email your contractor advocate if you need to enter expenses but cannot.



- Enter an expense by clicking on the **add expense** option .



Mon
05/09/2016

Rate *
Misc Expense

Amount * Units *
1.00 1

Comment
enter comment for
your manager here

Cancel Add

- All fields with a * are required when adding expenses.
- Select the *expense type* from the **rate** menu, enter the total **amount** of the expense enter the *number of units* (Unit should always be 1, unless mileage is being calculated).
- Click **add** to save the entry.
- All expenses require a receipt. To add your receipt/s select + next to **attachments** on the right sidebar.

Related

0 Attachments +

Add an attachment for **Implementations - Travel Support 07/13/2015 to 07/19/2015**



Type *
Receipts

File
+ Click Here or Drag A File To This Area

✔ File saved successfully (7.5kB)

Name *
June-July 15 expenses

Add Attachment Cancel

- All fields with a  are required when adding expenses.
- Select the **type** of receipt from the menu.
- Drag the receipt image on top of the **file** widget or click on the green plus icon  to locate the file on your computer you can use Word, PDF, JPG, GIF, or PNG.
- Give the file a unique **name**- *attachments require unique names to prevent overwriting* if more than one attachment is added to an expense report.
- Click **add attachment** to save the file to the timesheet.
- Once you have added all expenses and receipts, Click *refresh* to review the data entered for accuracy.

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

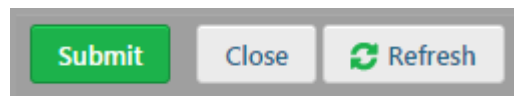
No relevant notes or calendar items.

Related

1 Attachments

ACTIONS

- Click the **submit** button and the system will send a notification to your timesheet approver.



Submit Future Time Off

If you have upcoming time off, the **"Submit future timesheet"** section allows you to submit a 0 hour timesheet. This will help ettain group know that you didn't forget to submit your time that week. Timesheets are removed from the section once submitted.

Submit Future Timesheet

Select any periods for which you want to submit an empty timesheet and click Submit.

Implementations - Travel Support

8/10/2015 - 8/16/2015

8/17/2015 - 8/23/2015

8/24/2015 - 8/30/2015

8/31/2015 - 9/6/2015

9/7/2015 - 9/13/2015

- Select a timesheet and click the **submit** button.
- A confirmation message will then be displayed across the top of the section.
- Click **“Yes” – submit** or **“No” – cancel** as necessary.

Submit Future Timesheet

This will submit ZERO HOUR timesheets for the following periods:

8/31/2015 - 9/6/2015

Are you sure?

- Once a timesheet is submitted it is displayed in the *timesheets* section. You will need to check the box next to **“Show past and submitted timesheets,”** to see your previous timesheets.
- Clicking the *blue* company-placement link opens the timesheet for review.

Timesheets					
<input checked="" type="checkbox"/> Show past and submitted independent contractor submissions.					
AVAILABLE INDEPENDENT CONTRACTOR SUBMISSIONS	FROM	TO ↓	HOURS	STATUS	
▼ Placement: Test Company CL - Test Temp 1 (1933821) (Showing 10 of 15 items. Group continues on the next page.)					
Test Company CL - Test Temp 1	11/01/2015	11/07/2015	45.00	Open	
Test Company CL - Test Temp 1	10/25/2015	10/31/2015	50.00	Approved	
Test Company CL - Test Temp 1	10/18/2015	10/24/2015	32.15	Submitted	

Rejected Timesheets

If your timesheet approver rejects your timesheet, you will receive notification of the rejection.

- In order to correct the hours/expenses click the **rejected** timesheet to open for editing. You may need to select **show past and submitted timesheets** to get to the rejection, highlighted in orange.

Timesheets						
Options						
<input type="checkbox"/> Show past and submitted timesheets.						
AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES	
Placement: Poch Walkers - Senior Dog Trainer (1268238) (Showing 10 of 30 items. Group continues on the next page.)						
Poch Walkers - Senior Dog Trainer	03/16/2015	03/22/2015	11.50	Rejected	1	
Poch Walkers - Senior Dog Trainer	03/00/2015	03/15/2015	0.00	Open		
Poch Walkers - Senior Dog Trainer	03/02/2015	03/08/2015	0.00	Open		

- You will see the approver's rejection reason and can correct and resubmit your timesheet.

No Action

Last note on this record

enter all time for the week for approval

Timesheet Info

Company
Poch Walkers

Status

0.00 % Approved

100.00 % Rejected

0.00 % Submitted

- If a confirmation message is displayed; click submit to certify that the timesheet is accurate.

Navigation

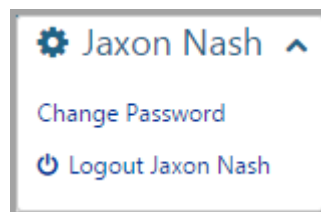
Logout

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 you is forced to use the new password *the next time* they login to the system.



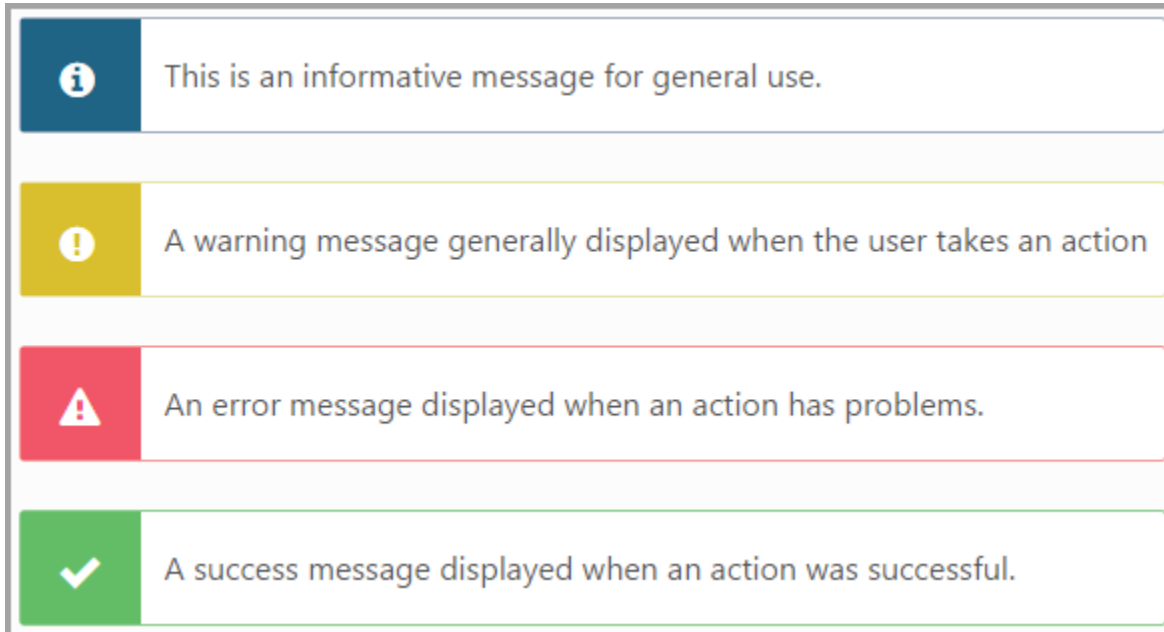
Dashboard

The **dashboard**, a page of most frequently used sections, is the first page displayed upon login. This would be considered the *home* page or a 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 timecard is still being processed and cannot be submitted, please wait 30 seconds and try again.
- If you feel there is an issue, please email your **contractor advocate**.

