

## Employee Timesheet Entry

Working for JFC has never been easier! JFC Time allows you to complete your timesheet online and electronically submit to your supervisor for approval. Once approved, it will automatically be forwarded to JFC's payroll department.

### How do you get started? It's easy!

You will go to the following website: <http://mytime.jfcglobal.com> to login and complete your timesheet for the week. All you need is your username and password. Your username is typically your email address. You should have received a welcome email with login credentials but if you don't have that or cannot remember your password, you can use the 'Forgot Password' option on the login screen.



JFC Global

Username

Password

Remember me on this computer

[Forgot Password](#)

**Log in >>**

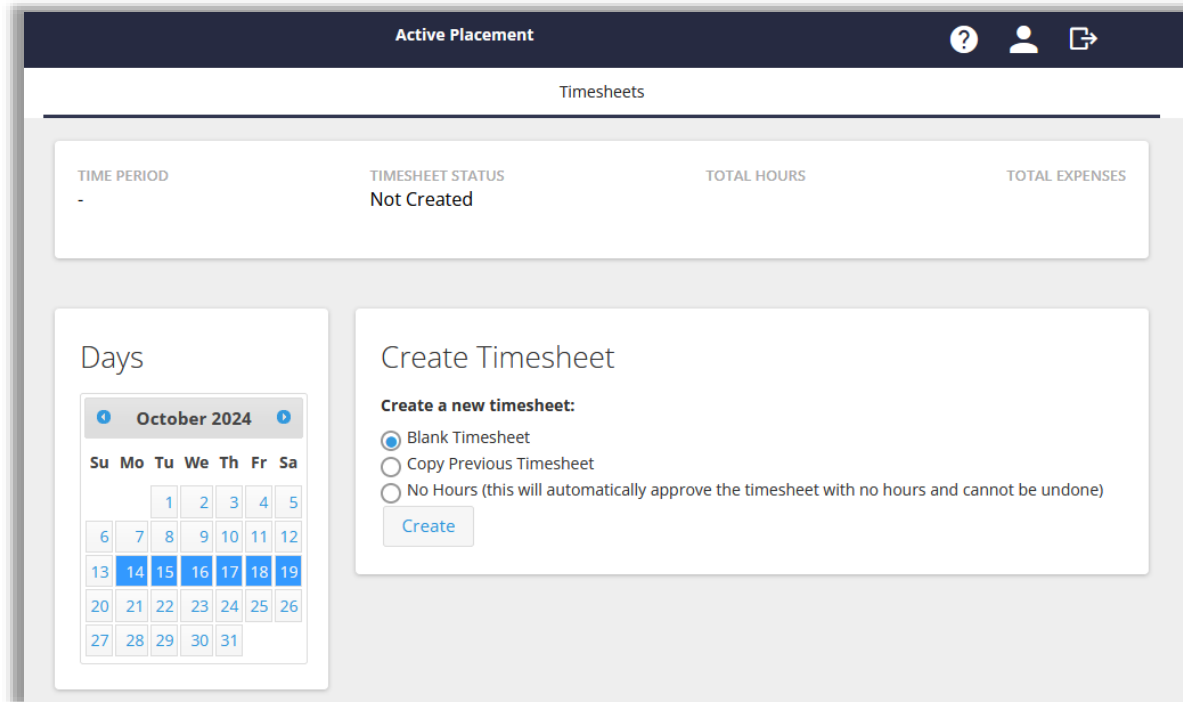
[Privacy](#)

The 'Forgot Password' link on the login screen will send you an email with a new temporary password. Once logged in with the temporary password you may be prompted to change this. This is one of the reasons it is important to keep information updated in our system. So please notify us of any changes in your contact information, especially your email address.

**All time submitted for the previous work week must be submitted by 9am on Monday of the following week to ensure it is processed properly. Failure to do so may result in delayed payment.**

## Home Screen

This is the home screen that will appear when you first login. Your view will also show your name and your current work assignment along the top.



First, be sure the correct week is selected in the calendar on the left. You can view timesheets for any week by clicking that week on the calendar.

Next, you will see a few options under 'Create Timesheet':

- Blank Timesheet
- Copy Previous Timesheet
- No Hours

Unless you have worked the exact same hours as the previous week, we recommend using '**Blank Timesheet**' to prevent issues with your time entry.

Click 'Create'

You will now see your timesheet for the selected week. Here you will enter your 'Time In' and 'Time Out' plus any time taken for 'Lunch' each day.

**NOTE:** There is a separate field for 'hours' and 'minutes'.

Lunch time is just the number of hours and/or minutes - not a start/stop time.

Hours					
Date	Time In	Time Out	Lunch (hours)	Lunch (min)	Total Hours
Sun 10/13/24	8:00 am	5:00pm		45	8:15
Mon 10/14/24	8:00 am	5:00 pm	1	0	8:00

You do NOT need to save your time; it is automatically saved as you go.

**Notes** – Allows you to add any notes regarding your pay for the week. The timecard approver will see these notes.

**Submit Timesheet** – Allows you to submit the entered time for approval by the supervisor

**View Timesheet** – Allows you to view a PDF version of the current timesheet

**Delete Timesheet** – Allows you to delete the current timesheet (this is not reversible!)

Once you have submitted your timesheet, it will go to your supervisor for approval. **The deadline for employee submission is 9 am on Monday. If submitted after 9 am we cannot guarantee on time payment.** If approved, it will get transmitted to Payroll for processing. If rejected, you will receive email notification that means there is a discrepancy or error that needs to be corrected. You must correct and resubmit the timesheet for approval to be paid.

**\* Timesheets will not be paid until approval status has been achieved. \***

# Candidate FAQ's

1. How do I access JFC Time
  - a. Use this link: <http://mytime.jfcglobal.com> .
  - b. You can access this on any device with internet (mobile/tablet, etc).
2. Where can I find the user guide?
  - a. Its available on our website at <https://jfcglobal.com/resources/> .
3. What is my login information?
  - a. Your username is your primary email address on file. If unsure, check with your recruiter.
  - b. Your password will be in your welcome email, and you'll be prompted to change on your first login. If you don't know it, use the 'Forgot Password' option on the login page.
4. What if my login isn't working?
  - a. Be sure you are using the correct email address.
  - b. Contact [payroll@jfcglobal.com](mailto:payroll@jfcglobal.com) if you continue to have issues.
5. Can I log in from my phone?
  - a. Yes, you can use any device with an internet connection (phone, laptop, tablet, etc.).
6. Do I need to know my supervisor's email to submit my timesheet?
  - a. No, this is managed by JFC.
7. Do I need an email address to use JFC Time?
  - a. Yes, an email address is required. This is your username, and you will receive notifications about your time sheet via this email.
8. What if my email address changes?
  - a. Notify JFC immediately. This is important to make sure your time sheet is correct and submitted successfully to be paid on time.
9. What if I have multiple email addresses?
  - a. Make sure JFC has the email address you wish to use to receive notifications.
10. What time is my time sheet due?
  - a. You must submit your timesheet by 9:00 a.m. Monday. If submitted after, it is considered late, and you may not be paid until the following week.
11. What if my time sheet is rejected?
  - a. This means your time sheet has NOT been successfully submitted for payment and is not approved for payment. You must log in and correct any errors and re-submit for approval.
12. What if I submitted incorrect hours?
  - a. Your supervisor will reject your timesheet, and you will need to log in to correct any errors and re-submit. Reach out to your supervisor if you have submitted incorrect hours so they are aware.
13. What if I forgot to submit for a week in the past?
  - a. Simply login to JFC Time and select the week on the calendar you need to submit for.
14. What if I submit my hours under the wrong week?
  - a. Your supervisor will need to reject the timesheet to allow for re-entry by you.