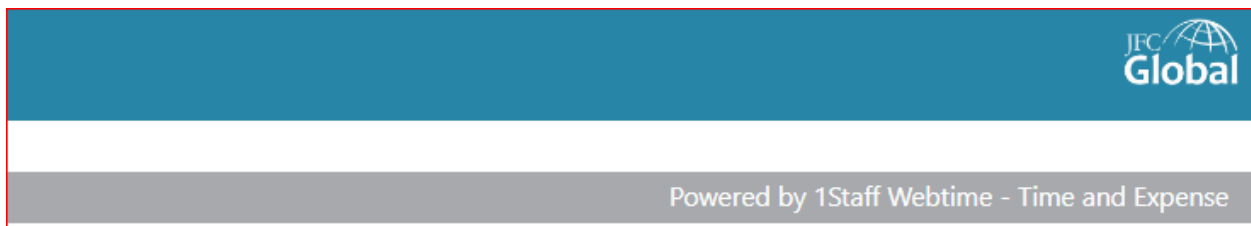


## Employee Timesheet Entry

Working for JFC has never been easier! WebTime is a program that will allow you to complete your time card online and electronically submit it to your supervisor for approval. Once approved, it will automatically be forwarded to JFC's payroll department. No need for manual time slips or physically dropping them off.

How do you get started? It's easy!

You will be able to go to the following website, [time.jfcglobal.com](http://time.jfcglobal.com), to login and fill out your time card for the week. All you need to know is your Employee ID number. This Employee ID number will be both the User Name and Password. It will tell you your password has expired and to change your password upon your first login.

A screenshot of the login form. The form has a blue header with the word "Login" in white. Below the header, there are two input fields: "User Name:" and "Password:". Below the "Password:" field, there is a checkbox labeled "Show Password" and a link labeled "Forgot Password?". To the right of the "Forgot Password?" link is a rounded button labeled "Login".

The "ForgotPassword?" link is available on the home screen if you have trouble remembering your password. Simply click the link and instructions on how to reset your password will be sent to the email address we have on file. This is one of the reasons it is important to keep information updated in our system. So please notify us of any changes in contact information, especially your email address.

**All time submission for the previous work week needs to be submitted by 9 am 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.

The screenshot shows the Home Screen of the 1Staff Webtime - Time and Expense system. The top navigation bar is blue with the 1Staff Global logo on the right and a [Logout] link. Below the navigation bar, the page title is "Home" and the system name "Powered by 1Staff Webtime - Time and Expense" is displayed. The main content area is titled "Recent Timesheets" and features a table with columns: Customer, Job, Start Date, End Date, Total Hours, Submitted, and Approved. A search bar is located in the top right of the table area. The table shows one entry with a total of 40.00 hours. The left-hand navigation menu includes sections for "Timesheets" (with sub-items: Create New, Open (1), Pending Approval (0), Rejected (0), Approved (289), Search) and "Preferences" (with sub-items: Change Password, Preferences, Logout).

Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved
[Redacted]	Pricing Program Analyst	02/25/2024	03/02/2024	40.00		

You will see several options along the left side of your screen:

The red-bordered box highlights the following options in the left-hand navigation menu:

- Timesheets**
- Create New
- Open (1)
- Pending Approval (0)
- Rejected (0)
- Approved (289)
- Search
- Preferences**
- Change Password
- Preferences
- Logout

**Create New** allows you to create a new timesheet

**Open** allows you to edit a previously entered timesheet that is yet to be submitted.

The **Pending Approval** (Submitted), **Rejected**, and **Approved** options allow you to access any of your timesheets by status. Clicking any of these 3 statuses will display the appropriate timesheets in the Recent Timesheet grid.

## Create New

When the option to Create New is selected, you must first select a date from the calendar that pops up (see below). The periods that are selectable will be the current work week and 1 work week prior. Once the date is selected, you will automatically drop into the Timesheet Entry window. Only 1 timecard can be created per work week.

Select a Date

< > today February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
Entry is not allowed for dates this far in the past.						
4	5	6	7	8	9	10
Entry is not allowed for dates this far in the past.						
11	12	13	14	15	16	17
Entry is not allowed for dates this far in the past.						
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9
Entry is not allowed for dates this far in the future.						

## Timesheet Entry

Entering timesheet information is very straightforward.


Pay Type – Regular Hours is the default. Overtime is automatically calculated when received by Payroll.

In/Out – Enter the time you clocked in and out for the day.








Lunch – Enter the amount of time taken for lunch, formatted in hours (not minutes). For example, if **30 minutes** is taken then **0.50 hours should be entered**. See the quick reference chart:

Minutes	Hours
15	0.25
30	0.50
45	0.75
60	1.00

Comments – Use this field for any special notes such as vacation time, sick leave, on-call time, holiday, etc. When entering comments for a day that has no time worked, you will need to enter zero for In, zero for Out and zero for Lunch, which will default to 12am to 12am as per below. Comments for blank time lines are not transmitted to Payroll.

Date	Pay Type	Hours	In	Out	Lunch	Comments
 Sun, Feb 25	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Comment Here"/>

### Timecard

Date	Pay Type	Hours	In	Out	Lunch	Comments
 Sun, Feb 25	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Mon, Feb 26	Regular Hours	<input type="text" value="8.50"/>	<input type="text" value="7:30am"/>	<input type="text" value="4:30pm"/>	<input type="text" value="0.50"/>	<input type="text"/>
 Tue, Feb 27	Regular Hours	<input type="text" value="8.00"/>	<input type="text" value="8:00am"/>	<input type="text" value="4:30pm"/>	<input type="text" value="0.50"/>	<input type="text"/>
 Wed, Feb 28	Regular Hours	<input type="text" value="8.00"/>	<input type="text" value="8:00am"/>	<input type="text" value="4:30pm"/>	<input type="text" value="0.50"/>	<input type="text"/>
 Thu, Feb 29	Regular Hours	<input type="text" value="7.50"/>	<input type="text" value="8:30am"/>	<input type="text" value="4:30pm"/>	<input type="text" value="0.50"/>	<input type="text"/>
 Fri, Mar 1	Regular Hours	<input type="text" value="8.00"/>	<input type="text" value="8:00am"/>	<input type="text" value="4:30pm"/>	<input type="text" value="0.50"/>	<input type="text"/>
 Sat, Mar 2	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Submit Cancel Delete Export

<b>Total Hours</b>	<b>40.00</b>
Regular Hours:	40.00
<hr/>	
Mon, Feb 26:	8.50
Tue, Feb 27:	8.00
Wed, Feb 28:	8.00
Thu, Feb 29:	7.50
Fri, Mar 1:	8.00

Save – Allows the timesheet data to be saved and becomes available to be edited later.

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

**No changes can be made to this timesheet once it has been submitted.**

Cancel – Allows you to exit out of the window without saving the entered timesheet data.

Delete – Deletes the current time sheet.

Export – Transfers data to a savable file for your personal records.



– The trash can button found next to each time entry line can be used to delete all fields. When selected, you must save before editing is available again.

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 timecard for approval to be paid.

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