

To log in:

1. Enter your username (which is your email address) and password.
2. Click **Login**.
3. If a "Display Nonsecure Items" pop-up appears, click **Yes**.
4. Once you successfully log in, you should be taken to the Timecards page to enter your time.

You will need your user name and password every time you logon to the Winter Wyman online timecard portal.

To enter your time:

To enter your hours for the day and/or week, click **Enter Time**.

Time Cards	Logout		
<b>Timecards: 06/23/2008 - 06/29/2008</b>			
	Hours	Status	Placement
<b>Enter Time</b>	0.00		10843

SHAS: webseperib031:BUILLHO:PN\_LG75:BUILLHO:PN25:640

To enter your time for the week selected, do the following:

1. In the In and Out fields, enter the hours you worked each day by using the drop-down button to choose a value from the list.
2. In the Break Start and Break End fields, enter the start and end time for your break by using the drop -down button to choose a value from the list.
3. Add any necessary comments that you would like your employer and recruiter to see in the Timecard Comments field.
4. If your hours for the week are not yet final, click **Save Draft**.
5. Review your timecard for accuracy.
6. Review the Terms and Conditions section below the timecard.
7. When all hours for the week are entered and final, click **Submit for Approval**.
8. You may also click **Print** to print out or save a copy of your timecard for your records.

<b>Pay Period: 06/23/2008 - 06/29/2008</b>								<b>Print</b>	
Status: Draft	<b>06/23/08</b> (Mon)	<b>06/24/08</b> (Tue)	<b>06/25/08</b> (Wed)	<b>06/26/08</b> (Thu)	<b>06/27/08</b> (Fri)	<b>06/28/08</b> (Sat)	<b>06/29/08</b> (Sun)	Total	
Hours Worked	In:								
<a href="#">Show Comments</a>	Out:								
	Break Start:								
	Break End:								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
<b>Timecard Comments:</b>								<b>Total:</b>	0

**If you have any questions or experience any technical difficulty, please contact Josh Davis, Payroll Liaison at [Jdavis@winterwyman.com](mailto:Jdavis@winterwyman.com) or your Staffing Manager.**