

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 review and approve time for all of your reports.

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

To review a timecard:

1. Select **Timecards**. The online timecard portal pulls all timecards for your employees with an active placement during the pay period selected.
2. Look for timecards with a status of 'Submitted'
3. Click **View Timecard**.
4. Review the timecard for accuracy and do one of the following:
 - If the hours are verified, click **Approve**.
 - If there is a discrepancy with the hours, click **Reject**.
 - If rejecting a timecard, the Timecard Comments section can be used to communicate the reason for rejecting the time back to the employee and Winter Wyman.
5. You may also click Print to print out or save a copy of the employee's timecard for your records.

Pay Period: 03/17/2008 - 03/23/2008 Print									
Status: Submitted	03/17/08 (Mon)	03/18/08 (Tue)	03/19/08 (Wed)	03/20/08 (Thu)	03/21/08 (Fri)	03/22/08 (Sat)	03/23/08 (Sun)	Total	
Hours Worked	In: 09:00 AM Out: 05:00 PM Break (min): 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	0 0.00	0 0.00	40.00	
Show Comments								0.00	
Pay Class: Overtime								0.00	
Show Comments								0.00	
Pay Class: Holiday								0.00	
Show Comments								0.00	
Pay Class: Vacation								0.00	
Show Comments								0.00	
Timecard Comments:								Total:	40

[Approve](#) [Reject](#)

To update the status of multiple timecards at once:

1. From the timecard list, select the timecard(s) for which you would like to change the status of time.
2. Click the Update to Status drop-down and do one of the following:
 - If the hours are verified, select 'Client Approved.'
 - If there is a discrepancy with the hours, select 'Rejected.'

Timecards		Logout	
Timecards: 03/31/2008 - 04/06/2008			
Selected Timecards:		Update to Status ▾	
		Hours	Status
<input checked="" type="checkbox"/>	View Timecard	0.00	Rejected
<input checked="" type="checkbox"/>	View Timecard	0.00	491
<input checked="" type="checkbox"/>	View Timecard	0.00	943
<input type="checkbox"/>	View Timecard	0.00	1147
<input type="checkbox"/>	View Timecard	0.00	1214
<input type="checkbox"/>	View Timecard	0.00	1222
<input type="checkbox"/>	View Timecard	0.00	2083
<input type="checkbox"/>	View Timecard	0.00	2448
<input type="checkbox"/>	View Timecard	0.00	3575

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3. You will receive a warning that this change is considered final. If this is acceptable, select 'Yes' and click Continue.

To review timecards from previous pay periods:

1. You can view your timecards for the past 14 weeks by clicking the "Pay Period Ending:" drop-down.
2. One the desired week is selected, click Get Timecards.
3. The selected week will now be viewable.

If you have any questions or experience any technical difficulty, please contact Josh Davis, Payroll Liaison at Jdavis@winterwyman.com or your Account Manager.