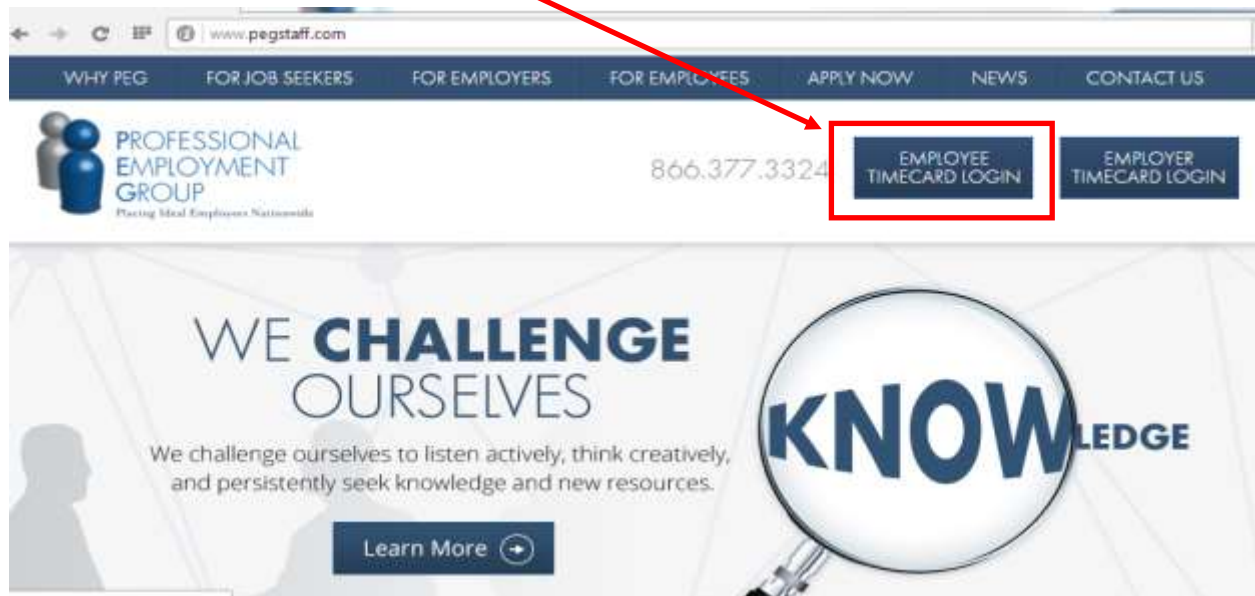




## Payroll Time Entry Instructions

To input your timecard for approval, please navigate to: [www.pegstaff.com](http://www.pegstaff.com) and click on the Employee Timecard Login button:

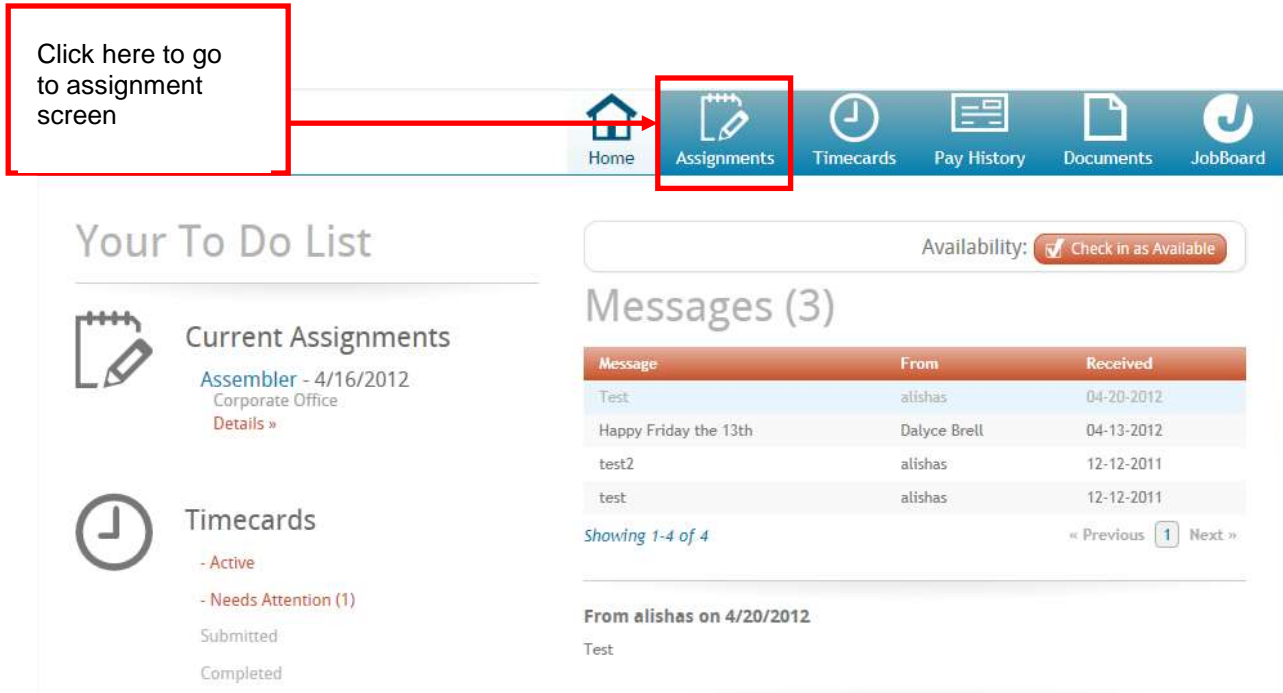


This will take you to the login Screen



## Home Screen:

Click here to go to assignment screen



The Home Screen features a navigation bar with icons for Home, Assignments, Timecards, Pay History, Documents, and JobBoard. Below the navigation bar, there are sections for 'Your To Do List', 'Current Assignments', 'Timecards', and 'Messages (3)'. The 'Current Assignments' section shows 'Assembler - 4/16/2012 Corporate Office' with a 'Details »' link. The 'Timecards' section shows 'Active', 'Needs Attention (1)', 'Submitted', and 'Completed' items. The 'Messages (3)' section shows a list of messages from 'alishas' and 'Dalyce Brell'.

Home Assignments Timecards Pay History Documents JobBoard

### Your To Do List

Availability:  Check in as Available

### Current Assignments

Assembler - 4/16/2012  
Corporate Office  
[Details »](#)

### Timecards

- Active
- Needs Attention (1)
- Submitted
- Completed

### Messages (3)

Message	From	Received
Test	alishas	04-20-2012
Happy Friday the 13th	Dalyce Brell	04-13-2012
test2	alishas	12-12-2011
test	alishas	12-12-2011

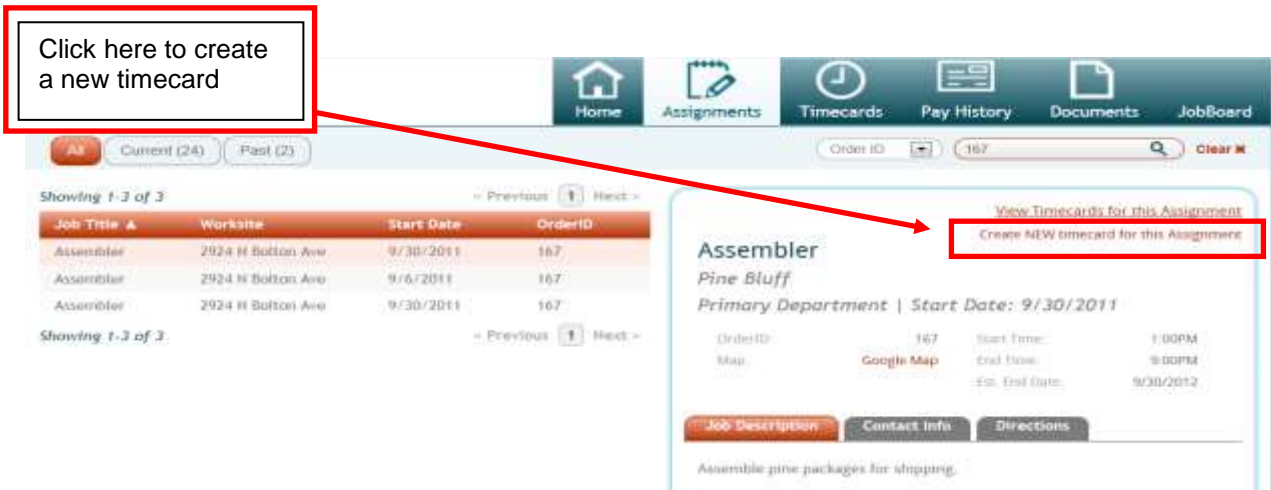
Showing 1-4 of 4 « Previous 1 Next »

From alishas on 4/20/2012

Test

## Assignments Screen:

Click here to create a new timecard



The Assignments Screen shows a navigation bar with icons for Home, Assignments, Timecards, Pay History, Documents, and JobBoard. Below the navigation bar, there are tabs for 'All', 'Current (24)', and 'Past (23)'. A search bar for 'Order ID' is present with the value '167'. The main content area displays a table of assignments and a detailed view for the selected assignment 'Assembler'.

Home Assignments Timecards Pay History Documents JobBoard

All Current (24) Past (23) Order ID 167 Clear

Showing 1-3 of 3 « Previous 1 Next »

Job Title	Worksite	Start Date	OrderID
Assembler	2924 H Bolton Ave	9/30/2011	167
Assembler	2924 H Bolton Ave	9/6/2011	167
Assembler	2924 H Bolton Ave	9/30/2011	167

Showing 1-3 of 3 « Previous 1 Next »

### Assembler

Pine Bluff  
Primary Department | Start Date: 9/30/2011

OrderID: 167 Start Time: 1:00PM  
Map: Google Map End Time: 9:00PM  
Est. End Date: 9/30/2012

Job Description Contact Info Directions

Assemble pine packages for shipping.

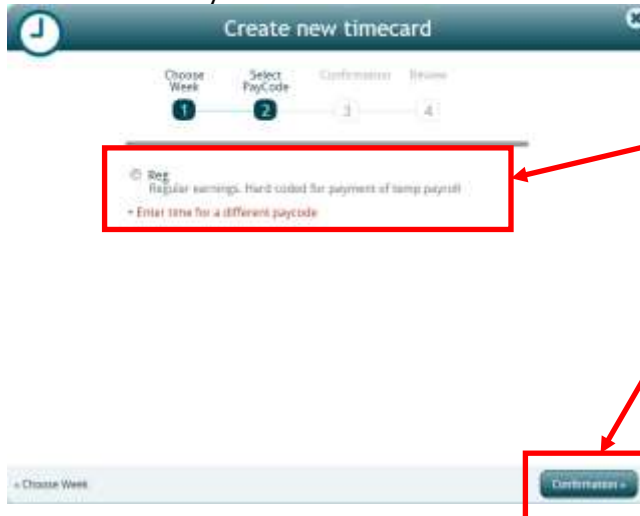
View Timecards for this Assignment  
Create NEW timecard for this Assignment

After clicking *Create NEW timecard for this Assignment*. A wizard will pop open to take you through the steps of creating your TimeCard:

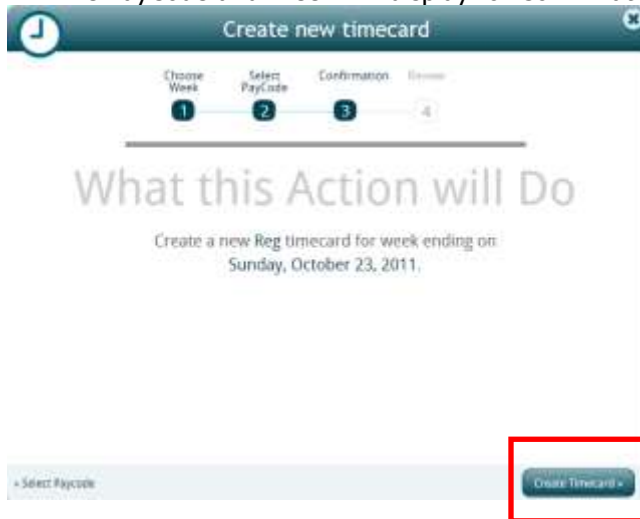
- Choose the Week from the calendar:



- Select the PayCode for this Timecard:



- The PayCode and Week will display for Confirmation:



- At Step 4, Results, you can either View the Timecard just created or Close Window:



Click on View Timecard to enter time

## Entering Time Online:

The Timecard can be opened for time entry either as you are creating it or by clicking on the Edit/Submit button in the Timecard list.

Once the Timecard is open, enter time accordingly:

	10/10/2011 Monday	10/11/2011 Tuesday	10/12/2011 Wednesday	10/13/2011 Thursday	10/14/2011 Friday	10/15/2011 Saturday	10/16/2011 Sunday
Punch In	5:00 AM	6:00 AM					
Break (min)							
Lunch Out	11:00 AM						
Lunch In	12:00 PM						
Break (min)							
Punch Out	5:00 PM						
	11.00	0.00	0.00	0.00	0.00	0.00	0.00

**11.00 Total Hours**

Notes:

Adjustments

(+) Add Adjustment **\$0.00 Total Adjustments**

Create Another Timecard Save and Close Submit Timecard

This Timecard can be Saved by clicking on *Save and Close*. This will save the Timecard in a state of Not Submitted so it can be further edited. If you would prefer, you can enter your time as you go each day or as you clock in and out and save that time until the end of the week before submitting it.

When ready, click *Submit Timecard* to submit it to your Supervisor. You will receive confirmation that the Timecard was submitted:

