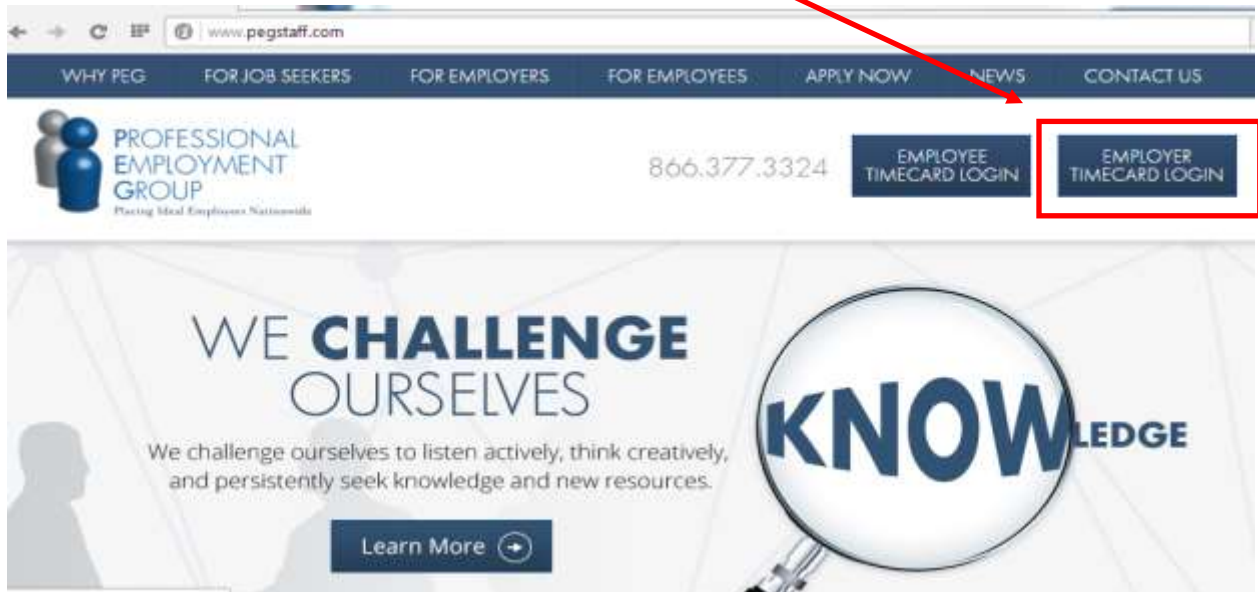




Payroll Time Approval Instructions

To approve timecards, please navigate to: www.pegstaff.com and click on the Employer Timecard Login button:

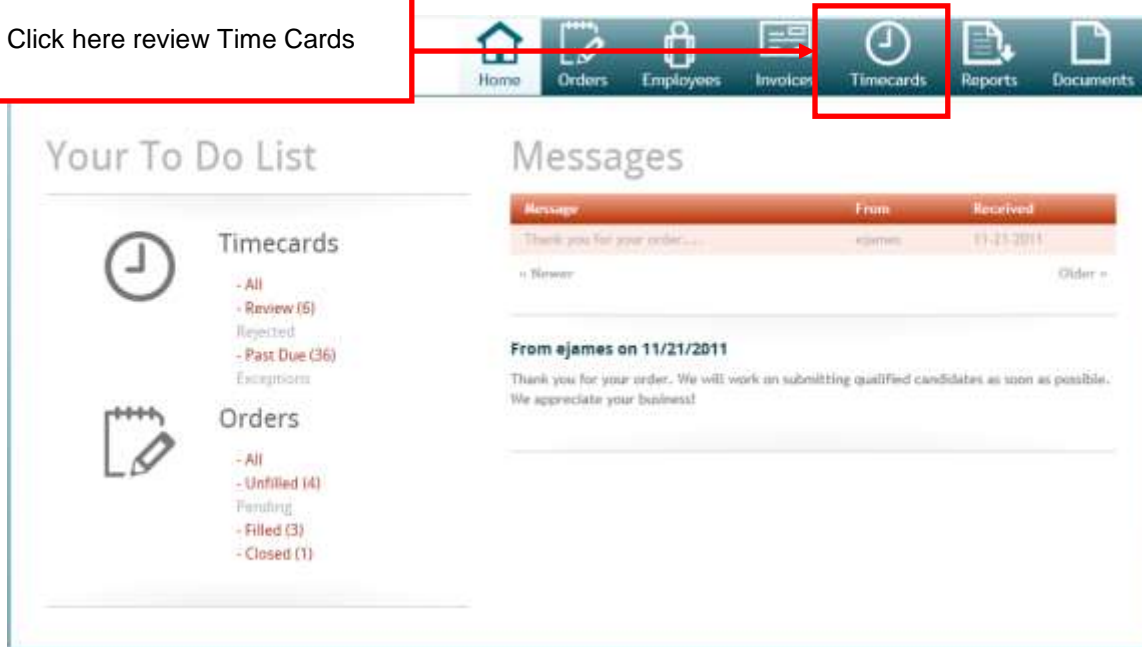


This will take you to the login Screen



Home Screen:

Click here review Time Cards



Timecards:

The Timecards area allows you to approve, edit and submit time for your Temporary Workers.



Filter for Timecards by clicking

Timecards can also be searched based on:



Select the criteria by which to search then enter the date into the search field:



Clear this criteria by clicking

Add any missing Timecards by clicking **+ Add Missing Timecards**. This will allow you to create timecards for any Employee who does not currently have a Timecard.

Select *All missing timecards for this week* –or- *Choose week and employees* for which to create time.



When selecting *Choose Week and Employees*, you will be directed though a wizard which will allow you to *Choose the Week*:



After Choosing the Week click *Select Employees* to continue.




Select the Employees for which to create the Timecards by clicking a check mark into the check box.

After Selecting the Employees click to continue.

To return to the *Choose Week* click



Review the Timecards being added then click  to Confirm.

Choose to display the hours by Weekly total or Daily total by selecting:



Column Mode: Weekly Daily


Weekly total: 

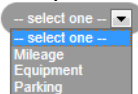
Daily total: 


Enter hours as needed for each timecard.
Edit Paycodes, if applicable.

Timecard Details:


To view the details of each Timecard, to select a Cost Code or add Adjustments click , to the right of the Timecard. Or, click on the Timecard to highlight it then click . The details of that Timecard will be displayed. Using the dropdown, select the proper Cost Code.

Click  to add any adjustments to this Timecard.
From the dropdown select the type of adjustment:



Then enter the amount of the adjustment: \$ 

**Note – Positive amounts will increase pay/bill, negative amounts will decrease pay/bill.*

Copy a Timecard by clicking . Copy a Timecard so you can submit time with different Paycodes or Cost Codes.

When complete, click to select each transaction to be submitted then click Submit Selected Timecards:
 Click Select All at the top of the Timecard form to select all Timecards. **Select All** **Select None**

	Paycode	RT	OT	OT	
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Review	AP	3.00	0.00	0.00	3.00 Hours \$1.00 Adjustments
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Payroll	Reg	5.00	0.00	0.00	5.00 Hours \$2.00 Adjustments
<input type="checkbox"/> Arthur, James xxx-xx-9789 - Past Due	Reg	8.50	0.00	0.00	8.50 Hours \$2.00 Adjustments
<input type="checkbox"/> Collins, Michele Fra xxx-xx-9165 - Past Due	Reg	15.00	0.00	0.00	15.00 Hours \$2.00 Adjustments
<input checked="" type="checkbox"/> Cooks, Miguel DeAdri xxx-xx-8985 - Past Due	Reg	48.00	4.00	0.00	44.00 Hours \$2.00 Adjustments
<input type="checkbox"/> Diaz, Cortney xxx-xx-9417 - Past Due	Reg	8.00	0.00	0.00	8.00 Hours \$2.00 Adjustments
<input type="checkbox"/> Diaz, Cortney xxx-xx-9417 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$2.00 Adjustments
<input type="checkbox"/> Hawkins, Albert xxx-xx-2823 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$2.00 Adjustments
<input type="checkbox"/> Henry, Donald xxx-xx-4934 - Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$2.00 Adjustments

72.50 Total Hours

83.50 Total Hours

3 of 33 timecards selected

Submit selected Timecards

You will receive a prompt notifying you of the number of Timecards submitted:



Each Timecard will display its status below the Employee's name and next to their SSN:

<input type="checkbox"/> Alabama, Nick Unlock xxx-xx-6465 - In Review
<input type="checkbox"/> Alabama, Nick xxx-xx-6465 - In Payroll
<input type="checkbox"/> Arthur, James Unlock xxx-xx-9789 - Submitted
<input type="checkbox"/> Collins, Michele Fra Unlock xxx-xx-9165 - Submitted
<input type="checkbox"/> Cooks, Miguel DeAdri Unlock xxx-xx-8985 - Submitted

Timecards can be edited if they are "In Review" by clicking the *Unlock* button.

Once a Timecard is in Payroll it will be locked, indicated by: