

## Web Based Timecard System Instructions

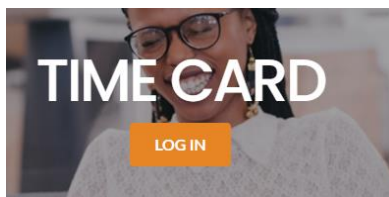
Follow these steps to approve employees' hours:

1



2

Visit [ContemporaryStaffing.com/time-clock](http://ContemporaryStaffing.com/time-clock)  
& Click "Log In"



Insert your user name & password.

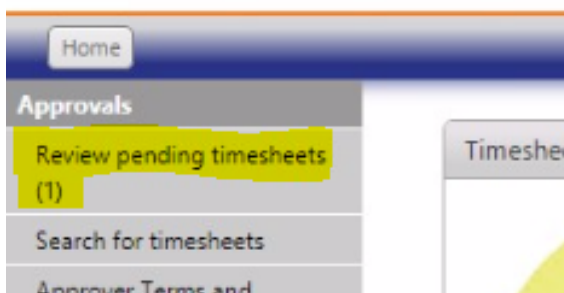
3



4

Once you are logged in:

- Click "review pending timesheet"



- Check off the box of the candidate's time you would like to approve OR reject

- If you would like to see details, click on the ID number



<input type="checkbox"/> Select All	User ID	Temp Name	Hours	Expense
<input checked="" type="checkbox"/>	Faber Law Offices, LLC: Aug 13 - Aug 19 - TRAINING - Jamie's Webtime Tr			
<input type="checkbox"/>	100425	Rice, Melba	8.50	0.0

Approve Reject Close

**All timecards must be APPROVED by Mondays at 10AM.**

Any hours approved after the payroll deadline might result in a check processing delay until the following Thursday.

PLEASE NOTE: The first-time inserting hours will need to be done using a DESKTOP.

After initial setup hours may be inserted using your mobile device.