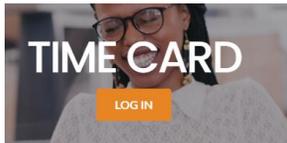


## WebBased Timecard System Instructions

Follow these steps to Enter Hours Worked:

1

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



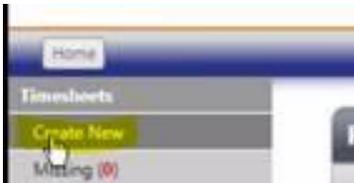
2

Insert your username & password.



3

Once logged in, click "Create New"



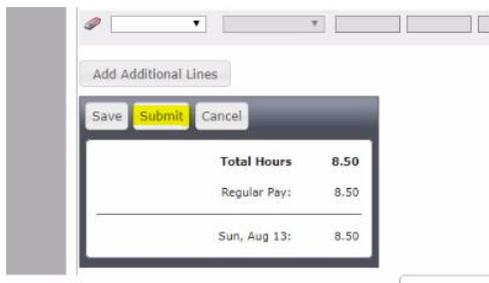
4

Enter each date worked along with hours,  
breaks, comments & any attachments  
needed.

Date	Pay Type	Hours	In	Out	Lunch	Comments	Upload File
Sun, Aug 13							Choose File No file chosen
Mon, Aug 14							Choose File No file chosen
Tue, Aug 15							Choose File No file chosen
Wed, Aug 16							Choose File No file chosen
Thu, Aug 17							Choose File No file chosen
Fri, Aug 18							Choose File No file chosen
Sat, Aug 19							Choose File No file chosen

5

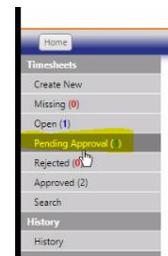
Once reviewing your hours for accuracy,  
click "Submit"



Total Hours	8.50
Regular Pay:	8.50
Sun, Aug 13:	8.50

6

You're all finished inserting hours for the week.  
Once returning to the homepage, you will see  
"Pending Approval" with a (1) next to it.



**All timecards must be INSERTED by Mondays at 8AM.**

Any hours inserted after the payroll deadline might result in a check processing delay until the following Thursday.  
Please contact [Payroll@ContemporaryStaffing.com](mailto:Payroll@ContemporaryStaffing.com) with timecard questions, profile changes, or any additional questions.

**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.**