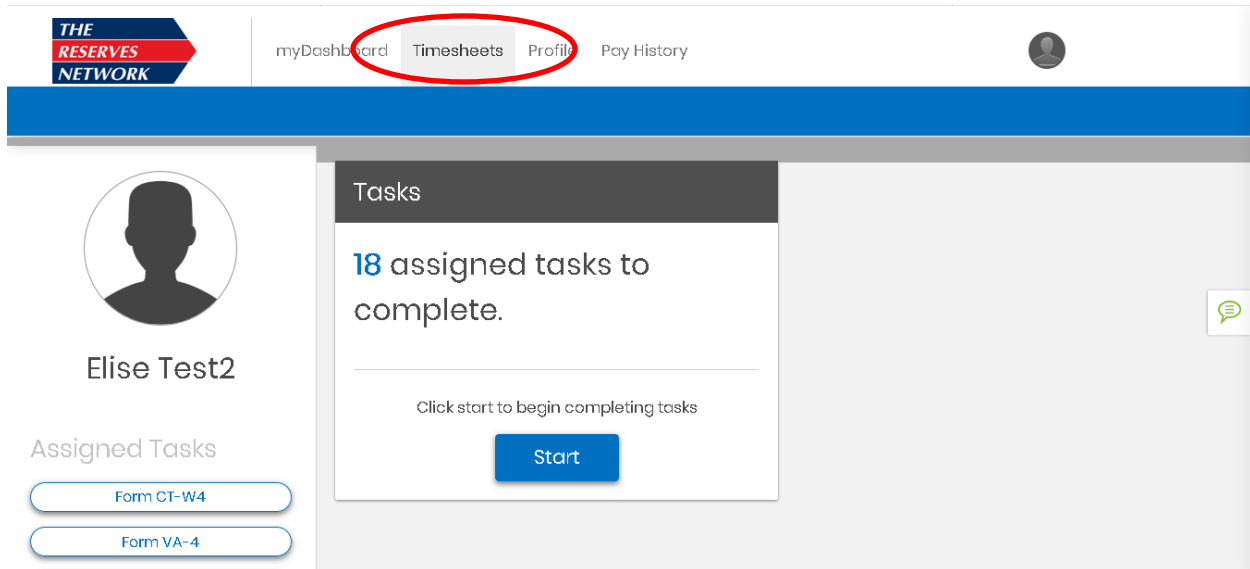


## Training Tip

### Talent Web Portal – Entering Hours for Time Entry

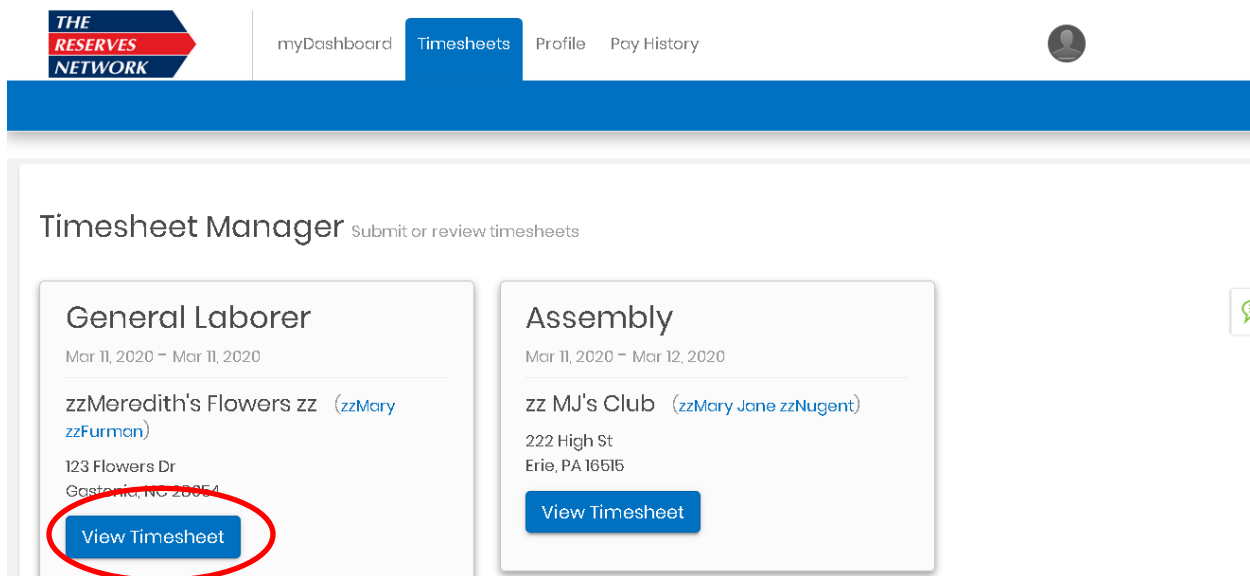
#### Timesheet Entry

1. Once logged into your Talent Portal, click on the **Timesheets** Tab to view the timesheet for your assignment.



The screenshot shows the user interface of the Talent Web Portal. At the top left is the logo for 'THE RESERVES NETWORK'. To the right of the logo is a navigation bar with the following items: 'myDashboard', 'Timesheets', 'Profile', and 'Pay History'. The 'Timesheets' tab is highlighted with a red circle. Below the navigation bar is a blue header bar. On the left side, there is a user profile section for 'Elise Test2' with a silhouette icon and two buttons for 'Assigned Tasks': 'Form CT-W4' and 'Form VA-4'. The main content area is titled 'Tasks' and displays '18 assigned tasks to complete.' Below this, there is a button labeled 'Start' and a message that says 'Click start to begin completing tasks'.

2. Click **View Timesheet** for your current Assignment.



The screenshot shows the 'Timesheet Manager' page. At the top left is the logo for 'THE RESERVES NETWORK'. To the right of the logo is a navigation bar with the following items: 'myDashboard', 'Timesheets', 'Profile', and 'Pay History'. The 'Timesheets' tab is highlighted with a blue bar. Below the navigation bar is a blue header bar. The main content area is titled 'Timesheet Manager' with the subtitle 'Submit or review timesheets'. There are two assignment cards displayed. The first card is for 'General Laborer' with the dates 'Mar 11, 2020 - Mar 11, 2020'. It lists the assignment as 'zzMeredith's Flowers zz (zzMary zzFurman)' and provides the address '123 Flowers Dr, Gastonia, NC 28054'. A blue button labeled 'View Timesheet' is highlighted with a red circle. The second card is for 'Assembly' with the dates 'Mar 11, 2020 - Mar 12, 2020'. It lists the assignment as 'zz MJ's Club (zzMary Jane zzNugent)' and provides the address '222 High St, Erie, PA 16515'. A blue button labeled 'View Timesheet' is also present on this card.

- The most recent week's timesheet will appear. Enter **Start Time**, **End Time** and any **un-paid Breaks** for each day worked.
  - Add or Remove break times as needed through the green + OR red- break buttons.

THE RESERVES NETWORK | myDashboard | Timesheets | Profile | Pay History

Home | Expense Reports

Back to Timesheet Manager | Week ending: Sun Mar 29 2020

Week Ending Mar 22 2020 | Notes | Apply Default

Consultant: Elise Test2 | Company: zzghostbusters | Manager: zzSue zzSmith | Job Title: Reception | Job Dates: 3/16/20 - 8/2/21

Monday Mar 16 2020	Tuesday Mar 17 2020	Wednesday Mar 18 2020	Thursday Mar 19 2020	Friday Mar 20 2020	Saturday Mar 21 2020	Sunday Mar 22 2020
Mon In	Tue In	Wed In	Thu In	Fri In	Sat In	Sun In
Break Start	Break Start	Break Start	Break Start	Break Start	Break Start	Break Start
Break End	Break End	Break End	Break End	Break End	Break End	Break End
Mon Out	Tue Out	Wed Out	Thu Out	Fri Out	Sat Out	Sun Out

Regular Hours  
0.00

Save Timesheet | Save & Submit Timesheet | Submit Zero Hours

Add/Remove Un-paid Break times, as needed

- After the time is entered for each day worked, click on the green **Save & Submit Timesheet** button to submit the timesheet to your timecard approver.

THE RESERVES NETWORK | myDashboard | Timesheets | Profile | Pay History

Back to Timesheet Manager | Week ending: Sun Mar 29 2020

Week Ending Mar 22 2020 | Notes | Apply Default

Consultant: Elise Test2 | Company: zzghostbusters | Manager: zzSue zzSmith | Job Title: Reception | Job Dates: 3/16/20 - 8/2/21

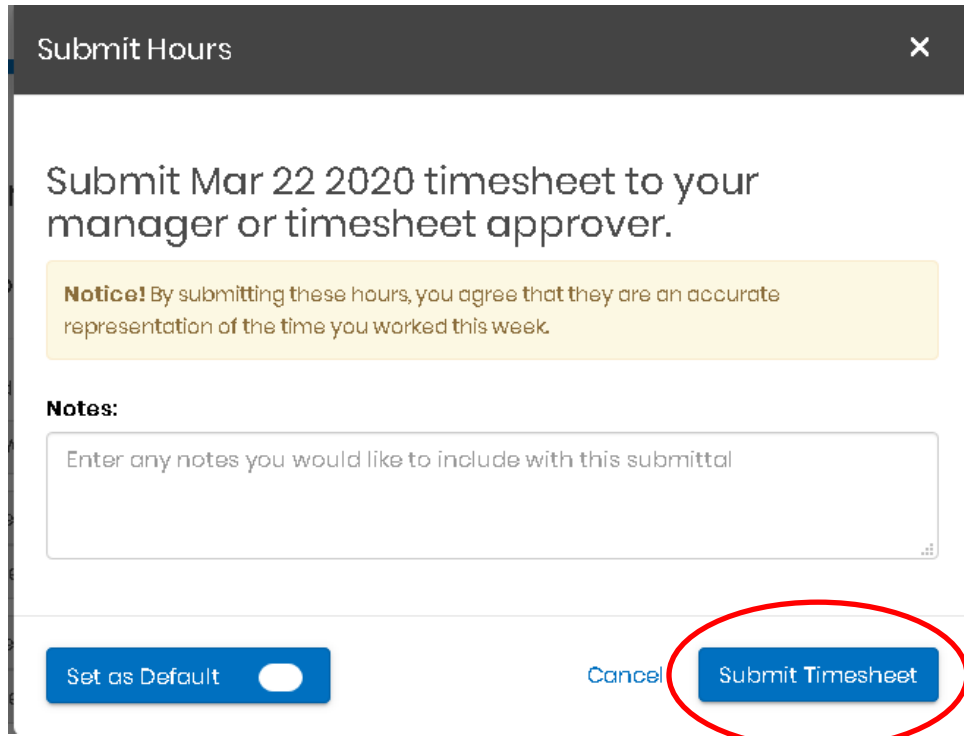
Monday Mar 16 2020	Tuesday Mar 17 2020	Wednesday Mar 18 2020	Thursday Mar 19 2020	Friday Mar 20 2020	Saturday Mar 21 2020	Sunday Mar 22 2020
Mon In: 8:00 AM	Tue In: 8:15 AM	Wed In: 8:30 AM	Thu In: 8:15 AM	Fri In: 8:00 AM	Sat In	Sun In
Break Start: 11:45 AM	Break Start: 11:45 AM	Break Start: 12:00 PM	Break Start: 11:30 AM	Break Start: 11:30 AM	Break Start	Break Start
Break End: 12:45 PM	Break End: 12:15 PM	Break End: 1:00 PM	Break End: 12:30 PM	Break End: 12:30 PM	Break End	Break End
Mon Out: 3:00 PM	Tue Out: 2:00 PM	Break Start: 2:15 PM	Thu Out: 3:15 PM	Fri Out: 2:45 PM	Sat Out	Sun Out
Mon Out: 3:00 PM	Tue Out: 2:00 PM	Break End: 2:30 PM	Thu Out: 3:15 PM	Fri Out: 2:45 PM	Sat Out	Sun Out

Regular Hours  
40.00

Save Timesheet | Save & Submit Timesheet | Submit Zero Hours

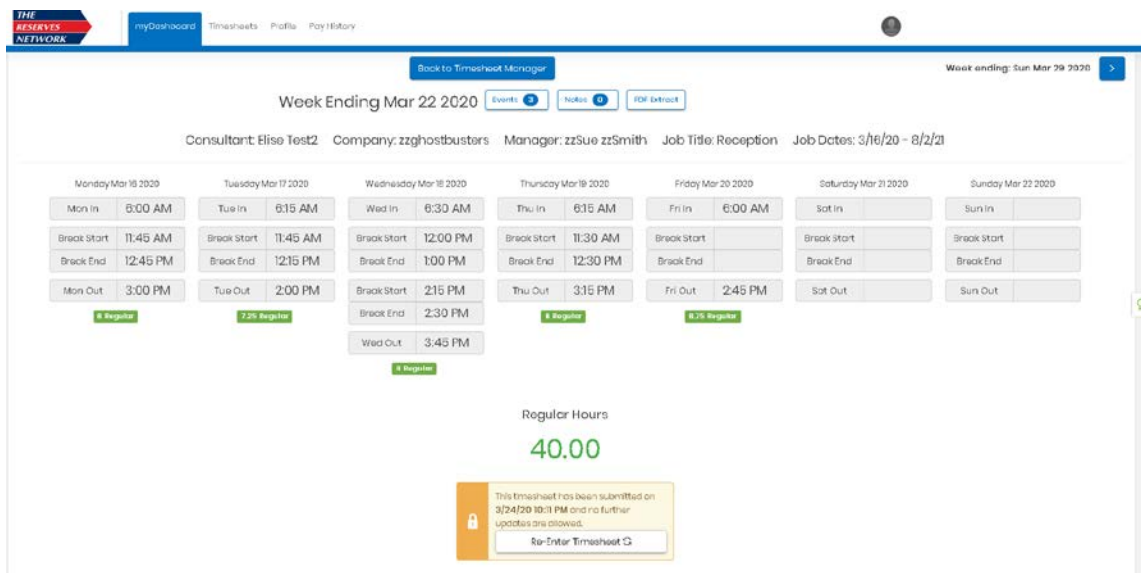
5. A Submit Hours confirmation box will appear. Enter any notes to the timesheet approver if needed then click **Submit Timesheet**.

You will receive an email confirmation that your timesheet has been submitted, and your timesheet will be sent to your Time Approver.



The image shows a 'Submit Hours' dialog box with a dark header and a close button (X) in the top right. The main text reads 'Submit Mar 22 2020 timesheet to your manager or timesheet approver.' Below this is a yellow notice box: 'Notice! By submitting these hours, you agree that they are an accurate representation of the time you worked this week.' Underneath is a 'Notes:' section with a text input field containing the placeholder 'Enter any notes you would like to include with this submittal'. At the bottom, there are three buttons: 'Set as Default' with a toggle switch, 'Cancel', and 'Submit Timesheet'. The 'Submit Timesheet' button is circled in red.

6. Once submitted, your Timesheet will now be viewable, but cannot be edited.



The image shows a screenshot of a 'Timesheet Manager' web application. The header includes 'THE RESERVES NETWORK' logo, navigation links for 'myDashboard', 'Timesheets', 'Profile', and 'Pay History', and a 'Back to Timesheet Manager' button. The main content area displays 'Week Ending Mar 22 2020' with buttons for 'Events', 'Notes', and 'PDF Extract'. Below this, user information is shown: 'Consultant: Elise Test2', 'Company: zzghostbusters', 'Manager: zzSue zzSmith', 'Job Title: Reception', and 'Job Dates: 3/6/20 - 8/2/21'. A grid shows timesheet data for Monday through Sunday, including 'In', 'Out', and 'Break' times. A 'Regular Hours' summary shows '40.00'. A yellow notification box at the bottom states: 'This timesheet has been submitted on 3/24/20 10:11 PM and no further updates are allowed. Re-Enter Timesheet'.