

PAYROLL AND TIMESHEET EMPLOYEE PORTAL GUIDE

Welcome to City Staffing!

Please review the following carefully for payroll timeline and directions on how to submit your timesheet (3rd shift or overnight hours please see page 6). The [Web Portal](#) is where you will enter your direct deposit information prior to first payroll, timesheets, work availability, update your profile, etc.

Timesheets are due no later than 9:00am Central on Mondays. IMPORTANT: Late timesheets will result in one week pay delay – no exceptions.

You will receive four additional emails:

- 1) New associates will receive username and password for the portal by the end of the week. Existing associates have this information or can choose “Forgot” username or password.
- 2) Email from Akken approving your Direct Deposit.
- 3) Email from Summit approving your Direct Deposit.
- 4) After your first payroll you’ll receive an email from Summit on Thursday morning with a link to register to view your pay history in their portal.

After I Submit a Timesheet, what happens?

- After timesheet is submitted it is pending approval from supervisor & cannot be edited.
- If the timesheet is rejected, you will receive an email letting you know and you can resubmit.
- Payroll is weekly on Thursdays by end of day.
- **Enroll in Direct Deposit under My Profile → Pay Check Delivery**

For more information, questions, or concerns please contact accounting@citystaffing.com.

WELCOME TO THE TEAM!

This guide reviews the basic features for an AkkenCloud Employee Self Service Account.

LOGIN INFORMATION:

You can log into your Employee Self Service account from <https://citystaffing.com/webportal>. Use the credentials emailed to you upon your first week.

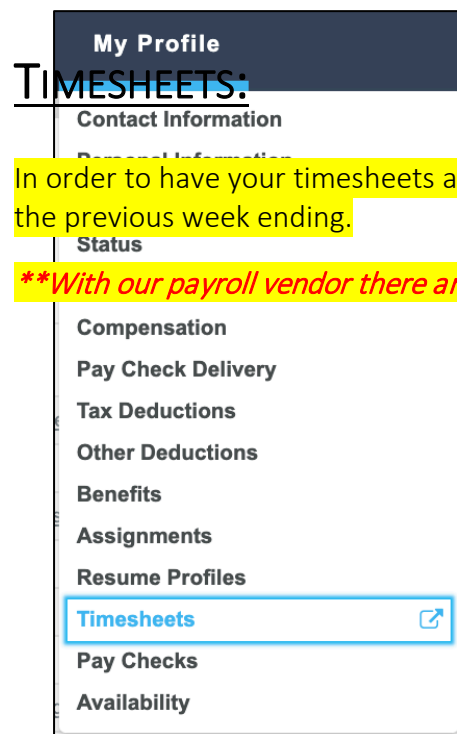
Username: your username

Password: your password

If you ever forget our login information, simply choose Forgot Username or Forgot Password and it will be sent to you.

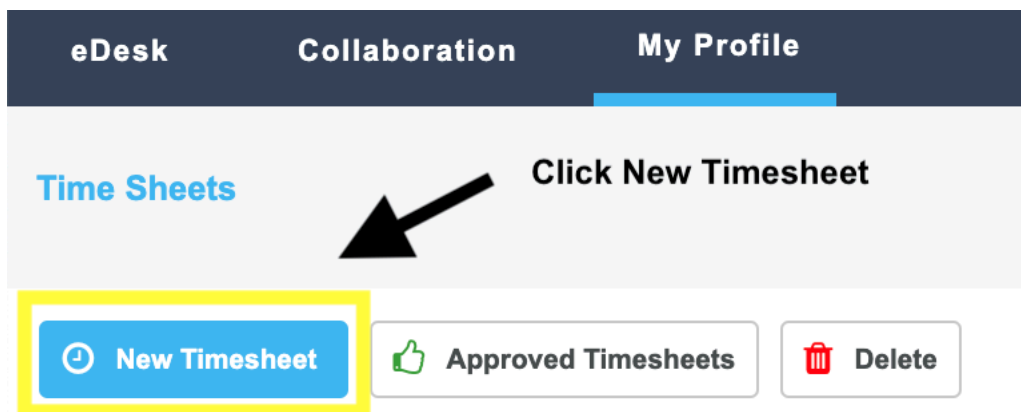
Read below about how to submit timesheets or watch the videos on www.citystaffing.com found under Resources.

After you have logged in you will see your *eDesk*. We will focus on the 'My Profile' tab for Timesheets.



In order to have your timesheets approved, you must submit a weekly timesheet through your self-service account *before 9am Central on Mondays* for the previous week ending.

****With our payroll vendor there are no exceptions.**



TIME IN/TIME OUT TIMESHEET

- 1) Create a Timesheet in the right-hand corner by choosing your first day of work until the last day of work that week. Click View.
You will NOT be able to see your assignment if you create a timesheet before your first day on assignment. Pay attention to the dates.

Create Timesheet

STEP 1

Create a Time Sheet From

06/17/2019 To 06/23/2019

view

In the right corner, choose date of first day of work that week until last day of work that week

Jun 17 - Jun 23, 2019

Add Row

Save



Submit

Cancel





| Date | Assignments | Time In | Time Out | Lunch/Break | Time In | Time Out | Regular | OverTime | DoubleTime |
|--|---|----------|----------|-------------|----------|----------|---------|----------|------------|
| | | | | | | | Hours | Hours | Hours |
| 06/17/2019 Monday ▼ Add Task Details | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| 06/18/2019 Tuesday ▼ Add Task Details | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| 06/19/2019 Wednesday ▼ Add Task Details | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| 06/20/2019 Thursday ▼ Add Task Details | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| 06/21/2019 Friday ▼ Add Task Details | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |











- 2) Make sure the correct Assignment is listed in drop down under Assignment Section. If you are currently working on more than one assignment, select the assignment from the drop-down list under Assignments.

Create Timesheet

Create a Time Sheet From
 06/17/2019  To 06/23/2019  view

STEP 2:
 Make sure the correct Date & Assignment are chosen.
 If you are currently working on more than one assignment, select the assignment from
 the drop-down list under Assignments.

 Add Row
 Save
 Submit
 Cancel



| Date | Assignments | Time In | Time Out | Lunch/Break | Time In | Time Out | Regular | OverTime | DoubleTime |
|--|---|----------|----------|-------------|----------|----------|---------|----------|------------|
| | | | | | | | Hours | Hours | Hours |
| <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> 06/17/2019 Monday ▾ <div style="display: flex; align-items: center; margin-top: 5px;">  Add Task Details </div> </div> </div> | <div style="border: 1px solid #ccc; padding: 2px;"> (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▾ </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0070C0; color: white; margin-top: 2px;"> (ASGN102164) (08/20/2012 - No End Date) 55 - City Staffing - Social Media Manager </div> | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> 06/18/2019 Tuesday ▾ <div style="display: flex; align-items: center; margin-top: 5px;">  Add Task Details </div> </div> </div> | | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> 06/19/2019 Wednesday ▾ <div style="display: flex; align-items: center; margin-top: 5px;">  Add Task Details </div> </div> </div> | <div style="border: 1px solid #ccc; padding: 2px;"> (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▾ </div> | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> 06/20/2019 Thursday ▾ <div style="display: flex; align-items: center; margin-top: 5px;">  Add Task Details </div> </div> </div> | <div style="border: 1px solid #ccc; padding: 2px;"> (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▾ </div> | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;"> 06/21/2019 Friday ▾ <div style="display: flex; align-items: center; margin-top: 5px;">  Add Task Details </div> </div> </div> | <div style="border: 1px solid #ccc; padding: 2px;"> (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▾ </div> | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |

3) Fill in **TIME IN** and **TIME OUT** boxes:

- Enter *Time In* (for the day), *Time Out* (for break), *Time In* (after break), and finally *Time Out* (for the day).
- If you did not take a break, then enter your *Time In* and *Time out* in the first two boxes (i.e. no break).
- Enter your hours worked on the **actual** day worked.
- You can change the day of the week by clicking on the arrow next to the listed day.
- If at the end of the timesheet you run out of line items simply choose "Add Row".











Create Timesheet

Create a Time Sheet From

06/17/2019  To 06/23/2019  [view](#)

Jun 17 - Jun 23, 2019

[+ Add Row](#)
[Save](#)
[Submit](#)
[Cancel](#)

| Date | Assignments | Time In | Time Out | Lunch/Break | Time In | Time Out | Regular | OverTime | DoubleTime |
|---|---|----------|----------|-------------|----------|----------|--|----------|------------|
| <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 06/17/2019 Monday <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 2px;">  Add Task Details </div> </div> </div> | | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="color: red; font-weight: bold; margin-bottom: 5px;">STEP 3</div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Enter Time In (for the Day) Time Out (for Break Start) </div> | | | | | | | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Enter Time In (from Break) Time Out (for the day) </div> | | |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 06/18/2019 Tuesday <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 2px;">  Add Task Details </div> </div> </div> | | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 06/19/2019 Wednesday <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 2px;">  Add Task Details </div> </div> </div> | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 06/20/2019 Thursday <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 2px;">  Add Task Details </div> </div> </div> | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 06/21/2019 Friday <div style="margin-left: 5px;">▼</div> </div> <div style="margin-top: 2px;">  Add Task Details </div> </div> </div> | (ASGN102164) (08/20/2012 - No End Date) 55 - Cit... ▼ | HH:MM AM | HH:MM AM | | HH:MM AM | HH:MM AM | | | |

3rd SHIFT or OVERNIGHT SHIFT EMPLOYEES: See below for an example of a 3rd shift or overnight hours timesheet.

- Schedule D and F should have Sunday as the beginning of their timesheet, not the end. The system defaults to Monday, so **change** it to Sunday.
- 3rd shift will have **TWO**-line items for each shift since you start one day (Sunday) and end the next day (Monday), for example. The below example shows an associate who started her shift at 7:00PM on Sunday and ended at 05:30AM Monday. Her hours are broken up between Sunday (7:00PM to 11:59PM) and Monday (12:00AM until her break, return from break until 05:30AM). She worked 4 days for a total of 37 hours.

Create Timesheet

Create a Time Sheet From

09/20/2020 To 09/26/2020 [view](#)

Sep 20 - Sep 26, 2020

[+ Add Row](#)
[Save](#)
[Submit](#)
[Cancel](#)

| Date | Assignments | Time In | Time Out | Lunch/Break | Time In | Time Out | Regular | Overtime | DoubleTime |
|----------------------|--|----------|----------|-------------|----------|----------|--------------|-------------|-------------------|
| | | | | | | | Hours | Hours | Hours |
| 09/20/2020 Sunday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 07:00 PM | 11:59 PM | | HH:MM AM | HH:MM AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/21/2020 Monday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 12:00 AM | 02:00 AM | 00:30 | 02:30 AM | 05:30 AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/21/2020 Monday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 07:00 PM | 11:59 PM | | HH:MM AM | HH:MM AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/22/2020 Tuesday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 12:00 AM | 02:00 AM | 00:30 | 02:30 AM | 05:30 AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/22/2020 Tuesday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 07:00 PM | 11:59 PM | | HH:MM AM | HH:MM AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/23/2020 Wednesday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 12:00 AM | 02:00 AM | 00:30 | 02:30 AM | 05:30 AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/23/2020 Wednesday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 07:00 PM | 11:59 PM | | HH:MM AM | HH:MM AM | 5.00 | | |
| | Add Task Details | | | | | | | | |
| 09/24/2020 Thursday | 55 - City Staffing (ASGN102164) - Social Media Ma... | 12:00 AM | 02:00 AM | 00:30 | 02:30 AM | 05:30 AM | 2.00 | | |
| | Add Task Details | | | | | | | | |
| Total Hours | | | | | | | 37.00 | 0.00 | 0.00 37.00 |

- 4) Hit **Save** (for editing later) or **Submit** to send for approval. We cannot see your timesheet until you **Submit** it.

Create Timesheet

Create a Time Sheet From

06/17/2019 To 06/23/2019 [view](#)

Jun 17 - Jun 23, 2019

+ Add Row
Save
Submit
Cancel

| Date | Assignments | Time In | Time Out | Lunch/Break | Time In | Time Out | Regular | OverTime | DoubleTime |
|----------------------|----------------------------------|---------|----------|-------------|---------|----------|---------|----------|------------|
| 06/17/2019 Monday | Add Task Details | | | | | | | | |
| 06/18/2019 Tuesday | Add Task Details | | | | | | | | |
| 06/19/2019 Wednesday | Add Task Details | | | | | | | | |
| 06/20/2019 Thursday | | | | | | | | | |

STEP 4

Click SUBMIT (This will successfully submit your timesheet for the week)
Click SAVE (This will save your timesheet if you want to edit later but will NOT submit your timesheet)

- 5) If you saved a timesheet you can double click on it to open, edit, and submit. Once submitted you cannot edit a timesheet.
- 6) Once a timesheet has been submitted, the time sheet will be listed in the main timesheet home screen. Here you can also view prior timesheets you have saved for future submission and timesheets that have been approved or rejected.

Time Sheets

Following are the TimeSheets from 09/17/2018 To 06/14/2019 [view](#)

New Timesheet
Approved Timesheets
Delete

-If a timesheet is saved you can double click on it to open, edit, and submit
-Once a timesheet has been "Submitted to Accounts" you cannot edit the timesheet

| <input type="checkbox"/> | Start Date | End Date | Customer Name(s) | Assignment Name(s) | Assignment ID(s) | Timesheet Layout | Total | Status |
|--------------------------|------------|------------|------------------|--------------------|------------------|------------------|-------|-----------------------|
| <input type="checkbox"/> | | | | | | | | ALL |
| <input type="checkbox"/> | 06/14/2019 | 06/14/2019 | Wunderman | Receptionist | ASGN117873 | In & Out(Daily) | 7.50 | Saved |
| <input type="checkbox"/> | 06/13/2019 | 06/13/2019 | Wunderman | Receptionist | ASGN117873 | In & Out(Daily) | 5.00 | Submitted to Accounts |

Showing records 1 to 2 of 2
Show 50 Records
« < Page 1 of 1 > »