

Contemporary Staffing Solutions WebBased Timecard System Instructions

To Enter Time, visit www.contemporarystaffing.com & click "Login" in the top right corner of the screen.


NEW USERNAME: Your E-mail Address

TEMPORARY PASSWORD: password

To Change Your Password:

- Click "Security" in the left toolbar
- Type in old password: password
- Create a new password
- Confirm new password

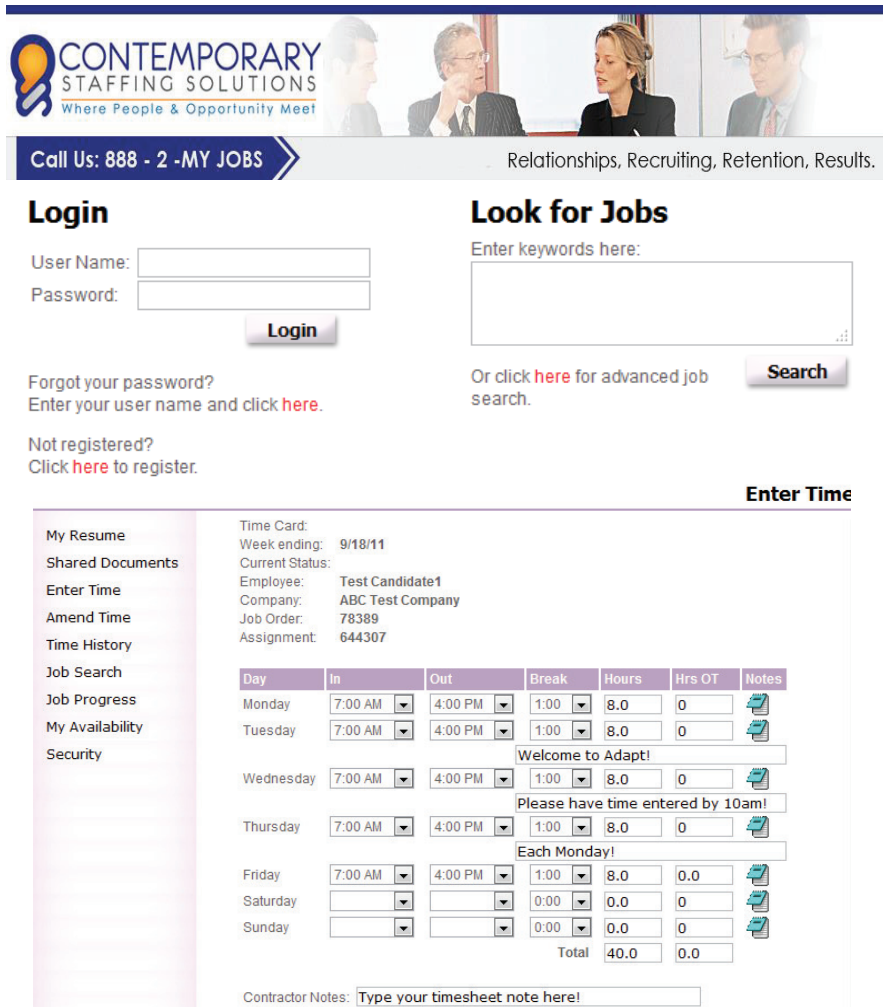
To Enter Time:

- Click "Enter Time" in the left toolbar
- Type in the Week Ending Date (Sunday)
- Choose the Assignment
- Click "Create"
- Enter Hours by Day. Overtime is automatically calculated after 40 hours.
- Click  to add notes for your supervisor.

Click **Submit** to send to your supervisor for approval.

If you click **Save for Later** :

- Click "Amend Time"
- Click on the "Timecard Number"
- to open
- Save or submit



CONTEMPORARY STAFFING SOLUTIONS
Where People & Opportunity Meet

Call Us: 888 - 2 - MY JOBS Relationships, Recruiting, Retention, Results.

Login

User Name:

Password:

Login

Forgot your password?
Enter your user name and click [here](#).

Not registered?
Click [here](#) to register.

Look for Jobs

Enter keywords here:

Search

Or click [here](#) for advanced job search.

Enter Time

My Resume

Shared Documents

Enter Time

Amend Time

Time History








Job Search

Job Progress

My Availability

Security

Time Card:
Week ending: 9/18/11
Current Status:
Employee: Test Candidate1
Company: ABC Test Company
Job Order: 78389
Assignment: 644307

Day	In	Out	Break	Hours	Hrs OT	Notes
Monday	7:00 AM	4:00 PM	1:00	8.0	0	
Tuesday	7:00 AM	4:00 PM	1:00	8.0	0	
Welcome to Adapt!						
Please have time entered by 10am!						
Wednesday	7:00 AM	4:00 PM	1:00	8.0	0	
Each Monday!						
Thursday	7:00 AM	4:00 PM	1:00	8.0	0	
Friday	7:00 AM	4:00 PM	1:00	8.0	0.0	
Saturday			0:00	0.0	0	
Sunday			0:00	0.0	0	
Total				40.0	0.0	

Contractor Notes:

Reminder: All timecards must be APPROVED by Mondays at 10 AM. Any hours approved after the payroll deadline might result in a check processing delay until the following Thursday.

Please contact Payroll@ContemporaryStaffing.com with timecard questions, profile changes, & any additional questions.