

Contemporary Staffing Solutions WebBased Timecard System Instructions

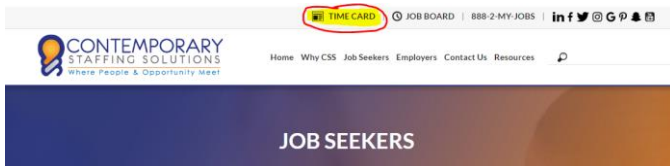
Follow these steps to approve employees' hours:

1

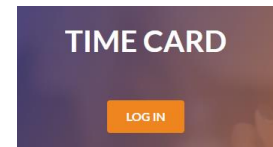


2

Visit www.ContemporaryStaffing.com
& Click "Time Card"



Insert your user name & password.



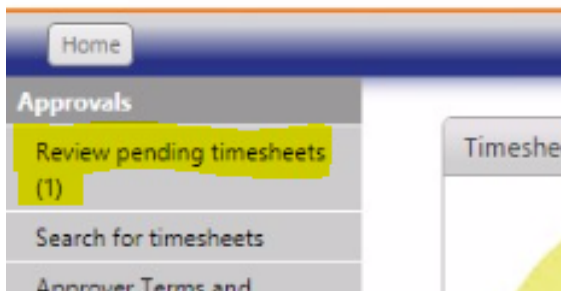
3



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



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.