

Timesheet Information & Instructions

You will be provided with a username and password when placed on your first assignment. This username and password will **not** change while you are employed with IOS, even if you change assignments.





To log in to your Insurance Overload Timesheet account:

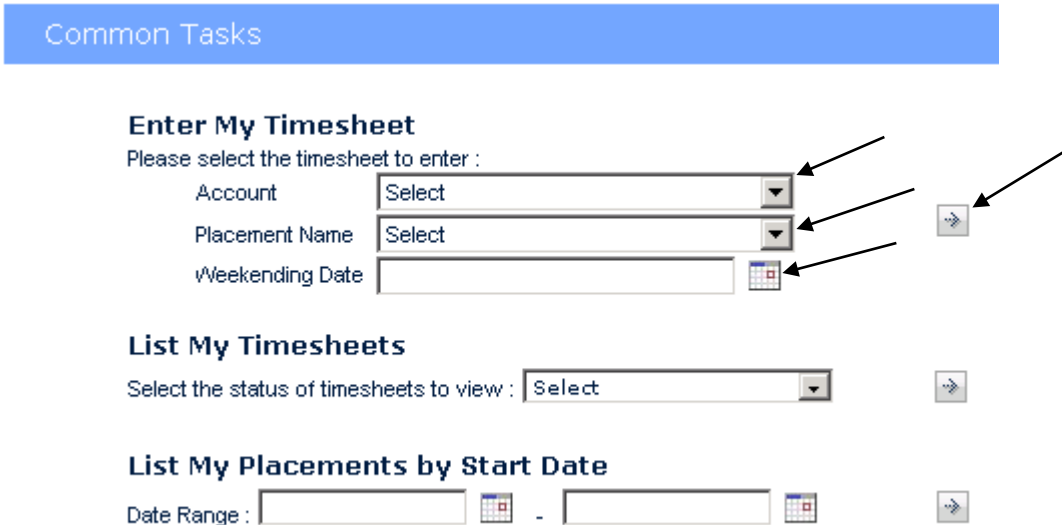
<https://tkammulti.vcgasp.com/timekeeper.web/pages/timekeeperlogin.aspx>

Make certain that you work only the hours assigned and you must receive specific authorization from your manager to work overtime.

In order to ensure that you are paid ON TIME, you must submit your timesheets for approval, **no later than Midnight on Friday**. If we do not have an approved timesheet by close of business on the following Tuesday, your paycheck could be delayed. **It will be your responsibility to complete your timesheet weekly and ensure that your manager has approved it.**

When you log into TimeKeeper you will see the following screen.

- To the right of the **Account** click on the down arrow . Select the client that you are currently on assignment with.
- To the right of the **Placement Name** click on the down arrow . Select the job title that you are currently on.
- **Weekending Date** click on the calendar  button and select the weekending date.
- Click on the arrow  to pull up your timesheet



The standard timesheet is pictured below. You will see

- Your job title
- Weekending date
- Your Name
- Account (client's name)
- Status of your timesheet
- Weekending date

Below that you will see where you enter your time. Note – when you begin entering your time the **day** will turn orange/yellow color. When you complete entering information for that day it should turn blue. If it does NOT turn blue, something is not entered correctly.

- **Time In** - Enter the actual time you began work
- **Time Out** - Enter the actual time you finished work.
- **Less Lunch** - Enter how long you took for lunch. (example: 1.00 for an hour, 0.50 for a half hour, etc)
- **Total Hours** - this will be calculated for you
- **Regular Hours** - Enter the total number of regular hours you worked. Please note – overtime is not entered until after you have **worked** 40 hours.
- **Overtime Hours** - after you have **worked** 40 hours, you will enter overtime (See example)

Once completed, you can **Save & Submit Timesheet** Save & Submit Timesheet

Property Adjuster - 01/27/2013

Name	<input type="text"/>	Account	Imperial Fire & Casualty
Status		Weekending Date	01/27/2013
Placement Id	15799		

	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Total
Time In	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	
Time Out	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> AM	
Less Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regular	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Doubletime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Timesheet
Save & Submit Timesheet

THIS IS HOW YOUR TIMESHEET SHOULD LOOK WHEN YOU ARE DONE. NOTICE THE OVERTIME IS NOT ENTERED UNTIL AFTER 40 HOURS HAVE BEEN WORKED.

	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Total
Time In	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM			
Time Out	7:00 PM	7:00 PM	7:00 PM	7:00 PM	7:00 PM			
Less Lunch	1.00	1.00	0.50	0.50	1.00			
Total Hours	10.00	10.00	10.50	10.50	10.00	0.00	0.00	51.00
Regular	10.00	10.00	10.50	9.50				40.00
Overtime				1.00	10.00			11.00
Doubletime								0.00
Total Hours	10.00	10.00	10.50	10.50	10.00	0.00	0.00	51.00

Save Timesheet

Save & Submit Timesheet