

# Insurance Overload Staffing Electronic Timesheet Tips

## LOGGING IN:

Log onto our website <http://www.iosstaffing.com> to create an electronic timesheet on a weekly basis. Click on the link indicating [Enter Your Timesheet Here](#) on the left side of the page. This will link you to our TimeKeeper system.

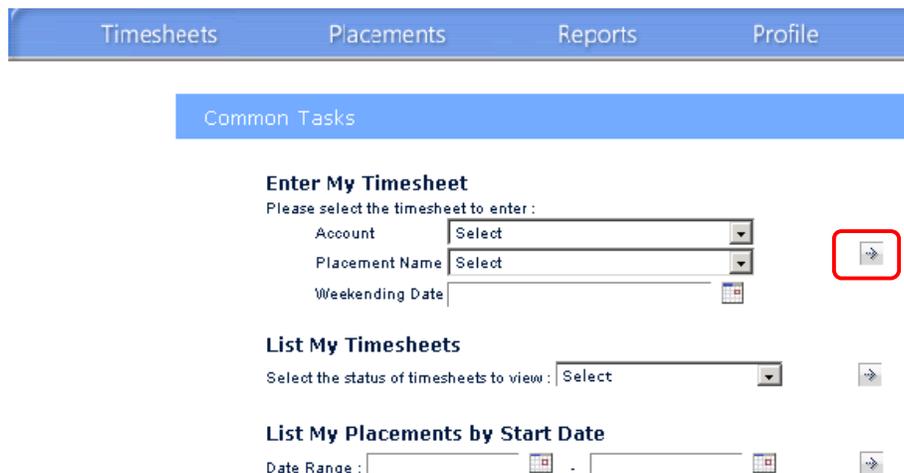
**Username and password are case specific.** These will have been sent to you via email from your local IOS office representative.



The screenshot shows the login interface for the Timesheet Management System. At the top left is the IOS logo with the text "INSURANCE OVERLOAD STAFFING". Below the logo is a blue header bar with the text "Timesheet Management System". On the right side, there is a "Login" box containing the following fields: "User Id:" with a text input field, "Password:" with a text input field, a link for "Forgot Password?", and a blue "Login" button.

## TIMESHEET ENTRY:

When you first log in, you will see on the main page a list of common tasks. To enter a new timesheet, go to the Enter My Timesheet Task and select your client name (account), Placement name (job title) and Week ending date. The first two fields are pick lists – just click on the arrow to the right of the box and select the correct information. The last field is a calendar option – please select the proper week ending date. Watch to make sure it is the proper week as it is possible to pick a current week when you needed a past week. Once the fields are populated, **click on the boxed arrow to the right of those fields.**



The screenshot shows the "Common Tasks" section of the system. At the top, there is a blue navigation bar with the following tabs: "Timesheets", "Placements", "Reports", and "Profile". Below this is a blue header bar with the text "Common Tasks". The main content area is divided into three sections:

- Enter My Timesheet**: This section contains the text "Please select the timesheet to enter:" followed by three fields: "Account" (a dropdown menu with "Select" as the current value), "Placement Name" (a dropdown menu with "Select" as the current value), and "Weekending Date" (a calendar icon). A red box highlights the right-pointing arrow next to the "Placement Name" dropdown.
- List My Timesheets**: This section contains the text "Select the status of timesheets to view:" followed by a dropdown menu with "Select" as the current value and a right-pointing arrow.
- List My Placements by Start Date**: This section contains the text "Date Range:" followed by two date input fields (each with a calendar icon) separated by a period, and a right-pointing arrow.

**This will open up a timesheet for you to complete.** Users can enter time in and time out for a day, then include the total amount of time take for lunch (example 01.00 would be 1 hour for lunch, or 00.50 would be ½ hour). This time can be entered in minute increments or quarter hour increments. The system then totals the time between in and out times and deducts the amount of time taken for lunch

	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Sun 6/13	Total
Time In	07:00 AM							
Time Out	04:00 PM							
Less Lunch	01.00	01.00	01.00	01.00	01.00	00.00	00.00	
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>
Regular	08.00	08.00	08.00	08.00	08.00	00.00	00.00	40.00
Overtime	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
Doubletime	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>

**Make sure you enter your total hours worked each day in the regular hours field at the bottom of the timesheet or it will not allow you to save your entry.** If there is any information missing on a day, it will show as orange on the date. Once the information is entered or corrected, it will return to blue.

Downtime cannot be entered into the new timesheet at this time. If downtime is being requested, please send an email to your local IOS Branch Representative and we will process manually.

### Keying California OT in the IOS Timesheet

Pre-approval must be submitted by your manager to IOS before any OT hours are worked. This is to clarify the correct entry of regular and overtime hours in your IOS Timesheets to maintain consistency and ensure correct paychecks!

OT time is calculated **after** you have completed 8.0 hours each day, you need to enter your regular time in the “regular hours” field and the OT in the Overtime field.... please calculate your hours carefully to avoid any delay in processing your timesheets.

### Example: IOS Timesheet

	Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total
Time In	06:00 AM	07:15 AM						
Time Out	03:00 PM	03:00 PM	03:00 PM	03:00 PM	04:00 PM	03:15 PM		
Less Lunch	01.00	01.00	01.00	01.00	01.00	01.00	00.00	
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>7.00</b>	<b>0.00</b>	<b>48.00</b>
Regular	08.00	08.00	08.00	08.00	08.00	00.00	00.00	40.00
Overtime	00.00	00.00	00.00	00.00	01.00	07.00	00.00	8.00
Doubletime	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0.00
<b>Total Hours</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>7.00</b>	<b>0.00</b>	<b>48.00</b>

If you have any questions, please give the office a call and we will be happy to help you!