



Employee Timesheet Entry

Working for JFC has never been easier! The company that you have been assigned to is part of JFC's WebTime program. WebTime is a program that will allow you to complete your time card online and electronically submit it to your supervisor for approval. Once approved, it will automatically be forwarded to JFC's payroll department. No need for manual time slips or physically dropping them off.

How do you get started? It's easy!

You will be able to go to the following website, time.jfcstaffing.com, to login and fill out your time card for the week. All you need to know is your Employee ID number and which JFC company you are assigned. This Employee ID number will be both the User Name and Password. It will tell you your password has expired and to change your password upon your first login.



Choose the proper JFC Company to login

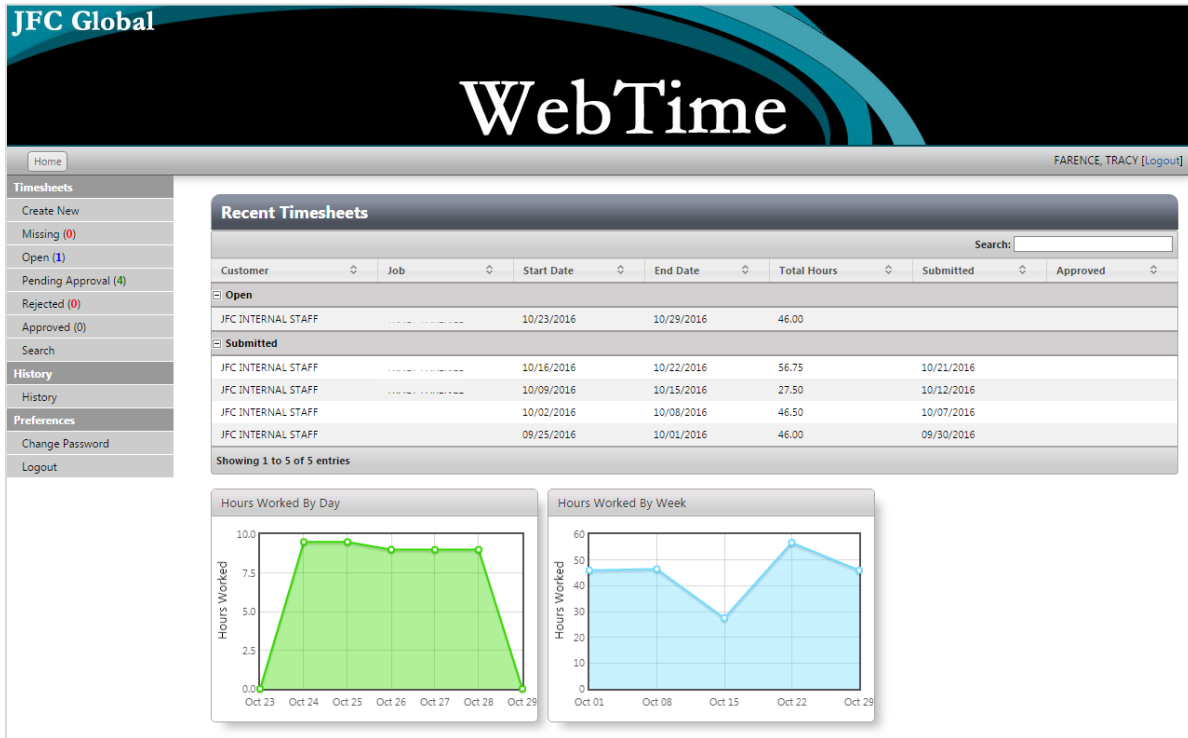
A screenshot of a login form titled 'Login'. It contains two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a link that says 'Forgot Password?'. To the right of the 'Forgot Password?' link is a blue button with the text 'Login'.

The "Forgot Password?" link is available on the home screen if you have trouble remembering your password. Simply click the link and instructions on how to reset your password will be sent to the email address we have on file. This is one of the reasons it is important to keep information updated in our system. So please notify us of any changes in contact information, especially your email address.

All time submission for the previous work week needs to be submitted by 9 am on Monday of the following week to ensure it is processed properly. Failure to do so may result in delayed payment.

Home Screen

This is the home screen that will appear when you first login.



The screenshot shows the JFC Global WebTime interface. At the top, there is a header with the JFC Global logo and the text 'WebTime'. Below the header, there is a navigation bar with a 'Home' button and a user profile 'FARENCE, TRACY [Logout]'. On the left side, there is a sidebar menu with the following options: Timesheets, Create New, Missing (0), Open (1), Pending Approval (4), Rejected (0), Approved (0), Search, History, Preferences, Change Password, and Logout. The main content area is titled 'Recent Timesheets' and features a search bar and a table with columns for Customer, Job, Start Date, End Date, Total Hours, Submitted, and Approved. The table lists five entries for 'JFC INTERNAL STAFF'. Below the table, there are two charts: 'Hours Worked By Day' and 'Hours Worked By Week'.

Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved
Open						
JFC INTERNAL STAFF		10/23/2016	10/29/2016	46.00		
Submitted						
JFC INTERNAL STAFF		10/16/2016	10/22/2016	56.75	10/21/2016	
JFC INTERNAL STAFF		10/09/2016	10/15/2016	27.50	10/12/2016	
JFC INTERNAL STAFF		10/02/2016	10/08/2016	46.50	10/07/2016	
JFC INTERNAL STAFF		09/25/2016	10/01/2016	46.00	09/30/2016	

Showing 1 to 5 of 5 entries

Hours Worked By Day

Date	Hours Worked
Oct 23	0.0
Oct 24	9.5
Oct 25	9.5
Oct 26	9.0
Oct 27	9.0
Oct 28	9.0
Oct 29	0.0

Hours Worked By Week

Date	Hours Worked
Oct 01	45
Oct 08	45
Oct 15	30
Oct 22	55
Oct 29	45

You will see several options along the left side of your screen:

Timesheets
Create New
Missing (0)
Open (0)
Pending Approval (0)
Rejected (0)
Approved (0)
Search
History
History
Preferences
Change Password
Logout

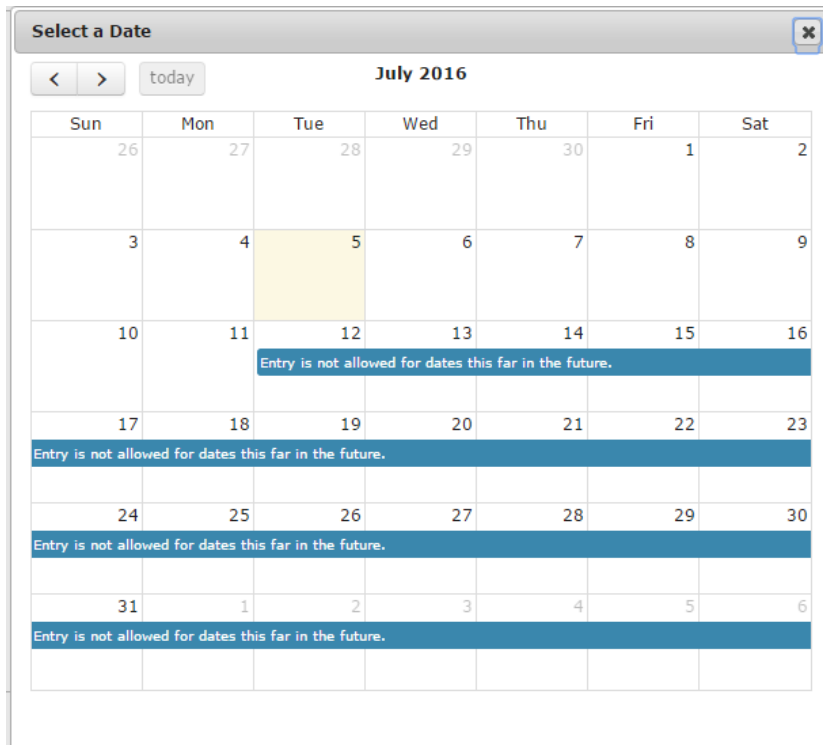
Create New allows you to create a new timesheet.

Open allows you to edit a previously entered timesheet that is yet to be submitted.

The **Missing**, **Pending Approval** (Submitted), **Rejected**, and **Approved** options allow you to access any of your timesheets by status. Clicking any of these 4 statuses will display the appropriate timesheets in the Recent Timesheet grid.

Create New

When the option to Create New is selected, you must first select a date from the calendar that pops up (see below). The periods that are selectable will be the current work week and 1 work week prior. Once the date is selected, you will automatically drop into the Timesheet Entry window. Only 1 timecard can be created per work week.





Timesheet Entry

Entering timesheet information is very straightforward.

Pay Type – Regular Hours is the default. Overtime is automatically calculated when received by Payroll.

In/Out – Enter the time you clocked in and out for the day.

Lunch – Enter the amount of time taken for lunch, formatted in hours (not minutes). For example, if **30 minutes** is taken then **0.50 hours should be entered**. See the quick reference chart below:


Minutes	Hours
15	0.25
30	0.50
45	0.75
60	1.00















Comments – Use this field for any special notes such as vacation time, sick leave, on-call time, holiday, etc. When entering comments for a day that has no time worked, you will need to enter zero for In, zero for Out and zero for Lunch, which will default to 12am to 12am as per below. Comments for blank time lines are not transmitted to Payroll.

Date	Pay Type	Hours	In	Out	Lunch	Comments	Upload File
Sun, Oct 23	Regular Hours	<input type="text" value="0.00"/>	<input type="text" value="12:00am"/>	<input type="text" value="12:00am"/>	<input type="text" value="0.00"/>	<input type="text" value="Comment Here"/>	<input type="button" value="Choose File"/> No file chosen

Upload File – Use this function if you have any approved JFC forms or documentation that needs to be included.

Save Submit Cancel Delete Export

 Enter only actual hours worked.

Date	Pay Type	Hours	In	Out	Lunch	Days	Comments	Upload File
 Sun, Sep 4	Regular Hours							 Browse...
 Mon, Sep 5	Regular Hours	8.75	8:00am	5:05pm	0.25	0	test	 Browse...
 Tue, Sep 6	Regular Hours	8.50	8:00am	5:00pm	0.50	0		 Browse...
 Wed, Sep 7	Regular Hours	8.00	8:00am	5:00pm	1.00	0		 Browse...
 Thu, Sep 8	Regular Hours	8.00	8:25am	5:10pm	0.75	0		 Browse...
 Fri, Sep 9	Regular Hours	8.00	8:00am	5:00pm	1.00	0		 Browse...
 Sat, Sep 10	Regular Hours							 Browse...

Save Submit Cancel Delete Export

Total Hours	41.25
Regular Hours:	41.25
Mon, Sep 5:	8.75
Tue, Sep 6:	8.50
Wed, Sep 7:	8.00
Thu, Sep 8:	8.00
Fri, Sep 9:	8.00

Please Submit Your Timesheets every Friday before C.O.B to avoid payroll issues. For Technical Support Contact Administrator: admin@webts.com

Save – Allows the timesheet data to be saved and becomes available to be edited later.

Submit – Allows you to submit the entered time for approval by the supervisor.

No changes can be made to this timesheet once it has been submitted.

Cancel – Allows you to exit out of the window without saving the entered timesheet data.

Delete – Deletes the current time sheet.

Export – Transfers data to a savable file for your personal records.



– The eraser button found next to each time entry line can be used to clear all fields. When selected, you must save before editing is available again. If clicked by accident simply hit Cancel.

Once you have submitted your timesheet, it will go to your supervisor for approval. **The deadline for employee submission is 9 am on Monday. If submitted after 9 am we cannot guarantee on time payment.** If approved, it will get transmitted to Payroll for processing. If rejected, you will receive email notification that means there is a discrepancy or error that needs to be corrected. You must correct and resubmit the timecard for approval to be paid.

*** Timecards will not be paid until approval status has been achieved. ***