

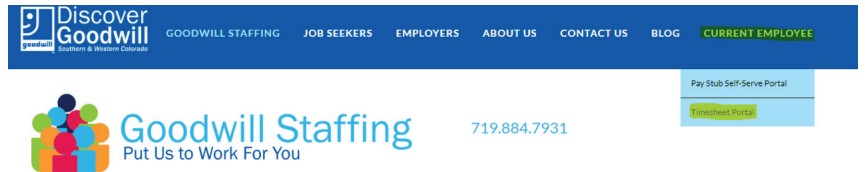


Goodwill Staffing  
Put Us to Work For You

## CANDIDATE TIMESHEET HOW-TO

1

Log into the portal using the link on GoodwillStaffing.com under "Current Employee".



2

Enter your username and password. Your username will be your first name and last name (no spaces, all lowercase). Your initial password will be the same thing. For Bob Smith, his username and password are both bobsmith.

3

Once you are signed in, select the green assignment button next to "timesheets".



## CANDIDATE TIMESHEET HOW-TO (CONT.)

4

Click the Dark Blue button to "Add Timesheet Lines"

Week Commencing Sunday 14 Jul 2019

Save Timesheet Submit for Approval **Add Timesheet Line(s)**

14 Jul 2019 - 20 Jul 2019

Timesheets

Activity	Sun 14 Jul	Mon 15 Jul	Tue 16 Jul	Wed 17 Jul	Thu 18 Jul	Fri 19 Jul	Sat 20 Jul	Total
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pending Submitted Approved Rejected

**Timesheet Note**  
Please submit your weekly time accurately by Monday morning at 9:00am. Thank you, Your Goodwill Staffing Team!

5

Check the boxes of the lines you need to add. Then press the blue Ok button.

**Add Timesheet Line(s)**

Please use the table below to select the activities that you want to add

Assignment Activity	Assignment	Company
<input checked="" type="checkbox"/> 1. Regular Pay	Staffing Assistant	Goodwill Staffing

Ok Cancel

6

Select the correct week you are adding time for using the arrows in the upper right corner.

Week Commencing Sunday 07 Jul 2019

Save Timesheet Submit for Approval Add Timesheet Line(s)

07 Jul 2019 - 13 Jul 2019

Timesheets

Activity	Sun 07 Jul	Mon 08 Jul	Tue 09 Jul	Wed 10 Jul	Thu 11 Jul	Fri 12 Jul	Sat 13 Jul	Total
1. Regular Pay Staffing Assistant (Goodwill Staffing)								0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pending Submitted Approved Rejected

**Timesheet Note**  
Please submit your weekly time accurately by Monday morning at 9:00am. Thank you, Your Goodwill Staffing Team!



## CANDIDATE TIMESHEET HOW-TO (CONT.)

7

Add time to a specific day by selecting the box (a). Once you are done, you can press the green button to save your timesheet (b). When your timesheet is finalized for the entire week (Sun-Sat), select the blue button to submit your timesheet for approval (c).

8

Click the Assignments you want to confirm submission for. Then click Ok.