



How to Submit Your Timesheet

Deadline

- Your timesheet is DUE by **NOON** on Monday. If you are on a bi-weekly pay cycle, it is due every other Monday (the Monday following the last day on your biweekly timesheet).
- DUE means *approved by your timesheet approver*. It is strongly suggested that you SUBMIT your timesheet before Monday so your timesheet approver has ample time to review, contact you about corrections, and approve your time.
- If we do not receive your APPROVED timesheet by Noon on Monday, you may not receive a check or direct deposit until the following week's payroll is processed.

Logging In

- Open a compatible browser: Chrome, Firefox, and Safari are known to work best with our software. (Please do not use Internet Explorer – it is not fully compatible.)
- Go to erecruit.greeneresources.com.
- Enter your username and password. If you have questions regarding your login credentials please reach out to your Greene Resources representative.

Password Assistance:

- If you have forgotten your password, click “Forgot Your Password?” and you will receive the password via email.

Your login attempt was not successful. Please try again.

The screenshot shows the eRecruit login interface. At the top left is the Greene Resources logo (GR). Below the logo is the text "greene resources". The main heading is "Welcome to erecruit.". There are two input fields: "Email:" with the value "employee@abc-company.net" and "Password:". Below the password field is a note: "(Note: passwords are case-sensitive)". At the bottom left is a link "Forgot Your Password?". At the bottom right is a green button labeled "Log In".



Entering Time

- All available timesheets will be displayed upon logging in. Select the appropriate time sheet for the week worked by clicking on the name of the company and position.

Timesheets					
Options					
<input type="checkbox"/> Show past and submitted timesheets.					
AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS	
▼ Placement: UNC Student Stores - Temporary Retail Associate					
UNC Student Stores - Temporary Retail Associate	7/14/2014	7/20/2014	0	Draft	
UNC Student Stores - Temporary Retail Associate	7/7/2014	7/13/2014	0	Draft	
			Total:	0	

- The selected timesheet for that week will open (see below). You will then navigate through each day that work was performed, entering in the total time worked.
 - Select "Add Time" to enter new data
 - Use the "Rate" drop down to choose the correct Rate Class (such as Regular Time, Overtime, etc.).
 - Enter the hours worked and click "Add" to save the time.

Mon 07/28/2014	Tue 07/29/2014	Wed 07/30/2014	Thu 07/31/2014	Fri 08/01/2014	Sat 08/02/2014	Sun 08/03/2014
8h 0m	7h 0m	8h 0m	<div>Rate • Regular Pay</div>	0h 0m	0h 0m	0h 0m
Add Time	Add Time	Add Time	<div>Hours/Quantity • 7.5</div>	Add Time	Add Time	Add Time
			<div>Cancel Add</div>			

1. Enter your hours

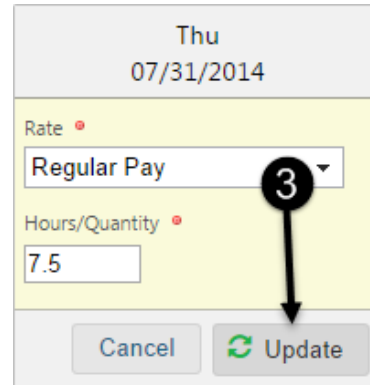
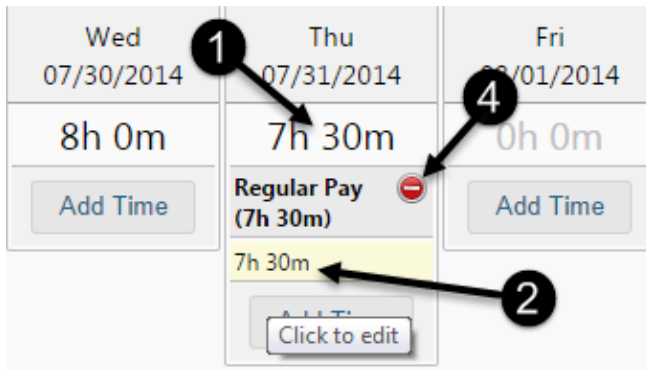
2. Click here to Add the hours to the timesheet.

3. Click here to enter hours for another day.



Changing Previously Entered Time

- If you make a mistake after you have added hours but before you submit the timesheet for approval, you can make corrections: (1) click on the day's hours and a summary of the hours you entered will drop down; (2) click on the entry to update; (3) click Update to finalize the updated hours. You can also delete hours by clicking on the red button (4).



- If you plan to enter more hours at a later time, click “Close.” Your hours entered are automatically saved and will appear the next time you log in to enter time.



Entering Overtime Hours:

- In the state of North Carolina, overtime is defined as any hours worked in excess of 40 hours during a workweek. A workweek is a period of 7 consecutive days. Many but not all states have similar overtime rules, so please reach out to your Greene Resources representative to clarify your state's overtime rules.
- There are 2 workweeks on each timesheet. Your timesheet will show each workweek on a different line. **You should figure overtime for each workweek separately.**
- Enter your overtime by selecting Overtime instead of Regular Pay from the rate dropdown menu. Overtime will typically only be entered on one of the last days of a single line. Here is an example of overtime entered correctly:

Timesheet Expenses Notes

Total: 84 hours

[Expand all](#) / [Collapse all](#)

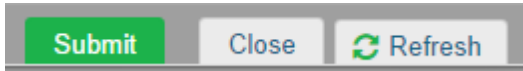
Mon 03/21/2016	Tue 03/22/2016	Wed 03/23/2016	Thu 03/24/2016	Fri 03/25/2016	Sat 03/26/2016	Sun 03/27/2016
8h 0m	8h 0m	8h 0m	8h 0m	10h 0m	0h 0m	0h 0m
Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay (8h 0m)	Add Time	Add Time
Hours/Qty: 8h 0m	Hours/Qty: 8h 0m	Hours/Qty: 8h 0m	Hours/Qty: 8h 0m	Hours/Qty: 8h 0m		
Add Time	Add Time	Add Time	Add Time	Overtime (2h 0m)		
				Hours/Qty: 2h 0m		
				Add Time		

Mon 03/28/2016	Tue 03/29/2016	Wed 03/30/2016	Thu 03/31/2016	Fri 04/01/2016	Sat 04/02/2016	Sun 04/03/2016
9h 0m	8h 0m	8h 0m	8h 0m	9h 0m	0h 0m	0h 0m
Regular Pay (9h 0m)	Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay (7h 0m)	Add Time	Add Time
Hours/Qty: 9h 0m	Hours/Qty: 8h 0m	Hours/Qty: 8h 0m	Hours/Qty: 8h 0m	Hours/Qty: 7h 0m		
Add Time	Add Time	Add Time	Add Time	Overtime (2h 0m)		
				Hours/Qty: 2h 0m		
				Add Time		

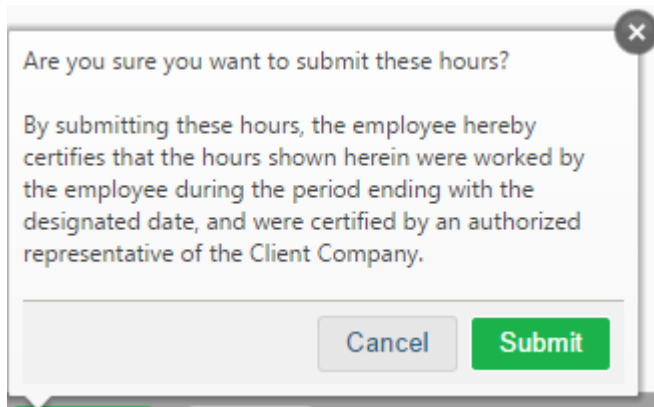


Submitting Timesheet:

- Once fully satisfied that the time entered is complete and accurate, click "Submit" in the bottom left corner.

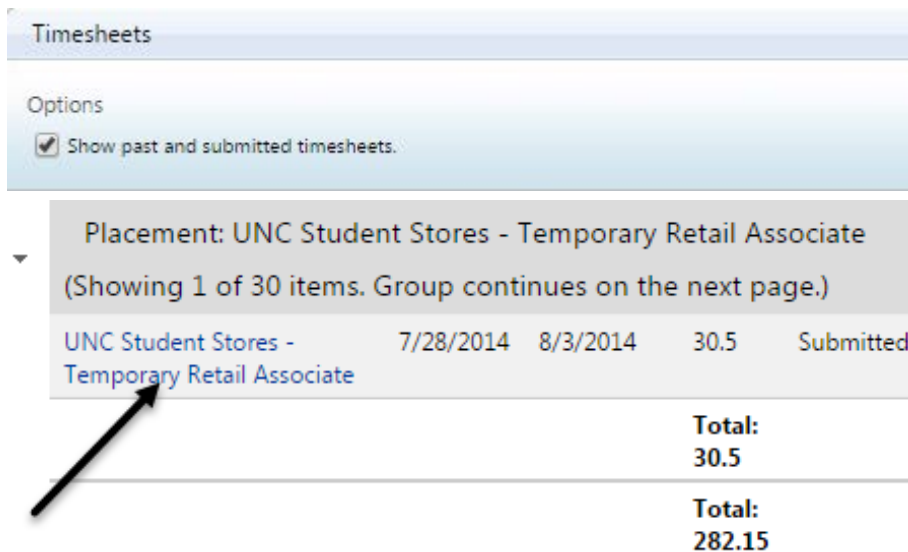


- You will receive a pop-up notification asking you to certify the information listed on your timesheet. Click "Submit" if the data is accurate.



Correcting a Timesheet (before it is approved or rejected):

- If you need to make a correction after you have submitted your timesheet, check the box "Show past and submitted timesheets." Find the timesheet you need to modify (it will have a status of Submitted rather than Draft or Approved) and click on the title of your position.





- Your timesheet will open with a yellow banner that says “This timesheet was successfully submitted.” Click Unsubmit in the bottom left corner, the timesheet will reload and you will be able to edit hours and Submit as described earlier.

Timesheet Expenses Notes

This timesheet was successfully submitted.

Total: 29h 30m
Regular Pay: 29h 30m

Expand all / Collapse all

Mon 07/28/2014	Tue 07/29/2014	Wed 07/30/2014	Thu 07/31/2014	Fri 08/01/2014	Sat 08/02/2014	Sun 08/03/2014
7h 0m	7h 0m	8h 0m	7h 30m	0h 0m	0h 0m	0h 0m
Regular Pay (7h 0m)	Regular Pay (7h 0m)	Regular Pay (8h 0m)	Regular Pay (7h 30m)			
7h 0m	7h 0m	8h 0m	7h 30m			

Unsubmit Close Refresh

Resubmitting a Rejected Timesheet:

- If you receive an email notification that your Timesheet has been rejected, please login and correct your timesheet. The rejected timesheet will be highlighted in red on the Timesheets widget.

Timesheets

Options
 Show past and submitted timesheets.

AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS
Placement: UNC Student Stores - Temporary Retail Associate				
UNC Student Stores - Temporary Retail Associate	7/28/2014	8/3/2014	30.5	Rejected
UNC Student Stores - Temporary Retail Associate	7/14/2014	7/20/2014	0	Draft

Total:
30.5

- Click on the timesheet, make the required corrections and click Submit.