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How to Submit Your Timesheet

Deadline

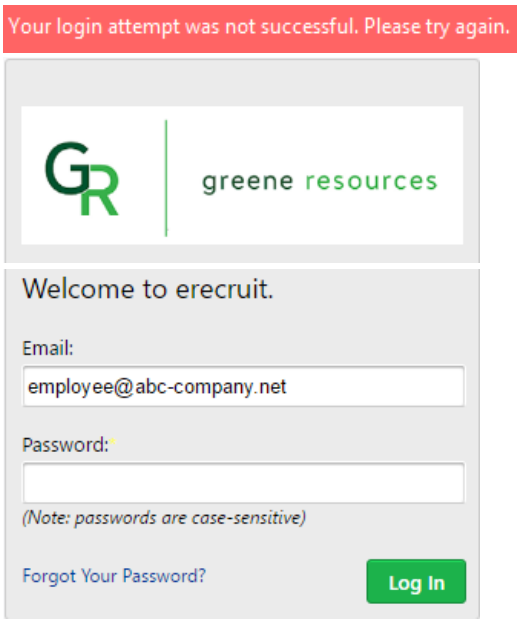
- Your timesheet is DUE by **NOON** on Monday. If you are on a bi-weekly pay cycle, it is due every other Monday (the Monday following the last day on your biweekly timesheet).
- DUE means *approved by your timesheet approver*. It is strongly suggested that you SUBMIT your timesheet before Monday so 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.



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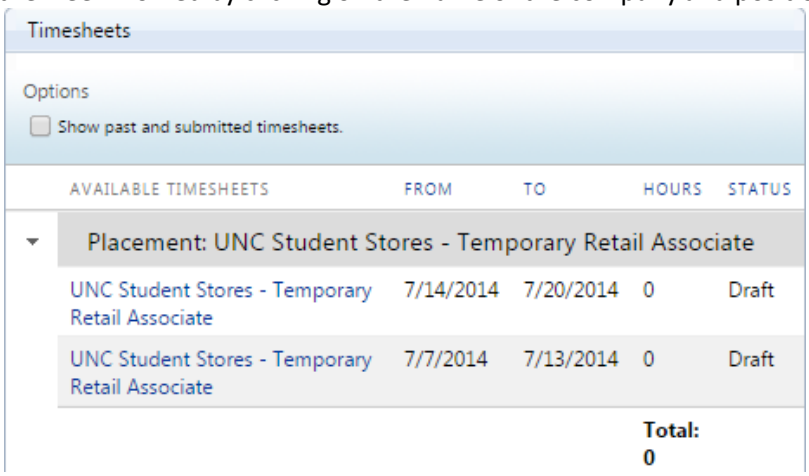
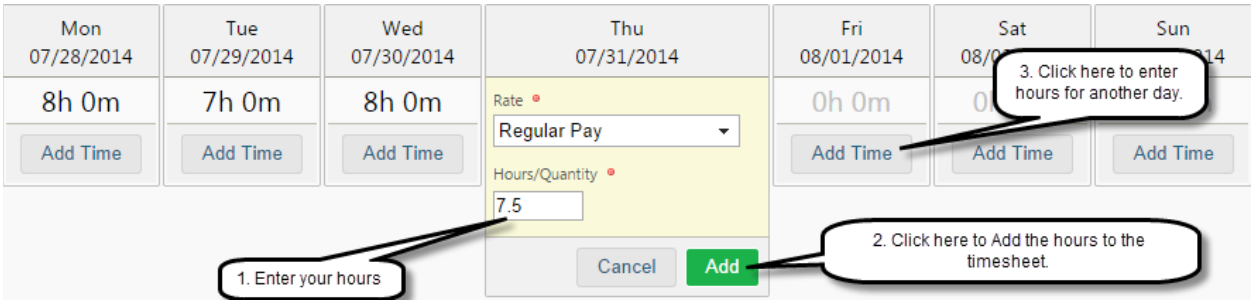
Entering Time

- 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.



- 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.



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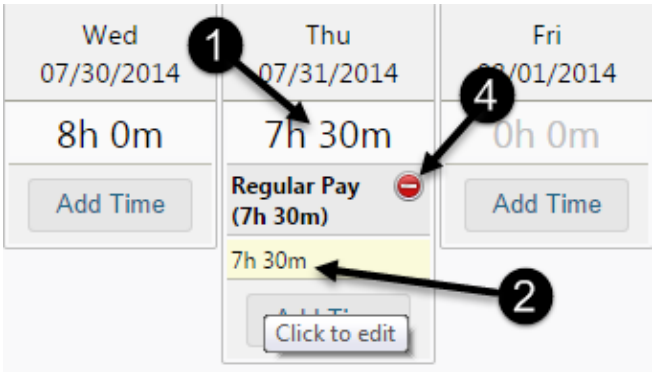
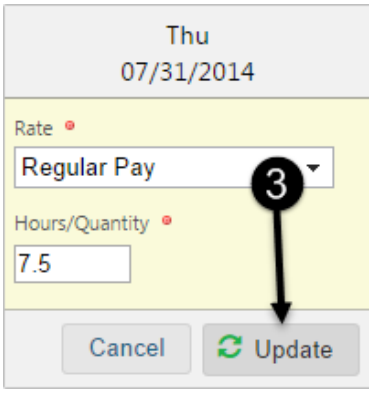
Changing Previously Entered Time

- 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.

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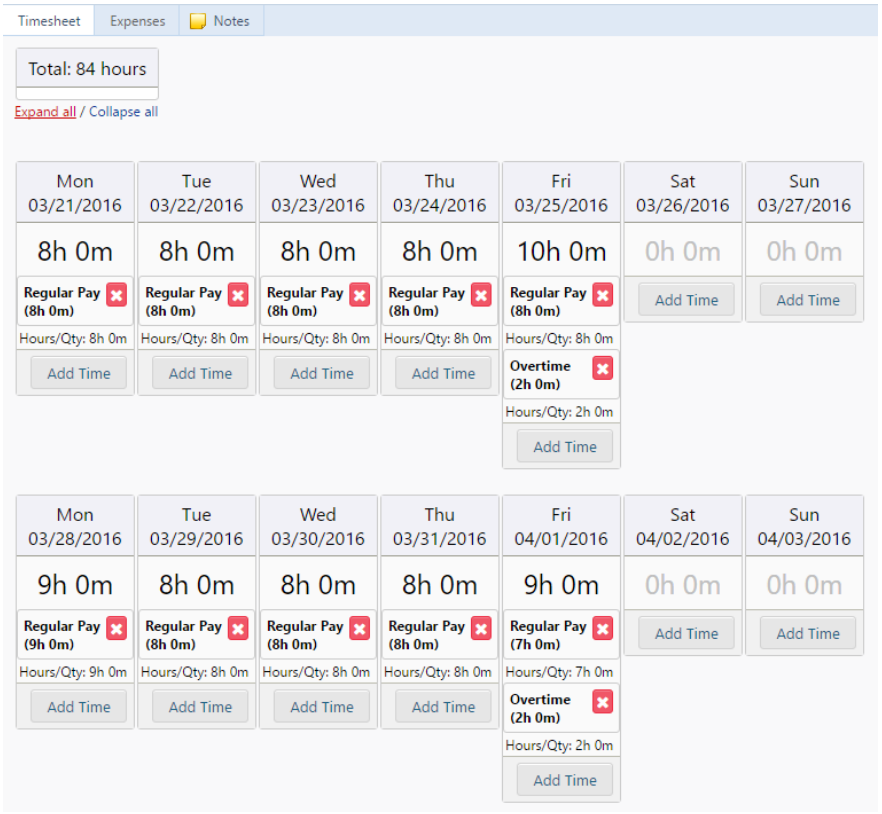
Entering Overtime Hours:

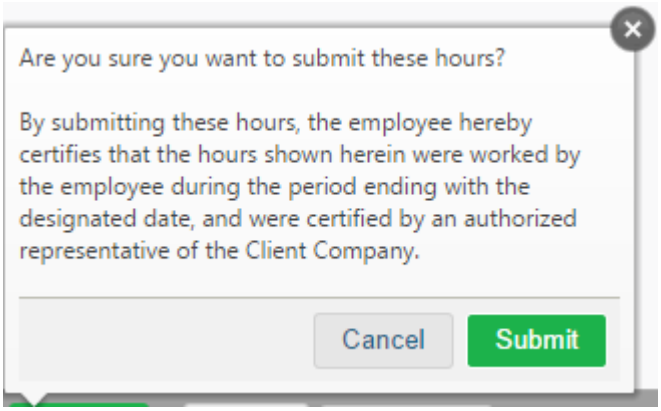
- In the state of North Carolina, overtime is defined as any hours worked in excess of 40 hours during a workweek. A workweek is a period of 7 consecutive days. Many but not all states have similar overtime rules, so please reach out to your Greene Resources representative to clarify your state's overtime 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:



Submitting Timesheet:

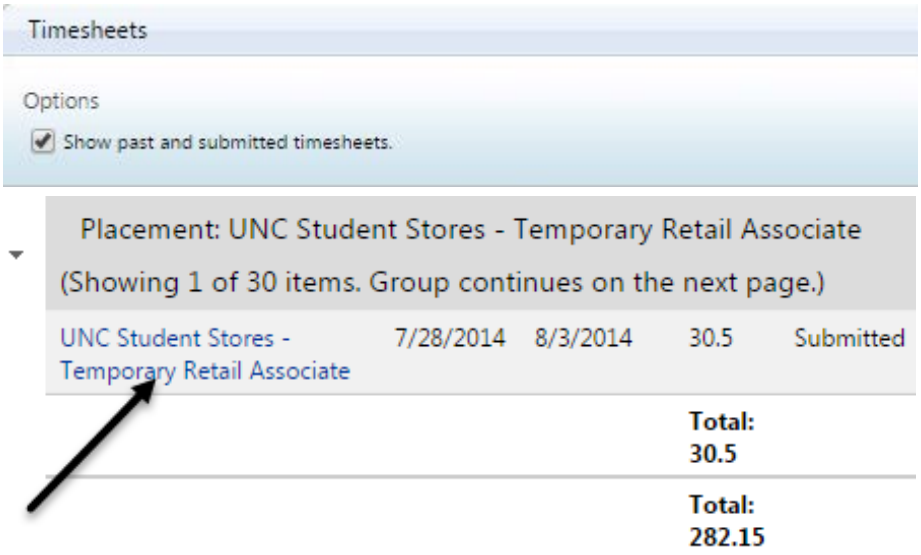
- Once fully satisfied that the time entered is complete and accurate, click “Submit” in the bottom left corner.

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

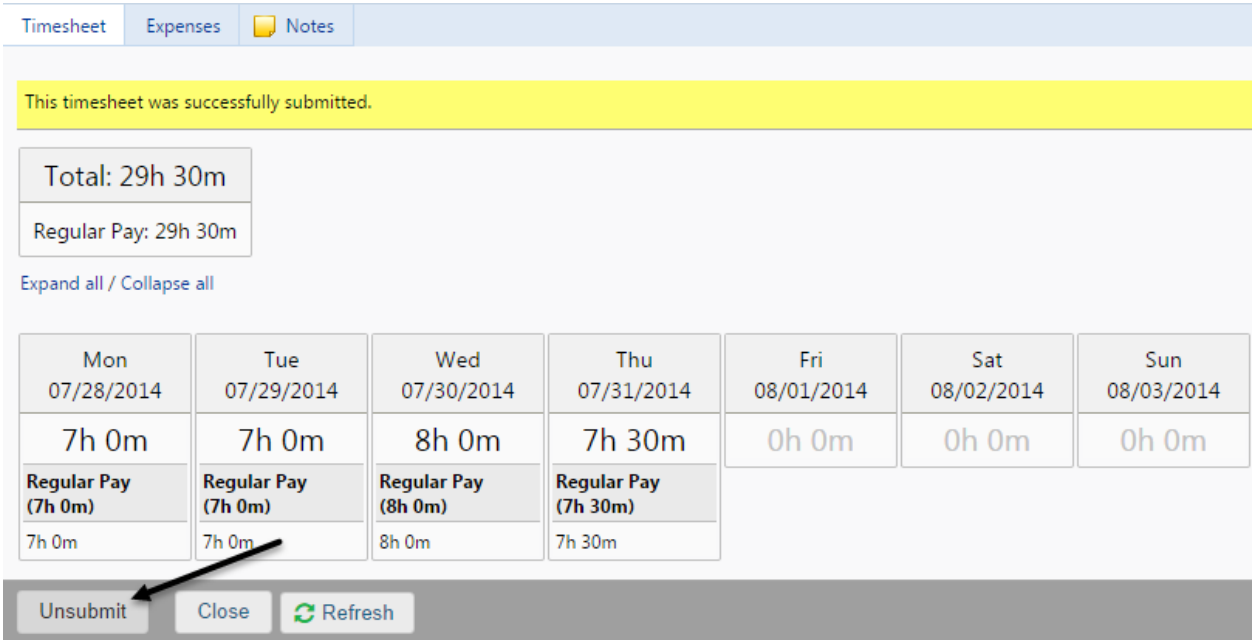


Correcting a Timesheet (before it is approved or rejected):

- 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.

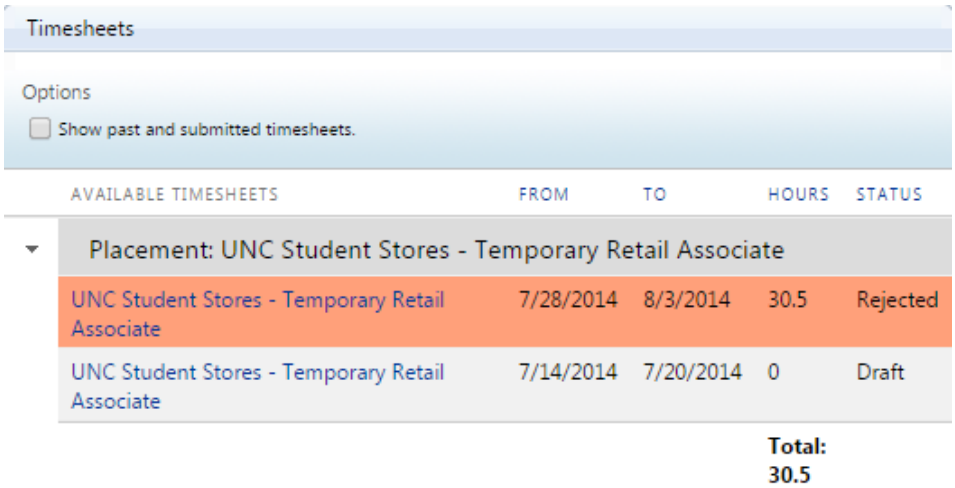


- Your timesheet will open with a yellow banner that says “This timesheet was successfully submitted.” Click Unsubmit in the bottom left corner, the timesheet will reload and you will be able to edit hours and Submit as described earlier.



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.



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