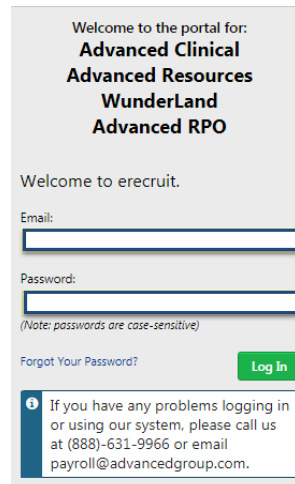


Welcome to Advanced Timesheet Portal

Below are instructions for accessing your timesheet through the Advanced Associate Portal. **Firefox** or **Google Chrome** work best with the Advanced timesheet system, e-recruit.

Please read this document and contact either your recruiter or the payroll hotline at (888) 631-9966 if you have questions or concerns. You can also email us at payroll@advancedgroup.com.

- To log into the portal, enter your email and password that was provided via email.



Welcome to the portal for:
Advanced Clinical
Advanced Resources
WunderLand
Advanced RPO

Welcome to erecruit.

Email:

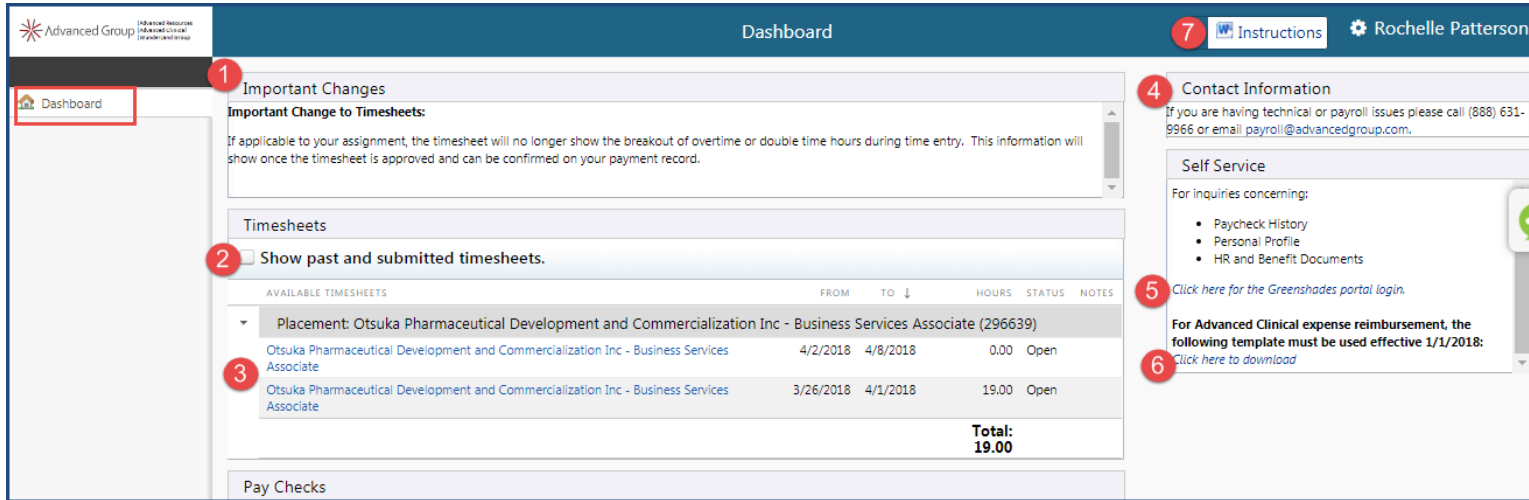
Password:

(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

i If you have any problems logging in or using our system, please call us at (888)-631-9966 or email payroll@advancedgroup.com.

- After logging into the portal, you should make note of the various features on the page. When you are ready to input your timesheet, please locate the timesheet area under the word “Dashboard”.
- Click into the timesheet that shows your current assignment and the time period when you worked.
- Please view the screenshots on the following pages to help locate the different features of the timesheet.



The screenshot shows the 'Advanced Group' dashboard for user 'Rochelle Patterson'. It features several sections: 'Important Changes' with a note about timesheet updates; a 'Timesheets' section with a checkbox to 'Show past and submitted timesheets.' and a table of available timesheets; 'Pay Checks' at the bottom; 'Contact Information' with technical support details; and 'Self Service' options like 'Paycheck History' and 'Personal Profile'. A 'Greenshades portal login' link is also present. Red callout boxes with numbers 1-7 point to these specific elements.

1	Any updates to the system or changes will be posted here.	5	Need to see your electronic paystub? Use this link to access Greenshades.
2	Check this box to see a list of past submitted timesheets.	6	Need an expense reimbursement form? Use this link to download.
3	Click on the link to access your current timesheet and enter hours and expenses if applicable.	7	Need to reference this document again in the future? Click this link for instructions.
4	Contact our accounting department directly using phone or email.		

Entering Your Time – Hours only

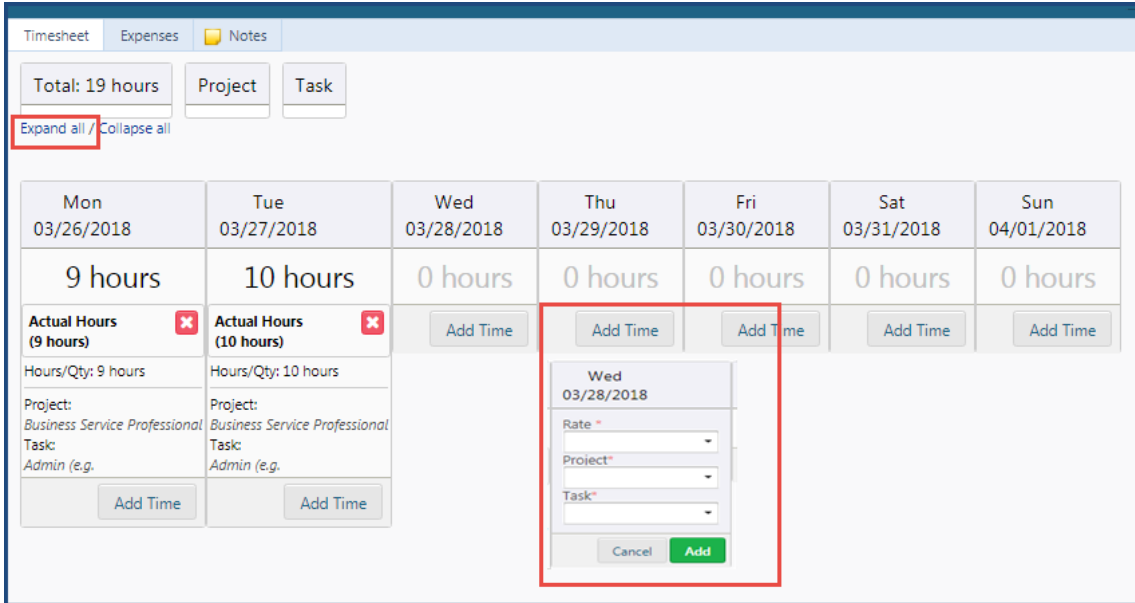
Mon 04/02/2018	Tue 04/03/2018
Rate * Regular Pay	0 hours
Start * End * <input type="text"/> <input type="text"/>	Add Time
Break * 30 minutes	
Cancel Add	

Mon 04/02/2018	Tue 04/03/2018
Rate * Regular Pay	0 hours
Start * End * <input type="text"/> <input type="text"/>	Add Time

	Hour						Minute
AM	12	1	2	3	4	5	00
	6	7	8	9	10	11	15
PM	12	1	2	3	4	5	30
	6	7	8	9	10	11	45

1. Click **Add Time**
2. Select Rate from drop down
3. Click in the blank to select Start and End time. Be sure to select the correct AM/PM
4. Change minutes as needed
5. Select correct break choice
6. Click off the drop down in order for it to disappear
7. Click **Add Time**

Entering Your Time with Projects and/or Tasks



Timesheet Expenses Notes

Total: 19 hours Project Task

Expand all Collapse all

Mon 03/26/2018	Tue 03/27/2018	Wed 03/28/2018	Thu 03/29/2018	Fri 03/30/2018	Sat 03/31/2018	Sun 04/01/2018
9 hours	10 hours	0 hours	0 hours	0 hours	0 hours	0 hours
Actual Hours (9 hours)	Actual Hours (10 hours)	Add Time	Add Time	Add Time	Add Time	Add Time
Hours/Qty: 9 hours	Hours/Qty: 10 hours	<div style="border: 1px solid red; padding: 5px;"> <p>Wed 03/28/2018</p> <p>Rate *</p> <p>Project*</p> <p>Task*</p> <p>Cancel Add</p> </div>				
Project: Business Service Professional	Project: Business Service Professional					
Task: Admin (e.g.)	Task: Admin (e.g.)					
Add Time	Add Time					

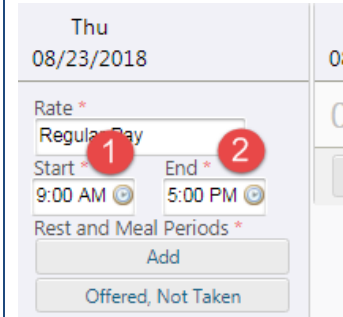
1. Click **Add Time**
2. Choose the appropriate Rate drop down
3. Enter Projects and Tasks if applicable
4. Click **Add**

For each different project or task, click **Add Time** to begin a new entry.

To see all entry details, Click **Expand All**

Entering a Break Time- For those working in the state of California

Enter your Start and End Time



Thu
08/23/2018

Rate *
Regular Pay

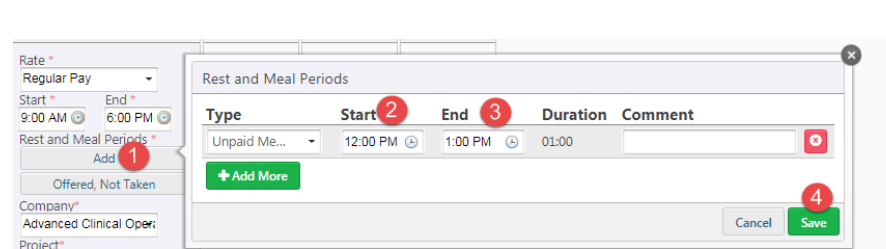
Start * 9:00 AM End * 5:00 PM

Rest and Meal Periods *

Add

Offered, Not Taken

To Add Your Meal Break



Rate *
Regular Pay

Start * 9:00 AM End * 6:00 PM

Rest and Meal Periods *

Add

Offered, Not Taken

Company *
Advanced Clinical Oper

Project *

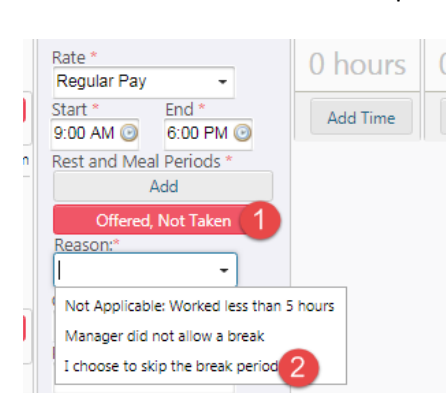
Rest and Meal Periods

Type	Start	End	Duration	Comment
Unpaid Me...	12:00 PM	1:00 PM	01:00	

+ Add More

Cancel Save

Break Not Taken- Reason is Required



Rate *
Regular Pay

Start * 9:00 AM End * 6:00 PM

Rest and Meal Periods *

Add

Offered, Not Taken

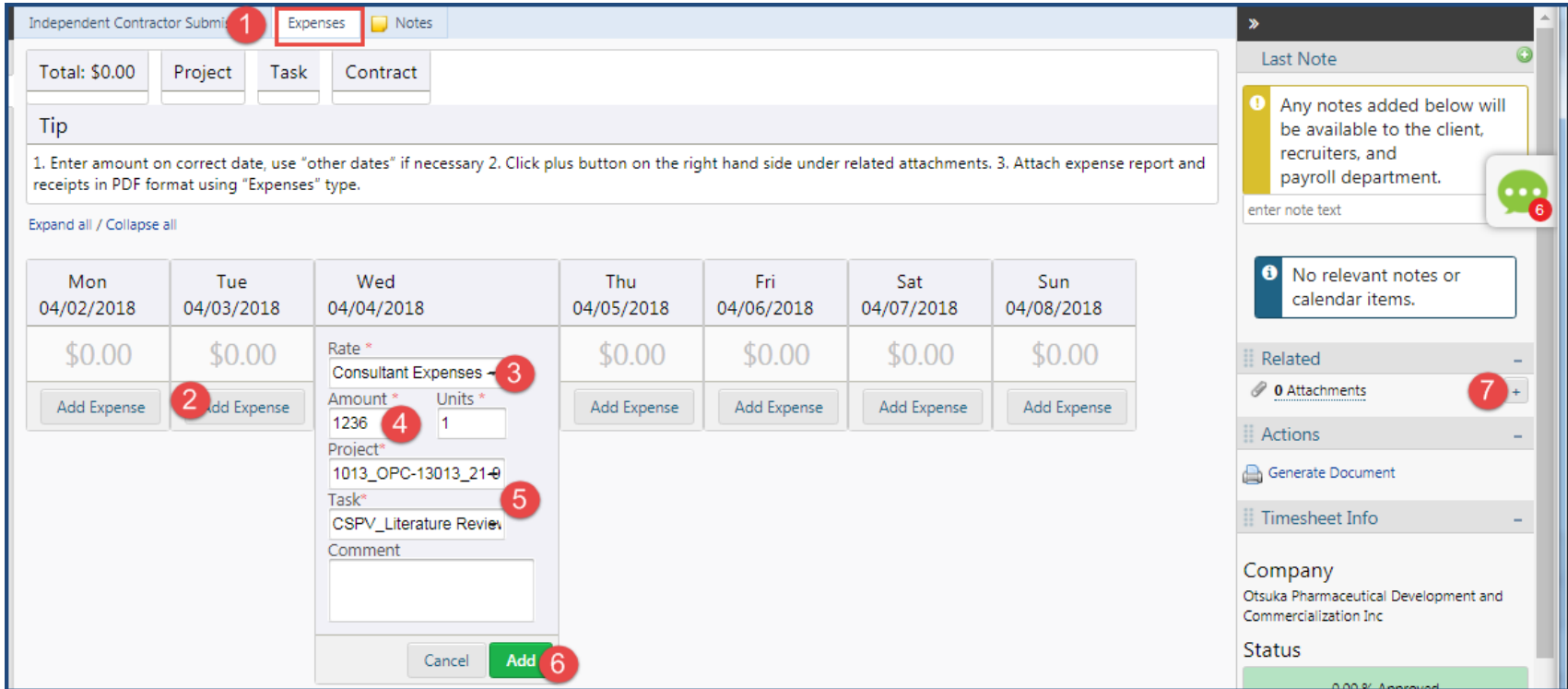
Reason *

Not Applicable: Worked less than 5 hours

Manager did not allow a break

I choose to skip the break period

If you are eligible to enter expenses please follow the instructions:



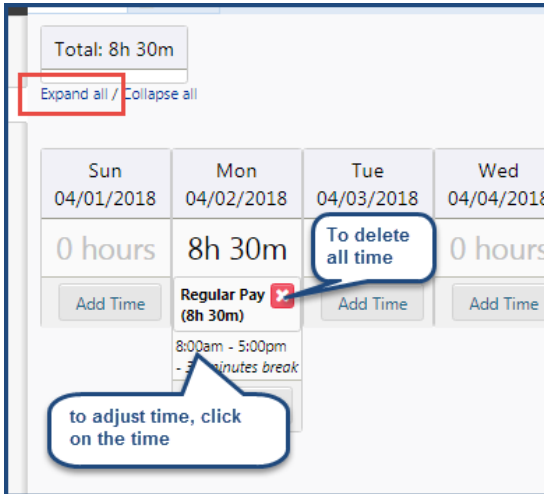
The screenshot shows the 'Independent Contractor Submitter' interface. At the top, there are tabs for 'Expenses' (highlighted with a red box and a red circle with '1') and 'Notes'. Below the tabs, there are buttons for 'Total: \$0.00', 'Project', 'Task', and 'Contract'. A 'Tip' section contains instructions: '1. Enter amount on correct date, use "other dates" if necessary 2. Click plus button on the right hand side under related attachments. 3. Attach expense report and receipts in PDF format using "Expenses" type.' Below the tip is an 'Expand all / Collapse all' link. The main area is a calendar grid for the week of 04/02/2018 to 04/08/2018. The 'Wed' column (04/04/2018) is expanded to show a form for adding an expense. The form includes fields for 'Rate *', 'Consultant Expenses' (with a dropdown arrow and a red circle with '3'), 'Amount *' (with the value '1236' and a red circle with '4'), 'Units *' (with the value '1'), 'Project*' (with the value '1013_OPC-13013_21'), 'Task*' (with the value 'CSPV_Literature Review'), and a 'Comment' field. At the bottom of the form are 'Cancel' and 'Add' buttons (with a red circle with '6'). To the right of the calendar, there is a sidebar with sections: 'Last Note' (with a tip and a red circle with '6'), 'Related' (with '0 Attachments' and a red circle with '7'), 'Actions' (with a 'Generate Document' button), and 'Timesheet Info'. At the bottom of the sidebar, there is a 'Company' section for 'Otsuka Pharmaceutical Development and Commercialization Inc' and a 'Status' section.

1. Go to the **Expense Tab**
2. Click **Add Expense** to add the total of expenses for the week to any one day of the week. You do not need to itemize the expenses per day.
3. Select the Rate type
4. Enter total expense amount
5. Choose correct project and task codes if applicable

6. Click **Add**
 7. Attach all coversheets and receipts in the Attachments section. Coversheet must be in a **PDF format**.
- Older expenses can be added to Other Dates

*See instructions for Expense Requirements for more details.

To correct time or expense entry before it has been submitted:



Total: 8h 30m

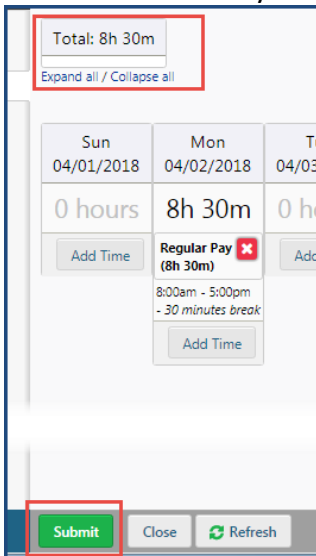
Expand all / Collapse all

Sun	Mon	Tue	Wed
04/01/2018	04/02/2018	04/03/2018	04/04/2018
0 hours	8h 30m	0 hours	0 hours
Add Time	Regular Pay (8h 30m) ✖	Add Time	Add Time
	8:00am - 5:00pm - 30 minutes break		

to adjust time, click on the time

To delete all time

Be sure to SUBMIT your timesheet once time and expenses are complete. All timesheets are due on Monday by 12:00pm CST.



Total: 8h 30m

Expand all / Collapse all

Sun	Mon	Tue
04/01/2018	04/02/2018	04/03/2018
0 hours	8h 30m	0 hours
Add Time	Regular Pay (8h 30m) ✖	Add Time
	8:00am - 5:00pm - 30 minutes break	

Submit Close Refresh

Total will show all hours being submitted. To correct a timesheet that has **already been submitted**, call or email the payroll contact information provided. They will reject the timesheet and you can then make the necessary corrections.

Additional Expense Reporting Instructions

1. **Complete the Expense Report template** (found on the timesheet dashboard, right side (the last item under self-service). Arrange your receipts by date and enter the cost data in the excel spreadsheet. Save your receipts as they will need to be scanned into a pdf, or pictures placed into one document, for submission as support.

The totals add up in the lower right side of the excel spreadsheet. Please make note of the total expenses as this information is needed in the next step.

Day	Date	Location (City, State)	Miles	0.54	Airfare / Rail	Taxi / Ground	Rental Car	Tolls	Parking	Lodging	Phone	Breakfast	Lunch	Dinner	Other - Specify	Total
Mon				0.00												0.00
Tues				0.00	346.00	36.00				225.00				23.67		630.67
Wed				0.00	500.00											500.00
Thurs				0.00	205.00	67.00			25.00	198.00		4.67	12.89	25.67		538.23
Fri				0.00	500.00					176.19						676.19
Sat				0.00												0.00
Sun				0.00												0.00
Sub-Total																2,345.09
Mon				0.00												0.00
Tues				0.00												0.00
Wed				0.00												0.00
Thurs				0.00												0.00
Fri				0.00												0.00
Sat				0.00												0.00
Sun				0.00												0.00
Sub-Total																0.00
Totals				0.00	1551.00	103.00	0.00	0.00	25.00	599.19	0.00	4.67	12.89	49.34	0.00	2,345.09

2. **Log into timesheet and click the Expense tab.** Enter the total amount of the expense report on the **last day of travel in the current week's timecard** or if it is from another week, you can add the entire week's dollar expense reimbursement total into the 'Other Dates' cell. **You do not need to break it out by day.**

Independent Contractor Submission Expenses Notes

Travel Expense - Billable:\$2,345.09

To add an expense report, click "New Attachment" in the top right corner of this page.

Expand all / Collapse all

Mon 09/26/2016	Tue 09/27/2016	Wed 09/28/2016	Thu 09/29/2016	Fri 09/30/2016	Sat 10/01/2016	Sun 10/02/2016
\$0.00	\$0.00	\$0.00	\$0.00	\$2,345.09	\$0.00	\$0.00
Add Expense	Add Expense	Add Expense	Add Expense	Travel Expense - Billable \$2,345.09	Add Expense	Add Expense

Billable Units: 1

Project: REQUIRED

Site: REQUIRED

Task: REQUIRED

Add Expense

Any notes added below will be available to the client, recruiters, and payroll department.

enter note text

No relevant notes or calendar items

Related

0 Attachments

Actions

Generate Document

Timesheet Info

Company
Curis, Inc.

Week worked
9/26/2016 - 10/2/2016

Status
Draft

Expense report and PDF of receipts must be attached in the timesheet portal (Steps 3 and 4 below)

Expenses receipts and Report Cover sheet in PDF format

Expense receipts should be in **ONE PDF** file with the first page as a PDF of the Expense report Cover sheet summarizing those expenses. If one single file is not possible, upload two separate **PDF attachments**, one of expense cover sheet and one with all receipts.

Please classify the expense report and receipts attachments as **Type; 'EXPENSES'**

243 K Street, NE
Washington, DC 20002
(202) 544-4777

310-992-0947
Los Angeles, CA 90045

Booth 2 Fe 09/23/16 14:59

Ticket: #2B
Authorization 08741D
Receipt 018

Drinks \$2.00
Sodas

Spicy Keema Curry With Rice \$14.00

Subtotal \$16.00
Sales Tax \$1.60
Tip \$2.64

Total \$20.24

Potbelly Sandwich Shop
www.potbelly.com
1275 1st St. NE
Washington, DC

Host: Porsha
Order#45 09/22/2016
11:53 AM
10045

Grilled Chicken (2 @5.90) 11.80
Mac & Cheese Side 3.65
Chips 1.25
20 oz Bottled Other 2.10
Fountain Soda-Regular 2.05

Standard Ticket
CVO - No. 029170
09/21/16 11:09
09/23/16 14:59
Period 203/51
(Tax) \$65.85

Airport Use Recovery Fee
1 Qty. @ \$1.30
(Tax) \$1.30
AAA ZT \$-6.59

Sub Total \$60.56
Tax 10% \$6.06

Total \$66.62

ABADULA, MINWME Washington Flyer
CAB # F796 418-80418
CUSTOMER COPY 2016-09-21 21:25
09/25/16 TR 1650 3857211, -7727012
START/ END MILES 2016-09-21 21:22
08:04 08:58 31.1 3854339, -7700363
REGULAR FARE 32.40
FARE: 8 73.72 DISTANCE
EXTRA: 8 0.00 FARE \$18.56
ROLL: 8 0.00 FARE
SRCH: 8 0.25 TIF \$15.00
TIP: 8 22.35 TOTAL
TOTAL: \$ 96.12 TOTAL \$93.56

Add an attachment for Clinical Trial Lead 09/26/2016 to 10/02/2016

Type

Expenses

Expenses

Invoice - Contractor

Open Payment Expense Report

Other

Third Party Timesheet

A File To This Area

Add Attachment Cancel

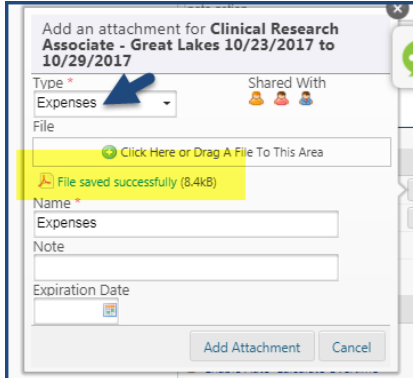
Dates are chronological

Print is clear and legible

Itemized Items

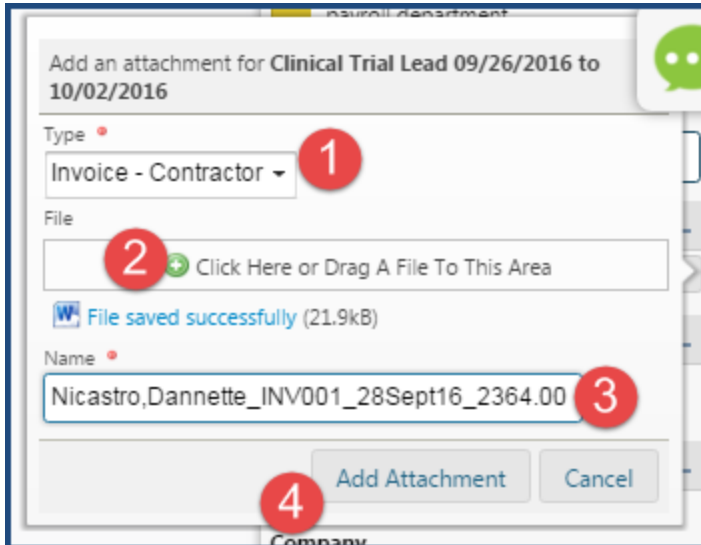
4. Expense report (Excel only)

Per the image below, attach the Excel spreadsheet so that payroll can access if they need to make modifications. **MUST be saved as Type; 'Expenses'**



1099 Independent contractors ONLY (INVOICE in PDF ONLY)

Per the image below, attach a **PDF ONLY** invoice for hours worked for the two week pay cycle.



- 1 Use Invoice – Contractor choice.
- 2 Upload your completed invoice – includes hours and client billable expense total.
- 3 Use proper naming convention.
Lastname,Firstname_Inv.No._Weekending Date_
Total Amount of Invoice.
- 4 Add Attachment. You can add more than 1 attachment.