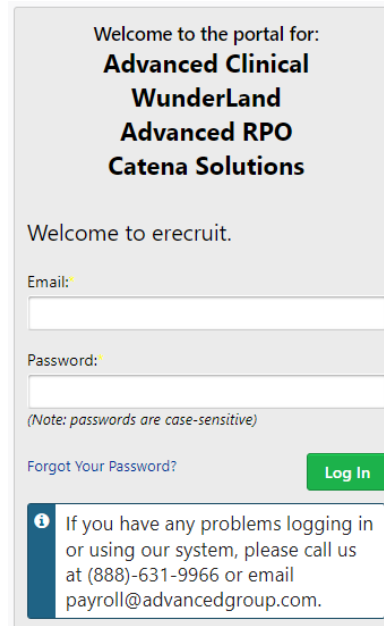


## Welcome to Advanced Timesheet and Expense Entry Portal

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](mailto: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  
WunderLand  
Advanced RPO  
Catena Solutions**

Welcome to erecruit.

Email:\*

Password:\*

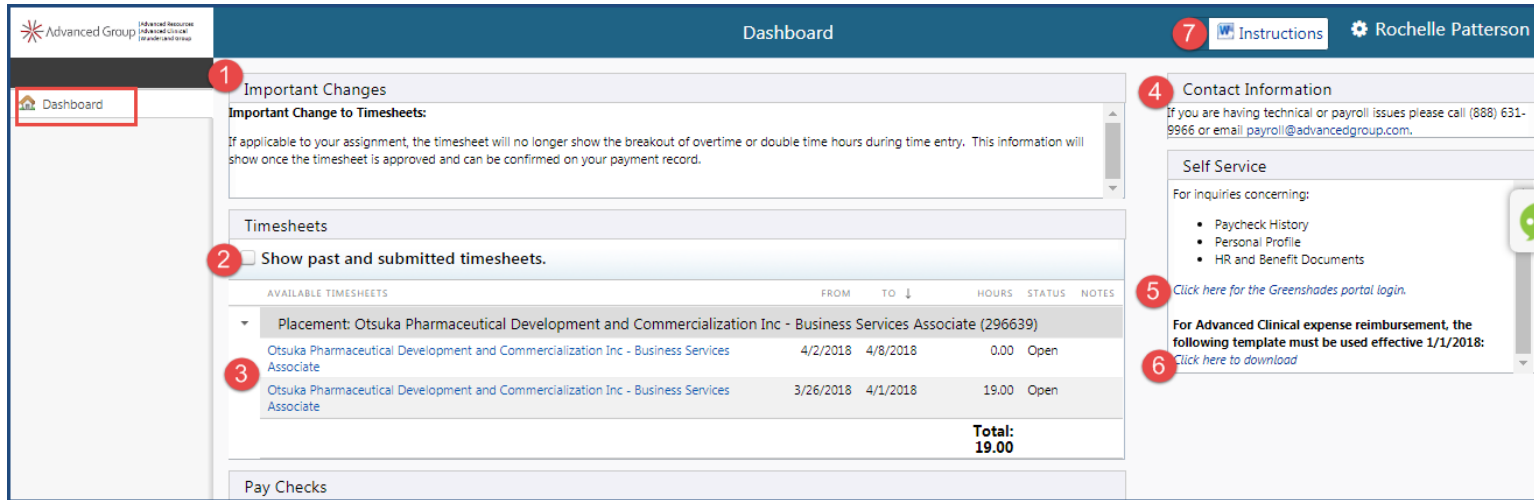
*(Note: passwords are case-sensitive)*

[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](mailto: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 with the following features highlighted by numbered callouts:

- 1**: A red box highlights the 'Dashboard' link in the left sidebar.
- 2**: A red circle highlights the 'Show past and submitted timesheets.' checkbox.
- 3**: A red circle highlights the 'Placement: Otsuka Pharmaceutical Development and Commercialization Inc - Business Services Associate (296639)' dropdown menu.
- 4**: A red circle highlights the 'Contact Information' section on the right, which includes contact details and a 'Self Service' menu.
- 5**: A red circle highlights the 'Click here for the Greenshades portal login.' link in the 'Self Service' section.
- 6**: A red circle highlights the 'Click here to download' link for the expense reimbursement template.
- 7**: A red circle highlights the 'Instructions' link in the top right navigation bar.

| AVAILABLE TIMESHEETS  | FROM      | TO ↓     | HOURS         | STATUS | NOTES |
|---|-----------|----------|---------------|--------|-------|
| Placement: Otsuka Pharmaceutical Development and Commercialization Inc - Business Services Associate (296639) |           |          |               |        |       |
| Otsuka Pharmaceutical Development and Commercialization Inc - Business Services Associate                     | 4/2/2018  | 4/8/2018 | 0.00          | Open   |       |
| Otsuka Pharmaceutical Development and Commercialization Inc - Business Services Associate                     | 3/26/2018 | 4/1/2018 | 19.00         | Open   |       |
|   |           |          | <b>Total:</b> |        |       |
|   |           |          | <b>19.00</b>  |        |       |

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

### Entering Your Time – Hours only

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

|  |                   |
|--|-------------------|
| Mon<br>04/02/2018  | Tue<br>04/03/2018 |
| Rate *<br>Regular Pay                                      | 0 hours           |
| Start * End *<br><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 away from 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<br>03/26/2018  | Tue<br>03/27/2018  | Wed<br>03/28/2018 | Thu<br>03/29/2018 | Fri<br>03/30/2018 | Sat<br>03/31/2018 | Sun<br>04/01/2018 |
|--|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| 9 hours  | 10 hours   | 0 hours           | 0 hours           | 0 hours           | 0 hours           | 0 hours           |
| Actual Hours (9 hours) ✖<br>Hours/Qty: 9 hours<br>Project: Business Service Professional<br>Task: Admin (e.g.)<br>Add Time | Actual Hours (10 hours) ✖<br>Hours/Qty: 10 hours<br>Project: Business Service Professional<br>Task: Admin (e.g.)<br>Add Time | Add Time          | Add Time          | Add Time          | Add Time          | Add Time          |

Wed  
03/28/2018

Rate \*

Project\*

Task\*

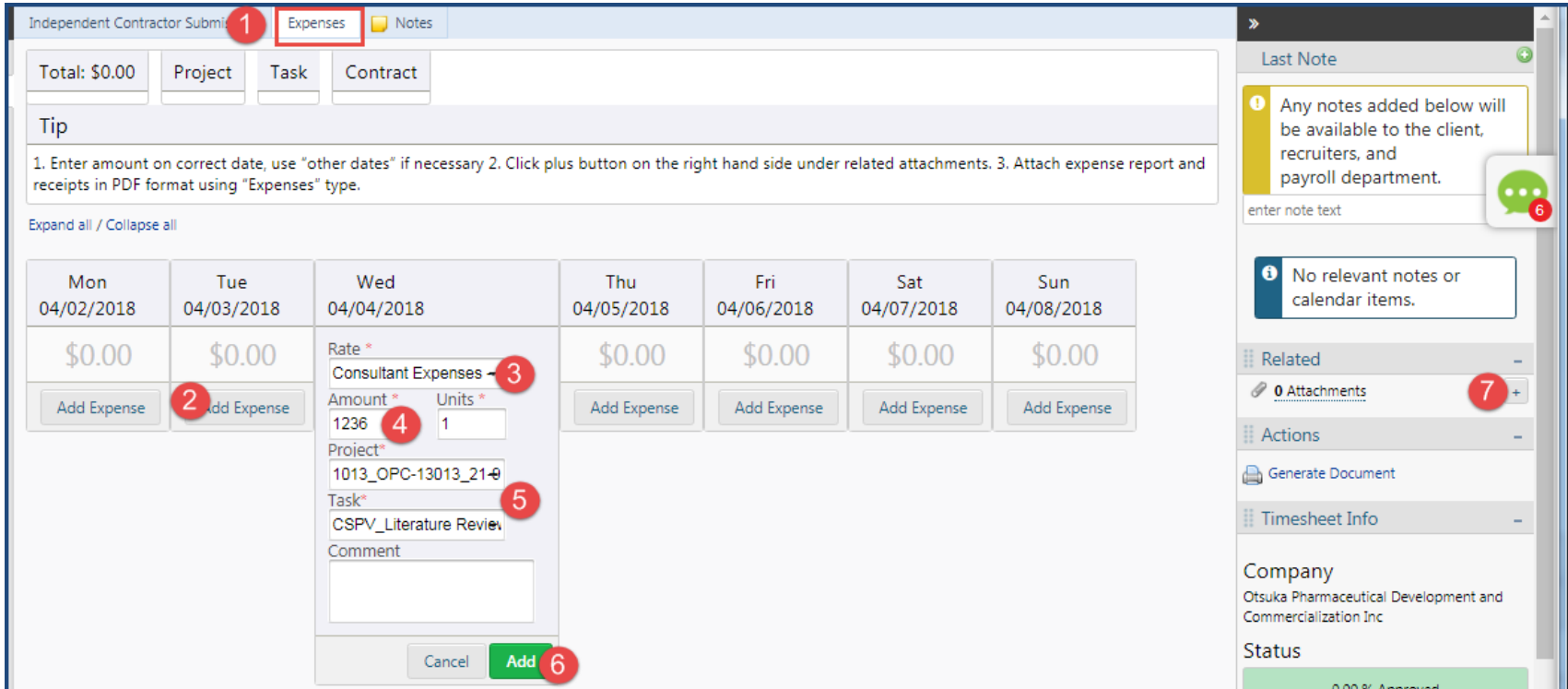
Cancel Add

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**

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



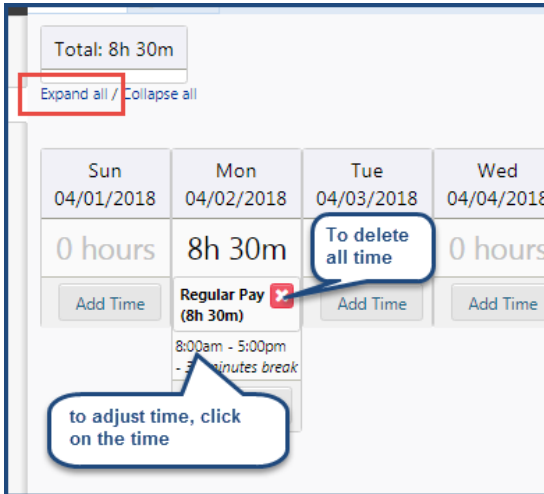
The screenshot shows the 'Independent Contractor Submitter' interface with the 'Expenses' tab selected. The interface includes a 'Total: \$0.00' field, a 'Tip' section with instructions, a calendar view for the week of 04/02/2018 to 04/08/2018, and a detailed form for adding an expense on Wednesday, 04/04/2018. The form includes fields for Rate, Amount (1236), Units (1), Project (1013\_OPC-13013\_21), Task (CSPV\_Literature Review), and Comment. A right-hand sidebar contains a 'Last Note' section, a 'Related' section with '0 Attachments', and a 'Company' section for Otsuka Pharmaceutical Development and Commercialization Inc.

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

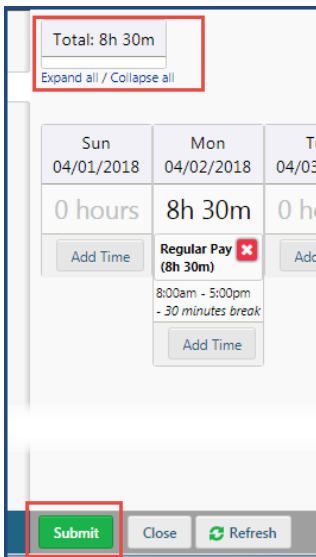
Expand all / Collapse all

| 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) <span style="color: red;">✖</span><br>8:00am - 5:00pm<br>- 30 minutes break<br>Add Time | Add Time   | Add Time   |

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) <span style="color: red;">✖</span><br>8:00am - 5:00pm<br>- 30 minutes break<br>Add Time | Add Time   |

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     |
| <b>Totals</b> |      |                        |       | 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<br>09/26/2016 | Tue<br>09/27/2016 | Wed<br>09/28/2016 | Thu<br>09/29/2016 | Fri<br>09/30/2016 | Sat<br>10/01/2016 | Sun<br>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       | Add Expense       | Add Expense       | Add Expense       |

Travel Expense - Billable  
\$2,345.09

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

Sep 22, 2016  
8:36 PM

Ticket: #28  
Authorization 08741D  
Receipt 018

Drinks \$2.00  
Sodas

Spicy Keema Curry \$14.00  
With Rice

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

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

310-992-0947  
Los Angeles, CA 90045

Booth 2 Fe 09/23/16 14:59

Standard Ticket  
CID - No. 029170  
09/21/16 11:09  
09/23/16 14:59  
Period 203951  
(Tax) \$65.85

Airport Use Recovery Fee  
1 Qty. @ \$1.30  
(Tax) \$1.30  
AAA 27 \$-6.59

Sub Total \$60.56  
Tax 10% \$6.06

Total \$66.62

ABADULA, MENAHE Washington Flyer  
CAB # F776 418-60418  
CUSTOMER COPY CAB-DR ID 2016-09-21 21:25  
09/25/16 TR 3650 3857211, -7727012  
START END MILES 2016-09-21 22:22  
08-04 08:56 31.1 3854339, -7706365  
REGULAR FARE 32.40  
FARE: 8 79.72 DISTANCE  
EXTRA: 8 0.00 FARE \$18.56  
TOLL: 8 0.00 FARE  
SRCH: 8 0.25 TIF \$15.00  
TJP: 8 22.15 TDPAL \$93.56  
TOTAL: \$ 96.12

Dates are chronological  
Print is clear and legible  
Itemized Items

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

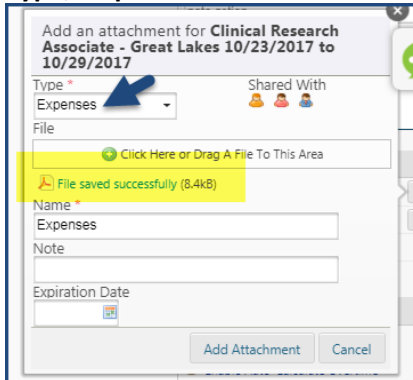
A File To This Area

Add Attachment Cancel



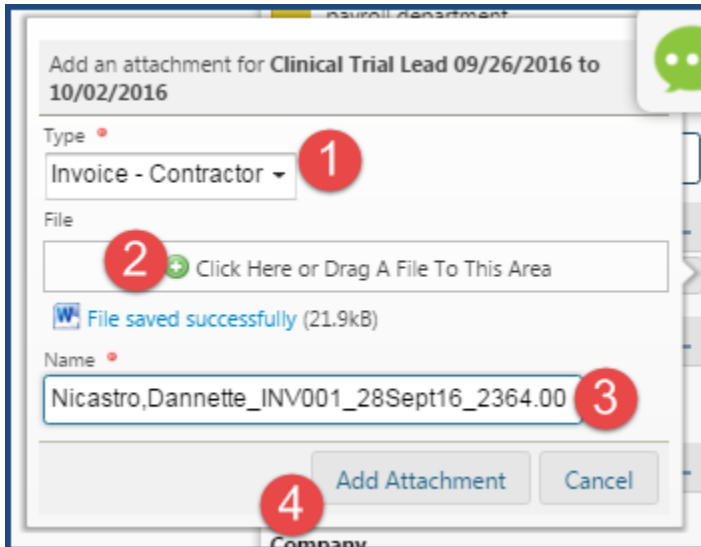
#### 4. Expense report (Excel only)

Per the image below, attach the Excel spreadsheet so that payroll can access if they need to make modifications. **The spreadsheet 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.