

Online Timesheets: Contractor Instructions

Contractor Login:

- Login to the Timesheet Portal - <https://erecruit.bankwholdings.com> with username and password previously provided. Your login email will come from noreply@bankwholdings.com.
- You can update your email address in your user profile or send an email request to Evelyn Hunt ehunt@bankwholdings.com.
- Recommended Windows Browsers: Google Chrome or Firefox
- Recommended MAC Browser: Safari

Password Assistance:

- To receive your password via email, Click "Forgot Your Password" and your current password will be forwarded to your email address of record.

Entering Time:

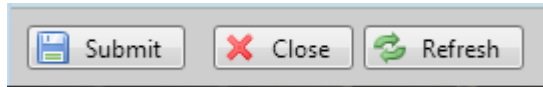
- Hours can be added to each day throughout the week.
- Submit your total hours only once at the completion of your work week.
- Our payroll week runs Saturday to Friday. To ensure prompt processing, we recommend you enter all your hours upon completion of your work week.
- Upon logging in, any timesheets that require information will be displayed. Open the applicable timesheet by clicking the name of the company and position.
- To enter your hours worked on a specific day:
 - Select "Add Time" for a given day
 - Enter Start time and End Time. Note: You must record multiple start and end times to accommodate unpaid break periods. EX: Click Add Time, Enter 8am-12pm, click Add. Click Add Time, enter 1pm-5pm, click Add.
- Where appropriate, confirm that any particular cost centers, purchase orders or other special billing class is correct.

Recording Your Break Periods:

- Record multiple Start and End times to accommodate unpaid break periods. EX:
 - Click Add Time
 - Enter 8am-12pm, click Add
 - Then click Add Time again
 - Enter 1pm-5pm, click Add

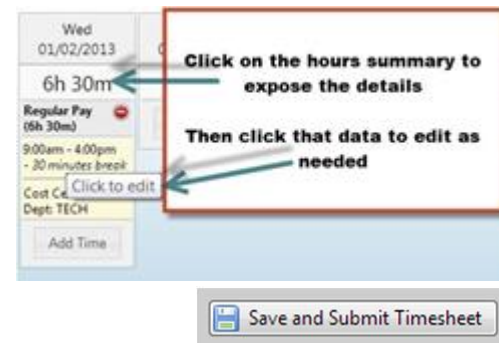
Submitting Timesheet:

- Once your hours have been entered accurately, select:
 - “Save and Submit Timesheet” if your work week is complete and have no other items to add, OR
 - “Close” if you are entering hours on a daily basis and still have hours to work during this payroll cycle.
- Note: Your online timesheet will not be ready from payment processing until your manager has approved your submitted hours. Please allow enough time for them to approve your hours.



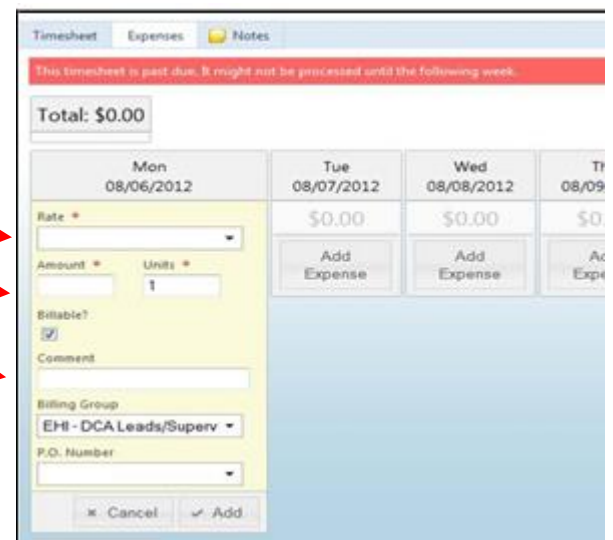
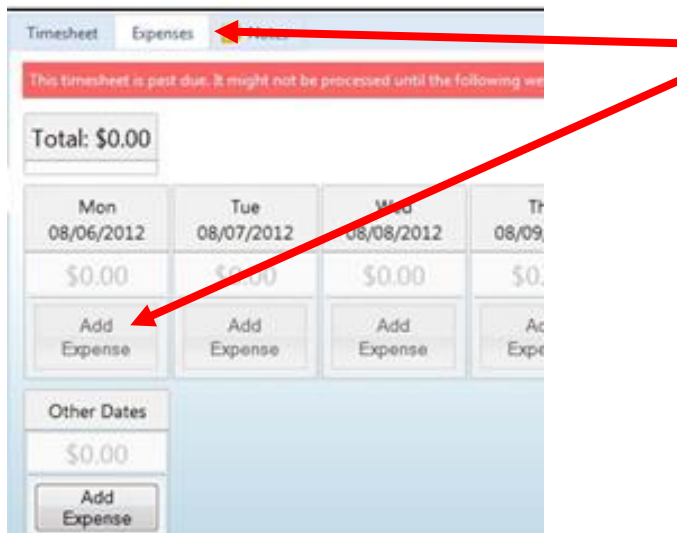
Resubmitting a Rejected Timesheet:

- If your timesheet has been REJECTED by your manager it can NOT be processed.
 - An email will be sent notifying you of the rejected timesheet along with the reason for the rejection.
 - To correct an issue, login to the Timesheet Portal and click the pencil to edit your hours as needed.
 - Once completed for any days required, click “Save and Submit Timesheet”.
- Your updated hours will be processed after your manager has approved your resubmitted hours.



Entering an Expense:

- To enter an approved business expense, select the Expenses tab.
- Select “Add Expense” on the appropriate day.
- Use the rate drop down to choose the expense type.
- Enter amount of the expense.
- Enter description of the expense in the comment field.
- When done, click “Add”
- Repeat for any day necessary during that payroll period.



Attaching Expense Receipts:

- Please scan any receipts as needed and store the image/file.
- Click “New Attachment” (located on the right-hand side of your screen).
- Use the “Type” drop down to choose the attachment type.
- Click on “File” to select the scanned receipt file.
- Enter a name for the attachment.
- Add comments or description of the expense under the “Note” section.

The image shows a 'New Attachment' dialog box overlaid on a background form. The background form has fields for 'Company' (Enterprise / National / Alamo EHI DCA), 'Week worked' (8/6/2012 - 8/12/2012), 'Last Note', and 'Status'. A blue box with the text 'Click here to attach receipt' points to the 'New Attachment' button in the top right of the background form.

The 'New Attachment' dialog box is titled 'Add an attachment for STAGING LEADS/SUPEVIORS 08/06/2012 to 08/12/2012'. It contains the following fields and annotations:

- Type:** A dropdown menu with a red arrow pointing to it and the text 'Click here and choose from the drop down'.
- File:** A large area with a green plus icon and the text 'Click Here or Drag A File To This Area'. A red arrow points to this area with the text 'Click here to upload receipt'.
- Name:** A text input field with the text 'Give your file a name'.
- Note:** A text input field with the text 'Enter a comment for your receipt'.
- Expiration Date:** A date picker field.
- Buttons:** 'Add Attachment' (checked) and 'Cancel'.

At the bottom of the dialog box, a red arrow points to the 'Add Attachment' button with the text 'Click here to add the receipt'.

Submitting An Expense:

- Review your expenses.
- Click “Submit”.

The image shows a horizontal bar with three buttons: 'Submit' (with a document icon), 'Close' (with a red X icon), and 'Refresh' (with a circular arrow icon).

Questions:

If you have any questions, please contact your Recruiting Manager or call 603-792-2345 and request to speak with Payroll. Thank you!