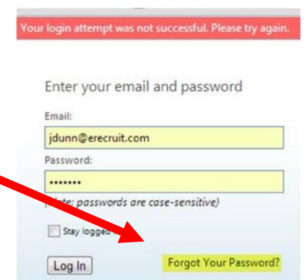
Online Timesheets: Contractor Instructions

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.](mailto:ehunt@bankwholdings.com)
- Recommended Windows Browsers: Google Chrome or Firefox
- Recommended MAC Browser: Safari

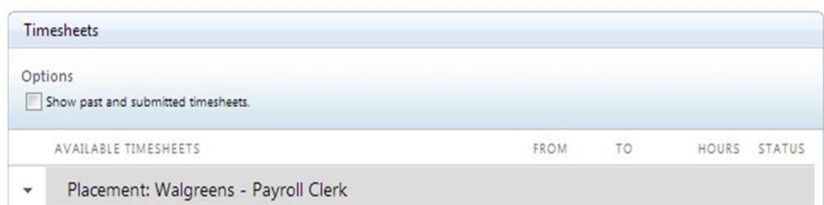
Password Assistance:

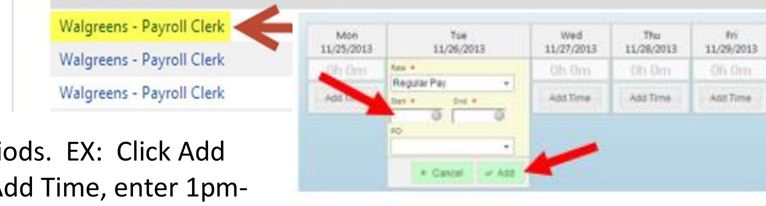
- To receive your password via email, Click “Forgot Your Password” and your current password will be forwarded to your email address of record.

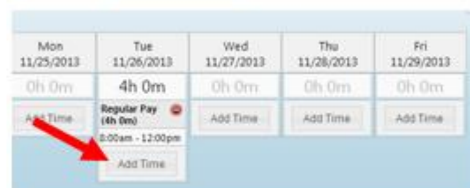


Entering Time:

- 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.

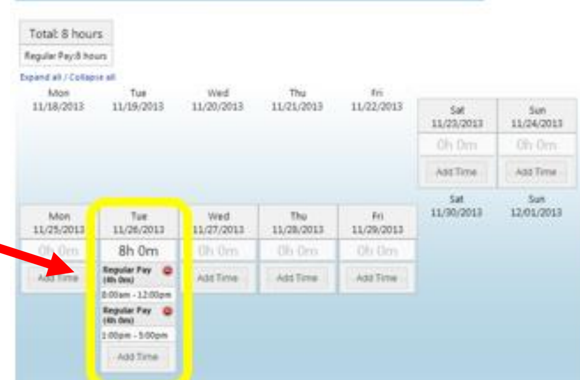






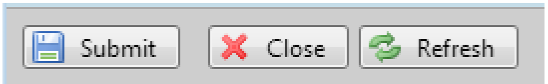
Recording Your Break Periods:

- 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



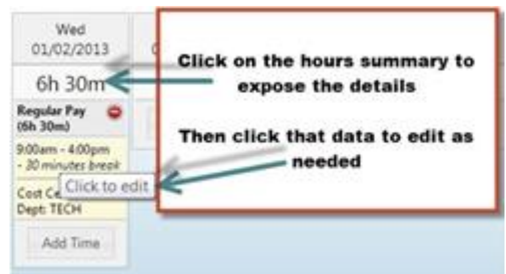
Submitting Timesheet:

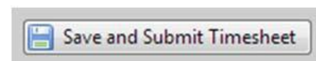
- Once your hours have been entered accurately, select:
    - “Save and Submit Timesheet” if your work week is complete and have no other items to add, OR
    - “Close” if you are entering hours on a daily basis and still have hours to work during this payroll cycle.
- Note: Your online timesheet will 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:

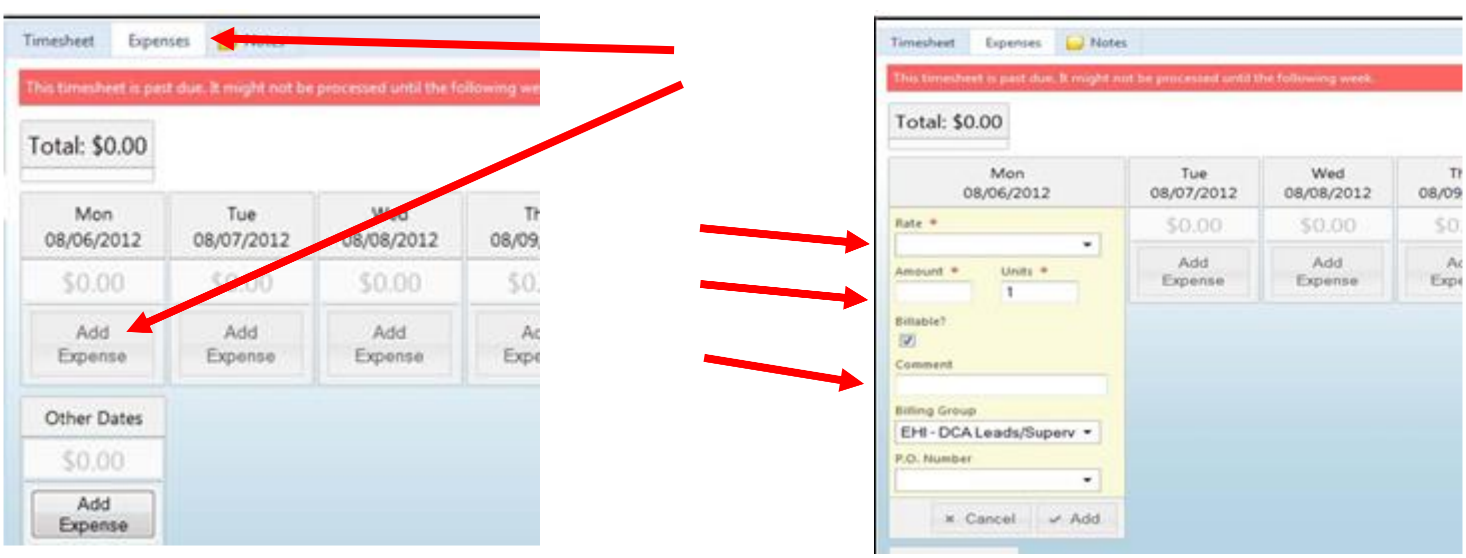
- If your timesheet has been REJECTED by your manager it can <u>NOT</u> be processed.
- An email will be sent notifying you of the rejected timesheet along with the reason for the rejection.
- To correct an issue, login to the Timesheet Portal and click the pencil to edit your hours as needed.
- Once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





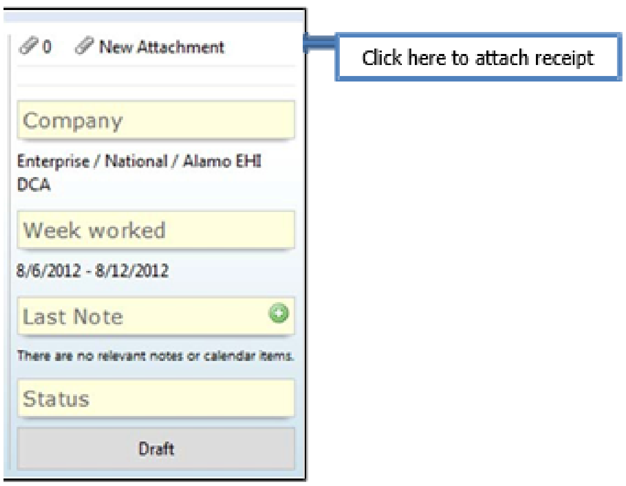
Entering an Expense:

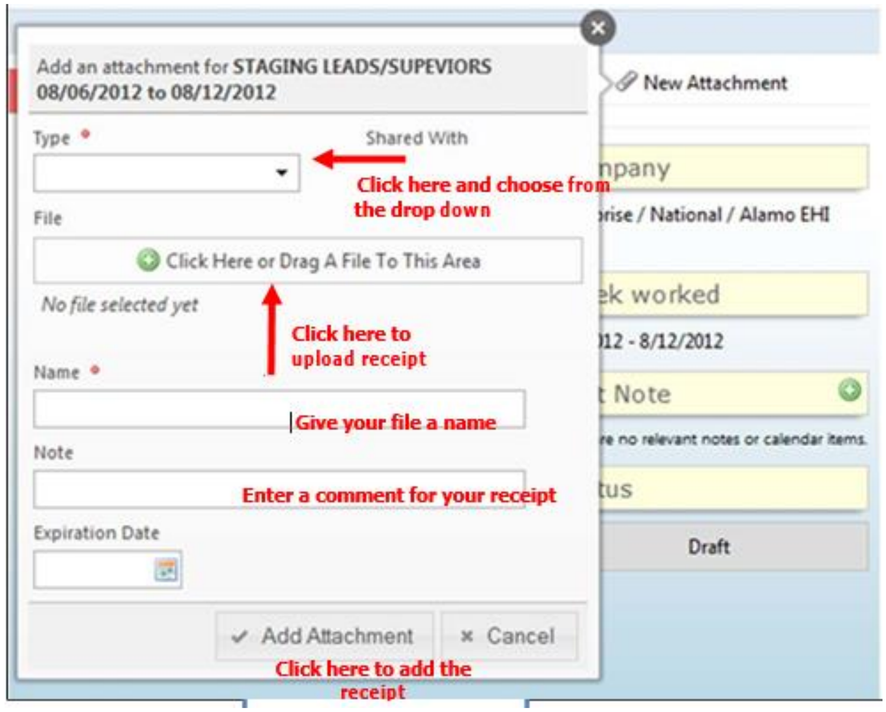
- To enter an approved business expense, select the Expenses tab.
- Select “Add Expense” on the appropriate day.
- Use the rate drop down to choose the expense type.
- Enter amount of the expense.
- Enter description of the expense in the comment field.
- When done, click “Add”
- Repeat for any day necessary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



Attaching Expense Receipts:

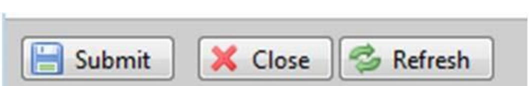
- Please scan any receipts as needed and store the image/file.
- Click “New Attachment” (located on the right-hand side of your screen).
- Use the “Type” drop down to choose the attachment type.
- Click on “File” to select the scanned receipt file.
- Enter a name for the attachment.
- Add comments or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





Submitting An Expense:

- Review your expenses.
- Click “Submit”.



Questions:

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