

Online Timesheets: Contractor Instructions

Contractor Computer Login:

- Login to the Timesheet Portal - <https://erecruit.bankwholdings.com> with your username and password you received with your online application
- You can update your email address in your user profile or send an email request to payroll@bankwholdings.com
- Recommended Windows Browsers: Google Chrome or Firefox
- Recommended MAC Browser: Safari

Contractor Mobile Device Login:

- <https://erecruitmobile.bankwholdings.com/>

Password Assistance:

- To reset your password, Click “Forgot Your Password,” enter your email address, and click “Reset Password”
- You will receive an automated email with a link to reset your password
 - NOTE: the password reset link is time sensitive and will expire after 20 minutes

Welcome to erecruit. Login below.

Email:
ehunt@bankwholdings.com

Password:
[]

(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

[Log In](#)

Entering Time:

- Hours can be added to each day throughout the week
- Submit your total hours only once by Friday or the 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 (in blue)

AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES
Placement: Putnam Investments - Desktop Support Analyst					
Putnam Investments - Desktop Support Analyst	11/5/2016	11/11/2016	0	Draft	
			Total: 0		

- 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
- Your timesheet will not be processed until your manager has approved your submitted hours
- Pay day is Wednesday

Timesheet Expenses Notes

Total: 0 hours

Expand all / Collapse all

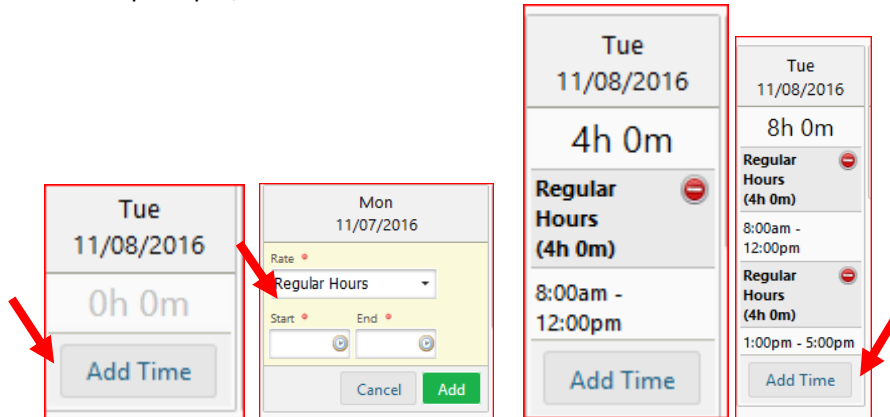
Sat	Sun	Mon	Tue	Wed	Thu	Fri
11/05/2016	11/06/2016	11/07/2016	11/08/2016	11/09/2016	11/10/2016	11/11/2016
0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Add Time	Add Time	Add Time	Add Time	Add Time	Add Time	Add Time

Mon	Tue	Wed	Thu	Fri
11/07/2016	11/08/2016	11/09/2016	11/10/2016	11/11/2016
0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Add Time	Add Time	Add Time	Add Time	Add Time
8:00 AM	12:00 PM			
Hour	Minute			
12 1 2 3 4 5	00 01 02 03 04 05 06 07 08 09 10 11 12 13 14			
6 7 8 9 10 11	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29			
12 1 2 3 4 5	30 31 32 33 34 35 36 37 38 39 40 41 42 43 44			
6 7 8 9 10 11	45 46 47 48 49 50 51 52 53 54 55 56 57 58 59			

*hours AM/PM on right, minutes on left

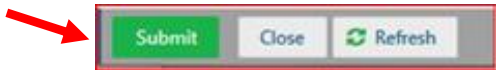
Recording Your Break Periods:

- 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:
 - “Submit” if your work week is complete and you 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 for payment processing until your manager has approved your submitted hours. Please allow enough time for them to approve your hours

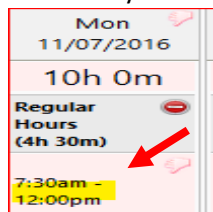


Resubmitting a Rejected Timesheet:

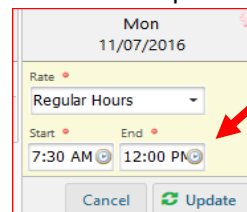
- If your timesheet has been REJECTED by your manager, it can NOT be processed
- An automated email will be sent notifying you of the rejected timesheet along with the reason for the rejection
- To correct an issue, login to the Timesheet Portal, select the timesheet for the appropriate week

Timesheets					
Options					
<input type="checkbox"/> Show past and submitted timesheets.					
AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES
Placement: Dyn (Dynamic Network Services) - Procurement Specialist					
Dyn (Dynamic Network Services) - Procurement Specialist	11/5/2016	11/11/2016	44	Rejected	1

- Place your cursor over the hours you need to correct and double click to open and edit



Adjust times



- From here, correct your hours and select update when they are correct
- Once completed for any days required, click “Submit”
- 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 completed Expense Report and any receipts as needed and store the image/file (contact payroll at payroll@bankwholdings.com for blank Expense Report)
- Click the + to the right of the word 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 expense report and receipt file
- Enter a name for the attachment(s)

Submitting Expenses:

- Review your expenses
- Click “Submit”

Questions:

If you have any questions, please contact your Recruiting Manager or call 603-637-4500 and request to speak with Payroll. Thank you!