



*Graham Staffing Services Online Timecard Portal
Applicant Instructions*



Graham Staffing Services Inc Online Timecard Portal *Applicant instructions for entering time*

Congratulations! You now have access to the online timecard portal to view and enter your time.

Logging In

1. Go to <http://www.grahaminc.com> Click on the Applicant Login text located in the upper right corner of the page.
2. Enter your username (your email address) and password (\$password\$)
3. Click **Login**.
4. If a "display nonsecure items" pop-up appears, click **Yes**.

A screenshot of the login form. At the top, there is a header with the word "Login" and a sub-header "Please Log In". Below this, there are two input fields: "Username:" with the text "candidate" and "Password:" with a series of dots. To the right of the password field is a blue "Login" button with a red arrow pointing to it. Below the login fields is a blue link that says "Forget your password?".

Login

Please Log In

Username: candidate

Password:

Login

[Forget your password?](#)

5. If you have forgotten your username and/or password, click the [Forget your password?](#)
6. You will be prompted to enter the email address that your recruiter has on file, click **Send** after entering this address.
7. You will receive another e-mail containing your username and password. Once you receive this e-mail, go back to step 2.

A screenshot of the "Password Help" form. The title is "Password Help". Below it, the text reads "Forgotten Your User ID or Password? We'll email it to you." There is an input field for "Your Email Address:" with a red arrow pointing to it. At the bottom right of the form is a blue "Send" button. At the very bottom, there is a small footer text: "BHAS: websenver081:BULLHORN_LG2:BULLHORN88: 156".

Password Help

Forgotten Your User ID or Password?
We'll email it to you.

Your Email Address: [input field]

Send

BHAS: websenver081:BULLHORN_LG2:BULLHORN88: 156

8. Once you successfully log in, you should be taken to the Timecards page to enter your time.

Notes:

- It is important that you go to <http://www.grahaminc.com> Click on the Applicant Login text located in the upper right corner of the page. Time you log in. If you bookmark the page or add it to your Internet Explorer Favorites, you will not be able to log in.





Entering Your Time

1. To enter your hours for the day and/or week, click **Time Cards**. The timesheet for the current week ending displays.
2. Click **Enter Time**.

Desktop	Time Cards	Your Profile
Timecards: 03/17/2008 - 03/23/2008		
	Hours	Status
Enter Time	0.00	76898

BHAS: webserv0081BULLHORN_LG2BULLHORN88: 375

3. To enter your time for the week selected, do the following:
 1. In the In and Out fields, enter the hours you worked each day (e.g., 10:00 AM, 6:00 PM). (You may be required to enter time using the drop-down button.)
 2. Optionally, you can use the drop-down button  to choose a value from the list. This list will either show 15 or 30 minute intervals.
 3. If you enter your break in minutes, in the Break (min) field, enter the number of minutes you took for your break. If you took more than one break in a day, enter the total number of break minutes for the day.
 4. If you enter the start and end time of your break, in the Break Start and Break End fields, enter the start and end time for your break (e.g., 12:00 PM – 1:00 PM).
 5. Optionally, you can use the drop-down button  to choose a value from the list for your break. This list will either show 15 or 30 minute intervals.
 6. Add any necessary comments that you would like your employer and recruiter to see in the Timecard Comments field.
4. Enter hours into any additional editable pay classes (if applicable.)
5. If your hours for the week are not yet final, click **Save Draft**.
6. Review your timecard for accuracy.
7. Review the Terms and Conditions section below the Time Card.
8. When all hours for the week are entered and final, click **Submit for Approval**.
9. You may also click **Print** to print out or save a copy of your timecard for your records.


Pay Period: 03/17/2008 - 03/23/2008		Print				
Status: Draft	03/17/08 (Mon)	03/18/08 (Tue)	03/19/08 (Wed)	03/20/08 (Thu)	03/21/08 (Fri)	
Hours Worked	In:					
Show Comments	Out:					
	Break (min):					
		0.00	0.00	0.00	0.00	0.00
Timecard Comments: <input type="text"/>						

Notes:

- Anything entered into the Timecard Comments field will be viewable by both your recruiter and the person who approves your timecard.
- You will only be able to enter time for a pay period if you have an active placement record for that pay period. If you believe you should be able to enter time for a specific pay period and cannot, contact your recruiter.
- Any applicable overtime or double time will be automatically calculated based on the hours you enter.
- Your timecard remains editable until it is approved by your manager.
- Use the **Save Draft** button to indicate that your timecard is not ready for approval.



Viewing Previously Submitted Time

1. You can view your timecards for the past 14 weeks by clicking the Pay Period Ending: drop-down .
2. Once the desired week is selected, click **Get Timecards**.
3. The selected week will now be viewable.

Questions

If you have any additional questions please contact your recruiter.