



*Graham Staffing Services Online Timecard Portal  
Client Instructions*



## Graham Staffing Services Online Timecard Portal

### *Client instructions for approving and rejecting time for candidates*

Congratulations! You now have access to the online timecard portal to view, approve and reject your employees' time.

#### Logging In

Go to <http://www.grahaminc.com> Click on the Client Login text located in the upper right corner of the page.

1. Enter your username (your email address) and password (\$password\$).
2. Click **Login**.
3. If a "display nonsecure items" pop-up appears, click **Yes**.

Login

Please Log In

Username:

Password:

←

[Forget your password?](#)

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

#### Password Help

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

Your Email Address:

BHAS: webserver001:BULLHORN\_LG2:BULLHORN88:156

#### Notes:

- It is important that you go to <http://www.grahaminc.com> click on the Client login text located at the top right corner of the index page. Each 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.



**Reviewing a Timecard**

1. Select **Timecards**. The online timecard portal pulls all timecards for your employees with an active placement.
2. Look for timecards with a status of 'Submitted' (you will not be able to approve time that is not in a 'Submitted' status)
3. Click **View Timecard**.
4. Review the timecard for accuracy and do one of the following:
  - If the hours are verified, click **Approve**.
  - If there is a discrepancy with the hours, click **Reject**.
  - If rejecting a timecard, the Timecard Comments section can be used to communicate the reason for rejecting the time back to the employee.
5. You may also click **Print** to print out or save a copy of the employee's timecard for your records.

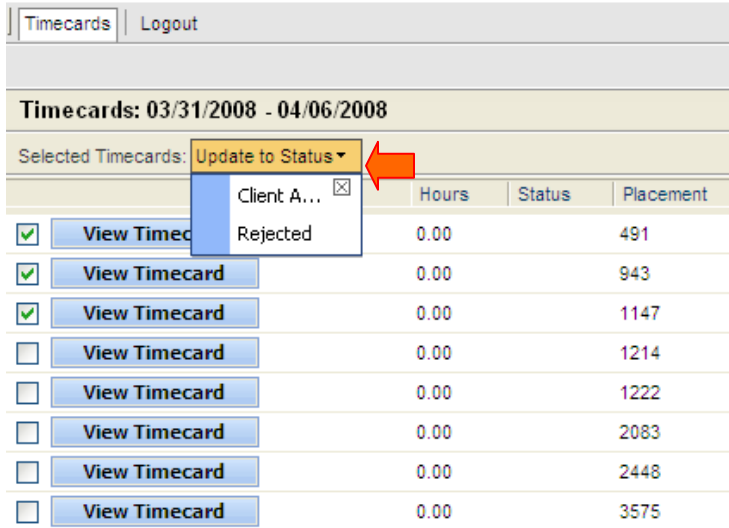
Pay Period: 03/17/2008 - 03/23/2008 <span style="float: right;"><a href="#">Print</a></span>								
Status: Submitted	03/17/08 (Mon)	03/18/08 (Tue)	03/19/08 (Wed)	03/20/08 (Thu)	03/21/08 (Fri)	03/22/08 (Sat)	03/23/08 (Sun)	Total
Hours Worked	In: 09:00 AM Out: 05:00 PM Break (min): 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00			40.00
Pay Class: Overtime								0.00
Pay Class: Holiday								0.00
Pay Class: Vacation								0.00
Timecard Comments:								Total: <span style="color: red; font-size: 2em;">↓</span>
<a href="#">Approve</a> <a href="#">Reject</a>								<span style="color: red; font-size: 2em;">↓</span>

**Notes:**

- Anything entered into the Timecard Comments field will be viewable by both your recruiter and the candidate.
- Only those hourly employees who have an active placement record for the pay period will be shown. If you believe that an employee who has time is missing, contact your Account Representative.
- An employee's timecard remains editable until you approve it. Once you click **Approve**, you can no longer make changes to that timecard.
- Only those timecards with a status of 'Submitted' can be approved.

### Updating the Status for Multiple Timecards

1. From the timecard list, select the timecard(s) for which you would like to change the status of time. Only those timecards in a 'Submitted' status will be available for selection.
2. Click the **Update to Status** drop-down and do one of the following:
  - If the hours are verified, select 'Client Approved.'
  - If there is a discrepancy with the hours, select 'Rejected'.



Timecards | Logout

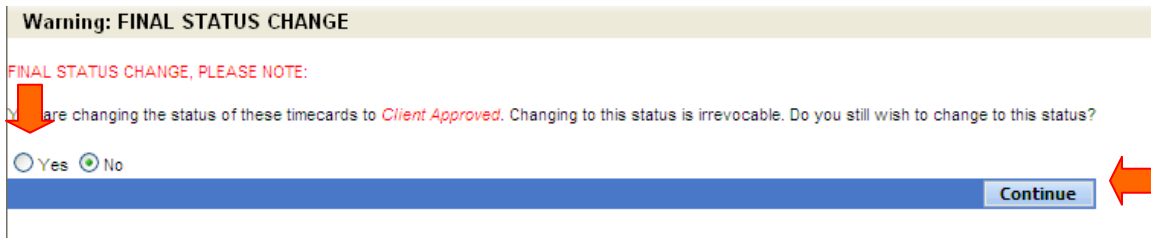
**Timecards: 03/31/2008 - 04/06/2008**

Selected Timecards: Update to Status ▾

		Hours	Status	Placement
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00	Rejected	491
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00		943
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1147
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1214
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1222
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		2083
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		2448
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		3575

3HAS: webserv0081 BULLHORN\_LG75 BULLHORN28: 1000

3. You will receive a warning that this change is considered final. If this is acceptable, select 'Yes' and click **Continue**.



**Warning: FINAL STATUS CHANGE**

FINAL STATUS CHANGE, PLEASE NOTE:

You are changing the status of these timecards to *Client Approved*. Changing to this status is irrevocable. Do you still wish to change to this status?


Yes  No

**Continue**

#### Notes:

- Only those timecards with a status of 'Submitted' can be updated.

### Reviewing 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 Account Representative.