APPLEONE WEB TIMECARD INSTRUCTIONS

Associate

Once you've accepted an assignment with AppleOne, you will receive an email confirming your assignment and providing you a link to register on our *Web Timecards* Internet site.
If you do not receive the email, please contact your AppleOne representative.

ACTIVATE ACCOUNT

Open the email and click on the first link. You will be asked to create a password for your account. Once entered, click "Activate Account".

Please enter the information below and click 'Activate Account' to proceed.
Your email address is: yourname@yahoo.com
Please choose a password (6 to 10 characters): ●●●●●●
Please re-type the password: ●●●●●●
— ENTER TWICE

Activate Account ←

START A NEW TIMECARD

Launch your web browser and go to "my.appleone.com". Use the email address and password you created to log in under "Associate". Under the "Web TimeCard" section choose "Timecard Entry".

Here are a few of the resources available to you through this portal:

Home	Benefits & Forms	My Pay Statements	Web TimeCard
Tax Documents	Message Center	Account Settings	

Timecard Entry

History
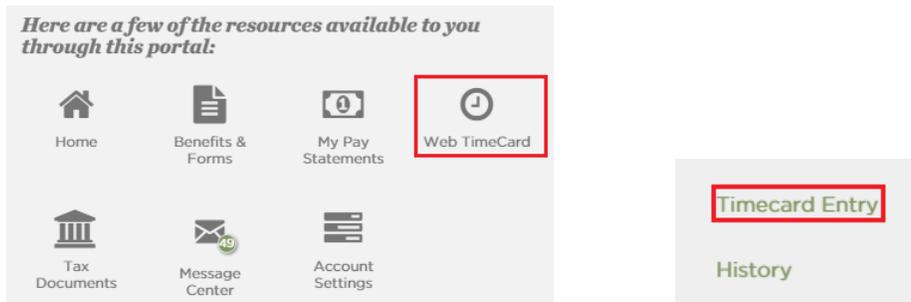
The next screen will ask you to confirm your Assignment and the "week-ending" details. Click "Next".
Week-ending dates fall on Saturdays

(Last Timecard submitted: 2/13/2016 - AppleOne Test Client - 21hrs Reg - 4hrs OT - 0hrs DT)

Please choose which assignment this timecard will apply to:
AppleOne Test Client - AppleOne Approver ▼ ←

Please choose the week ending that this timecard is for:
2/13/2016 - New Timecard ▼ ←

Assign ID: TEST-229
Report To Address: 123 main WTC GLENDALE, CA 91204
Start Date: 3/25/2014

To create a new timecard for *AppleOne Test Client, reporting to AppleOne Approver, during the week of 2/7/2016 - 2/13/2016* please click Next

NEXT

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ENTER YOUR TIME

Date	Start Time			Finish Time			Lunch hour min		Regular hour min		Overtime hour min		Doubletime hour min	
2/7/2016 Sun	00:00	am	▾	00:00	pm	▾	0	0	0	0	0	0	0	0
2/8/2016 Mon	8:00	am	▾	5:00	pm	▾	1	0	8	0	0	0	0	0
2/9/2016 Tue	8:00	am	▾	5:00	pm	▾	1	0	8	0	0	0	0	0
2/10/2016 Wed	8:00	am	▾	5:00	pm	▾	1	0	8	0	0	0	0	0
2/11/2016 Thu	8:00	am	▾	5:00	pm	▾	1	0	8	0	0	0	0	0
2/12/2016 Fri	8:00	am	▾	5:00	pm	▾	1	0	8	0	0	0	0	0
2/13/2016 Sat	00:00	am	▾	00:00	pm	▾	0	0	0	0	0	0	0	0
						Totals			40	0	0	0	0	0

Read timecard notes: 🔍

Write a timecard note: 🔍

SAVE	DELETE THIS TIMECARD	CANCEL

- Enter your Start and End time as well as your lunch. The system will calculate all of the hours for you (including overtime).
- Once entered click SAVE.
- You will be asked if you want to "Submit Now" OR "Submit Later". If you're entering hours day by day, choose "Submit Later". Choose "Submit Now" if you are finished entering hours for the week.

☑ I have read and agree to the agreement stated above

SUBMIT NOW	SUBMIT LATER	EDIT TIMECARD

TIMECARD DEADLINES

Timecards must be completed and submitted to your Supervisor or Manager for Client Approval <u>at the end of the last day of your workweek</u>. Client Supervisors or Managers must approve web timecards by Monday at 12:00 noon. If these deadlines are not met, your check may be delayed until the next pay period.