



Remote Time Entry

Employee Instructions

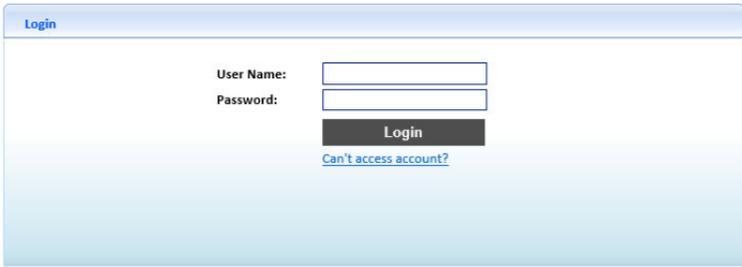


Login

Employees enter their time remotely through the Employee Portal. The portal is available on all devices. Go to:

iqi.aviontego.com/portals

This is the same portal used to view paystubs and retrieve W-2s.



The screenshot shows a web browser window with a light blue header containing the word "Login". Below the header, there are two input fields: "User Name:" and "Password:". To the right of each label is a white rectangular input box. Below the "Password:" field is a dark grey button with the word "Login" in white text. Underneath the button is a blue hyperlink that reads "Can't access account?". The background of the page is a light blue gradient.



Step 1

The menu bar along the top includes "**Time Entry**." Selecting time entry will allow employees to move forward.

Step 2

This step shows the work week and assignment selection page. The current week is the default, but others may be selected. If an employee is on multiple assignments, those can be selected here.

Select the **link in the Customer column** to move to Step 3.

The screenshot shows the Time Entry application interface. At the top, there is a navigation bar with links: Home | Personal Info | Pay History | Time Entry | Log Off. Below this, there is a sidebar with a "Time Entry" icon and label. The main content area is titled "Welcome John Doe-TEST" and contains a "Select Week End Date" section with a dropdown menu set to "5/17/2020". Below this is a section titled "Non Submitted Timecards (1)" with a "Rows Per Page" dropdown set to "10". A table is displayed with the following data:

WeekEnd Date	Assignment ID	Customer	Position	Shift	Total
05/17/2020	81473	ITSQuest-Farmington #20 ITSQuest-Farmington #20	Admin/Office Asst		0

A red arrow points to the link in the Customer column of the table.

Step 3

This is where time is entered. The Start and End Time are both 12 hour, am/pm and Break Hours are in decimal. For example, 15 minute breaks = .25, 30 minute breaks = .50 and 45 minute breaks = .75, etc.

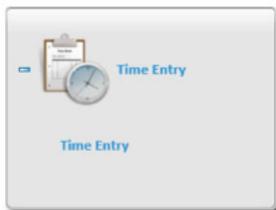
Totals will automatically calculate as you advance from row to row.

Time can be entered two ways,

A) Enter the Start Time, End Time, and Break Hours in the column header and check the boxes by the days where that time applies

B) Time can also be entered on individual days

A



Welcome John Doe-TEST

Employee Detail

Employee: Doe-TEST, John
EmployeeID: 112409

Timecard Detail

Weekly Summary

Type	05/11/2020 Monday	05/12/2020 Tuesday	05/13/2020 Wednesday	05/14/2020 Thursday	05/15/2020 Friday	05/16/2020 Saturday	05/17/2020 Sunday	Total
Reg	8	8	8	8	8	0	0	40

Please enter your time below:

NOTE:
The "Save" button allows you to record your information and come back at a later date to submit your time.
The "Submit" button sends your time card information to your supervisor for approval.

Apply	Type	Date Worked	Day	Start Time	End Time	Break Hours	Total	Note
<input checked="" type="checkbox"/>	Reg	05/11/2020	Monday	8:00 AM	5:00 PM	1.00	8.00	
<input checked="" type="checkbox"/>	Reg	05/12/2020	Tuesday	8:00 AM	5:00 PM	1.00	8.00	
<input checked="" type="checkbox"/>	Reg	05/13/2020	Wednesday	8:00 AM	5:00 PM	1.00	8.00	
<input checked="" type="checkbox"/>	Reg	05/14/2020	Thursday	8:00 AM	5:00 PM	1.00	8.00	
<input checked="" type="checkbox"/>	Reg	05/15/2020	Friday	8:00 AM	5:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/16/2020	Saturday			0.00	0.00	
<input type="checkbox"/>	Reg	05/17/2020	Sunday			0.00	0.00	

Additional Items

Save Submit

Additional Items

B

Apply	Type	Date Worked	Day	Start Time	End Time	Break Hours	Total	Note
<input type="checkbox"/>	Reg	05/11/2020	Monday	8:00 AM	5:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/12/2020	Tuesday	9:00 AM	6:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/13/2020	Wednesday	10:00 AM	2:00 PM	0.00	4.00	
<input type="checkbox"/>	Reg	05/14/2020	Thursday			0.00	0.00	
<input type="checkbox"/>	Reg	05/15/2020	Friday			0.00	0.00	
<input type="checkbox"/>	Reg	05/16/2020	Saturday			0.00	0.00	
<input type="checkbox"/>	Reg	05/17/2020	Sunday			0.00	0.00	

Additional Items

There is a section to enter more info. At this time, the Additional Items section is only used for mileage reimbursement for those who qualify.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home | Personal Info | Pay History | Time Entry | Log Off. Below this, a 'Welcome John Doe-TEST' message is displayed. The main content area is titled 'Employee Detail' and shows the following information:

- Employee: Doe-TEST, John
- EmployeeID: 112409

Below the employee details, there is a table with columns for dates and totals. The visible part of the table is:

	05/17/2020	Total
	Sunday	20

Overlaid on this is a form titled 'Additional Items - Internet Explorer'. The form contains the following fields:

- Type: Mileage (dropdown menu)
- Worked Date: 05/11/2020 (dropdown menu)
- Unit: 0.00 (text input)
- Note: (text area)

At the bottom of the form are 'Add' and 'Cancel' buttons. Below the form, there is a table with columns for checkboxes, type, date, day, start time, end time, and rates. The visible part of the table is:

	Reg	05/13/2020	Wednesday	10:00 AM	2:00 PM	0.00	4.00
<input type="checkbox"/>	Reg	05/14/2020	Thursday			0.00	0.00
<input type="checkbox"/>	Reg	05/15/2020	Friday			0.00	0.00
<input type="checkbox"/>	Reg	05/16/2020	Saturday			0.00	0.00
<input type="checkbox"/>	Reg	05/17/2020	Sunday			0.00	0.00

Below the table, there is a section titled 'Additional Items' with 'Save' and 'Submit' buttons. At the bottom of the page, there is a button labeled 'Additional Items'.

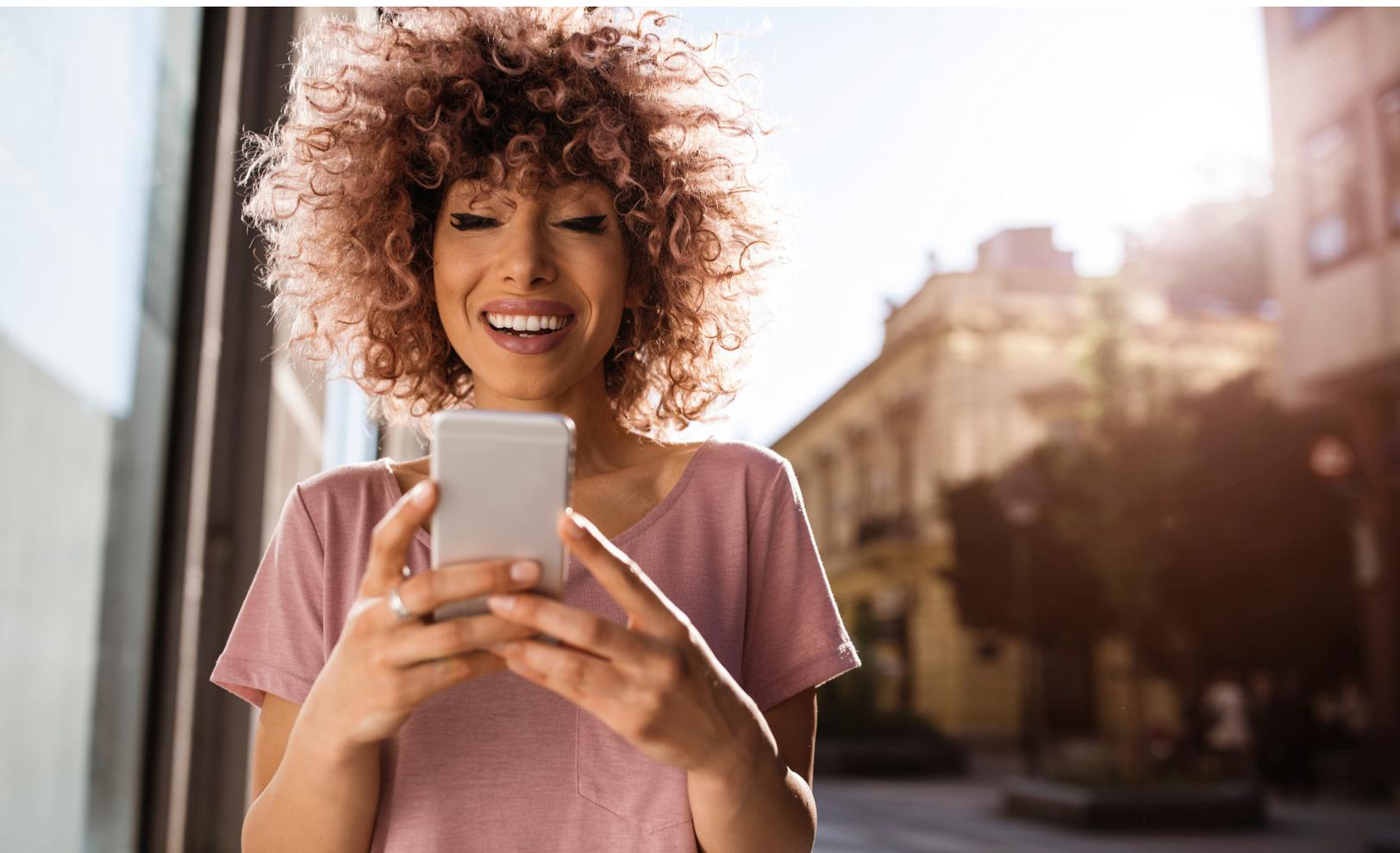
Step 4

The **Save** button is used to save the entry before submitting for approval. This allows employees to return to the timecard later without having to re-enter their time.

Step 5

The **Submit** button is used to submit time for Client approval. Only submit when you are ready to submit ALL the time worked in a time period. If you enter your time daily, just select Save.

There is an Unsubmit button that employees can use to withdraw the timesheet to make corrections. This button is only available before time is approved by the Client.





It's that simple!

Contact your local office if you have additional questions, or visit our website at www.itsquest.com

