

Employee Time Submission

Employees enter time through the Employee Portal.

iqi.aviontego.com/portals

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

A screenshot of the login page for the ITSQUEST STAFFING portal. The page has a light blue header with the word "Login" in a small font. 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 says "Can't access account?". The entire login form is contained within a white rectangular area with a thin border.

This is the landing page employees will see.
They will click on "Time Entry".

ITSQUEST STAFFING

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Welcome John Doe-TEST

This application uses pop-up windows. Please allow pop-up windows from your browser settings.

Current Assignments (1)

Asg ID	Customer	Department	Position	Shift	Start Date	End Date
81473	ITSQuest-Farmington #20	ITSQuest-Farmington #20	Admin/Office Asst		4/29/2020	

This is the work week and assignment selection page.

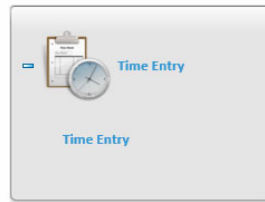
The current work week is default, but others can be selected.

If the employee is on multiple assignments, those can be selected as well.

Click the hyperlink in the Customer column to move forward



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Welcome John Doe-TEST

Select Week End Date

Please select work week

Non Submitted Timecards (1)

Rows Per Page

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



This is the time entry page.

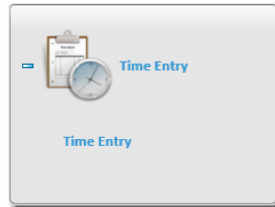
Start and End Time are both 12 hour, am/pm.

Break Hours are in decimal.

Totals will automatically calculate as the employees advance from row to row.



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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	0	0	0	0	0	0	0	0

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 type="checkbox"/>	Reg	05/11/2020	Monday			0.00	0.00	
<input type="checkbox"/>	Reg	05/12/2020	Tuesday			0.00	0.00	
<input type="checkbox"/>	Reg	05/13/2020	Wednesday			0.00	0.00	
<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

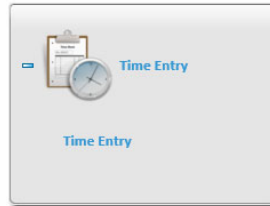
Time can be entered once at the top of the column and applied to checked rows.

To do this, enter Start Time, End Time, and Break Hours in the column header.

Next, check the boxes on the rows where this time applies.



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Employee: Doe-TEST, John
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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 8:00 AM	End Time 5:00 PM	Break Hours 1.00	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

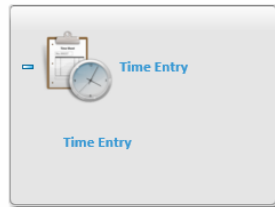
Save Submit

Additional Items

Time can also be entered on individual days.



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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	4	0	0	0	0	20

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 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

Additional Items is currently only used for mileage.

The screenshot displays the ITSQUEST STAFFING web application interface. At the top, the logo for ITSQUEST STAFFING is visible, along with navigation icons for Home, Personal Info, Pay History, Time Entry, and Log Off. The main content area shows a 'Welcome John Doe-TEST' message and an 'Employee Detail' section with the following information:

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

An 'Additional Items' form is open in a browser window, showing the following fields:

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

Buttons for 'Add' and 'Cancel' are present at the bottom of the form. Below the form, a table displays a weekly schedule for the week of 05/13/2020 to 05/17/2020. The table has columns for checkboxes, day type, date, day of the week, start time, end time, unit, and total. The data for the week is as follows:

	Reg	Date	Day	Start	End	Unit	Total	Note
<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	

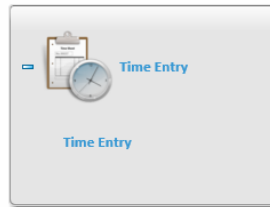
At the bottom of the page, there are buttons for 'Save', 'Submit', and 'Additional Items'.

The Save button is used to save the entry before submitting for approval.

This allows the employee to return to the timecard later without having to reenter their time.



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Welcome John Doe-TEST

[Employee Detail](#)

Employee: Doe-TEST, John
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[Timecard Detail](#)

Weekly Summary

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Reg	8	8	4	0	0	0	0	20

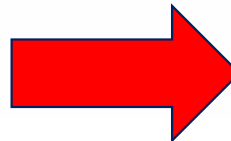
Please enter your time below:

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 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	

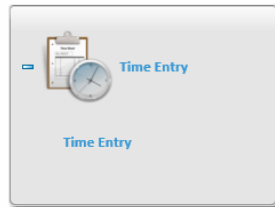
Additional Items



The Submit button is used to submit time for customer approval.



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[Employee Detail](#)

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Reg	8	8	4	0	0	0	0	20

Please enter your time below:

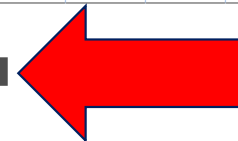
NOTE:

The "Save" button allows you to record your information and come back at a later date to submit your time.
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<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

Save Submit
Additional Items

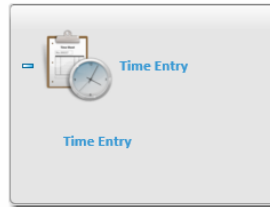


The Unsubmit button allows employees to withdraw the timesheet to make corrections.

This button is only available before time is approved by the customer contact.



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Reg	05/13/2020	Wednesday	10:00 AM	2:00 PM	0.00	4.00	
Reg	05/14/2020	Thursday			0.00	0.00	
Reg	05/15/2020	Friday			0.00	0.00	
Reg	05/16/2020	Saturday			0.00	0.00	
Reg	05/17/2020	Sunday			0.00	0.00	

Additional Items

Save
Additional Items

Unsubmit

