

AdvantageTime

Information & Instructions

Advantage Resourcing's web-based time entry and approval system, AdvantageTime, is a highly intuitive system that promotes fast and accurate time and expense collection and paycheck processing. At the end of each week:

- You will complete an electronic timecard.
- Your approving manager will receive an email notification within 3 hours of your timecard submittal.

It's that simple!

Before You Begin...

Here are important notes you need to know about AdvantageTime:

- Timecards for the current business week are available to you via the AdvantageTime website weekly on Friday mornings. **We ask that you complete the timecard by the end of your work week to ensure prompt approval and payment. Your timecard must be approved by your supervisor via AdvantageTime in order for you to be paid.**
- Your supervisor will receive email notifications daily until your timecard is approved.
- Your timecard will remain editable until it is submitted. You will also have access to your approved timecard history.
- In the event that your timecard is rejected, you will receive an immediate email notification identifying the rejection reason. You will be able to correct the timecard and re-submit it for approval.
- Your timecard must be approved by your supervisor via AdvantageTime no later than Wednesday at 11:59PM (EST) to ensure hours are processed during the current pay cycle. If you work through an agency other than Advantage, you must fax a copy of your approved timecard to your agency to be paid.
- Please email advantagetime@advantageresourcing.com for the following:
 - Your supervisor is out of the office. Provide alternate supervisor's email.
 - Your supervisor has changed. Provide new supervisor name and email address.
 - Your email address changes. Provide your new email address.
- If you need any assistance, please call the support center at **(562) 465-0099** or email advantagetime@advantageresourcing.com. Support hours are 8AM to 5PM CST Monday through Friday. Any calls received outside normal business hours will be handled the next business day.

Accessing AdvantageTime

AdvantageTime is available 24 hours a day 7 days a week.

To access your timecard from any internet connection, go to:

<http://www.connect.advantageresourcing.com>

If you do not have a User Name and Password (new Talent):

- 1) Click the “Join Now” button (on the right).
- 2) Enter your SSN and DOB.
- 3) Create a User Name and Password.
- 4) Log in with your user name and password.

If you have an existing User Name and Password (returning Talent):

- 1) Enter your user name and password.
- 2) Click on “Sign In”

If you forgot your User Name and/or Password (returning associates):

- 1) Click on the “Forget your password or user name?” link located below the User Name and Password boxes.
- 2) Enter your SSN and DOB. Click “Continue”.
- 3) Your User Name will appear at the top of the screen in red lettering.
- 4) Answer your Secret Question and create a New Password.
- 5) Confirm the new password and sign into the system.
- 6) Once logged in click on the Time Entry link

Entering / Submitting Time

Once click on the Time Entry link your current weeks' timecard will display. If you are working on more than one assignment, the **Assignment Selection** page will display.

- Click on the applicable assignment to enter your time and expenses.
 - Based on the company you are working for, you will either see a Standard Time & Expense Entry Page or a Punch In / Punch Out Time Entry Page.
- Verify that the appropriate Week Ending date is displayed. If not, click on **Previous Week** or **Next Week** button to choose the correct weekending date.
- Begin entering your time and out-of-pocket expenses for the Week Ending date displayed.
- Use the drop down box under **Time Reporting Code** to select Regular, Overtime, etc. as needed, and enter data for each day of the week worked.
- Click the "+" box to create a new row to enter totals by day for a different time reporting code (i.e., Overtime, Expenses).
- If you have no hours to enter for the week, click/check the **No Hours** checkbox. (**Please Note**...when you check the No Hours box the system will populate a "1" on the timecard. This is because the system cannot recognize 0 as a value. You will not be paid for this hour as it is not associated with a time reporting code.)

Once all your hours/expenses have been entered:

- Save your timecard and review it. Make sure the correct amount of hours have been entered. Your timecard will not be sent to your supervisor until you "submit" it.
- When you click Submit from the Standard Time & Expense Entry page, the Timecard Confirmation page will display. Click **OK** to submit your timecard for approval.
- After your time and expenses are submitted, you will not be able to edit them.
 - If you need to make changes to your submitted time, contact your Approver.
 - Please note that you cannot add/update time and expenses after they are submitted for approval.

- After your time and expenses are approved, you will not be able to edit them (both the Save and Submit buttons will be disabled). You can print a hardcopy of your timecard by clicking the **Printable Timecard** link on the Time and Expense Entry page.

Your approver will receive an email notification on Monday morning and each day thereafter notifying them of timecards pending approval. The approver has the ability to approve or reject the hours you have submitted.

Approved Hours

When the submitted hours are approved, the timecard status will change to approved and the hours will be electronically submitted to Advantage's payroll department for processing.

Rejected Hours

When the submitted hours are rejected by the approver, an email is automatically sent back to you. After receiving a timecard rejection email you must:

1. Login into AdvantageTime and make the necessary adjustments to the timecard.
2. Resubmit the timecard for approval.

TECHNICAL REQUIREMENTS

Advantage Connect requires one of the following web browsers:

- Internet Explorer version 7.0 or higher.
- Firefox version 3.5 or higher.
- Safari
- Google Chrome

In addition, both Cookies and JavaScript must be enabled in your web browser.

Please consult your browser documentation for assistance in enabling Cookies and JavaScript in your web browser.

When logging into the AdvantageTime system, if you receive an error message, please try the following:

- 1) Occasionally your internet browser will retain outdated information and will prevent you from moving forward. To bypass this problem, please delete your browser history, close all internet browsers, reopen a browser, and try again.
- 2) Please refer to the browser information above. You may need to download a new browser or upgrade an outdated version if you are not currently utilizing the browsers listed above.
- 3) Make sure your Cookies and JavaScript are enabled. If not, please enable them.
- 4) If you have tried the first three solutions and you are still unable to access your timecard, please contact the AdvantageTime Customer Service Line - AdvantageTime@advantageresourcing.com