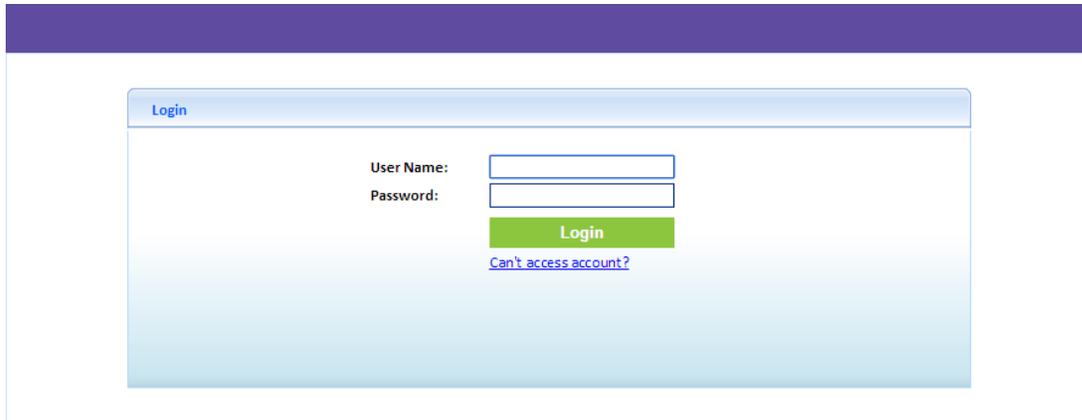


# How to Submit Your Electronic Time Card

*\*Your time card must be submitted by 5:00 pm each Friday\**

## Step One: Log In

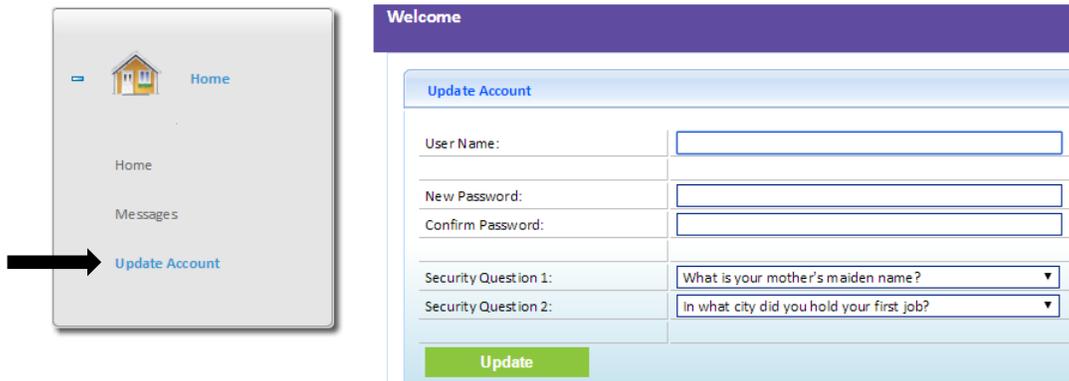
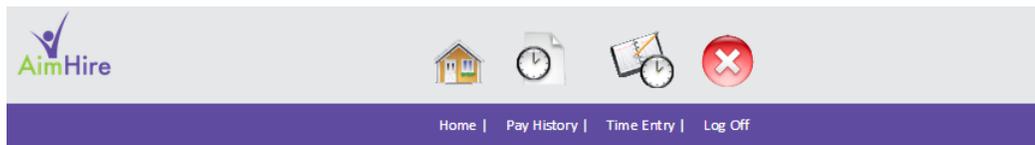
- Copy and paste the following link in your browser:  
<http://portals.aviontego.com/AimHire/Main.aspx?App=3&CompanyID=AimHire>
- Log in using the information provided in your time card email. Your username is your email address, and your default password is the last four digits of your SSN.



- If you forget your password, click **Can't access account?** Fill out the requested fields and click Submit. Instructions will be sent to your email. If you are still unable to log in, please email Jennifer at [jenniferfowler@aimhiredenver.com](mailto:jenniferfowler@aimhiredenver.com).

## Changing Your Password

You can easily change your password once you have logged in. From the Home Screen, click **Update Account**. From there, you can change your User Name and Password and set Security Questions.

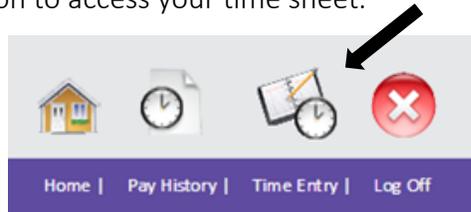


## Step Two: Select Time Entry

- Your home screen will look like this:

Asg ID	Customer	Department
<a href="#">179282</a>	Company	Department

- Your current assignment will be listed in the middle of your screen. To the right of the department field, you will see your start date and “end date.” There is no need to be concerned about this date: it does not necessarily reflect the true duration of your assignment. We often do not know how long your contract will last, but the system requires us to enter an arbitrary end date at the beginning of your assignment. Your last day will be determined by your supervisor; if you have any questions about the duration of your contract, speak with your AimHire staffing manager.
- Click on the **Time Entry** icon to access your time sheet.



- The screen will then look like this:

WeekEnd Date	Assignment ID	Customer	Position
1/25/2015	179282	<a href="#">Company   Department</a>	Position

### Step Three: Open Your Time Card

- First, make sure the correct **Work Week** is selected ([see 1](#)). Our work week is classified as Monday through Sunday, so you should select the date for the Sunday at the end of the week you just completed. For example, you worked Monday, January 19<sup>th</sup> through Friday, January 23<sup>rd</sup>, you should select the work week date of January 25<sup>th</sup>.
- Click on your current company’s hyperlink to access your timecard ([see 2](#)).
- Your electronic time card will look like this:

**Weekly Summary**

Type	01/19/2015 Monday	01/20/2015 Tuesday	01/21/2015 Wednesday	
Reg	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.

IF SUBMITTING ANY EXPENSES, PLEASE SUBMIT YOUR SPREADSHEET AND RECEIPTS DIRECTLY TO AIMHIRE.

Apply	Type	Date Worked	Day	Total
<input type="checkbox"/>	Reg	01/19/2015	Monday	0.00
<input type="checkbox"/>	Reg	01/20/2015	Tuesday	0.00
<input type="checkbox"/>	Reg	01/21/2015	Wednesday	0.00
<input type="checkbox"/>	Reg	01/22/2015	Thursday	0.00
<input type="checkbox"/>	Reg	01/23/2015	Friday	0.00
<input type="checkbox"/>	Reg	01/24/2015	Saturday	0.00
<input type="checkbox"/>	Reg	01/25/2015	Sunday	0.00

Additional Items

Save Submit

Additional Items

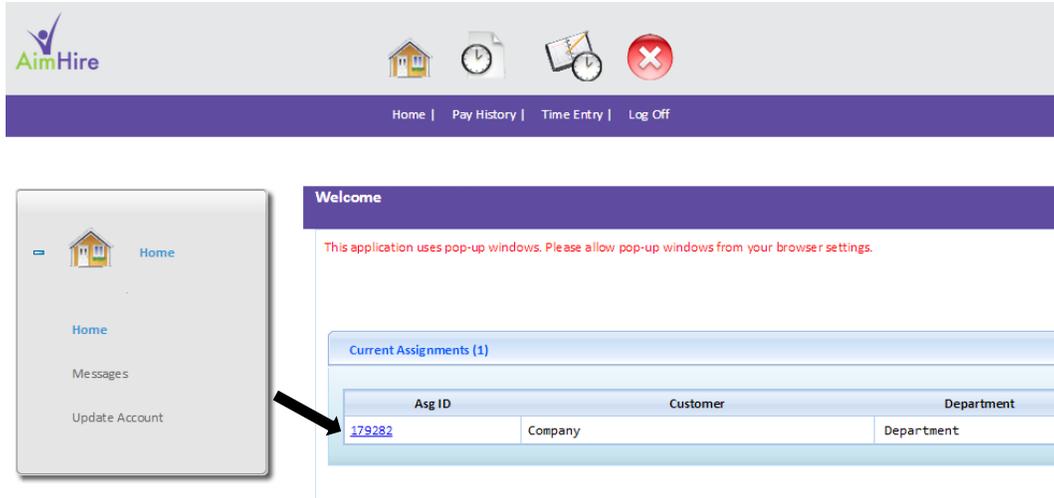
### Step Four: Enter and Submit Your Hours

- Enter the hours you have worked by day in the **Total** column. Please round your hours to the nearest quarter hour and write it as a decimal. If you do not, the system will round them for you. (For example, if you worked 7 hours and 15 minutes, write 7.25)
- Double check both your daily and final total hours before submitting your time card. Once you submit your hours, you cannot edit them.
- Click **Submit**.
- You’re done!

## Other Tools in Your Employee Portal

### Assignment Details

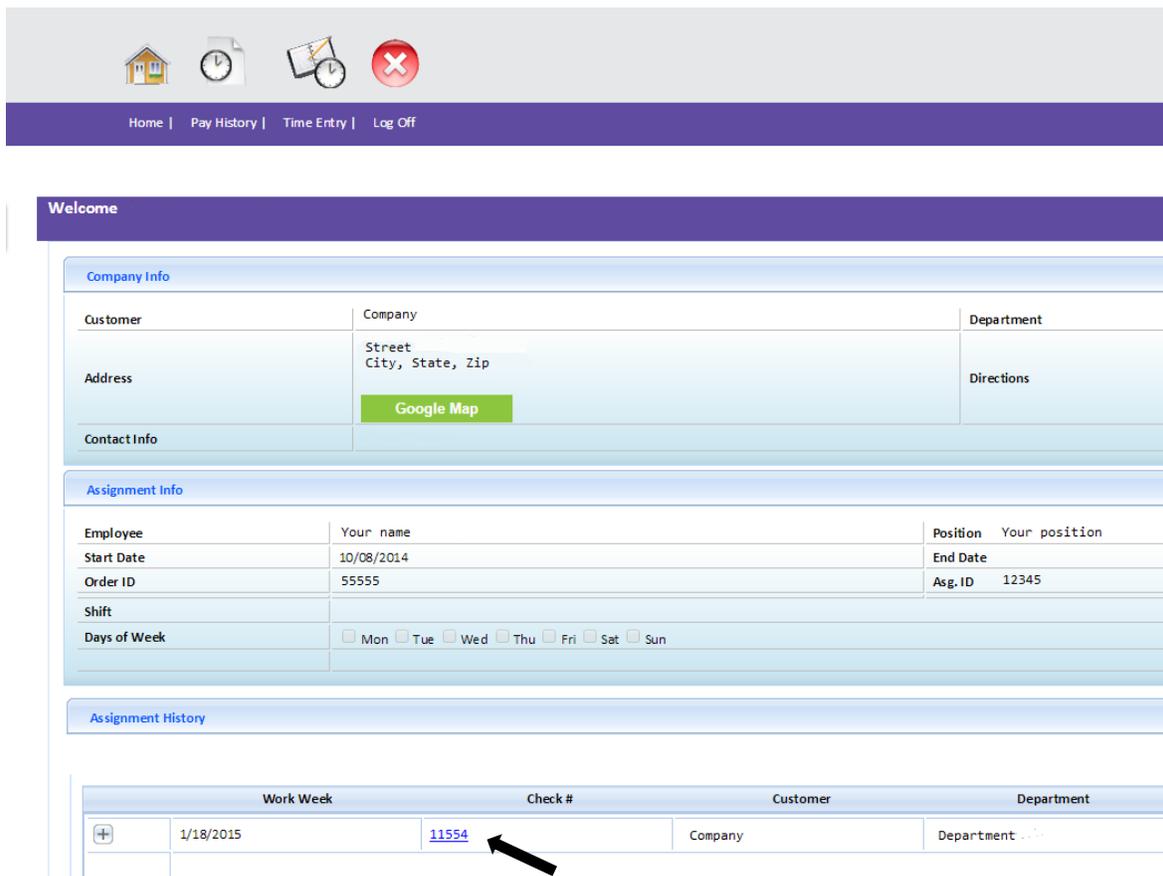
On your **Home Screen**, you will see a hyperlink for your Assignment ID (**Asg ID**). You can click this link for the details of your current assignment.



The screenshot shows the AimHire Home Screen. At the top, there is a navigation bar with icons for Home, Pay History, Time Entry, and Log Off. Below this is a sidebar menu with options: Home, Messages, and Update Account. The main content area displays a "Welcome" message and a table titled "Current Assignments (1)". The table has columns for "Asg ID", "Customer", and "Department". The "Asg ID" column contains the value "179282", which is highlighted with a blue link. An arrow points from the "Home" option in the sidebar menu to the "Asg ID" link in the table.

Asg ID	Customer	Department
<a href="#">179282</a>	Company	Department

- The Assignment Page will look like this:



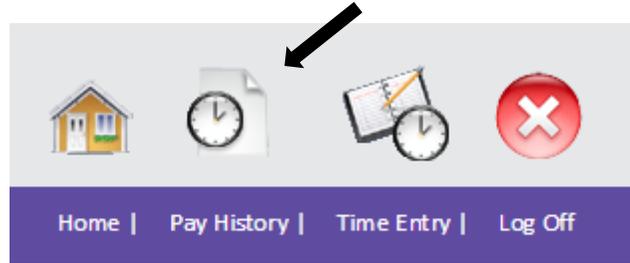
The screenshot shows the Assignment Details Page. At the top, there is a navigation bar with icons for Home, Pay History, Time Entry, and Log Off. Below this is a "Welcome" message. The main content area is divided into several sections:

- Company Info:** A table with columns for Customer, Address, and Contact Info. The Customer column contains "Company". The Address column contains "Street", "City, State, Zip", and a "Google Map" button. The Contact Info column contains "Directions".
- Assignment Info:** A table with columns for Employee, Start Date, Order ID, Shift, Days of Week, Position, and End Date. The Employee column contains "Your name". The Start Date column contains "10/08/2014". The Order ID column contains "5555". The Position column contains "Your position". The End Date column contains "End Date". The Days of Week column contains checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The Assignment Info table also includes an "Asg. ID" column with the value "12345".
- Assignment History:** A table with columns for Work Week, Check #, Customer, and Department. The Work Week column contains "1/18/2015". The Check # column contains "11554", which is highlighted with a blue link. The Customer column contains "Company". The Department column contains "Department ...". An arrow points from the "Check #" link to the "Asg ID" link in the Assignment Info table.

- On this page, you can see the address of the client where you will be working and a Google Map to help you find it. Once you receive your first paycheck, your **Assignment History** will begin to appear. Each paycheck will be listed, along with the hours you worked and total pay you received. You can click the hyperlinked check number for the full details of your paycheck and a pay stub.

## Pay History and Pay Stubs

From any screen, you can select the **Pay History** tab for a detailed history of your paychecks.



- The Pay History screen will look like this:

Check #	Check Date	Gross	Taxes	Deductions	Net Amount
<a href="#">17650</a>	1/23/2015	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
<a href="#">17542</a>	1/16/2015	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
<a href="#">17553</a>	1/9/2015	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx
<a href="#">17351</a>	1/2/2015	\$xxx.xx	\$xxx.xx	\$xxx.xx	\$xxx.xx

### 1. Paychecks

In this screen, each paycheck you have received will be listed, along with your gross pay, tax amount, deductions (if applicable), and total net pay. You can click on the hyperlinked Check # for the full paycheck details and a pay stub.

### 2. Year to Date

This screen allows you to see your total gross pay and taxes for the current year. You can also select any other date range for further information. Your taxes will be itemized to allow you to see how much has been withheld for CO Withholding, Federal Income Tax, FICA, and Medicare.

### 3. Work History

This screen provides the same information as the assignment page above, including your total hours worked each week and gross pay.