RediHelp Your Trusted Staffing Expert for over 30 Years

Redi Help's eConnect

Client Quick Guide

Questions? Please call us 414-727-7011 Thank You!

Redi Help eConnect Portal

Deadline for online timecard is every Monday before NOON.

Remember, that once you approve a time card, we process is for payroll, normally Tuesday afternoon or Wednesday morning. If you believe there is an error, call us ASAP at 414-727-7011.

You'll see that the portal offers a lot of organized information. It is designed to be a useful tool for you to manage your staffing needs. Feel free to explore, and know that your information is fully secure, visible only to you.

Should you have any operational questions or concerns, please call Tony at 414-727-7011.

Thank you for working with Redi Help, INC.

Redi Help's web portal, eConnect, is designed to grant our clients best in class staffing information via the web. We partnered with our staffing software provider Bond eEmpact to develop a complete solution for you. With this tool, you are now able to manage the complete timecard process as well as the ability to view your invoices online. In addition, you may enter new temporary and direct hire orders, check the status of your orders online and update the estimated end date of an order. All of this is in real time. And this is just the beginning!

We are excited to unveil our new software to you! The following documentation will summarize the new capabilities you'll enjoy with our eConnect Web Portal.

Step 1 - Registration

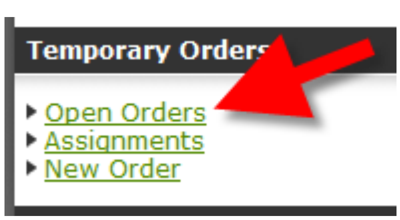
You will receive a Welcome Email from us inviting you to register on our eConnect Web Portal site. This email will contain a link directing you to the eConnect site. Please complete registration as directed.

Signing In

After registering, sign into eConnect using your User ID and password. The rest of this document will outline the features you'll enjoy here.

Orders

You may view Open Orders via the eConnect site. The Open Orders links are available in both the Temporary Order section of the menu as well as the Direct Hire Order section.



All of your Unfilled, Active and Inquiry orders will be available to be viewed in the status column of this section. To see details regarding a specific order click on the Order #.

The Assignments associated with the Order will be displayed at the bottom of the window. Clicking on an Assignment Number will allow you to view the details regarding the Assignment. While viewing Assignment details you may request to change an employee's estimated end date by clicking on the Request New Estimated End Date link. A confirmation email will be sent to one of our staff members informing them of this change.

Requesting New Orders

You may submit new orders to us via the eConnect site. Select whether you want to request either Temporary or Direct Hire employees.

After you click on this link you will be brought to a page with some data entry and drop down fields. You may fill out as much or as little information as you choose.

When you have completed the form, click the Save button. Save After clicking the Save button; an email will automatically be sent a member of our staff.

Viewing Invoices

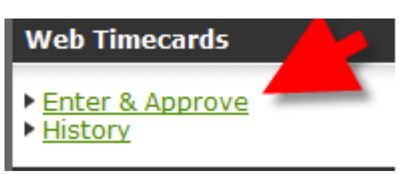
You may view your company's invoice information from the eConnect site. What invoices you view will be determined by the security access that has been given to you. If you feel that we need to adjust the security access for you please contact our office.

To view the Invoice information in eConnect, click the Invoices link in the Account category in the left side menu.

The invoice line item details will display along with Invoice header information such as Invoice Date, Credit Terms, Due Date, etc.

Entering timecards

You may enter new timecards directly from eConnect. To enter timecards click on the Enter and Approve link under the Web Timecards section in the left side menu.



You may view this list by Weekending date and filter by Status and Supervisor.

Clicking the New link new will display the blank timecard for entry. After entering the time, you may either click:

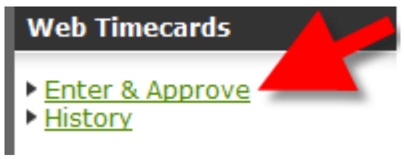
Save Which will Save the timecard but leave it in Pending status since it will not be Approved.

Save and Approve Which will Save the timecard and simultaneously Approve it.

Cancel Will exit without saving any changes that may have been made.

Approving Timecards

After an Employee or one of our staff members enters in timecards and Saves/Submits them, they will then be available for you to Approve. You will receive a reminder email or you may simply log into eConnect with your Login ID and password and click on the Enter and Approve link under the Web Timecards section of the left side menu.



You may view this list by Weekending date and within the Weekending date may filter by Status and Supervisor. The options for Status are "All" and "Not Entered".

The Status column will indicate where in the timecard process this timecard resides. To Approve a timecard click on the approve link next to the timecard.

The window will immediately refresh to display the timecard as approved.

Weekending Jun 29, 2008 (Sunday) Status (all) Supervisor (all)

Employee Name	Description	Weekending	Hours	Status		
Alvarez, Martin	Word Processor (#44)	6/29/2008	65.40	Approved	reject	details
Alvarez, Martin	Industrial Assembly. (#13)	6/29/2008	60.40	Approved	reject	details
Cheary, Nicholas	Word Processor (#41)	6/29/2008	59.15	Approved	reject	details

Rejecting Timecards

You may reject a timecard if the information entered by the employee or one of our staff members is incorrect. During that process you also have an opportunity to enter a comment regarding the reason for the rejection. An email will be sent to a member of our staff informing them that the timecard was rejected. An email will also be sent to the Employee if the Employee originally entered the Timecard. The Timecard is then moved into a Status of Rejected.

The Employee or member of our staff may then go into eConnect and make the adjustments and re-submit. After the timecard had been re-submitted it will then become available for you to review and approve.

To Reject a Timecard simply click on the Reject Link reject in the Timecard Listing. The following window will display.

Viewing Timecard Details

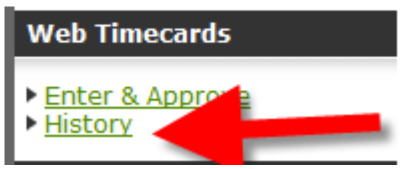
You may view timecard details from the Web Timecard Listing for all timecards.

To view timecard Details, click on the Details link.

The view allows you to see, at the top of the window, each process the timecard has gone through as well as who was the authorizing user for that process. Details regarding the timecard are displayed below. If you click on the details link next to one of the processes, the timecard details will change to reflect hours and comments that existed at the time the timecard was in that particular stage.

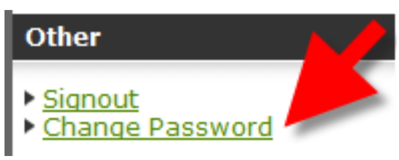
Viewing Timecard History

You may view history and audit trail of the timecards that originated in eConnect. To view timecard history, click on the History link under the Web Timecards section of the menu bar on the left side of the eConnect window.



Changing Passwords

If you would like to change the password for your eConnect account, you may click on the Change Password link under the Other section of the Menu Bar on the left side of the eConnect window.



Sign Out

If you would like to sign out of your eConnect session, simply click on the signout link under the Other section of the menu bar on the left side of the eConnect window.