Redi Help's eConnect

Employee Quick Guide

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

Time Card Information

PLEASE! Don't create, modify, approve, or submit a timecard unless you are directed to do so by Kim or Tony. Most of the time, the client company takes care of this for you.

You are able to view and print your check stubs, please feel free to use this tool at any time. Your information is fully secure, and available only to you.

TIME CARD DEADLINE

Deadline for your timecard entry is every Sunday at 11:59 p.m.

Remember that your completed timecard is submitted to your worksite manager electronically for approval. We are unable to process your card for payroll until it is approved by the worksite manager.

HOW REDI HELP eCONNECT WORKS

To enter an eConnect timecard, log into eConnect using your Login ID and password at:

www.redihelp.net

Follow the "Log in" links

- After selecting the specific assignment, the Weekending Date field will populate with ONLY the Week-ending dates for that specific assignment that a timecard has not previously been entered for.
- After selecting the assignment and weekending, click the "new" button.
- You have the option of saving the timecard but not submitting it for approval, which is most commonly utilized when employees elect to enter time at the end of each work day, and then submit the timecard at the end of the work week.
- To save a timecard without submitting it, enter your time, then click the Save button. The timecard will remain available to make edits and additions.

▪ If a timecard is entered for an Assignment/Weekending date combination it will no longer be available for selection in the New Timecard section, which ensures employees do not accidentally enter duplicate timecards for the same Assignment/Weekending date.

▪ Saved but not submitted timecards are available to Edit/Add to in the Recent Timecards section of the Web Timecards New/Change page of eConnect. These Timecards will display with a status of Not Submitted. To make Additions/Changes to a Timecard, click the Change Link to the right of the Timecard line item.

▪ After clicking the Change link you will be brought into the timecard which will have the hours entered in as they were when you last saved the changes. You may then make the Additions/Changes.

▪ After completing timecard entry for the Assignment/Weekending, submit the timecard by clicking the Save and Submit button. If you had previously entered time for this timecard and saved it but did not submit it, you may Submit from the Recent Web Timecards section of the Web Timecards New/Change window, by clicking on the Submit link to the right of the timecard in the timecard listing.

▪ After clicking Submit (using either method) you will receive an on screen confirmation message with a Confirmation Code. Additionally, you will receive an email with the confirmation number as well as the timecard number.

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

Thank you for working with Redi Help, INC.