



Your Trusted Staffing Expert for over 30 Years

# Redi Help's Web Portal

Our Employee's Guide

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

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# INTRODUCTION

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

eConnect was designed to grant you, our employee, the ability to enter timecards via the internet and receive Supervisor approval for those timecards. You receive automatic email notifications during each step of the timecard approval process so that you have up to the minute information any time you need it. Additionally you are able to view your assignment history with us as well as your paycheck history. eConnect allows you to access the information you need when you need it.

eConnect uses Secure Socket Layer (SSL) certification features for your protection throughout the application, so you can rest assured that each and every function it performs will not jeopardize your security.

Do not hesitate to call us with any remaining questions or comments about what you read below and how eConnect will positively impact employment with us.

## EMPLOYEE REGISTRATION

You will receive a Welcome email from us inviting you to register for the eConnect site. After you receive the Welcome email they may register anytime; day or night. When you click on the link in the Welcome email you will be brought to the eConnect registration page.

### Account Registration

You're just a few moments away from getting your account setup. Please verify and complete the information below. When you're ready to continue, click the Register button.

**Step 1: Select an account name.**

Select a suggested account name from the list.

scott.randle@demo.eempact.com  
 scott.randle  
 scottr

If you would like to choose your own account name, enter it in the box below. Your selection above will be ignored if you enter an account name. You can use the upper or lower case letters A to Z, the numbers 0 to 9, hyphen, underscore, period, or the at-symbol. You can enter up to 75 characters for your account name.

**Step 2: Select a password.**

You'll need to select a password. You can enter up to 15 characters for your password.

Select a password

Re-type your selected password

**Step 3: Complete your registration.**

Complete your registration by clicking the Register button.

By clicking the Register button you are stating that you are eligible for an account, have the legal right to view the information associated with this account, and are at least 18 years old.

I agree and consent to the [Terms of Service](#).

You are given the opportunity to select a Login ID. eConnect will suggest some possible Login ID's using your email address and name combinations. You may select one of the suggested ID's or may create your own using up to 75 characters.

Next you will select your password. The password may be up to 15 characters.

Step 3 asks you to agree to our Terms of Service. You must read and agree to the Terms of Service before you may complete your registration.

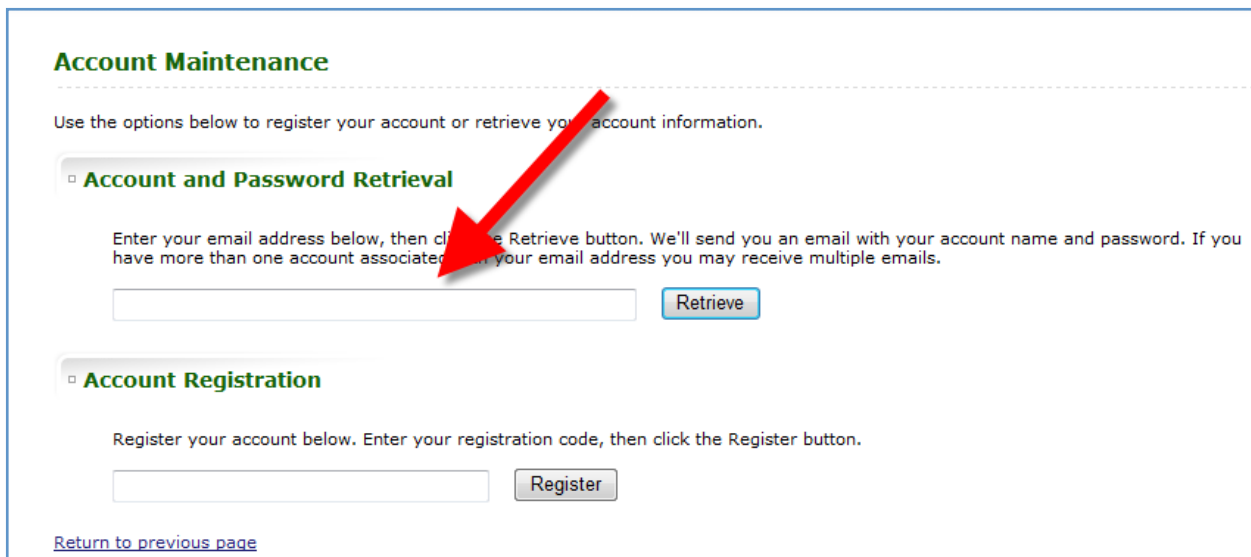
The last step is to click the Register button. After you click the Register button you will automatically be brought to the main eConnect page.

## CONFIRMATION EMAIL

After you have registered for eConnect, you will receive a Confirmation email. This email will confirm that you successfully registered and will remind you of your Login ID and password.

## ACCOUNT INFORMATION EMAIL

If you forget your eConnect login and/or password you may request that the information be sent to you by accessing the eConnect site, and clicking on the "Forgot Account Sign In?" link. After you click on that link you will be brought to the Account Maintenance page where you will be asked to enter in your email address. Click the Retrieve button.



**Account Maintenance**

Use the options below to register your account or retrieve your account information.

▫ **Account and Password Retrieval**

Enter your email address below, then click the Retrieve button. We'll send you an email with your account name and password. If you have more than one account associated with your email address you may receive multiple emails.

▫ **Account Registration**

Register your account below. Enter your registration code, then click the Register button.

[Return to previous page](#)

You will receive an Account Information email which will contain your Login ID and password.

# TIMECARD ENTRY

Some of the Assignments you work on for us may be eConnect timecard assignments. If you are on an eConnect timecard Assignment you will be informed of this fact when you are given the details of the Assignment from us. eConnect timecard assignments allow you to enter your timecards via the eConnect site.

To enter an eConnect timecard you will need to first log into eConnect using your Login ID and password. When you first log into eConnect the following window will display:

**Web Timecards - New / Change**

Use this page to manage your recent web timecards or enter a new web timecard.

**Recent Web Timecards**

The following list shows your most recent web timecards. If links appear to the right, you can use these links to change, submit, or delete the web timecard. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending	Hours	Actions
WT36	Not Submitted	Black's Beverage Company (#12)	6/29/2008	7.25	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>
WT47	Not Submitted	Black's Beverage Company (#12)	6/22/2008	63.75	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>
WT33	Submitted	Black's Beverage Company (#12)	5/18/2008	8.00	<a href="#">details</a>

[View Web Timecard History](#)

**New Web Timecard**

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment: (select an assignment)

Weekending: (there are no weekendings available to select)

This window informs you of the status of all current timecards, provides you with a link to edit any timecards that you have entered but not yet submitted, or you may create a new timecard here.

## CREATING A NEW TIMECARD

To enter a new timecard you will go to the section at the bottom of the screen titled "New Web Timecard". There are two drop down fields to select from; Assignment and Weekending.

**New Web Timecard**

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment: Black's Beverage Company (#38) Word Processor

Weekending: (select a weekending)

(select a weekending)  
 May 18, 2008 (Sunday)  
 May 25, 2008 (Sunday)

Only Assignments that are associated with Customers of ours who have indicated a desire to use the web timecard offering will be available to choose from in this field. After you select the specific Assignment, the Weekending Date field will populate with ONLY the Weekending dates for that specific assignment that you have not previously entered timecards for.

After you have selected the Assignment and Weekending, click the  button. You will be brought to the timecard entry window. Different assignments you work for us may have different timecard collection formats. The collection format is selected by each of our customers. You can then begin to enter your time into the timecard.

**TIMECARD COMMENT**

Regardless of which timecard collection format is being used for your Assignment, you will have the option of entering a Comment in the comment box.

Comment (Specific to this web timecard)

I stayed late on Friday to help you get the mailing out.

**Please double-check your entries.**

Click the Save button to save your changes and save your timecard entries.  
 Click the Save and Submit button to save your changes and submit your timecard for approval.  
 Click the Cancel button to ignore your changes and return to the previous screen.


The information that is entered by you in this Comment Box will generate two separate actions:

1. An email will be sent to your Staffing Representative in our office informing them that you have entered a timecard comment, along with the actual comment that you entered.

2. The Comment will be displayed on the Timecard Details for your Supervisor and Staffing Representative when they access the timecard to Approve/Reject it.

#### SAVING A TIMECARD WITHOUT SUBMITTING IT

When entering a timecard you have the option of saving the timecard but not submitting it for approval. This function is most commonly utilized when you want to enter their 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, you would enter the time you wish to enter during that eConnect session, then click the Save button  in the bottom left corner of the window. If you choose to Save but not submit, the timecard will remain available for you to make edits and additions to.


#### ACCESSING A SAVED NON SUBMITTED TIMECARD

If a timecard is entered for an Assignment/Weekending date combination it will no longer be available for selection in the New Timecard section.

##### ▫ **New Web Timecard**

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment  

Weekending  

This ensures that you do not accidentally enter duplicate timecards for the same Assignment/Weekending date.

Saved but not Submitted timecards are available for you to Edit/Add to in the Recent Timecards section of the Web Timecards New/Change page of eConnect.

**Jobs**

- ▶ [Assignments](#)

**Payroll**

- ▶ [Check History](#)

**Web Timecards**

- ▶ [New / Change](#)
- ▶ [History](#)

**Other**

- ▶ [Signout](#)
- ▶ [Change Password](#)

powered by  
**EmpACT**

## Web Timecards - New / Change

Use this page to manage your recent web timecards or enter a new web timecard.

▢ **Recent Web Timecards**

The following list shows your most recent web timecards. If links appear to the right, you can use these links to change, submit, or delete the web timecard. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending	Hours	Actions
WT34	Not Submitted	Black's Beverage Company (#12)	6/8/2008	40.50	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a> *
WT33	Not Submitted	Black's Beverage Company (#12)	5/18/2008	8.00	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>
WT30	Submitted	Black's Beverage Company (#38)	5/11/2008	51.25	<a href="#">details</a>
WT31	Submitted	Black's Beverage Company (#38)	5/4/2008	40.00	<a href="#">details</a>

[View Web Timecard History](#)

▢ **New Web Timecard**

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment:

Weekending:

These Timecards will display with a Status of Not Submitted.

▢ **Recent Web Timecards**

The following list shows your most recent web timecards. If links appear to the right, you can use these links to change, submit, or delete the web timecard. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending	Hours	Actions
WT34	Not Submitted	Black's Beverage Company (#12)	6/8/2008	40.50	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a> *
WT33	Not Submitted	Black's Beverage Company (#12)	5/18/2008	8.00	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>
WT30	Submitted	Black's Beverage Company (#38)	5/11/2008	51.25	<a href="#">details</a>
WT31	Submitted	Black's Beverage Company (#38)	5/4/2008	40.00	<a href="#">details</a>

To make Additions/Changes to a Timecard, click the Change Link to the right of the Timecard line item.

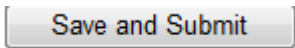
Timecard #	Status	Assignment	Weekending	Hours	Actions
WT34	Not Submitted	Black's Beverage Company (#12)	6/8/2008	40.50	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a> *
WT33	Not Submitted	Black's Beverage Company (#12)	5/18/2008	8.00	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>

After you click 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.

### SUBMITTING A TIMECARD

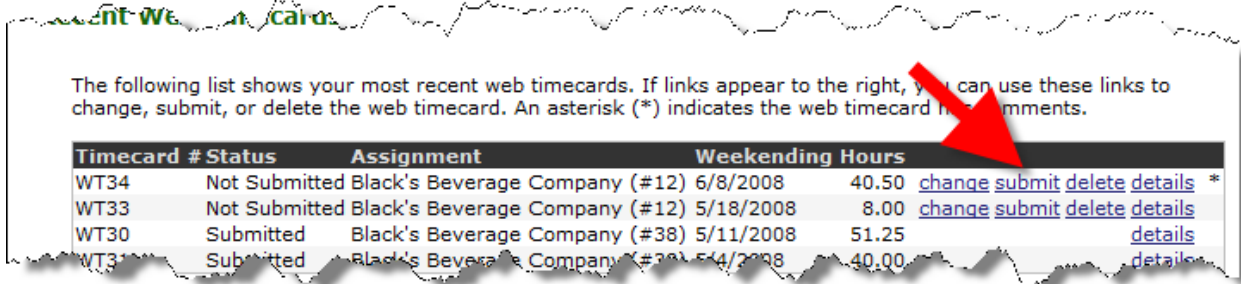
After you have completed the timecard entry for the Assignment/Weekending, you must submit the Timecard so that it will go through the Supervisor approval process.

To Submit a timecard, you would enter the time and click the Save and Submit button



in the bottom left corner of the Timecard Window.

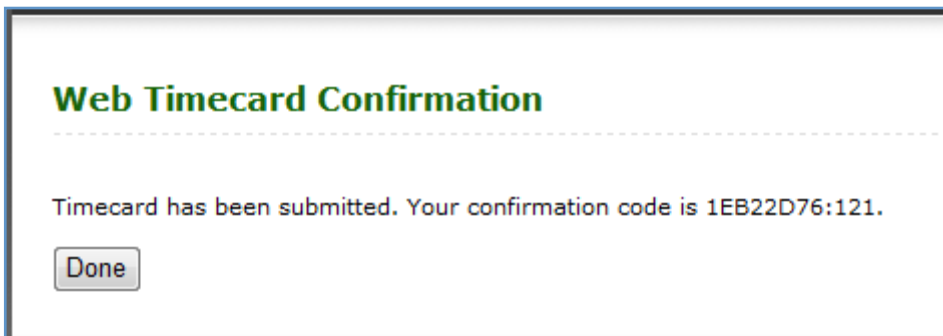
Or, if you had previously entered time for this timecard and saved it but did not submit it, you may Submit from the Recent Web Timecards section of the Web Timecards New/Change window, by clicking on the Submit link to the right of the timecard in the timecard listing.



The following list shows your most recent web timecards. If links appear to the right, you can use these links to change, submit, or delete the web timecard. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending Hours	
WT34	Not Submitted	Black's Beverage Company (#12) 6/8/2008	40.50	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a> *
WT33	Not Submitted	Black's Beverage Company (#12) 5/18/2008	8.00	<a href="#">change</a> <a href="#">submit</a> <a href="#">delete</a> <a href="#">details</a>
WT30	Submitted	Black's Beverage Company (#38) 5/11/2008	51.25	<a href="#">details</a>
WT31	Submitted	Black's Beverage Company (#38) 5/11/2008	40.00	<a href="#">details</a>

After you click Submit (using either method) you will receive an on screen confirmation message with a Confirmation Code.



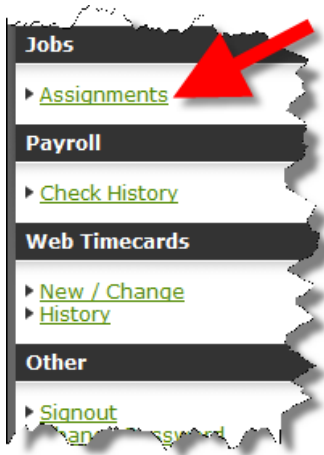
**Web Timecard Confirmation**

Timecard has been submitted. Your confirmation code is 1EB22D76:121.

Additionally, you will receive an email from the eEmpACT User Owner of the Order with the confirmation number as well as the timecard number.

## VIEWING ASSIGNMENTS

You may view your Assignment History through eConnect. To access Assignment History click on the Assignments link under the Jobs section of the menu bar on the left side of the eConnect window.



The Job Assignments window will display.

### Jobs - Assignments

Your job assignments are listed below. Your current job assignments are listed first. Completed job assignments follow, listed in order of the most recent end date. If the job is not ended, an asterisk (\*) appears next to the end date.

Job Assignment Description	Start	End	Schedule
<a href="#">Black's Beverage Company (#12) Industrial Assembly.</a>	1/1/2003	* 12/31/2005	8:00 - 5:00 PM M-F
<a href="#">Black's Beverage Company (#38) Word Processor</a>	1/1/2003	* 12/31/2005	8:00 - 5:00P M-F
<a href="#">Black's Beverage Company (#1) Word Processor</a>	7/4/1999	7/11/2000	8:00 AM to 5:00 PM

To view details regarding a specific job, click on the link for the appropriate Assignment. The following window will display.

## Job Assignment Detail (#12)

Selected job assignment details are displayed below.

### Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Supervisor	April Black
Report To	Roger Brown
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Travel Directions	Clerical Avenue South to Fizzy Lane. Right on Fizzy Lane
Map	<a href="#">Google Map Directions</a>
Reporting Procedure	Check in with the main lobby receptionist.

### Job Summary

Assignment #	12
Pay Rate	\$9.00
Job Title	Industrial Assembly.
Job Description	belt tender, inspection, work on machines, repetitive work, bending, good eye sight important, catch decals off drying belt

### Dates and Schedule

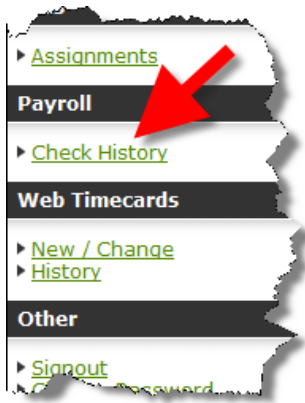
Start Date	1/1/2003
Start Time	8:00 AM
Schedule	8:00 - 5:00 PM M-F
Hours / Week	40
Estimated End	12/31/2005
Estimated End Comment	
End Actual	

Note the link for Google Map Directions. Clicking on this link will redirect you to Google Maps and produce directions from your residence address to the address of the worksite that the Assignment is associated with.

## VIEWING CHECK HISTORY

You may view check history on the eConnect website. The Checks do NOT need to be produced from eConnect timecards in order for them to be viewable in eConnect. The eConnect site will display for you your complete check history for each week you have worked for us.

To view check history, click on the Check History link under the Payroll section of the menu bar on the left side of the eConnect window.



The following window will display:

**Payroll - Check History**

Year-to-date summary and history are shown below. To view a different year, select an option from the selection list.

2008 ▾

▢ **Year-To-Date Summary: 2008**

Description	Hours	Other Units	Earnings	Deductions
Federal Taxable Wages			997.25	
Net Wages			823.14	
Hours	109.50			
Hourly Pay	102.00		896.00	
Overtime Pay	7.50		101.25	
Federal Income Tax				53.56
Federal Social Security				61.83
Federal Medicare				14.46
State Income Tax - Minnesota				21.50
State Income Tax - Wisconsin				2.80
State Disability Insurance				9.98
State Unemployment Insurance				9.98

▢ **Check History: 2008**

Date	Check #	Check Amount	Taxes	Other Deductions	Gross
5/8/2008	<a href="#">13</a>	154.01	21.99	0.00	176.00
5/6/2008	<a href="#">6</a>	321.91	71.84	0.00	393.75
4/30/2008	<a href="#">4</a>	347.22	80.28	0.00	427.50

The Year will automatically default to the current Year. If you have check history in previous years, each of those years will be available in the drop down field, and when selected the window will update with that calendar years check information.

The top part of this screen will display Year to Date (or in the case of viewing previous years, the total for the year) totals for each pay code, taxing authority, garnishment/deduction as well as Total Hours, Federal Taxable wages and Net wages.

The bottom part of the screen lists each individual check. To view details regarding the check, click on the link in the Check # column. The following window will display:

## Paycheck Detail - Check 4

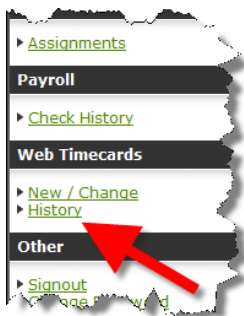
Check Amount / Net Pay 347.22  
Check Date 4/30/2008

Description	Customer Name	Week Ending	Hours	Earnings	Deductions
Hourly Pay	<a href="#">Black's Beverage Company</a>	4/20/2008	40.00	360.00	
Overtime Pay	<a href="#">Black's Beverage Company</a>	4/20/2008	5.00	67.50	
Federal Income Tax					27.36
Federal Social Security					26.51
Federal Medicare					6.20
State Income Tax - Minnesota					11.65
State Disability Insurance					4.28
State Unemployment Insurance					4.28

The information displayed on this window will be the same information that was originally on your check stub. Clicking on the link under Customer Name will redirect you to the Assignment that is associated with the paycheck line item.

## TIMECARD HISTORY

You may view history and audit trail of your 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.



The following window will display:

## Web Timecards - History

This page displays your previous web timecards. The most recent weekendings are shown first. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending	Hours	
WT33	Not Submitted	Black's Beverage Company (#12)	5/18/2008	8.00	<a href="#">details</a>
WT34	Submitted	Black's Beverage Company (#12)	6/8/2008	40.50	<a href="#">details</a> *
WT30	Submitted	Black's Beverage Company (#38)	5/11/2008	51.25	<a href="#">details</a>
WT29	Received	Black's Beverage Company (#12)	5/11/2008	50.00	<a href="#">details</a> *
WT31	Submitted	Black's Beverage Company (#38)	5/4/2008	40.00	<a href="#">details</a>
WT26	Received	Black's Beverage Company (#12)	5/4/2008	42.50	<a href="#">details</a>
WT24	Submitted	Black's Beverage Company (#12)	4/27/2008	45.00	<a href="#">details</a> *
WT22	Received	Black's Beverage Company (#12)	4/20/2008	45.00	<a href="#">details</a>
WT21	Submitted	Black's Beverage Company (#12)	4/13/2008	43.35	<a href="#">details</a>
WT13	Submitted	Black's Beverage Company (#12)	3/2/2008	3.25	<a href="#">details</a> *
WT10	Submitted	Black's Beverage Company (#12)	2/24/2008	0.00	<a href="#">details</a> *
WT12	Submitted	Black's Beverage Company (#12)	2/17/2008	41.50	<a href="#">details</a> *
WT8	Deleted	Black's Beverage Company (#12)	2/17/2008	97.10	<a href="#">details</a>
WT4	Submitted	Black's Beverage Company (#12)	2/10/2008	25.00	<a href="#">details</a> *
WT7	Submitted	Black's Beverage Company (#12)	2/3/2008	0.00	<a href="#">details</a>
WT14	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	<a href="#">details</a> *
WT15	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	<a href="#">details</a> *
WT16	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	<a href="#">details</a> *
WT17	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	<a href="#">details</a> *

To view the audit trail of the timecard, click on the details link to the right of the timecard. The following window will display:

## Web Timecard WT34

This page shows the entire history for the web timecard. You can click on the links provided to see the web timecard information for specific web timecard events. Most recent items are listed first.

### Customer Information

Customer Name	Black's Beverage Company
Division Name	Soda Division
Address	3575 Pilot Knob Road
Address	
City	Eagan, MN 55120-1314
Supervisor	April Black
Assignment #	12

### Employee Information

Employee Name	Peter A Fredericks
Start Date	1/1/2003
Start Time	8:00 AM
Schedule	8:00 - 5:00 PM M-F
Hours / Week	40
Estimated End	12/31/2005
Estimated End Comment	
Job Title	Industrial Assembly.

Date/Time	Confirmation Code	Status	Hours Authorization
7/7/2008 10:39 AM	6D7330EA:177	Received	40.50 Patty Sannes <a href="#">details</a>
6/27/2008 11:00 AM	1EB22D76:121	Submitted	40.50 Peter Fredericks <a href="#">details</a>
6/27/2008 11:00 AM	5ED49814:120	Changed	40.50 Peter Fredericks <a href="#">details</a>
6/27/2008 10:28 AM	A0235523:119	New	40.50 Peter Fredericks <a href="#">details</a>

### Comment History

Date	Who	Comment
6/27/2008 10:28 AM	Peter Fredericks	I stayed late on Friday to help you get the mailing out.

## Details for Confirmation Code 6D7330EA:177

### Summary

Regular Hours	40.00
Overtime Hours	0.50
Double Time Hours	0.00
Mileage	0.00
Expense Amount	0.00

### Earnings Code Allocation

Earnings Code	Amount
DOUBLE	0.00
EXPEN	0.00
HOUR	40.00
OTHNON	0.00
OVER	0.50

### Daily Time Record

Date	Time In	Time Out	Breaks
06/02/2008	08:00AM	05:00PM	01:00
06/03/2008	08:00AM	05:00PM	01:00
06/04/2008	08:00AM	05:00PM	01:00
06/05/2008	08:00AM	05:00PM	01:00
06/06/2008	08:00AM	05:30PM	01:00
06/07/2008	--:----	--:----	--:--
06/08/2008	--:----	--:----	--:--

### Session

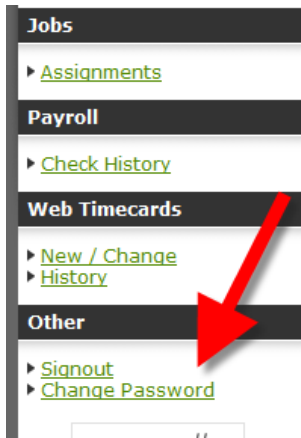
Date/Time	2008-07-07T10:39:38
Signin Authenticated	True
Secure Session (https)	off
Remote Address	W228-01
Remote Host	W228-01

Notice in the first section each step of the process is documented with a date/time as well as a confirmation number and Authorization. To view details of the timecard as it existed during a specific step in the process, click on the details link to the right of the specific timecard stage.

The window will re-display with the appropriate data.

## CHANGING YOUR PASSWORD

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.



When you click on the link the following window will display:

### Change Account Password

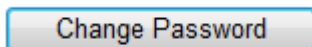
You can change your password below. You'll need to enter your existing password, select a new password, and confirm the new password. You can enter up to 15 characters for a password. Click the Change Password button to continue with your password change. Click the Cancel button if you've changed your mind and just want to go back to the previous page.

Enter your old password:

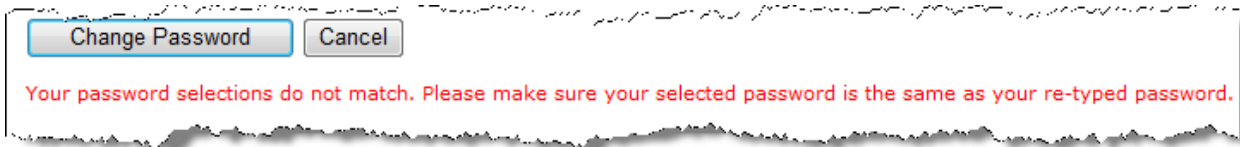
Select a new password:

Re-type your new password:

You will enter your old password in the appropriate field and then enter the new password, then re-type the new password. To submit the password change click the Change Password button

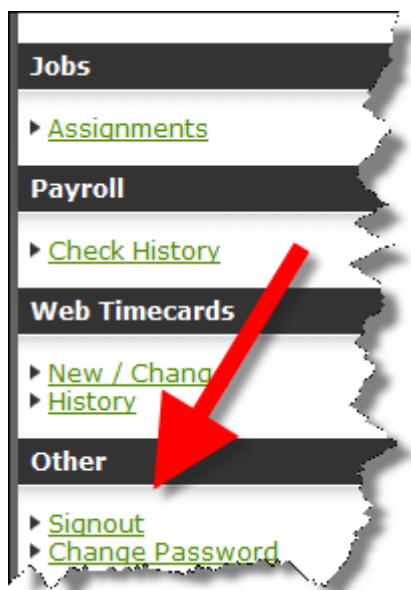


If the new password is not entered the same in both fields, you will receive the following message:



## SIGN OUT

When you are ready to sign out of your eConnect session, you simply need to click on the sign out link under the Other section of the menu bar on the left side of the eConnect window.



The following window will display confirming that your sign out was successful:

