



econnect.thealiststaffing.com

Our Employee's Guide

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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.

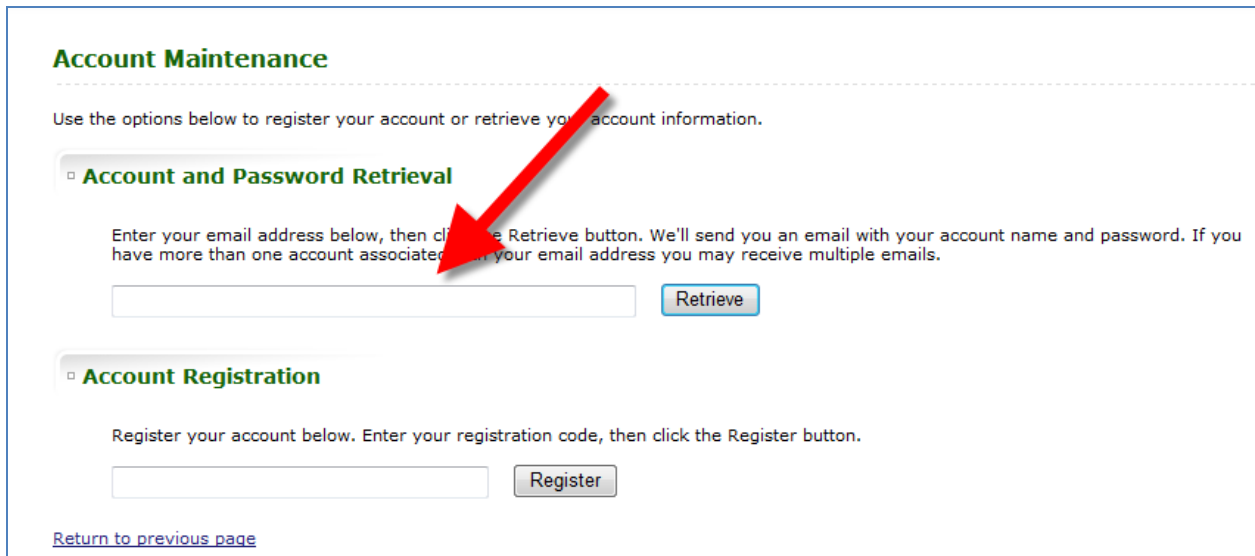
The last step is to click the Register button. After you click the Register button you will automatically be brought to the main eConnect page.

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

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:

Jobs

- ▶ [Assignments](#)

Payroll

- ▶ [Check History](#)

Web Timecards

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

Profile

- ▶ [Contact Details](#)
- ▶ [Availability](#)
- ▶ [Change Password](#)

Other

- ▶ [Signout](#)

Web Timecards - New / Change

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

▫ **Current Web Timecards**

The following list shows your current 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 #	Assignment	Weekending	Hours	
Received WT1	Black's Beverage Company (#12)	8/14/2011	13.83	details

[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:

powered by
eBOND
EmpACT

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.

[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:

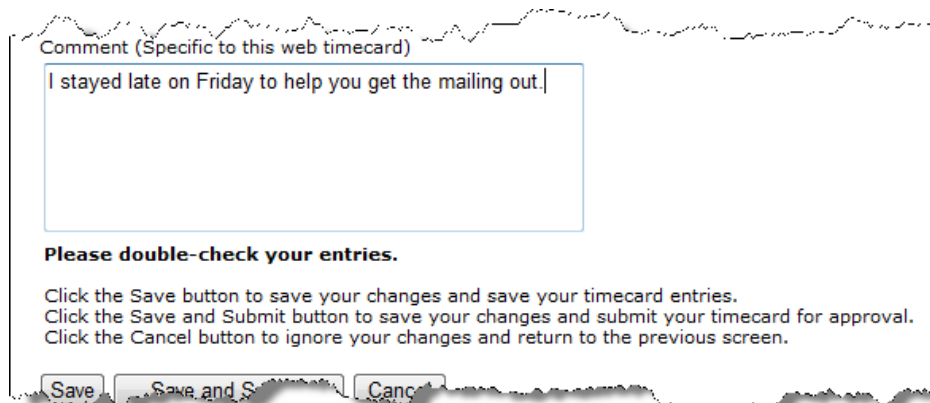
Weekending:

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.



The screenshot shows a web interface for entering a timecard comment. At the top, it says "Comment (Specific to this web timecard)". Below this is a text input field containing the text "I stayed late on Friday to help you get the mailing out.". Underneath the input field, there is a bold instruction: "Please double-check your entries." followed by three lines of smaller text: "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.", and "Click the Cancel button to ignore your changes and return to the previous screen." At the bottom of the form, there are three buttons: "Save", "Save and Submit", and "Cancel".


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  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.

These Timecards will display with a Status of Not Submitted.

□ Current Web Timecards

The following list shows your current 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 #	Assignment	Weekending	Hours	
Not Submitted WT9	Black's Beverage Company (#12)	8/28/2011	55.00	change submit delete details
Submitted WT7	Black's Beverage Company (#12)	9/11/2011	73.75	details
Submitted WT8	Black's Beverage Company (#12)	9/4/2011	43.60	details *

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

□ Current Web Timecards

The following list shows your current 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 #	Assignment	Weekending	Hours	
Not Submitted WT9	Black's Beverage Company (#12)	8/28/2011	55.00	change submit delete details
Submitted WT7	Black's Beverage Company (#12)	9/11/2011	73.75	details
Submitted WT8	Black's Beverage Company (#12)	9/4/2011	43.60	details *

[View Web Timecard History](#)

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.

Save and Submit

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.

Current Web Timecards

The following list shows your current 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 #	Assignment	Weekending	Hours				
Not Submitted WT9	Black's Beverage Company (#12)	8/28/2011	55.00	change	submit	delete	details
Submitted WT7	Black's Beverage Company (#12)	9/11/2011	73.75				details
Submitted WT8	Black's Beverage Company (#12)	9/4/2011	43.60				details *

[View Web Timecard History](#)

After you click Submit you will receive an on screen Confirmation message.

Web Timecard Confirmation

Timecard has been submitted. Your confirmation code is CDC0CDFF:11.

Web Timecards Details

Customer	Black's Beverage Company
Employee	Peter A Frederick
Weekending	04/10/2011
Hours	70.00

Day	Date	Regular Hours	Overtime Hours	Double Time Hours	Daily Total Hours
Monday	4/4/2011	8.00	4.00	2.00	14.00
Tuesday	4/5/2011	8.00	4.00	2.00	14.00
Wednesday	4/6/2011	8.00	4.00	2.00	14.00
Thursday	4/7/2011	8.00	4.00	2.00	14.00
Friday	4/8/2011	8.00	4.00	2.00	14.00
Saturday	4/9/2011	0.00	0.00	0.00	0.00
Sunday	4/10/2011	0.00	0.00	0.00	0.00

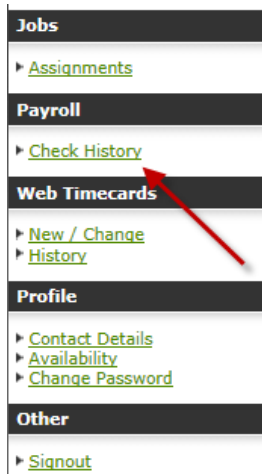
Done

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 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.

2011 ▼

Year-To-Date Summary: 2011

Description	Hours	Other Units	Earnings	Deductions
Peter A Frederick 399-48-9999				
Federal Taxable Wages			1,520.00	
Net Pay			1,243.18	
Hours	152.50			
No Sick Plan (0.00 Accrued Hours)				
No Vacation Plan (0.00 Accrued Hours)				
Hourly Pay	117.50		980.00	
Overtime Pay	20.00		270.00	
Double Time Pay	15.00		270.00	
Federal Income Tax				127.46
Federal Social Security				63.84
Federal Medicare				22.05
State Income Tax - California				37.40
State Income Tax - Wisconsin				18.87
State Disability Insurance				7.20

Check History: 2011

Date	Check #	Check Amount	Taxes	Other Deductions	Gross
5/4/2011	9	1,243.18	276.82	0.00	1,520.00

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 3

[Printer Friendly Version](#)

Name Peter A Frederick
Social Security Number 399-48-9999
Check Amount / Net Pay 1,243.18
Check Date 5/4/2011

Description	Customer Name	Week Ending	Hours	Earnings	Deductions
Hourly Pay	Black's Beverage Company	4/17/2011	37.50	300.00	
Hourly Pay	Black's Beverage Company	4/24/2011	40.00	320.00	
Hourly Pay	Black's Beverage Company	4/24/2011	40.00	360.00	
Overtime Pay	Black's Beverage Company	4/24/2011	20.00	270.00	
Double Time Pay	Black's Beverage Company	4/24/2011	15.00	270.00	
Federal Income Tax					127.46
Federal Social Security					63.84
Federal Medicare					22.05
State Income Tax - California					37.40
State Income Tax - Wisconsin					18.87
State Disability Insurance					7.20
Gross Wages (Subject to Federal Tax) : \$1520.00					

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.

If you click on the Printer Friendly Version link, a printer friendly checkstub will display and you can use the web browser print functionality to print a hard copy.

Portal

Details for Check Number 3

Name Peter Allen Frederick
Social Security Number 399-48-9999
Check Amount / Net Pay 736.88
Check Date 9/15/2011

<u>Description</u>	<u>Customer Name</u>	<u>Week</u>	<u>Hours</u>	<u>Earnings</u>	<u>Deductions</u>
Hourly Pay	Black's Beverage Company	4/10/2011	40.00	360.00	
Overtime Pay	Black's Beverage Company	4/10/2011	5.00	67.50	
Hourly Pay	Black's Beverage Company	9/4/2011	40.00	360.00	
Overtime Pay	Black's Beverage Company	9/4/2011	3.60	48.60	
Federal Income Tax					30.71
Federal Social Security					35.12
Federal Medicare					12.12
State Income Tax - Minnesota					21.27

Gross Wages (Subject to Federal Tax) : \$836.10

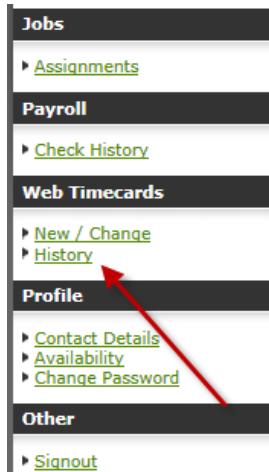
Summary : All Checks from January 2011 through December 2011

<u>Description</u>	<u>Hours</u>	<u>Other Units</u>	<u>Earnings</u>	<u>Deductions</u>
Peter Allen Frederick 399-48-9999				
Federal Taxable Wages			836.10	
Net Pay			736.88	
Hours	88.60			
No Sick Plan (0.00 Accrued Hours)				
No Vacation Plan (0.00 Accrued Hours)				
Hourly Pay	80.00		720.00	
Overtime Pay	8.60		116.10	
Federal Income Tax				30.71
Federal Social Security				35.12
Federal Medicare				12.12
State Income Tax - Minnesota				21.27

Generated on September 15, 2011 at 3:57 PM

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	details
WT34	Submitted	Black's Beverage Company (#12)	6/8/2008	40.50	details *
WT30	Submitted	Black's Beverage Company (#38)	5/11/2008	51.25	details
WT29	Received	Black's Beverage Company (#12)	5/11/2008	50.00	details *
WT31	Submitted	Black's Beverage Company (#38)	5/4/2008	40.00	details
WT26	Received	Black's Beverage Company (#12)	5/4/2008	42.50	details
WT24	Submitted	Black's Beverage Company (#12)	4/27/2008	45.00	details *
WT22	Received	Black's Beverage Company (#12)	4/20/2008	45.00	details
WT21	Submitted	Black's Beverage Company (#12)	4/13/2008	43.35	details
WT13	Submitted	Black's Beverage Company (#12)	3/2/2008	3.25	details *
WT10	Submitted	Black's Beverage Company (#12)	2/24/2008	0.00	details *
WT12	Submitted	Black's Beverage Company (#12)	2/17/2008	41.50	details *
WT8	Deleted	Black's Beverage Company (#12)	2/17/2008	97.10	details
WT4	Submitted	Black's Beverage Company (#12)	2/10/2008	25.00	details *
WT7	Submitted	Black's Beverage Company (#12)	2/3/2008	0.00	details
WT14	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	details *
WT15	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	details *
WT16	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	details *
WT17	Deleted	Black's Beverage Company (#12)	9/23/2007	0.00	details *

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	details
6/27/2008 11:00 AM	1EB22D76:121	Submitted	40.50	Peter Fredericks	details
6/27/2008 11:00 AM	5ED49814:120	Changed	40.50	Peter Fredericks	details
6/27/2008 10:28 AM	A0235523:119	New	40.50	Peter Fredericks	details

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

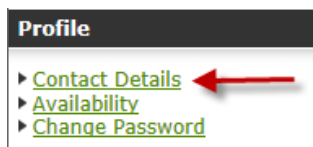
Date/Time	2008-07-07T10:39:38
Sign Authenticated	True
Secure Session (https)	off
Remote Address	W228-01
Remote Host	W228-01

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 CONTACT INFORMATION

If you would like to change the contact information we have on file for you, you may click on the Contact Details link under the Profile section of the Menu Bar on the left side of the eConnect window.



The window will refresh with fields for the information that is available for you to update.

Profile - Name, Phone & Address

Use the entry fields below to change your information as needed. Your changes are effective immediately.

Name

Please enter your name below. The middle name and nickname are optional.

First Name

Middle Name

Last Name

Nickname

Phone

Enter your phone numbers.

Phone

Mobile/Cell Phone

Mobile/Cell Phone Carrier

Residence Address

Enter your residence address below. This address is used for payroll tax calculations. You will be informed if parts of the address are adjusted. Some address changes may require that you contact our offices.

Residence Address 1

Residence Address 2

Residence City

Residence State/Province

Residence ZIP/Postal

Residence ZIP Plus

Mailing Address

Enter your mailing address below. You will be informed if parts of the address are adjusted. Some address changes may require that you contact our offices.

Mailing Address 1

Mailing Address 2

Mailing City

Mailing State/Province

Mailing ZIP/Postal

Mailing ZIP Plus

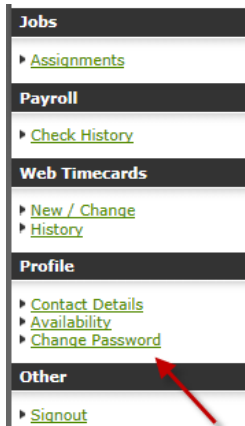
Make any changes necessary then click the Save button at the bottom of the window. eConnect will return you to the main window and provide a confirmation message regarding the changes you made.

The screenshot displays the eConnect user interface. On the left is a navigation menu with sections: Jobs (Assignments), Payroll (Check History), Web Timecards (New / Change, History), Profile (Contact Details, Availability, Change Password), and Other (Signout). A green box highlights a confirmation message: 'Changed Middle Name from 'A' to 'Allen.', Changed Mobile/Cell Phone from '652/551-2521' to '652/555-2521.', and Changed Mobile/Cell Phone Carrier from 'MTS' to 'T-Mobile.''. The main content area is titled 'Web Timecards - New / Change' and includes instructions, a 'Current Web Timecards' section with a table, a 'View Web Timecard History' link, and a 'New Web Timecard' section with a form.

Timecard #	Assignment	Weekending	Hours	
Not Submitted WT3	Black's Beverage Company (#12)	4/10/2011	45.00	change submit delete details

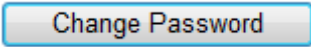
CHANGING YOUR PASSWORD

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.

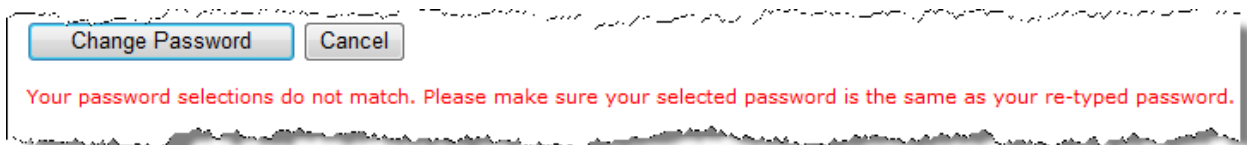


When you click on the link the following window will display:

A form titled 'Change Account Password' with a dashed line separator. Below the title is a paragraph of instructions: '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.' There are three input fields: 'Enter your old password:', 'Select a new password:', and 'Re-type your new password:'. At the bottom are two buttons: 'Change Password' and 'Cancel'.

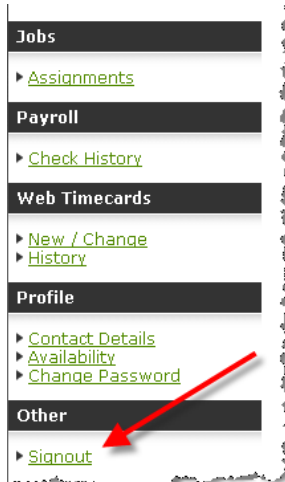
You will enter your old password in the appropriate field and then enter the new password, then re-type the new password. To submit the password change click the Change Password button .

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:

