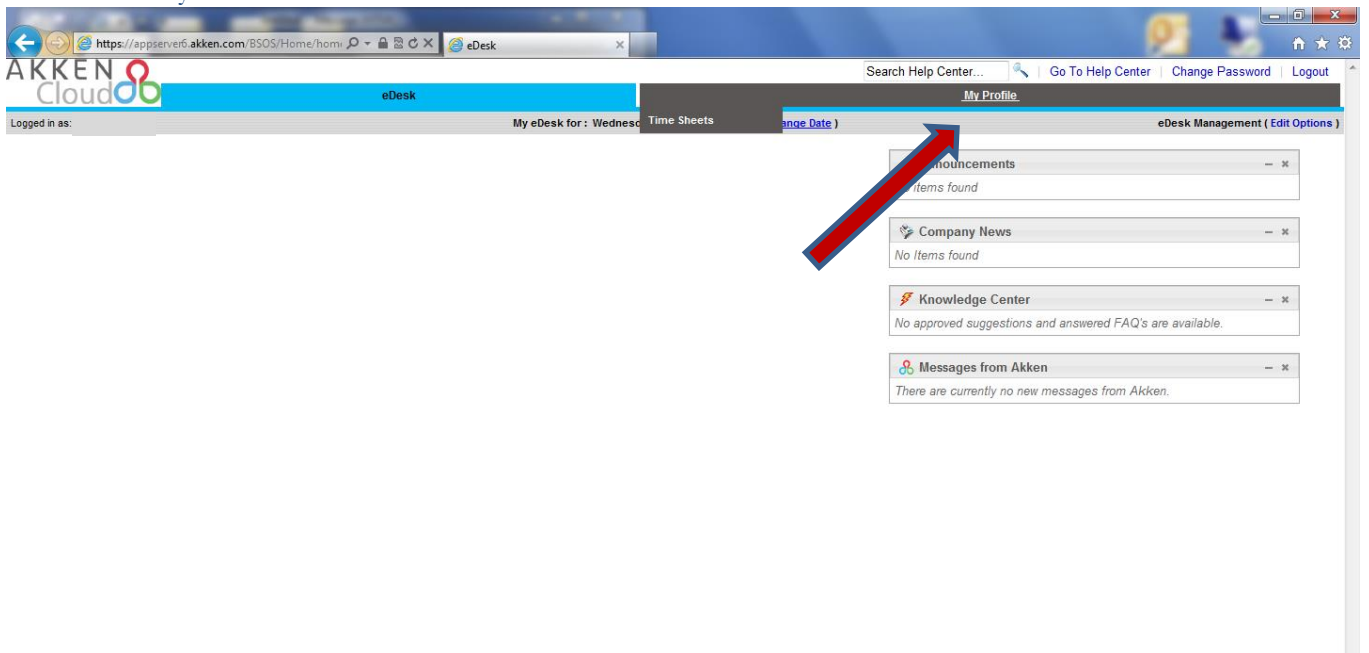


# Timesheet Entry Instructions

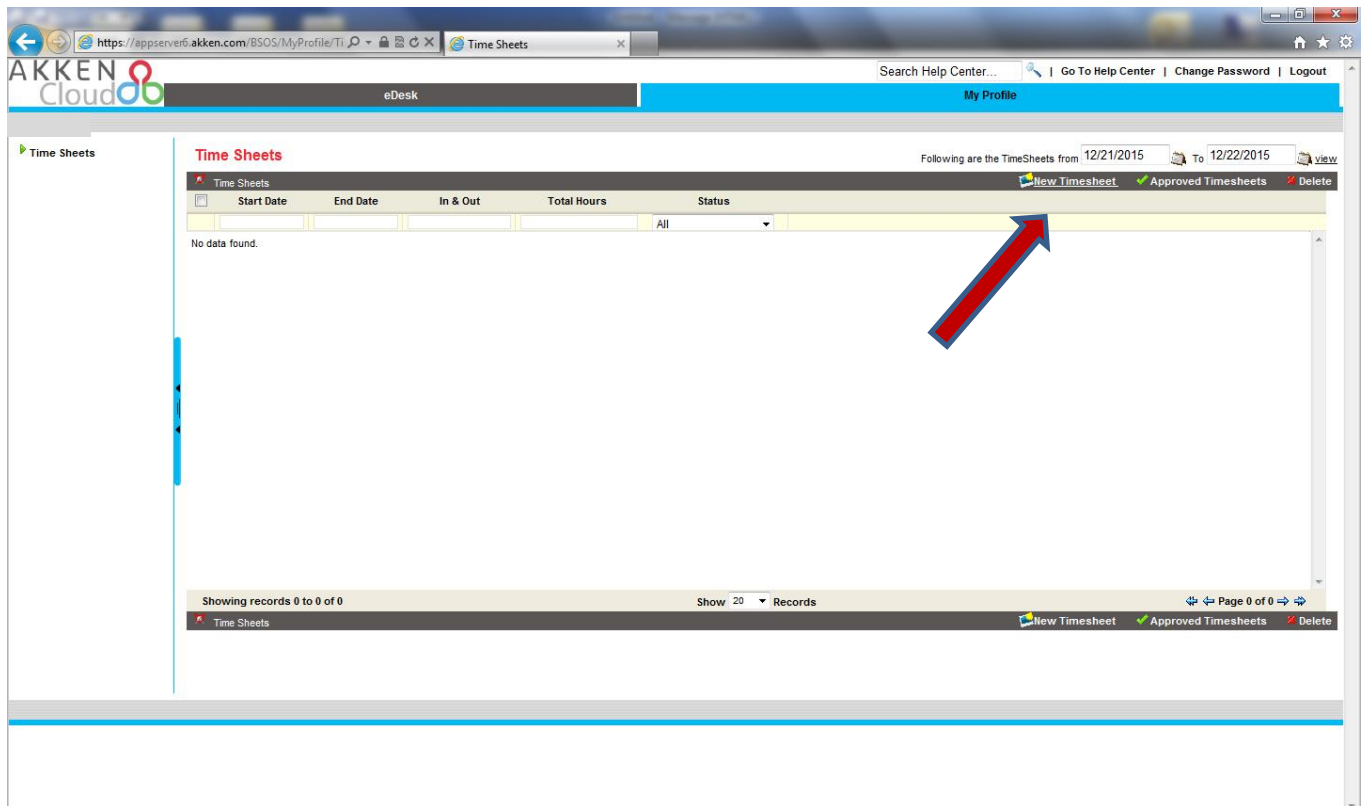
- 1) On our website [www.alignstaffing.com](http://www.alignstaffing.com), sign in with your login information in the upper right corner. This will take you directly to our AKKEN cloud portal.



- 2) Once logged in, you will be prompted to change your password. After this is done, click on the My Profile tab.

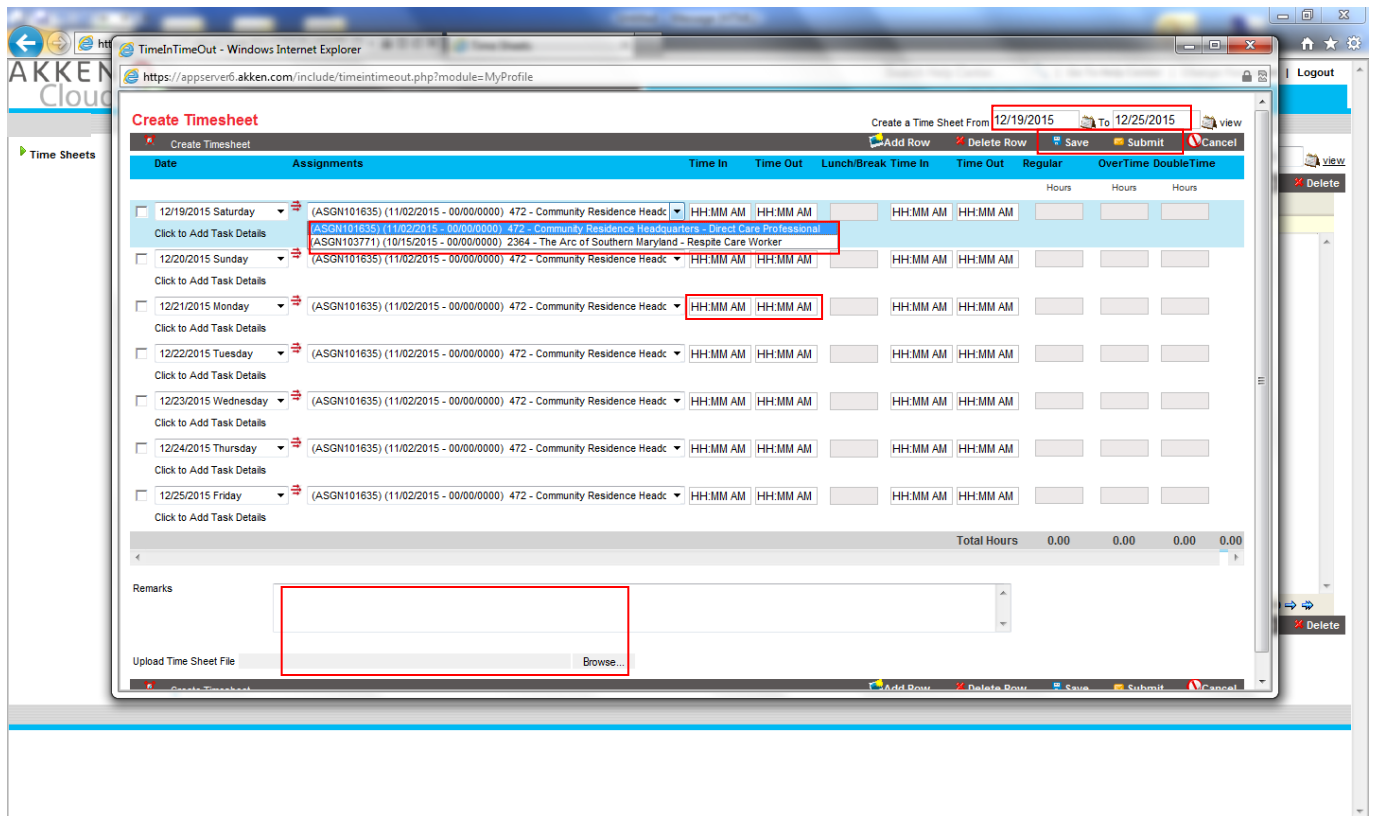


3) Click on New Timesheet in the Time Sheets tab.



4) Input your worked hours. To ensure your time is accurately reported, please take note of the following things.

- a) Make sure to select the correct week start and week end dates for which you intend to submit your time for.
- b) Confirm that you are submitting your timecard to the correct assignment/work location in the assignments drop down box.
- c) Enter in your lunch/break if applicable. If you did not take a lunch break, put in your time in the first two boxes e.g You worked from 8am to 4pm and never took a lunch/break, you will put your time consecutively in the first 2 boxes as follows: Time in - 08:00am and Time out - 04:00pm.



- 5) Put in any notes or attach any timesheets (if necessary) and you can either **SAVE** the timesheet for later review or **SUBMIT** the timesheet for approval.