



Webtime
by SOLOMON PAGE

CONSULTANT USER GUIDE

TABLE of CONTENTS

Welcome

Intro to Webtime	3
Webtime Deadlines	3

Getting Started

Enrollment Process	4
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Consultant Portal

Login	5
Webtime Notifications	5
Timesheets	6
• Create New	6
<i>Timesheets for Multiple Clients</i>	9
<i>Submitting Hours Under a Project Name</i>	10
<i>Submitting Expenses (if applicable)</i>	11
• Recent Timesheets	12
<i>Timesheet Status</i>	12
<i>Rejected Timesheets</i>	13
• Timesheet Search (Desktop Only)	14

Email Notifications

Preferences

Change Password	16
Forgotten Password	16

Contact

Welcome

INTRO TO WEBTIME

In an effort to streamline and standardize the reporting of all time and expenses, while improving accuracy and usability, Solomon Page has implemented a new system—**Webtime**.

Webtime is an online portal that allows you to enter your time daily and save the changes. At the end of your work week, review all entries for accuracy and submit your timesheet. After clicking submit, an automatic email will be sent to your supervisor with your submitted timesheet for their approval. Once they have reviewed and approved the hours, you will receive an automated email that your timesheet has been approved.

WEBTIME DEADLINES

TIMESHEET SUBMISSION DEADLINE:

MONDAY AT 9:00AM

Consultants must submit their timesheet by Monday at 9:00am.

APPROVAL DEADLINE:

MONDAY AT 5:00PM

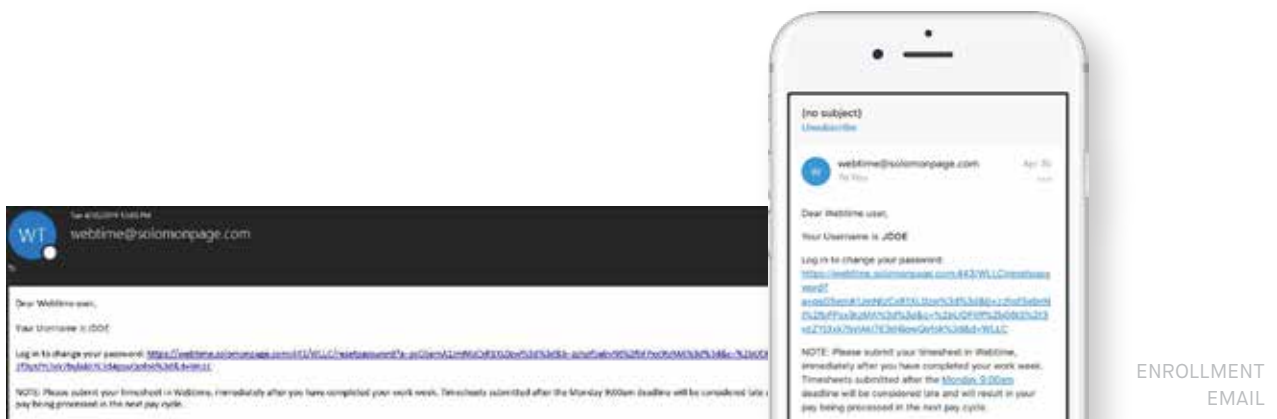
Supervisors must approve submitted timesheets by Monday at 5:00pm.

We kindly ask that you take note of these deadlines to ensure timely payment.

Getting Started

ENROLLMENT PROCESS

To use **Webtime** you will need to complete a one-time enrollment process, initiated by Solomon Page Payroll. You will receive an email from **webtime@solomonpage.com** containing your **username** and a link to **Webtime**.



You will be prompted to click on the enclosed link, which will allow you to create a *unique password** for your account. The system will redirect you to the **Webtime Reset Password** screen shown below, please be aware that you will not be able to log into the system until you have created a new password. ****Passwords must be at least eight characters long and contain at least one uppercase letter and one number.***

Reset Password

Passwords must be at least 8 characters long.

New Password:

Confirm New Password:

Reset Password

Password changed.

WEBTIME RESET
PASSWORD SCREENS

Consultant Portal

LOGIN


Navigate your web browser to <https://webtime.solomonpage.com> and enter your username and password to access the **Webtime** portal.



WEBTIME NOTIFICATIONS

Once you have logged into the system, **Webtime** notifications will be displayed as a pop-up.

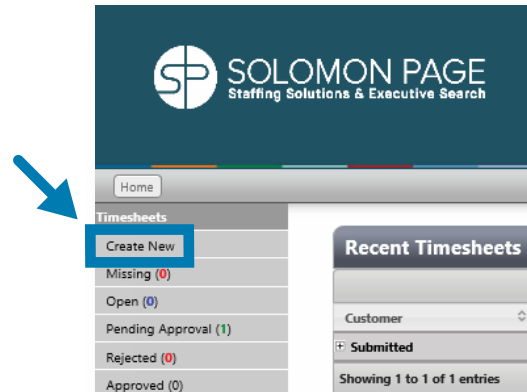


Please pay close attention to all **Webtime** notifications, as it includes *important information such as Holiday Schedules, User Guides, Payroll Schedules, and Expense Report templates*. Click on  to access this information.

TIMESHEETS

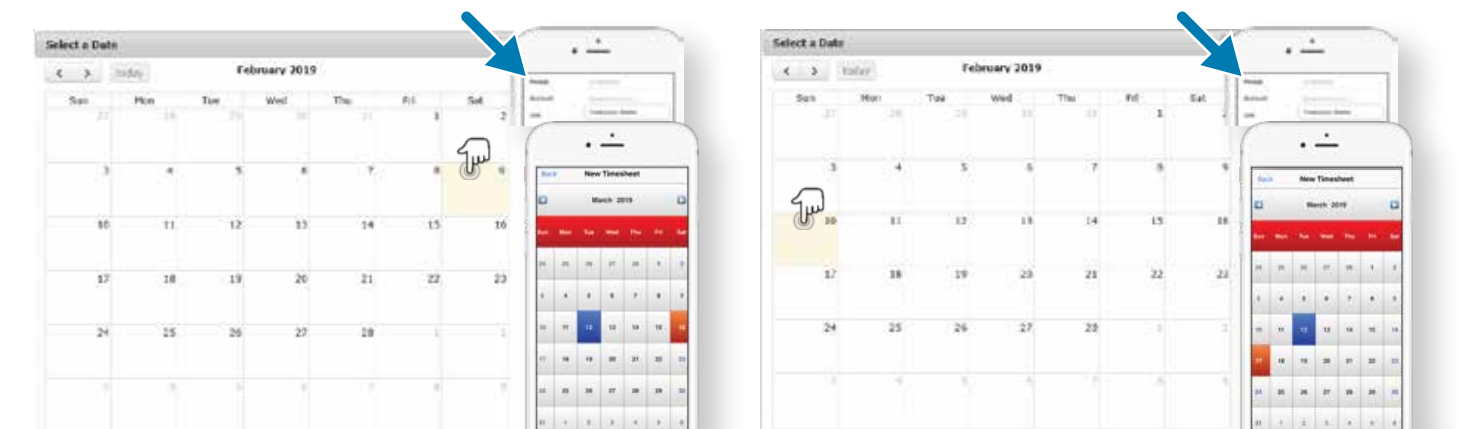
Create New

- 1 Select **Create New** from the Webtime Portal



- 2 Select Appropriate Week Ending Date

When prompted to select a date, make sure to select the correct week ending. Click on the Saturday week ending date from the calendar. *Note: The timesheet week runs from Sunday to Saturday for all but Legal Division Consultants.*



Legal Division Consultants Only

Click on the Sunday week ending date from the calendar. The payroll week runs from Monday to Sunday, for the Legal Services division.

3 Enter **Time Worked** for the Selected Pay Period.

The timesheet entry window will open for your active assignment(s) for the week selected. Choose the day of the week from the date drop-down list and enter time for each day worked. Comments can be added if applicable.

- Enter your start and end time under the **In** and **Out 2** fields.
- If a lunch break is taken, the times must be included under fields **Out** and **In 2**.
- **am** and **pm** time values should be chosen appropriately (i.e. 11:00am or 11:00pm).
- Total hours will automatically populate.

BREAK TIME (I.E. LUNCH)

If you're taking a break (i.e. Lunch, etc.) you must enter an "Out" time when you leave and the "In2" time when you return.

Please use the middle columns "**Out**" and "**In2**" to enter your breaks.

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments
Mon, Aug 12	Regular Time	8.00		9:00am	12:00pm	1:00pm	5:00pm	
Tue, Aug 13	Regular Time	7.00		9:00am	12:30pm	1:30pm	5:00pm	
Wed, Aug 14	Regular Time	8.00		9:00am	12:00pm	1:00pm	6:00pm	
Thu, Aug 15	Regular Time	8.50		8:00am	12:00pm	12:30pm	5:00pm	
Fri, Aug 16	Regular Time	8.50		8:30am	12:00pm	1:00pm	6:00pm	

4 Selecting Pay Type

The system default will be set to **Regular Time**. If you are entering hours under a different pay type such as **Sick Time** or **Holiday Pay** you must select the correct pay type from the drop-down list.

SICK TIME

Solomon Page offers sick time that is accrued. You will be eligible to use your sick time after being on assignment with Solomon Page for 120 days. ***Please reach out to your assigned HR Coordinator to confirm your eligibility.***

If you are claiming sick time, you must enter the hours in Webtime by following the next steps:

- Select **“Sick Pay”** from the Pay Type drop-down list.
- Include the number of hours being claimed by entering time under columns “In” and “Out”
- Please note you can only claim a maximum of 8 hours per day.

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments
Mon, Aug 12	Regular Time	8.00		9:00am	12:00pm	1:00pm	6:00pm	
Tue, Aug 13	Sick Pay	8.00		9:00am	5:00pm			
Thu, Aug 15	Regular Time	8.00		9:00am	12:00pm	1:00pm	6:00pm	

ZERO HOUR TIMESHEET – UNPAID PTO

You are required to submit a zero-hour timesheet for any weeks you did not work. To create a zero-hour timesheet please follow the instructions below:

- Select **“Unpaid PTO”** as Pay Type & enter hours for only one day of the current week ending.
- Enter 12am through 12am as the hours, this will set the hours “0.00”
- Click “Submit” Timesheet

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File
Mon, May 27	Unpaid PTO	0.00	0.00	12:00am	12:00am				Project Name: ** No Project **

Total Hours: 0.00

5

Save or Submit Timesheet

SOLOMON PAGE
CRN

Timesheet Entry

Company Name: [dropdown]

gpa-00000000-0000-0000-0000-000000000000

Enter only actual hours worked.

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File
Mon, May 27	Regular Time	8.00		9:00am	12:00pm				
Tue, May 28	Regular Time	8.00		9:00am	12:00pm				
Wed, May 29	Regular Time	8.00		9:00am	12:00pm				
Thu, May 30	Regular Time	8.00		9:00am	12:00pm				
Fri, May 31	Regular Time	8.00		9:00am	12:00pm				
Sat, Jun 1	Regular Time	8.00		9:00am	12:00pm				
Sun, Jun 2	Regular Time	8.00		9:00am	12:00pm				
Mon, Jun 3	Regular Time	8.00		9:00am	12:00pm				
Tue, Jun 4	Regular Time	8.00		9:00am	12:00pm				
Wed, Jun 5	Regular Time	8.00		9:00am	12:00pm				
Thu, Jun 6	Regular Time	8.00		9:00am	12:00pm				
Fri, Jun 7	Regular Time	8.00		9:00am	12:00pm				
Sat, Jun 8	Regular Time	8.00		9:00am	12:00pm				
Sun, Jun 9	Regular Time	8.00		9:00am	12:00pm				
Mon, Jun 10	Regular Time	8.00		9:00am	12:00pm				
Tue, Jun 11	Regular Time	8.00		9:00am	12:00pm				
Wed, Jun 12	Regular Time	8.00		9:00am	12:00pm				
Thu, Jun 13	Regular Time	8.00		9:00am	12:00pm				
Fri, Jun 14	Regular Time	8.00		9:00am	12:00pm				
Sat, Jun 15	Regular Time	8.00		9:00am	12:00pm				
Sun, Jun 16	Regular Time	8.00		9:00am	12:00pm				
Mon, Jun 17	Regular Time	8.00		9:00am	12:00pm				
Tue, Jun 18	Regular Time	8.00		9:00am	12:00pm				
Wed, Jun 19	Regular Time	8.00		9:00am	12:00pm				
Thu, Jun 20	Regular Time	8.00		9:00am	12:00pm				
Fri, Jun 21	Regular Time	8.00		9:00am	12:00pm				
Sat, Jun 22	Regular Time	8.00		9:00am	12:00pm				
Sun, Jun 23	Regular Time	8.00		9:00am	12:00pm				
Mon, Jun 24	Regular Time	8.00		9:00am	12:00pm				
Tue, Jun 25	Regular Time	8.00		9:00am	12:00pm				
Wed, Jun 26	Regular Time	8.00		9:00am	12:00pm				
Thu, Jun 27	Regular Time	8.00		9:00am	12:00pm				
Fri, Jun 28	Regular Time	8.00		9:00am	12:00pm				
Sat, Jun 29	Regular Time	8.00		9:00am	12:00pm				
Sun, Jun 30	Regular Time	8.00		9:00am	12:00pm				

Save Submit Cancel

Mobile app interface showing timesheet entry details.

Screen 1: Detail view with fields for Date, Pay Type, In Time, Out Time, In Time 2, Out Time 2, and Comments. A blue box highlights the "Save" button.

Screen 2: Confirmation screen with fields for Date, Pay Type, In Time, Out Time, In Time 2, Out Time 2, and Comments. Buttons for "Save", "Submit", "Cancel", and "Approve" are visible.

TIMESHEET ACTIONS

SAVE

It is recommended to enter hours daily; you can do so by selecting **SAVE** until the work week is complete.

SUBMIT

When all hours for the week have been completely entered, you must **SUBMIT** the timesheet for approval.

CANCEL

By clicking **CANCEL**, you will lose any changes made since the last **SAVE** action.

DELETE

The entire timesheet will be permanently deleted.

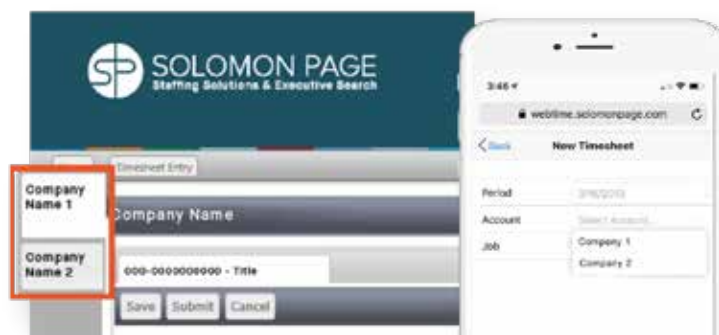
EXPORT

If you would like to keep a copy of your timesheet, you have the option to **EXPORT** it as a PDF file.

NOTE: You will not be able to make changes or perform any other actions after a timesheet has been submitted. Please review carefully before submitting your timesheet for approval. Failure to submit by the deadline will cause a delay in the process. If your timesheet is pending approval and you need to make a correction, please reach out to your supervisor to reject the timesheet.

Timesheets for Multiple Clients

If you are currently assigned to work for multiple clients within the same time frame, you are required to submit separate timesheets for each client.



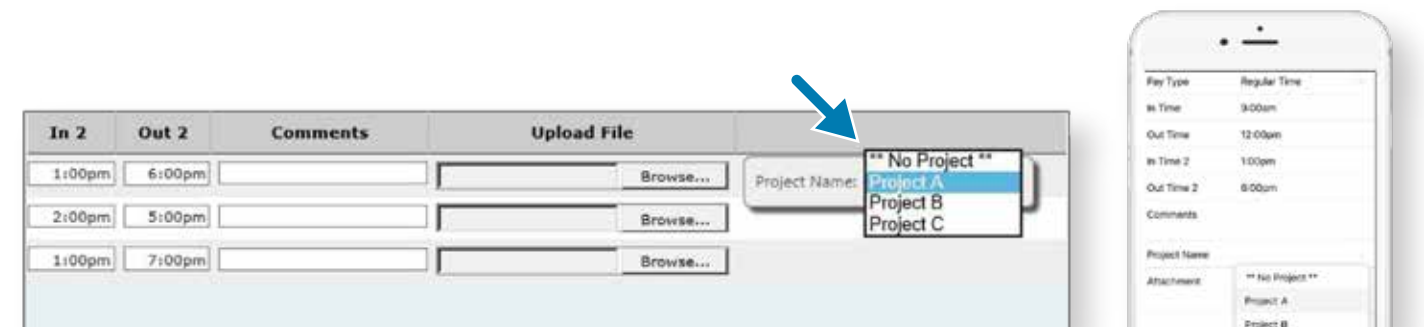
Clients will be shown as tabs on the left side screen. Please select the appropriate timesheet for the client you are submitting hours for. If you are using the mobile version, you must select the appropriate client name from the drop-down list under the **Account** field.

Submitting Hours Under a Project Name

At the beginning of your assignment, your supervisor will inform you whether you need to enter hours under a specific project name when submitting time.

MULTIPLE PROJECTS IN ONE TIMESHEET

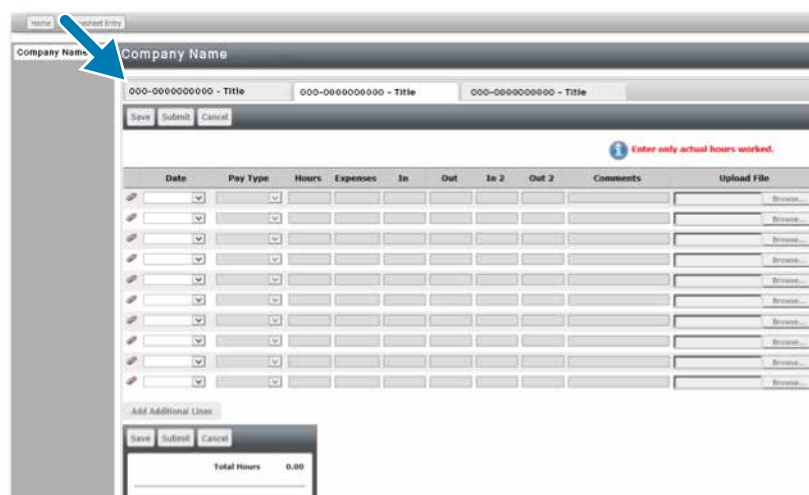
To enter hours under a project name, you must select the appropriate project name from the drop-down list for each line entry. *Note: Failure to select the correct project name for your assignment will cause your timesheet to be rejected and delay payment.*



The screenshot displays a web-based timesheet entry form. It features columns for 'In 2', 'Out 2', 'Comments', and 'Upload File'. A blue arrow points to a 'Project Names' dropdown menu, which is open, showing options: '** No Project **', 'Project A', 'Project B', and 'Project C'. To the right, a mobile phone screen shows a similar interface with fields for 'Pay Type', 'In Time', 'Out Time', 'In Time 2', 'Out Time 2', 'Comments', 'Project Name', and 'Attachment'.


MULTIPLE PROJECTS IN MULTIPLE TIMESHEETS

If your assignment requires you to enter separate timesheets for each project, multiple timesheets will be displayed in a tab format across the top of the timesheet. Please select one timesheet per project.



The screenshot shows a more complex timesheet entry form with multiple tabs at the top. A blue arrow points to the 'Company Name' tab. Below the tabs, there are fields for 'Date', 'Pay Type', 'Hours', 'Expenses', 'In', 'Out', 'In 2', 'Out 2', 'Comments', and 'Upload File'. A red information icon with the text 'Enter only actual hours worked.' is visible. At the bottom, there are 'Save', 'Submit', and 'Cancel' buttons, and a 'Total Hours' field showing '0.00'.

Submitting Expenses (if applicable)

Expenses are added to a timesheet in the same location as your hours; utilizing the pay type **Expense (Billable)**. Prior to adding expenses into the system, you must complete a Solomon Page or CRN Expense Report form found on **Webtime** notifications. Click on the notifications icon  to access this information.

- 1 Download and complete the expense report form.
- 2 Combine the completed expense report and all supporting receipts into one PDF document.



The image shows a screenshot of the Solomon Page Expense Report form. The form includes fields for Date, Description of Expense, Amount, Lodging, and a table for Mileage. Below the table, there are fields for Total, Date, and a section for Receipts. To the right of the form, there are two receipts: a Chipotle receipt for \$25.00 and a mobile app receipt for \$25.00. The Chipotle receipt is for a Chicken Bowl and a Subtotal of \$25.00. The mobile app receipt is for a mobile app and a Subtotal of \$25.00.


- 3 Within your timesheet, select the pay type **Expense (Billable)** and enter the total amount for your expenses as one entry for the appropriate pay period.
- 4 Attach your file to the entry by clicking **Browse** and upload your PDF.

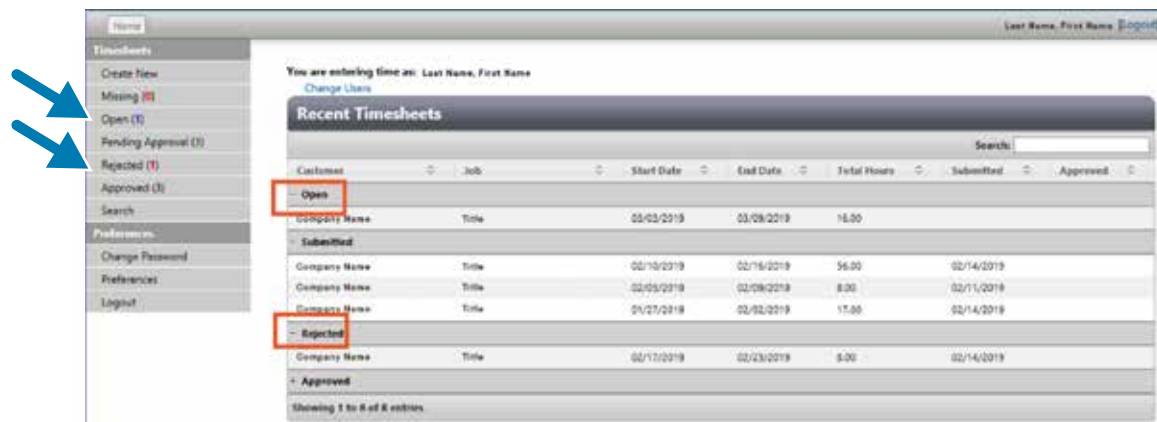


The image shows a screenshot of the Webtime interface. On the left, there is a table with columns for Date, Pay Type, Hours, Expenses, In, Out, In 2, Out 2, Comments, and Upload File. The table shows three entries for Feb 4, Feb 5, and Feb 6. The entry for Feb 6 has a Pay Type of 'Expense (Billable)' and a total amount of 11.00. The 'Upload File' column for this entry has a 'Browse...' button. On the right, there are two mobile app screenshots. The top screenshot shows the 'Detail' view of an expense entry with fields for Date, Pay Type, Expenses, Comments, Project Name, and Attachment. The bottom screenshot shows the 'Attachment' view with a 'Take Photo or Video' button and a 'Photo Library' button. A red arrow points from the 'Browse...' button in the Webtime interface to the 'Attachment' view in the mobile app.

Recent Timesheets

From the **Webtime** homepage you can view your recent timesheets organized by **status**.

Click on the  icon to expand each section and then click on any timesheet to open it for a detailed view. You can also access this information on the left menu bar.



Timesheet Status

OPEN

Timesheets that have been saved for future edits, but are not yet submitted.

PENDING APPROVAL (Submitted)

Indicates timesheets that have been submitted and are now visible to your supervisor for approval.

APPROVED

Timesheets that have been approved.

REJECTED

Timesheets that have been rejected by the supervisor and require edits prior to resubmission.

Rejected Timesheets

If your timesheet has been **Rejected**, you will receive an email from **webtime@solomonpage.com** explaining why. In order to be paid on time click on the enclosed link or log into **Webtime** to make the necessary corrections to your rejected timesheet and resubmit for approval.

*Note: Please be sure to click the **Submit** button after entering your changes. Failure to do so will keep the timesheet under the **Rejected** status and will cause a delay in payment.*

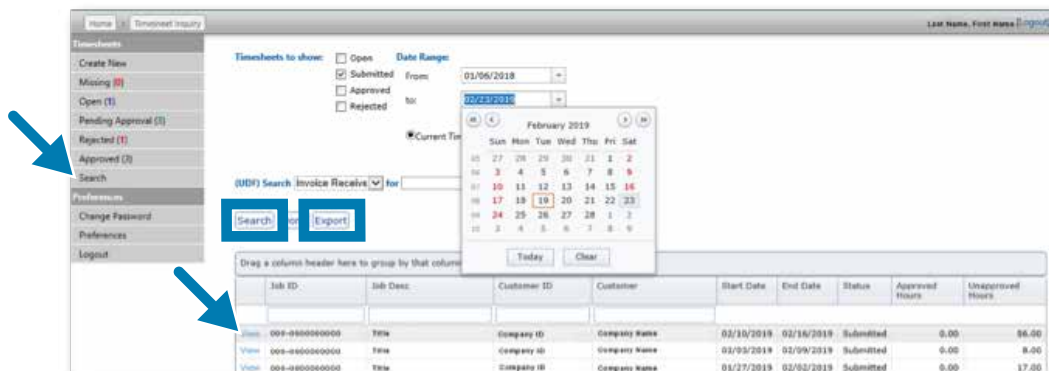
The image shows an email notification on the left and the Webtime interface on the right. The email, from webtime@solomonpage.com, states that the timesheet for 3/5/2019 to 3/9/2019 was rejected. It lists reasons: Mon, Mar 5: No reason given; Tue, Mar 5: No reason given; Wed, Mar 6: No reason given; Thu, Mar 7: did not include lunch break; Fri, Mar 8: No reason given. The Webtime interface on the right shows a table of timesheet entries for March 4th to 8th. The 'In' and 'Out' columns are highlighted with blue arrows. The 'Comments' column shows rejection reasons for several days. The 'Submit' button is highlighted with a blue arrow.

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File
Mon, Mar 4	Regular Time	7.00		8:00am	2:00pm	8:00am	5:00pm		Reject...
Tue, Mar 5	Regular Time	8.00		8:00am	2:00pm	8:00am	6:00pm		Reject...
Wed, Mar 6	Regular Time	7.00		8:00am	3:00pm	8:00am	5:00pm		Reject...
Thu, Mar 7	Regular Time	8.00		8:00am	5:00pm		5:00pm		Reject...
Fri, Mar 8	Regular Time	8.00		8:00am	1:00pm	2:00pm	6:00pm		Reject...

Timesheet Search (Desktop Only)

Select **Search** from the left menu bar to search for timesheets by status or date range. Select from the status and date range options and click **Search**.

From the generated list, select **View** next to the desired timesheet for details. The **Export** option will export the timesheet as a PDF.

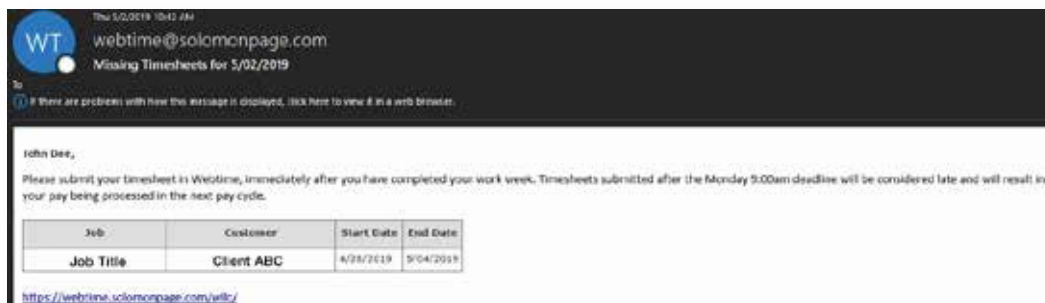


Job: Title (000-0000000000)								
Temporary: Last Name, First Name(000-ABCDEF0000)								
Date Range: 02/10/2019 to 02/16/2019								
Customer: Company Name (TestApprover)								
Status: Submitted on 02/14/2019								
Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments
02/10/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/11/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/12/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/13/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/14/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/15/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
02/16/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
Project Name: ** No Project **								
Total Hours	56.00		Total Expenses	\$0.00				

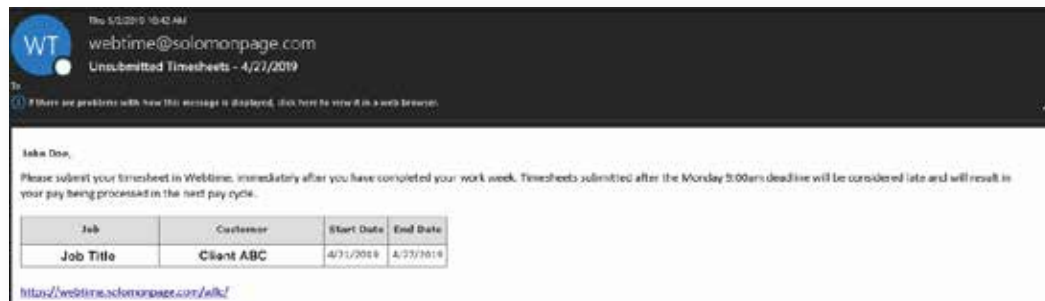
TIMESHEET
EXPORTED AS PDF

Email Notifications

You will receive an automated email when your timesheet is **Approved** or **Rejected**. Webtime notification reminders are also sent when your timesheet for the current pay period is missing or has been entered and saved, but not submitted for approval.



MISSING
TIMESHEET



ENTERED
NOT SUBMITTED

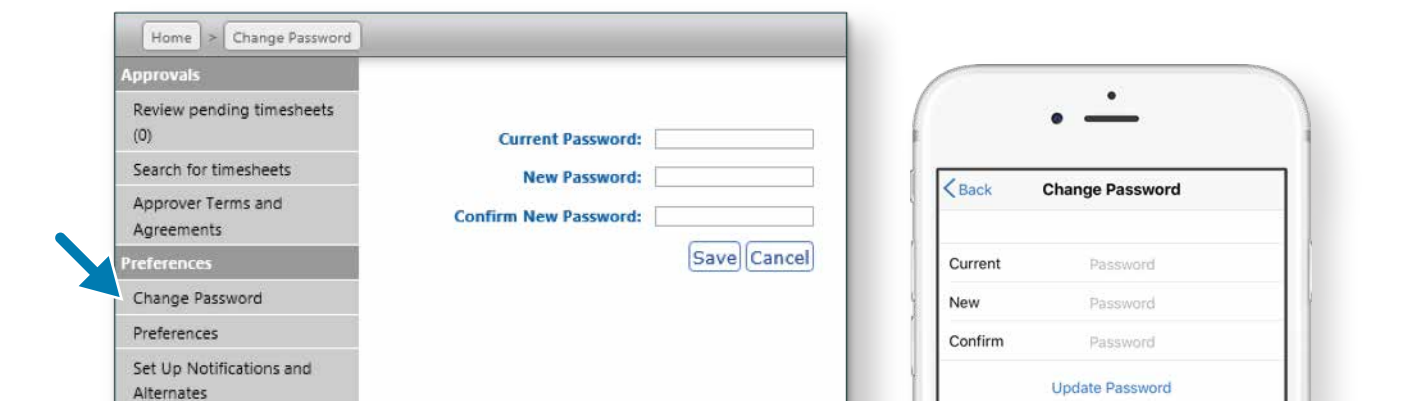


APPROVED
TIMESHEET

Preferences

CHANGE PASSWORD

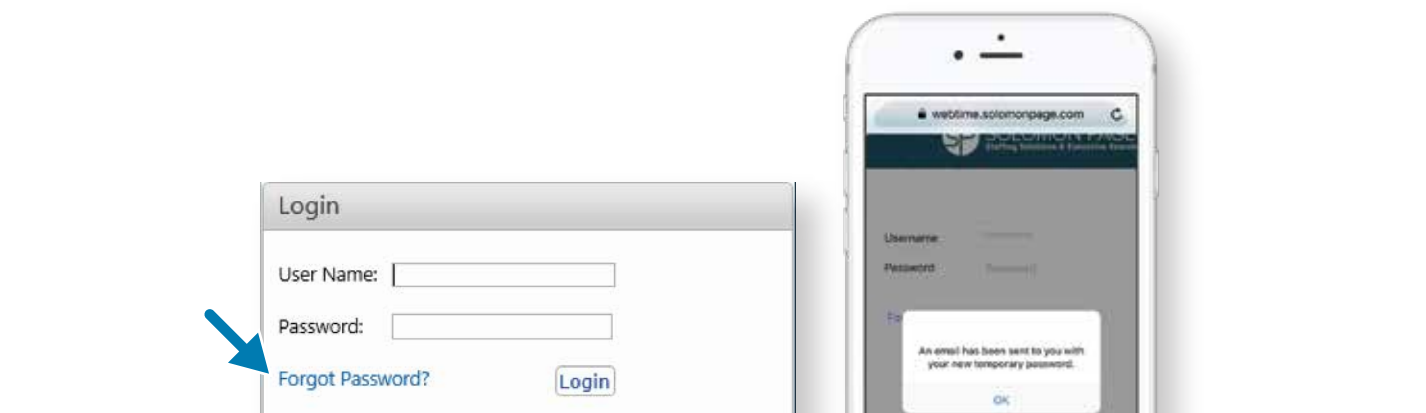
You can change your **Webtime** password at any time by clicking the **Change Password** option located under **Preferences** on the left side menu. Once selected, you must enter your current password, type a new password, confirm the new password, and click **Save**.



FORGOT PASSWORD

It is very important to remember your username and password, and keep it secure. If you do happen to forget it, please follow these steps:

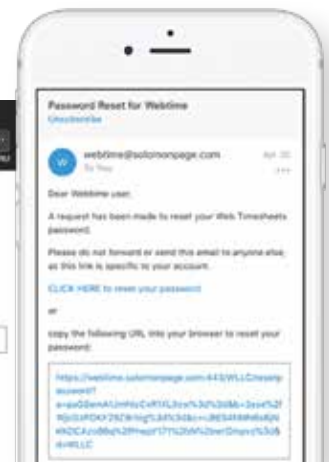
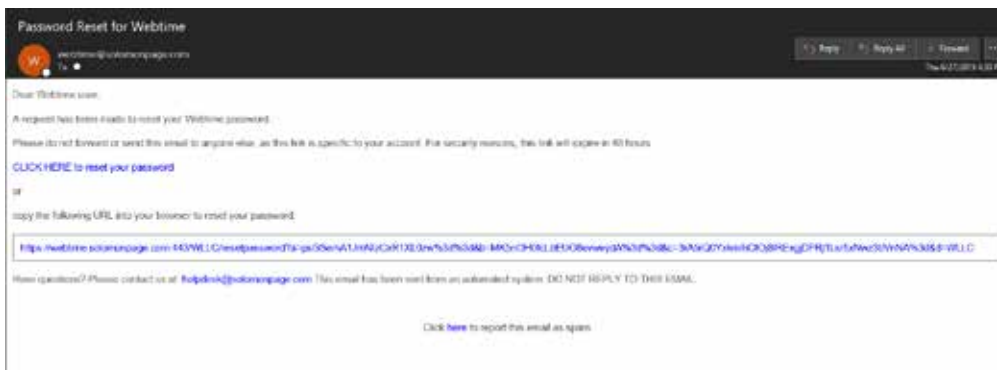
- 1 Click **Forgot Password?** on the **Webtime** login page.



- You will be required to enter your **Webtime** username and select **Email Password**.



- If a valid username has been entered, an email will be sent to the email address that we have on file. **This email will include a password reset link, which will expire after 48 hours.**



- Reset the password for your **Webtime** account by typing in a new password. Then, confirm it by typing it again into the **Confirm New Password** field.
- By clicking **Save**, you are now able to login to the **Webtime** portal with your new password.



Contact

TECHNICAL SUPPORT

helpdesk@solomonpage.com

DIVISIONAL PAYROLL SUPPORT

ACCOUNTING & FINANCE

accounting2@solomonpage.com

ADMINISTRATIVE

adminservices2@solomonpage.com

CREATIVE & MARKETING

creativeservices2@solomonpage.com

CLINICAL RESOURCE NETWORK (CRN)

crn-payroll@solomonpage.com

FASHION & BEAUTY

fashionpayroll@solomonpage.com

HUMAN RESOURCES

hr@solomonpage.com

LEGAL SERVICES

tslegal@solomonpage.com

MANAGED SERVICES

msp@solomonpage.com

TECHNOLOGY

itpayroll@solomonpage.com

OTHER QUESTIONS

If you have any questions or require assistance with **Webtime**, please contact us at sppayrollops@solomonpage.com

SOLOMON PAGE
Staffing Solutions & Executive Search

CRN Clinical Resource Network
A DIVISION OF SOLOMON PAGE