

# Online Timesheet Entry

**Sign In**

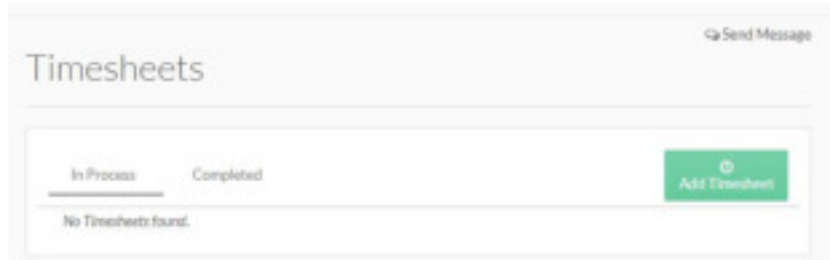
[careers.adaptondemand.com/jkent/account/login](https://careers.adaptondemand.com/jkent/account/login)

Bookmark this link as a Favorite on your internet browser for easy access to your timesheets and your pay history.

## Time Entry

### Add Timesheet, then

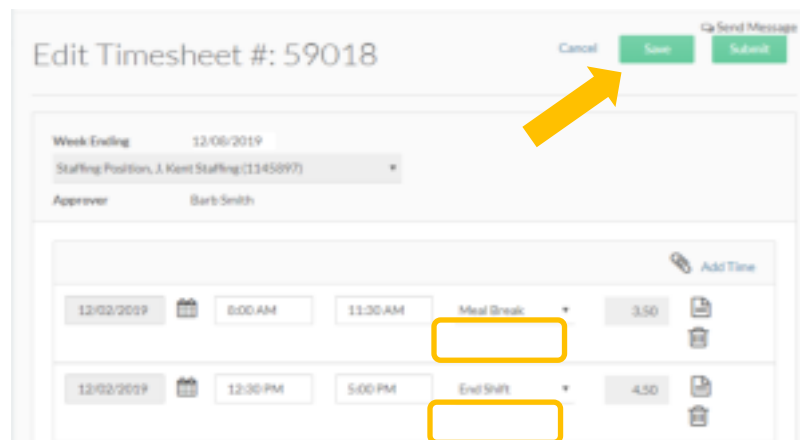
- Select Week Ending
- Select Assignment



**Save**

Each day make 2 entries (1 if no Meal Break) to record your time and unpaid breaks:

- Enter clock-in time and time you go on **“Meal Break”**.
- “ADD TIME”** you returned from your meal, then clock out time and **“End Shift”**.
- Use the **“note”** icon to add reimbursements or comments.

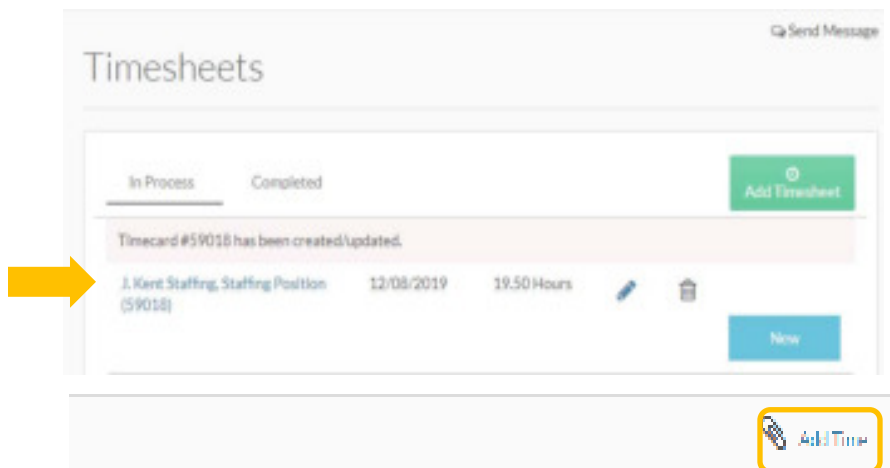


Then **Save**.

**Add Time**

The next day, select assignment to add new hours and breaks. **Save** for each day.

Use the **“paper clip”** to attach documents, if needed.



**Submit**

When week is complete, click “**Submit.**” The approver of your timesheet will receive an email to approve.



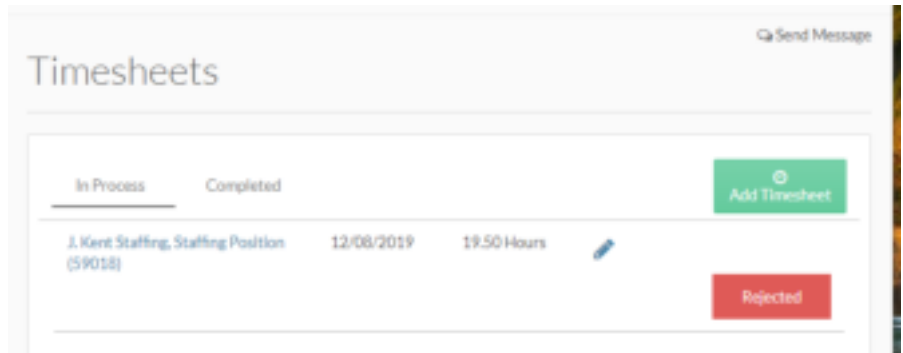
**Submit your timesheet by Sunday at 11:59 PM**

## Timesheet Status

**Submitted** – an email has been sent to Approver to process your hours

**Approved** – you will receive a confirmation email

**Rejected** – Use the PENCIL to correct your hours or breaks, then resubmit your timesheet.



## Pay History

Select “Pay History”.  
Use the **View** button to view and print your pay advice.

