

## Instructions for J. Kent Staffing’s Online Timesheet

### Login to your Employee Portal:

- <https://jkent.myavionte.com/staff> (you may also click LOGIN on the top right of our web site).
- **Username** = your email address
- **Password** = enter your Password, or click “Forgot your Password?” and you will receive an email to set up a new Password.

### Timesheet Tab (on top navigation):

- Your current assignment(s) will be listed in a box – click the **View Timesheet** button and a blank Timesheet will appear. **Note: if you worked more than 1 assignment in the same work week, you will need to create a Timesheet for each separate assignment.**
- Your new Timesheet will automatically default to the current Week-Ending Date.
- Enter your time including AM or PM (or choose the time from the drop down) for **In/Out** and Unpaid Meal Break **Start/End** for each day that you work.
- Your daily and weekly hours will automatically total – please make sure these totals are correct and adjust any times that were entered incorrectly.
- **Colored buttons on the bottom:**
  - **Save Timesheet** – to save if you haven’t yet entered all of your hours for the week.
  - **Save & Submit Timesheet** – to submit your final Timesheet once all hours are recorded.
  - **Submit Zero Hours** – if you did not work for the week, click this button to submit 0 hours for the week.
- **Additional Buttons at the top (next to the Week Ending Date):**
  - **Notes** – any notes typed here will only go to the Client Supervisor/Timesheet Approver on your assignment. **Your J. Kent Staffing Manager will NOT see these notes.**
  - **Apply Default** – if you work a consistent schedule each week, you may click this to default in your standard work schedule (then make any adjustments that are needed). This option is available after you’ve completed your first Timesheet for the assignment.
  - **Add Transactions** – you will see this button **ONLY** if you have additional Timesheet items that apply to your assignment such as **Mileage or Parking/Transportation Reimbursements, Accrued Leave, or a Paid Holiday** (paid holidays are not standard for most assignments; your J. Kent Staffing Manager will inform you if Paid Holidays are applicable to your assignment).
    - When you Click the Add Transactions button, a window will appear where you select the Transaction Date, Transaction Type, and Hours (the heading says Hours, but think of it as **Hours OR Amount**). Complete these fields as follows:

Transaction Date	Transaction Type	Hours (Amount)
Enter Date	Paid Holiday	Enter # of holiday hours (i.e., 8)
Enter Date	Mileage	Enter # of miles for that day
Enter Date	Parking / Transportation	Enter \$ amount of reimbursement for that day
Enter Date	Accrued Leave	Enter total hours of accrued leave for that day

- You must enter Addl Transactions for each separate day/date (not in total for the week).
- Paid Holidays – Do not complete any hours for the date of the holiday in the Timesheet where you record your other hours worked for the week.
- **Timesheet Submittal Deadline**
  - **Timesheet submittal deadline is Sunday at 11:59 PM.** However, we encourage you to complete and submit your online Timesheet as soon as possible after completion of your last shift for the work week.
  - When you submit your Timesheet:
    - Another Notes text box will appear. Any notes typed here will only go to the Client Supervisor/Timesheet Approver on your assignment. **Your J. Kent Staffing Manager will NOT see these notes.**
    - Your Client Supervisor will receive an immediate email notification that your Timesheet is ready for their approval.
    - You will receive an email notification:
      - When your Timesheet is APPROVED.
      - If your Timesheet has been REJECTED, along with the Rejection Notes from the Timesheet Approver. You will need to make correction(s) to your Timesheet and **Save & Submit Timesheet** again.

**Other Tabs (on top navigation):**

- **Profile** – update your contact information, upload a new resume.
- **Pay History** – to view/print copies of your paycheck advices.

Please let me know if you have any questions at all. Thank you!