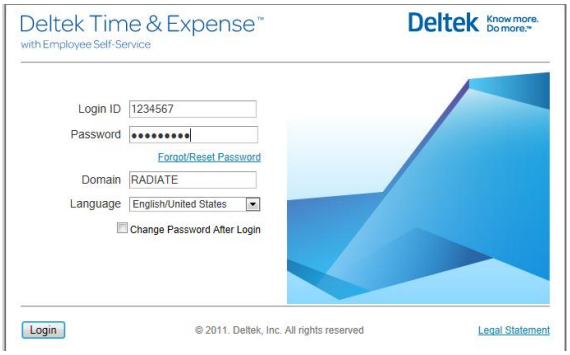
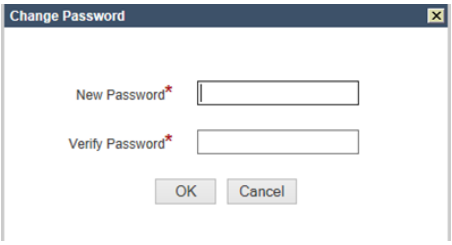
Timesheet User Guide

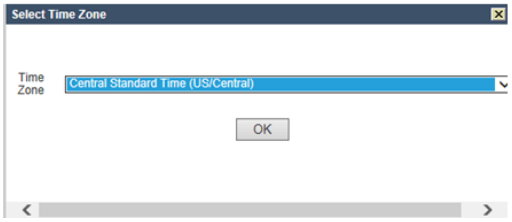
- Website link: https://timesheets.gmrmarketing.com (do not use Google Chrome as the web browser)
- Log-in Screen

LOGIN ID: Employee ID number (six or seven digits in length)
PASSWORD: You will receive a separate email with a temporary password from ET Administrator within the next hour. You will get prompted to change your password when you log in. The new password must be a minimum of 8 characters and contain at least one number. The new password is also case sensitive.
DOMAIN: RADIATE

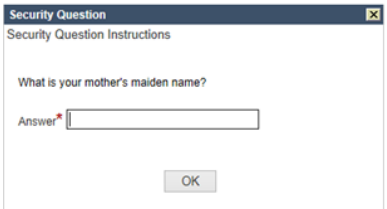




- Time Zone: The first time you log-in, you will be required to select a time zone. There is only one available option: Central Standard Time. Click the OK button. You will not get prompted for this again.

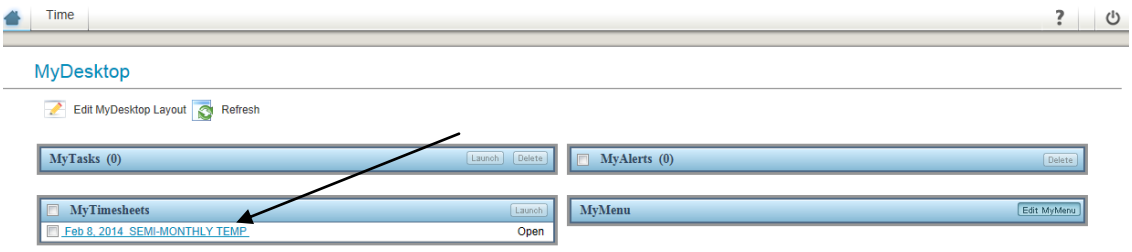


- Security question: The first time you log-in, you will be required to answer a security question. The answer to this question is case sensitive. This will be used if you forget your password in the future. If you use the 'Forgot Password' function on the login page, your password will reset back to your Social Security Number.



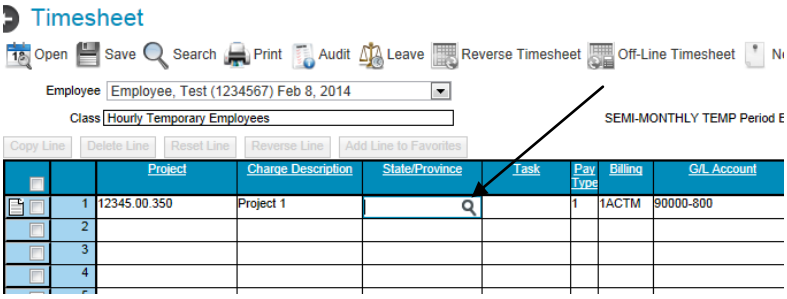
- Timesheet view

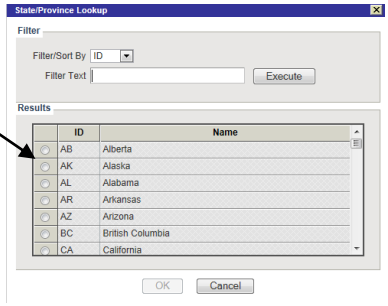
Once you are logged in, a link to access your timesheet will be available under the 'MyTimesheets' section.



Your timesheet will populate with the program(s) you were scheduled for. In the ‘State/Province’ column, select the magnifying glass to search for your state. Select the bubble next to your state and click OK. If you have multiple project lines on your timesheet, you will have to enter your state on each line.

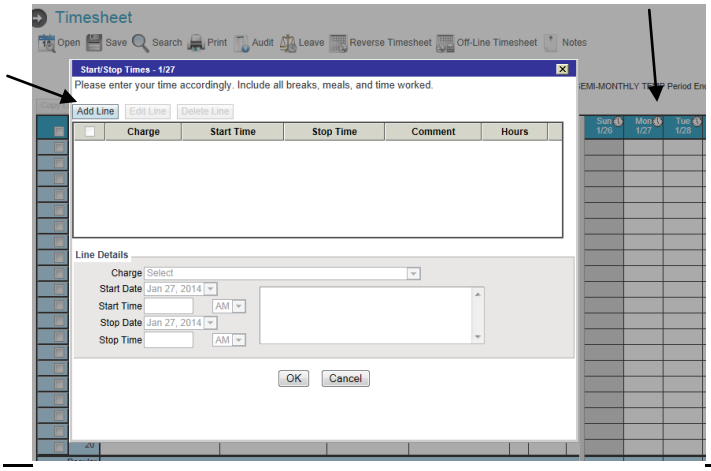
*** The save button  is on the upper left hand side above your name. It is a good practice to periodically save your timesheet to avoid being timed out and possibly losing any unsaved changes. ***

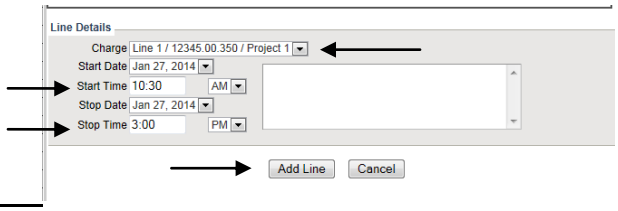




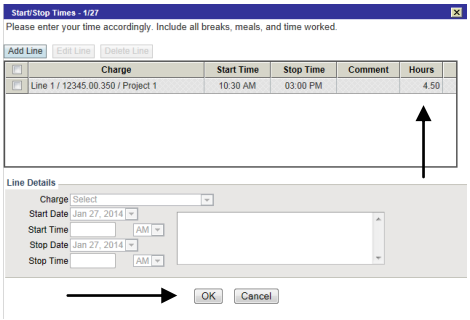
- Time Entry

Click the clock above the day you worked. A dialog box will appear. Click the ‘Add Line’ link in the upper left hand portion of the box. In the line details section, change the charge drop down to the appropriate project line. Enter your start time and stop time. Note the AM/PM drop down selection. You can enter time in quarter hour increments. Click the ‘Add Line’ button on the bottom. You should only change the stop date when you work past 12:00am (midnight) on your shift.

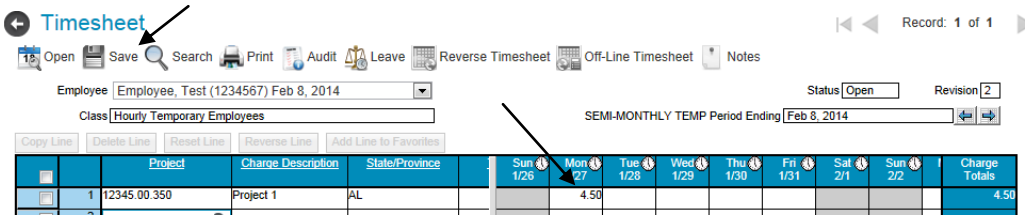




Your total entered hours for that shift will appear in the upper portion of the dialog box. Click the OK button.



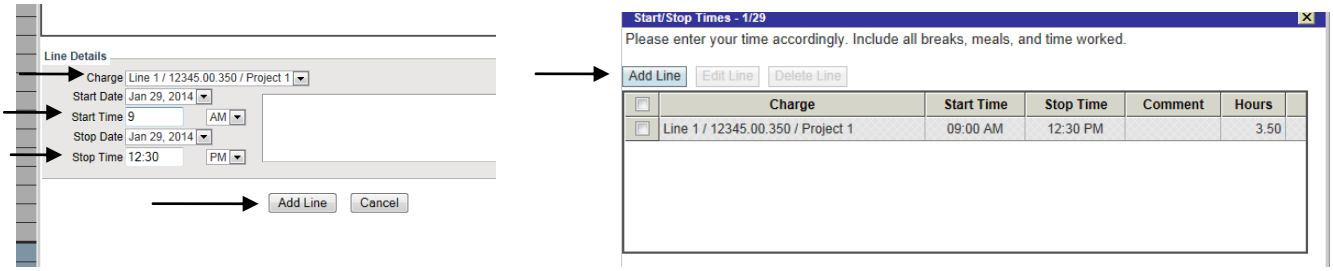
The hours for that shift will transfer in the cell on your timesheet for that appropriate day/line. Save your timesheet.



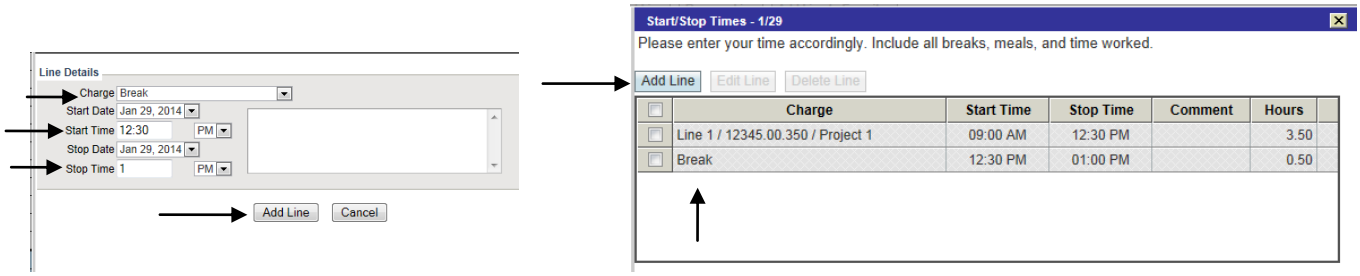
- Entering unpaid break time (if applicable)

Unpaid break times should be accounted for in the clock start/stop time box.

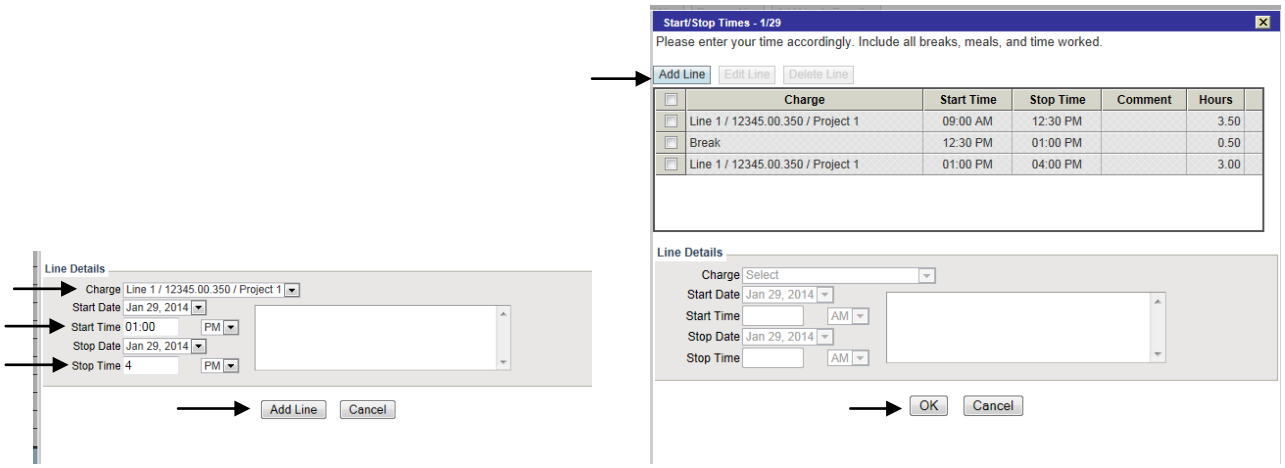
Click the clock above the day you worked. Click the ‘Add Line’ link in the upper left hand portion of the dialog box. In the line details section, change the charge drop down to the appropriate project line. Enter your start time and stop time before your break started. Click the ‘Add Line’ button on the bottom. Your total entered hours for that shift will appear in the upper portion of the dialog box. Click the ‘Add Line’ link again.



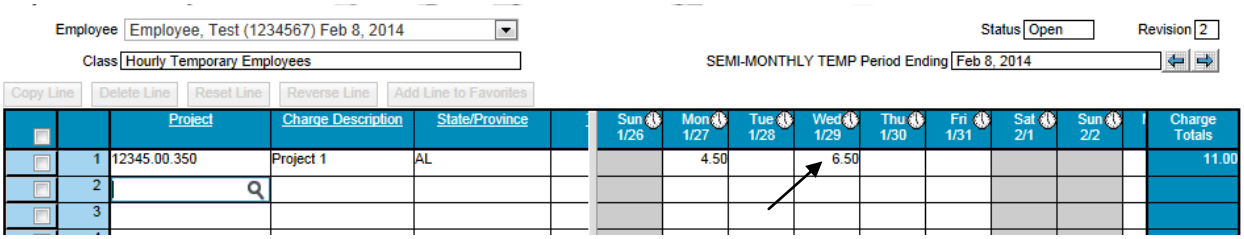
In the line details section, select ‘Break’ from the charge drop down list. Enter the start and stop time for your break. Click the ‘Add Line’ button on the bottom. The break is added to the top portion of the dialog box.



Click the ‘Add Line’ link in the upper left hand portion of the box. In the line details section, change the charge drop down to the appropriate project line. Adjust the start and stop time for the remainder of your shift after your break. Click the ‘Add Line’ button on the bottom. The remainder of your shift is added to the top portion of the dialog box. Click the OK button.

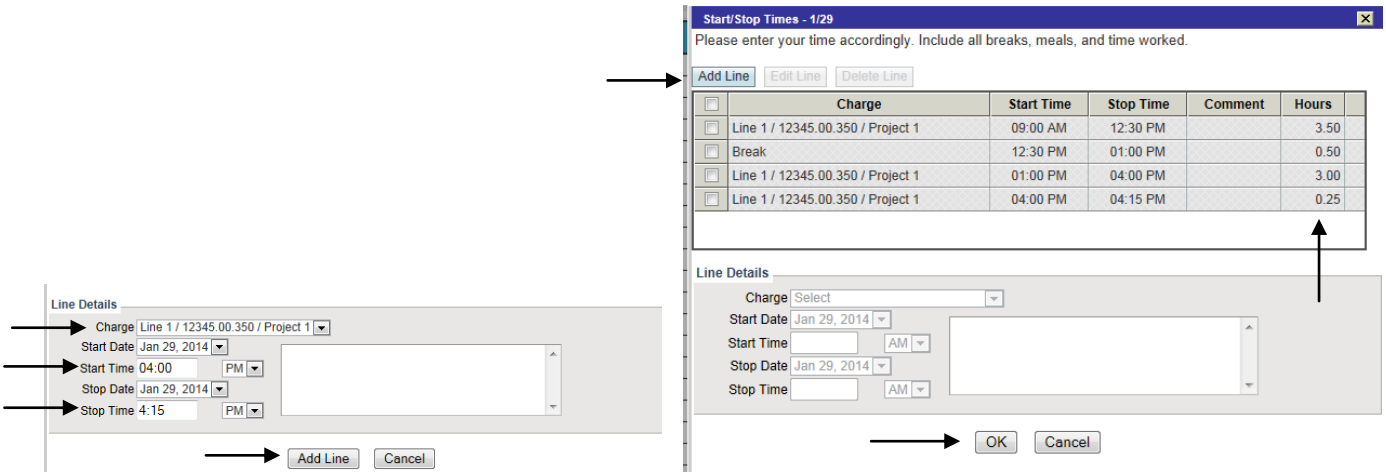


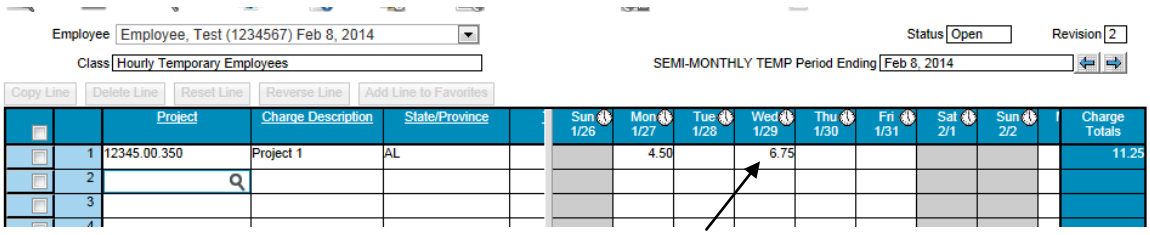
The total hours for that shift will transfer in the cell on your timesheet for that appropriate day/line.



- Entering in time for completing the timesheet.
    - New employees are allowed to include a total of 30 minutes on their first semi-monthly timesheet (15 min for reviewing the timesheet user guide and 15 min for completing the timesheet).
    - After the first timesheet period, employees are allowed 15 minutes per semi-monthly timesheet (for completing the timesheet).

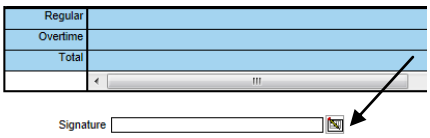
This can be added to any shift on your timesheet. Click on the clock you want to add the time to. Adjust the end time accordingly. Click the OK button.

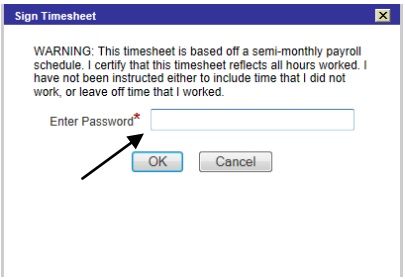


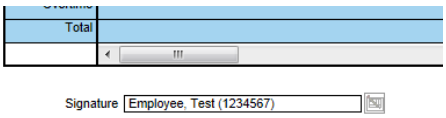


- Sign Timesheet

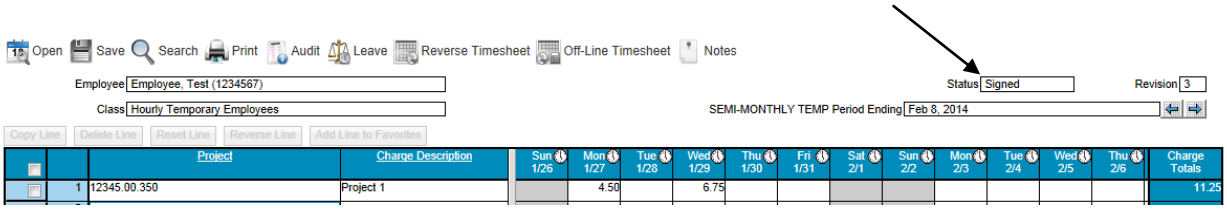
Before you sign your timesheet, make sure you have captured all of the dates in the pay period. Once your timesheet is complete, click on the signature button in the lower left hand corner of the screen. A dialog box will appear and you will be prompted to enter your password. Once you enter your password and click the OK button, your name will appear in the signature box.







Double check the status in the upper right hand side of your timesheet to ensure it flipped to a signed status. It will then be ready for approval. Once approved, your timesheet will be processed in the appropriate pay period.

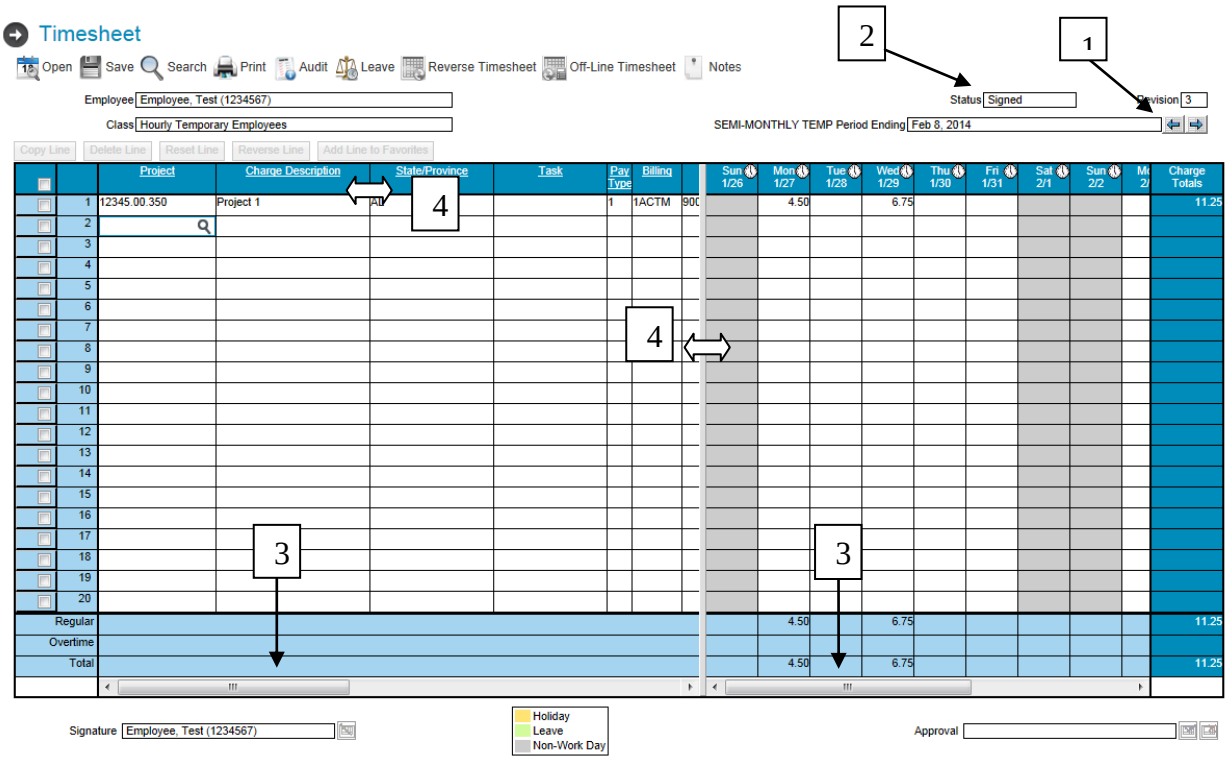


- Rejected Timesheet

If your timesheet is rejected, it will be not be submitted for payroll processing until it is adjusted and approved.

  - To change the status of your timesheet back to open, make the necessary adjustments and save your timesheet. This will allow you to sign your timesheet again. Once the corrected timesheet is approved, it will be submitted for payment in the appropriate payroll being processed.

- Other Helpful Features



1. You can navigate through different timesheets by clicking on the arrows next to the period ending date in the upper right hand corner.
2. The status of your timesheet is in the upper right hand corner. Your timesheet will change to signed once you complete and sign your timesheet. Once approved, your timesheet will flip to 'processed' (final status).
3. There are scroll bars on either side of the timesheet to view other columns (left side) or dates (right side).
4. The bar that separates the left side from the right side can be adjusted. The columns on the left side can also be adjusted.

Contact payroll support for any timesheet questions or concerns.

Email: payrollsupport@gmrmarketing.com

Phone: 1-800-521-3247