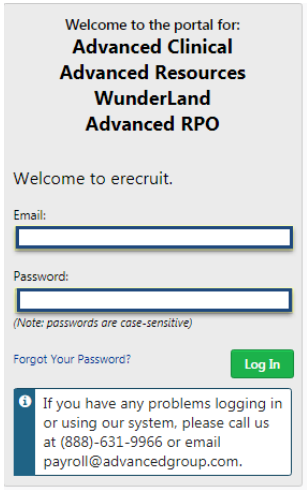
Welcome to Advanced Timesheet Portal

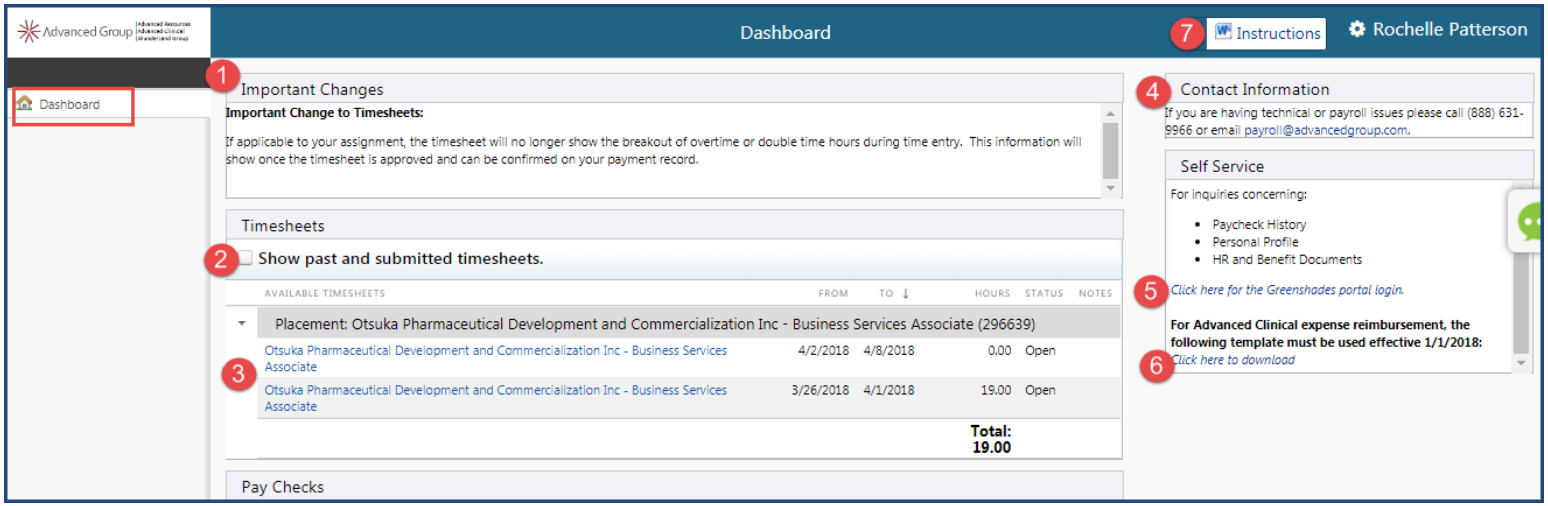
Below are instructions for accessing your timesheet through the Advanced Associate Portal. **Firefox** or **Google Chrome** work best with the Advanced timesheet system, e-recruit.

Please read this document and contact either your recruiter or the payroll hotline at (888) 631-9966 if you have questions or concerns. You can also email us at payroll@advancedgroup.com.

- To log into the portal, enter your email and password that was provided via email.



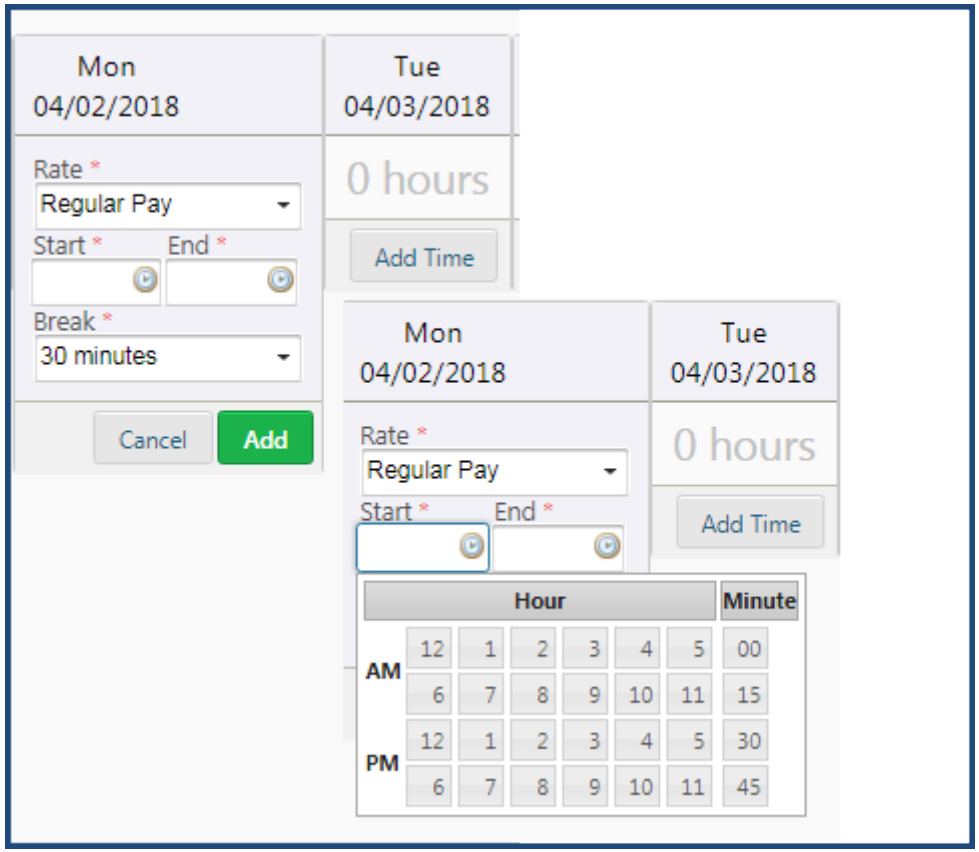
- After logging into the portal, you should make note of the various features on the page. When you are ready to input your timesheet, please locate the timesheet area under the word “Dashboard”.
- Click into the timesheet that shows your current assignment and the time period when you worked.
- Please view the screenshots on the following pages to help locate the different features of the timesheet.



1	Any updates to the system or changes will be posted here.	5	Need to see your electronic paystub? Use this link to access Greenshades.
2	Check this box to see a list of past submitted timesheets.	6	Need an expense reimbursement form? Use this link to download.
3	Click on the link to access your current timesheet and enter hours and expenses if applicable.	7	Need to reference this document again in the future? Click this link for instructions.
4	Contact our accounting department directly using phone or email.		

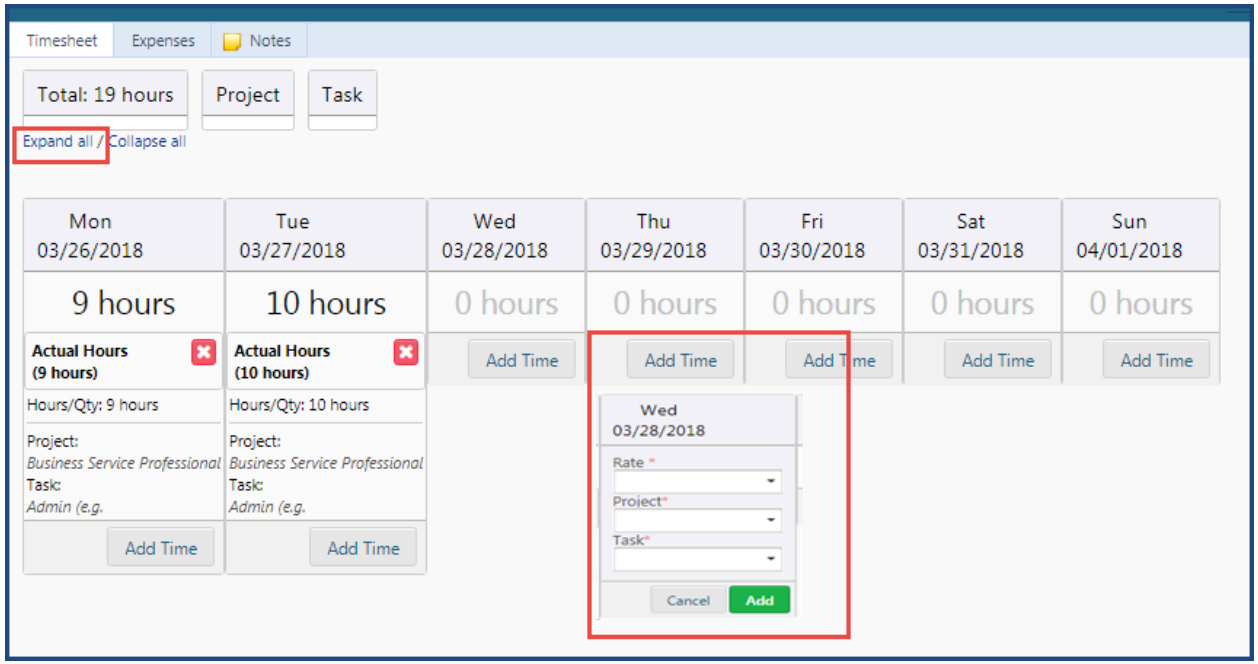
Advanced Group

Entering Your Time – Hours only



1. Click **Add Time**
2. Select Rate from drop down
3. Click in the blank to select Start and End time. Be sure to select the correct AM/PM
4. Change minutes as needed
5. Select correct break choice
6. Click off the drop down in order for it to disappear
7. Click **Add Time**

Entering Your Time with Projects and/or Tasks

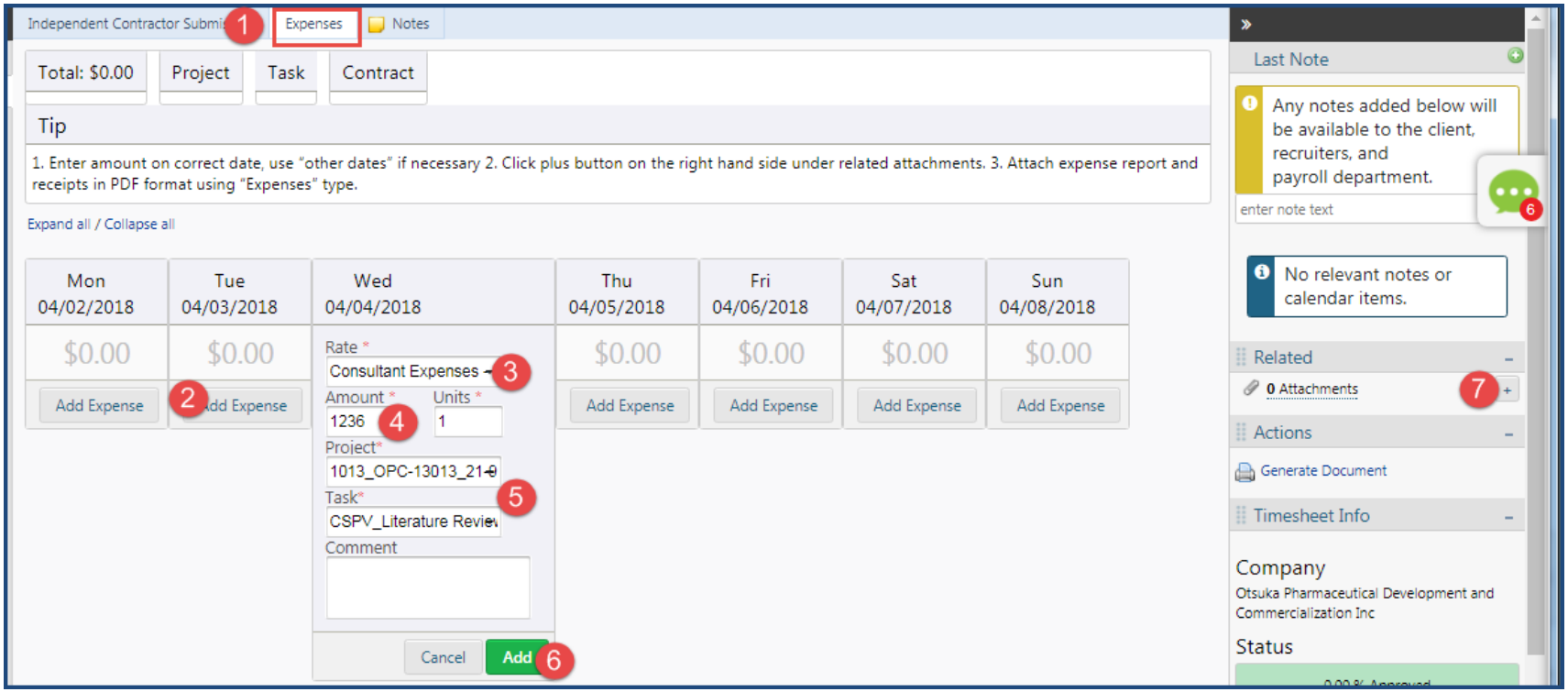


1. Click **Add Time**
2. Choose the appropriate Rate drop down
3. Enter Projects and Tasks if applicable
4. Click **Add**

For each different project or task, click **Add Time** to begin a new entry.

To see all entry details, Click **Expand All**

If you are eligible to enter expenses please follow the instructions:



1. Go to the **Expense Tab**
2. Click **Add Expense** to add the total of expenses for the week to any one day of the week. You do not need to itemize the expenses per day.
3. Select the Rate type
4. Enter total expense amount
5. Choose correct project and task codes if applicable

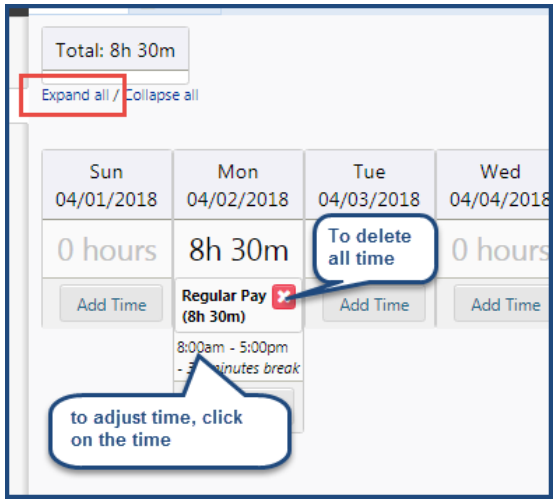
6. Click **Add**

7. Attach all coversheets and receipts in the Attachments section. Coversheet must be in a **PDF format**.

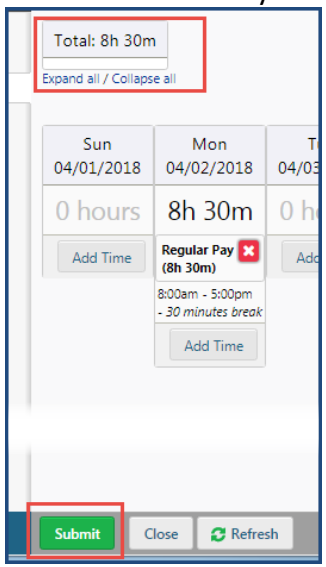
Older expenses can be added to Other Dates

*See instructions for Expense Requirements for more details.

To correct time or expense entry before it has been submitted:



Be sure to SUBMIT your timesheet once time and expenses are complete. All timesheets are due on Monday by 12:00pm CST.

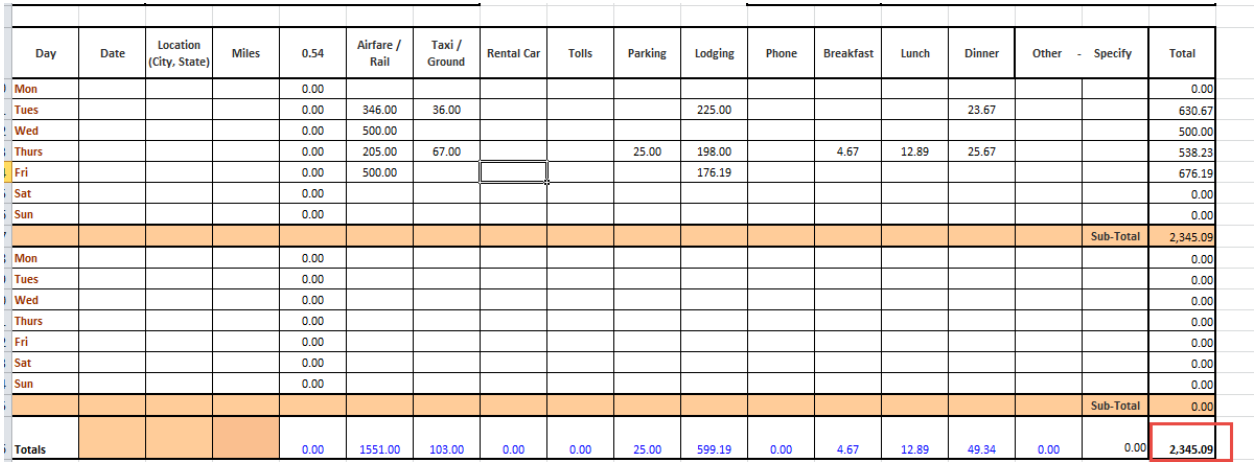


Total will show all hours being submitted. To correct a timesheet that has **already been submitted**, call or email the payroll contact information provided. They will reject the timesheet and you can then make the necessary corrections.

Additional Expense Reporting Instructions

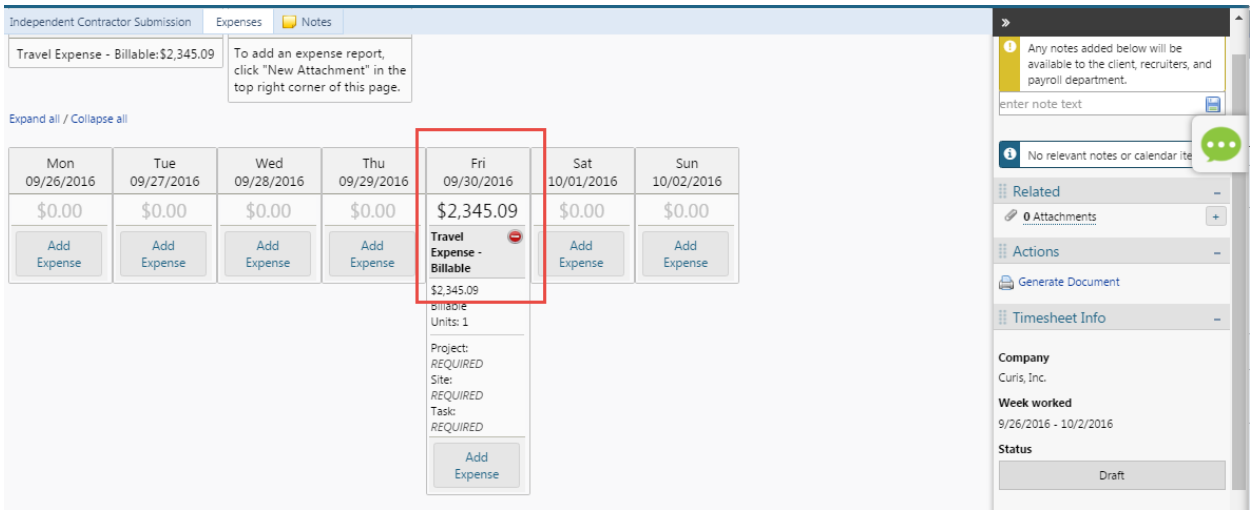
1. **Complete the Expense Report template** (found on the timesheet dashboard, right side (the last item under self-service). Arrange your receipts by date and enter the cost data in the excel spreadsheet. Save your receipts as they will need to be scanned into a pdf, or pictures placed into one document, for submission as support.

   The totals add up in the lower right side of the excel spreadsheet. Please make note of the total expenses as this information is needed in the next step.



Day	Date	Location (City, State)	Miles	0.54	Airfare / Rail	Taxi / Ground	Rental Car	Tolls	Parking	Lodging	Phone	Breakfast	Lunch	Dinner	Other - Specify		Total
Mon				0.00													0.00
Tues				0.00	346.00	36.00				225.00				23.67			630.67
Wed				0.00	500.00												500.00
Thurs				0.00	205.00	67.00			25.00	198.00		4.67	12.89	25.67			538.23
Fri				0.00	500.00					176.19							676.19
Sat				0.00													0.00
Sun				0.00													0.00
																Sub-Total	2,345.09
Mon				0.00													0.00
Tues				0.00													0.00
Wed				0.00													0.00
Thurs				0.00													0.00
Fri				0.00													0.00
Sat				0.00													0.00
Sun				0.00													0.00
																Sub-Total	0.00
Totals				0.00	1551.00	103.00	0.00	0.00	25.00	599.19	0.00	4.67	12.89	49.34	0.00	0.00	2,345.09

2. **Log into timesheet and click the Expense tab.** Enter the total amount of the expense report on the **last day of travel in the current week's timecard** or if it is from another week, you can add the entire week's dollar expense reimbursement total into the 'Other Dates' cell. **You do not need to break it out by day**.

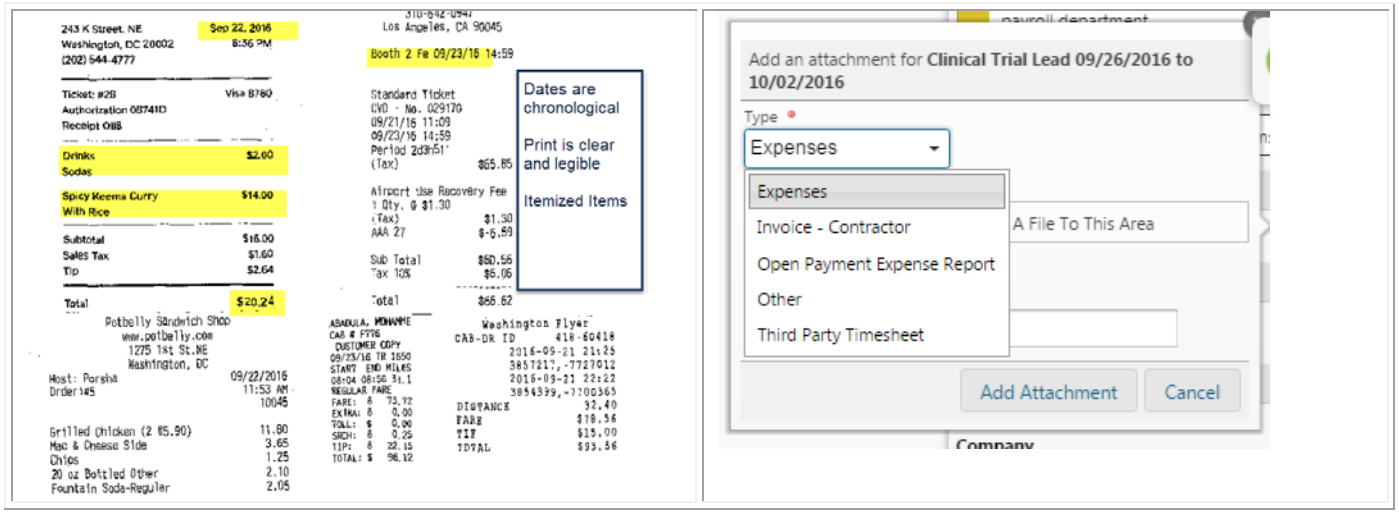


Expense report and PDF of receipts must be attached in the timesheet portal (Steps 3 and 4 below)

Expenses receipts and Report Cover sheet in PDF format

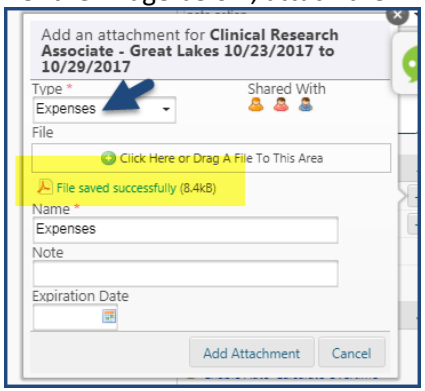
Expense receipts should be in **ONE PDF** file with the first page as a PDF of the Expense report Cover sheet summarizing those expenses. If one single file is not possible, upload two separate **PDF attachments,** one of expense cover sheet and one with all receipts.

Please classify the expense report and receipts attachments **as Type; 'EXPENSES'**



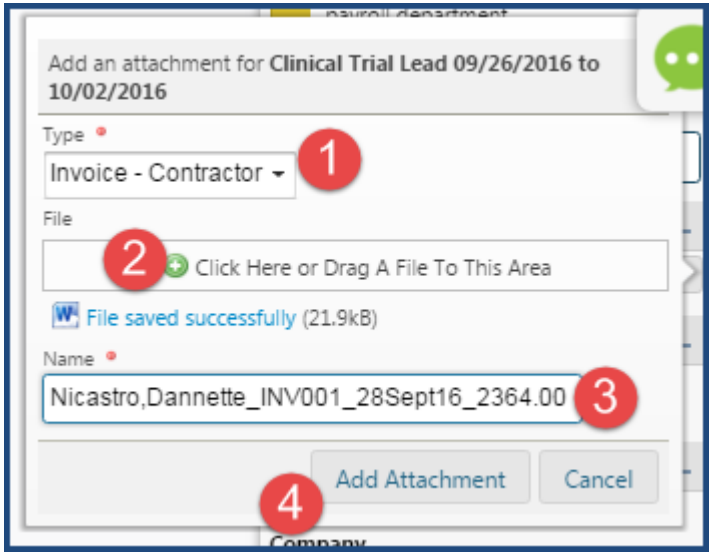
4. Expense report (Excel only)

Per the image below, attach the Excel spreadsheet so that payroll can access if they need to make modifications. **MUST be saved as Type; 'Expenses'**



1099 Independent contractors ONLY (INVOICE in PDF ONLY)

Per the image below, attach a **PDF ONLY** invoice for hours worked for the two week pay cycle.



1. Use Invoice – Contractor choice.
2. Upload your completed invoice – includes hours and client billable expense total.
3. Use proper naming convention. Lastname,Firstname_Inv.No._Weekending Date_ Total Amount of Invoice.
4. Add Attachment. You can add more than 1 attachment.