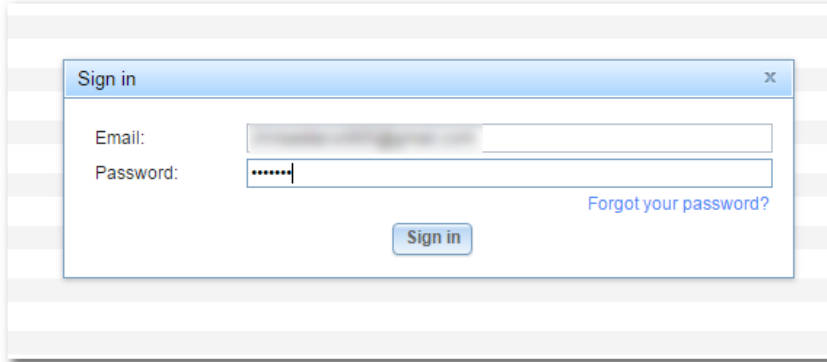


**Entering time in Rightech’s online portal:**

1. Click the link in the email you received and log into the portal (<https://www1.jobdiva.com/portal/?a=frjdnwqfozzxepksstcxg50zyoonzu05a8n7xx0glrqwa5vujtji73wai2n6mk6e#/login>).

  - a. This will be the same login that you used to complete your onboarding paperwork.



2. Once in the portal, click My Timesheets, and you will see a list of weeks available for you to enter time.



Welcome W. Test Candidate

**My Timesheets**

Week Ending	Hours	Regular	OT	DT	Submitted Date	Company	Job#	Job Title
09/01/2019		0	0	0		Webtime test company	19-00880	webtime test job
08/25/2019		0	0	0		Webtime test company	19-00880	webtime test job
08/18/2019	40	40	0	0	08/23/2019 01:58 PM EDT	Webtime test company	19-00880	webtime test job

3. Click on the latest week and the time sheet will appear.
  - a. Time is enter with the format of “XX:XX” and AM/PM is selected from the dropdown menu. For example, “09:00 AM” to “05:00 PM”.
  - b. Lunch Out is the time you left for lunch and Lunch In is the time that you returned (if applicable).
  - c. Please include any **job locations** or **job numbers** in the fields underneath per day (if applicable).

09/01/2019

Delete Hours | Save as Draft | Submit for Approval

**Status:** Entering, Not Submitted  
**Company:** Webtime test company  
**Job:** #19-00880 (webtime test job)  
**Timesheet Instructions:**

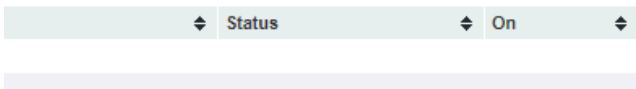
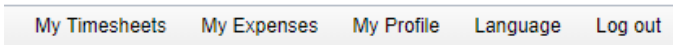
	Mon 08/26	Tue 08/27	Wed 08/28	Thu 08/29	Fri 08/30	Sat 08/31	Sun 09/01	Total
Time In (hour:min)	09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM			
Lunch Out (hour:min)	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			
Lunch In (hour:min)	01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM			
Time out (hour:min)	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM			
Regular Hours (Decimal)	8.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
<b>Total</b>	8.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
Job Site Location	NY	NJ	NY	NJ	PA			
Job or Project Number	1411	2122	1411	2122	7884			
Job or Project Number								

**Employee Comments:**

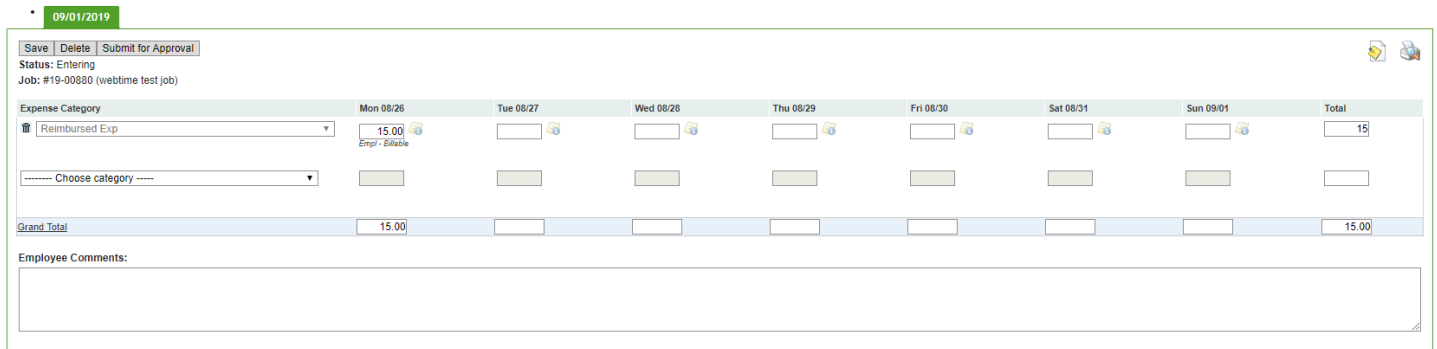
- You can click the buttons on the top left to either Save as Draft and return later or Submit for Approval.
- You will receive an email notification indicating whether your time was Approved or Rejected. If it rejected, the manager must provide a reason and you will see that in the email notification. You can then sign into the portal again, correct any errors, and resubmit the time for approval.

**Entering expenses in Rightech's online portal:**

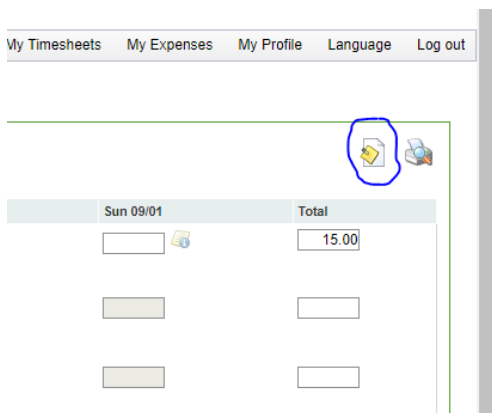
- If you have reimbursable expenses, you may also submit those through the online portal.
- Login at the same link, and click My Expenses at the top right. Like the time cards, you will see a list of week endings.

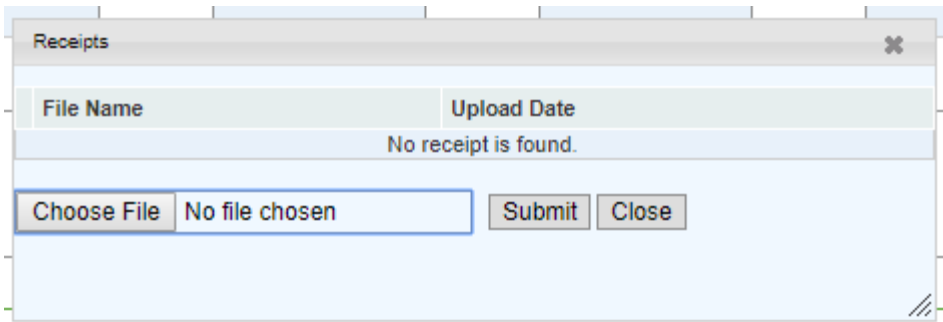


- Click the week and this will open the expenses page. Select a category from the dropdown menu and enter the amount.



- Click the notepad icon at the top right, which will open the window below. You can use this to upload a copy of your expense receipts.





5. Click Submit to upload the file and click Submit for Approval on the expense sheet to submit it for approval.