



## Online Timesheet Instructions

### Website Link

<https://secure.entertimeonline.com/ta/578.login>

- Contact your recruiter if you forget your username or password.
- Your temporary password is **Echolocum#1**
- **The new password you create MUST follow the following criteria**

### Updating Your Timesheet

Step 1 – Click on My Current Timesheet. Your timesheet shows all days in the current pay period. Find the day you are updating.

Step 2 – Choose the Hospital/Site where you worked using the magnifying glass.

- Once you have selected the specific site/shift type needed, you can then begin to use the drop down box for to add this site/shift type combination to other dates. Selecting your site/shift type by clicking on the magnifying glass BEFORE using your drop down box must ALWAYS been done for every site/shift type combination.

Step 3 – Choose the Hospital/Site and shift worked by clicking on the green flag.

Step 4 – Type in the times from when you started until when you stopped working this shift. Enter "From Time" as **7a** or **730a** and "To Time" as **7p** or **730p**.

- If you need an extra line, click on the green plus sign.
- If you need to add a note, click on the sticky note icon. This will bring up your Notes popup window. After typing in your note, press Add New Note in order to save it. A stick note with a green check mark means a note has already been saved.
- To see the entire pay period summarized, you can click on the Summary by Day tab

Step 5 – Always remember to save your work but clicking on the **Save** button located at the lower left-hand side of your screen.