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.