Candidate Instructions for Using the erecruit Timekeeping System

You will receive an email from erecruitemail@hirecounsel.com with a link and your user ID and password for accessing the Candidate Portal at https://portal.hirecounsel.com. If you are logging into the Candidate Portal for the first time, you will be prompted to change your password. After entering your current password, and then creating and confirming your new password, click Change Password.

To enter your time, click on the link that corresponds to the week for which you wish to enter time.

Once your weekly timesheet opens, click Add Time for the day(s) that require hour entry. You should be adding your time in daily.

Enter the time you started working and the time you stopped working to take a break, click the Project you are working then click Add. If you did not take a break, just enter your full working hours for the day.
If in CA or on a project where you are asked to enter your break time on your timesheet, click Add Time.

Then select Break Hours from the drop-down and enter your break time. You can enter as many breaks as you need to. Click Add Time again to add additional work “Regular” hours.

Once all your Time has been entered for the week, click **Submit** to have your timesheet reviewed for approval. You will then need to click **Submit** again.
If you accidentally submit your timesheet before you are done entering time or need to make a correction, click on Show Past and Submitted Timesheets.

Click on the timesheet you need to unsubmit and then click Unsubmit at the bottom of the timesheet.

If you have timesheet questions e-mail timeentry@hirecounsel.com and if you have payroll questions e-mail payrollquestion@hirecounsel.com.