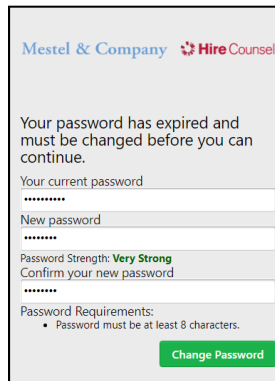


Candidate Instructions for Using the erecruit Timekeeping System

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**.



Mestel & Company Hire Counsel

Your password has expired and must be changed before you can continue.

Your current password

New password

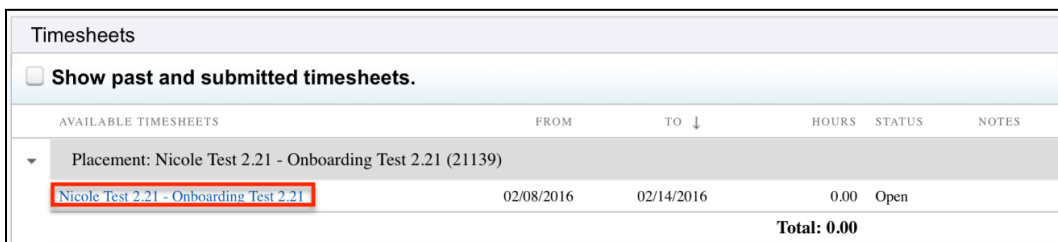
Password Strength: **Very Strong**
Confirm your new password

Password Requirements:

- Password must be at least 8 characters.

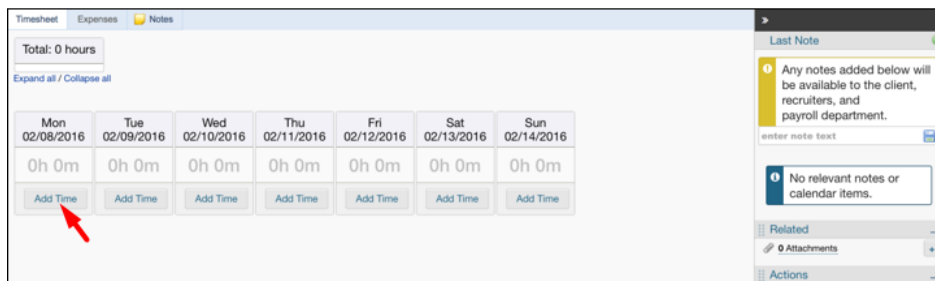
Change Password

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



AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES
Placement: Nicole Test 2.21 - Onboarding Test 2.21 (21139)					
Nicole Test 2.21 - Onboarding Test 2.21	02/08/2016	02/14/2016	0.00	Open	
Total: 0.00					

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



Timesheet Expenses Notes

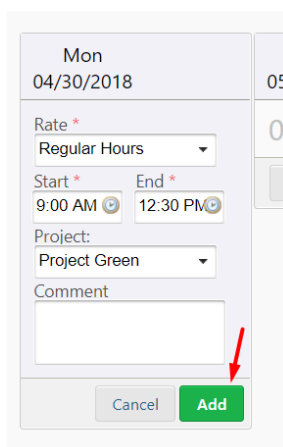
Total: 0 hours

Expand all / Collapse all

Mon 02/08/2016	Tue 02/09/2016	Wed 02/10/2016	Thu 02/11/2016	Fri 02/12/2016	Sat 02/13/2016	Sun 02/14/2016
0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Add Time	Add Time	Add Time	Add Time	Add Time	Add Time	Add Time

Right sidebar: Last Note, enter note text, No relevant notes or calendar items, Related, Attachments, Actions

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.



Mon
04/30/2018

Rate *
Regular Hours

Start * End *
9:00 AM 12:30 PM

Project:
Project Green

Comment

Cancel **Add**

If in CA or on a project where you are asked to enter your break time on your timesheet, click Add Time.

Mon
04/30/2018

3h 30m

Regular Hours (3h 30m)

9:00am - 12:30pm

Project:
Project Green

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.

Mon
04/30/2018

4 hours

Regular Hours (3h 30m)

9:00am - 12:30pm

Project:
Project Green

Break Hours (30.00 minutes)

12:30pm - 1:00pm

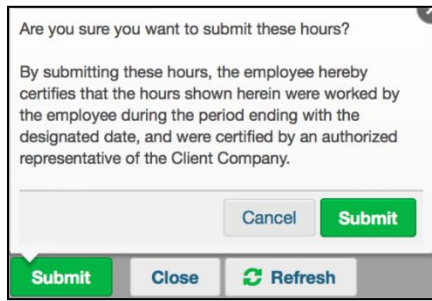
Project:
Project Green

Add Time

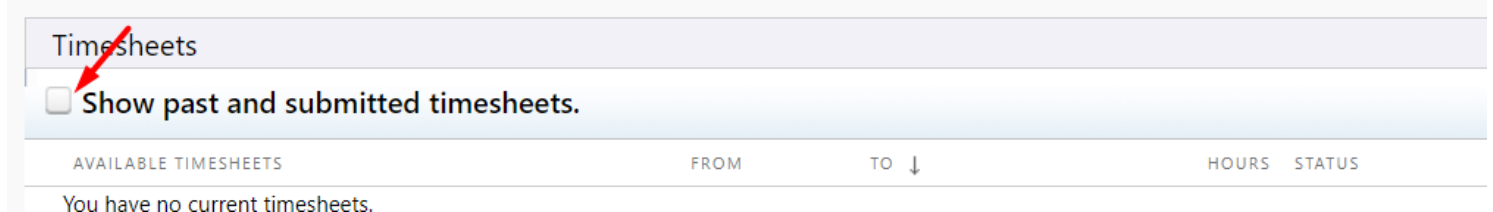
Once all your Time has been entered for the week, click **Submit** to have your timesheet reviewed for approval. You will then need to click **Submit** again.

Mon 03/26/2018	Tue 03/27/2018	Wed 03/28/2018
11 hours	0 hours	0 hours
Regular Hours (11 hours)	Add Time	Add Time
8:00am - 8:00pm		
Add Time		

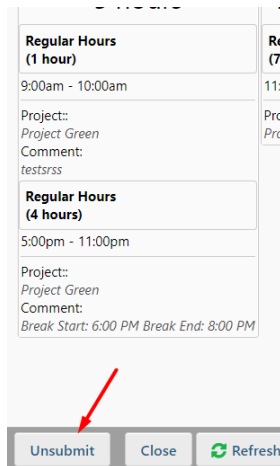
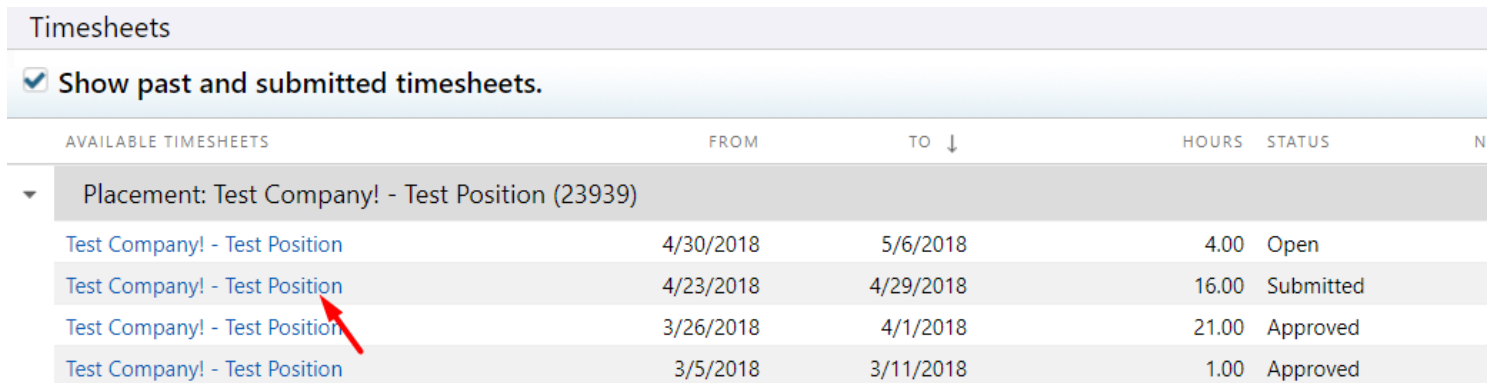
Submit Close Refresh



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.