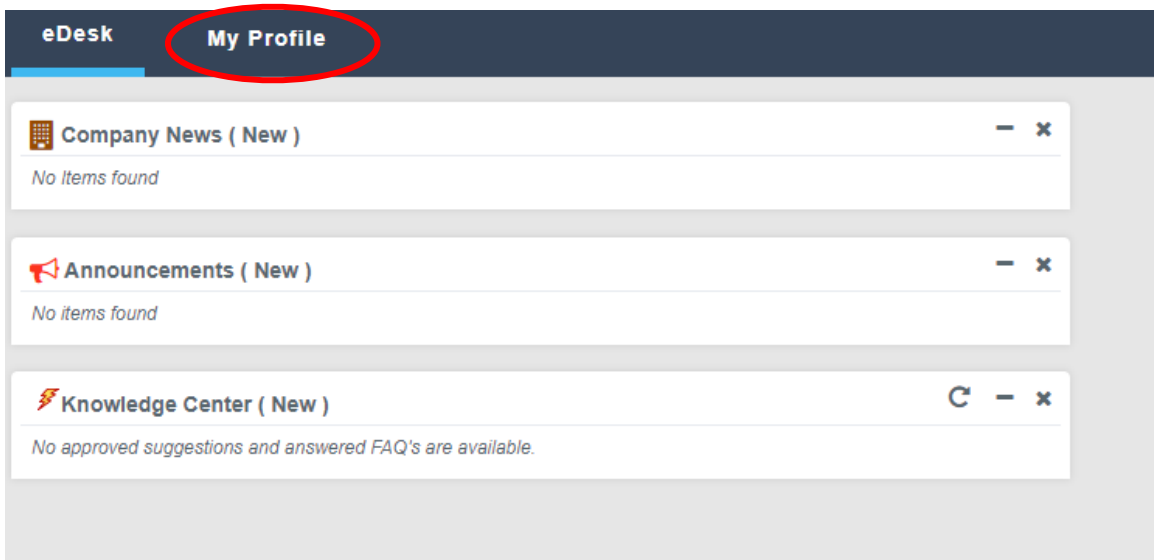


Portal Timesheet Entry

1. Login

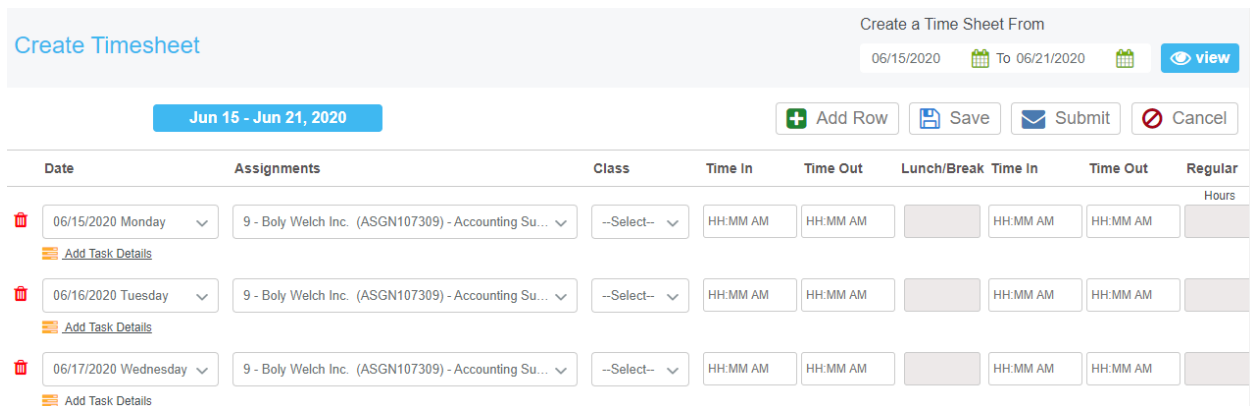
- a. login.akken.com
- b. Company ID: bolywelch
- c. Username & password: temps will receive email with this information

2. Hover over My Profile



3. Select Timesheets

- a. A "Create Timesheet" window will appear:



- b. Select correct week begin and end dates in top right corner, click View to apply
- c. Confirm the correct assignment is selected in the Assignments column
- d. Class: You can ignore this
- e. For time entry, you will enter as follows:
 - i. Time In to Work
 - ii. Time Out to go to lunch
 - iii. Lunch break will autocalculate

- iv. Time In to Work from lunch
- v. Time Out to go home
- vi. Example of someone who worked from 8AM to 5PM with a 30 minute lunch:

Time In	Time Out	Lunch/Break	Time In	Time Out	Regular
08:00 AM	12:00 PM	00:30	12:30 PM	05:00 PM	Hours 8.50

vii. **Note:** You're required to clock out for a 30 minute lunch break for each shift of 6 or more hours. If you work less than 6 hours and did not take a lunch, you can type your Time In and Time Out in the first two columns, and skip the final two Time In and Time Out columns.

viii. Example of someone who worked from 8AM to 11AM:

Time In	Time Out	Lunch/Break	Time In	Time Out	Regular
08:00 AM	11:00 AM		HH:MM AM	HH:MM AM	Hours 3.00

ix. Note: Please pay attention to the AM/PM indicators. They often do not default to the desired time of day

4. **Click Submit if the timesheet is complete**
5. **If the timesheet is not complete (i.e. you enter your hours worked at the end of each day and the work week is not over yet), click Save.**
 - a. To edit/add time to an existing timesheet, double click the timesheet, then click Edit
 - b. Change the dates at the top right corner to correct begin and end dates for the week
 - c. You will note that the only rows/days visible now are the days of time already entered. To add a new day of time worked, click Add Row

Edit Timesheet Edit Time Sheet From
06/15/2020 To 06/15/2020 [view](#)

Jun 15 - Jun 15, 2020 + Add Row [Save](#) [Submit](#) [Cancel](#)

Date	Assignments	Class	Time In	Time Out	Lunch/Break	Time In	Time Out
06/15/2020 Monday	9 - Boly Welch Inc. (ASGN107309) - Accounting Su...	--Select--	08:00 AM	12:00 PM	00:30	12:30 PM	05:00 PM

[Add Task Details](#)

Total Hours

6. To submit Sick Time

- a. Please fill out Sick Time Request Form below
 - i. <https://bolywelch.wufoo.com/forms/bolywelch-sick-time-request/>
- b. Please do not enter any sick time in the portal – only enter hours actually worked in the portal

7. To change password

- a. Hover over name in top right corner
- b. Click “Change Password”
- c. Type old password & new password
- d. Click “Update” in top right corner