



## ***eConnect – General Information and for Staffing Service’s Employees***

We are excited to unveil our new software to you! The following pamphlet will summarize the new capabilities you’ll enjoy and the simple steps to register and get started with eConnect Online. Using eConnect, you will find time saving ways to view your contact information, enter your hours online and quickly submit them for approval. Do not hesitate to call with any remaining questions or comments about what you read below and how eConnect will positively impact your work.

### **Registering with eConnect**

You will receive an email welcome letter with a web address and a registration code in it. Simply browse out to the designated website:

A screenshot of the eConnect website registration page. The header features the 'the RIGHT STAFF' logo and the text 'THE RIGHT STAFF, LLC' and 'Success starts with the RIGHT people.' Below the header, there are two sections: 'Account Maintenance' with a 'Password and Account Retrieval' form containing an email input field and a 'Send' button; and 'Account Registration' with a 'Register your account below' form containing a registration code input field (with 'C001408-000004-1998' entered) and a 'Register' button. A red arrow points to the 'Register' button. At the bottom left, there is a link: 'Return to the Web-based Applications home page'.

Then enter the Registration code in the Account Registration field. Choose Register to begin creating your online profile.



You will have to select an account name and create a password.



### Account Registration

You're just a few moments away from getting your account setup. Please verify and complete the information below. When you're ready to continue, click the Register button.

#### Step 1: Select an account name.

You can type in your own account name or select a suggested one from the list.

- instructor01@eempact.com
- susan.ball
- susanb

If you would like to choose your own account name, enter it in the box below. Your selection above will be ignored if you enter an account name here. You can use the upper or lower case letters A to Z, the numbers 0 to 9, hyphen, underscore, period, or the at-symbol. You can enter up to 75 characters for your account name.

#### Step 2: Select a password.

You'll need to select a password. You can enter up to 15 characters for your password.

Select a password:

Re-type your selected password:

#### Step 3: Complete your registration.


Complete your registration by clicking the Register button.

By clicking the Register button you are stating that you are eligible for an account, have the legal right to view the information associated with this account, and are at least 18 years old.

Once registered you will have the ability to:

- Edit your contact information, if necessary
- View a listing of previous assignments that you've been on through our company
- View details of these assignments
- Enter in your hours for approval, instead of faxing or calling them in
- View your pay history online






# THE RIGHT STAFF, LLC

Success starts with *the* RIGHT people.

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powered by 

## Web Timecards - New / Change

Use this page to manage your current web timecards or enter a new web timecard.

▫ **Current Web Timecards**

The following list shows your current web timecards. If links appear to the right, you can use these links to change, submit, or delete the web timecard. An asterisk (\*) indicates the web timecard has comments.

Timecard #	Status	Assignment	Weekending	Hours	
WTS	Rejected	Black's Beverage Company (#38)	11/16/2008	5.00	<a href="#">change</a> <a href="#">delete</a> <a href="#">details</a> *

[View Web Timecard History](#)

▫ **New Web Timecard**

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment

Weekending

## Entering Timecards

After you accept an assignment, you will receive an Assignment ID number in an email. This is the number you will use to login to eConnect along with the last 4 digits of your Social Security Number.



## □ New Web Timecard

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment

Weekending

This will pull up your assignment. You can now enter the hours that you worked each day and the unpaid breaks that you took. You can select Repeat Monday to Tuesday through Friday at the bottom of the screen to copy Monday's hours down.

## Weekly Webtimecard WT5

Enter the weekly time worked below. When you are finished, click the Save button to save your changes for later. Click the Save and Approve button to save your changes and approve the timecard for processing. Once approved, it will be routed to our payroll department for processing.

□ Customer Information			□ Employee Information		
Customer Name	Black's Beverage Company		Employee Name	Peter A Frederick	
Division Name	Executive & Marketing Depts.		Start Date	1/1/2003	
Address	3575 Pilot Knob Road		Start Time	8:00 AM	
Address			Schedule	8:00 - 5:00P M-F	
City	Eagan, MN 55120-1314		Hours / Week	40	
Supervisor	April Black		Estimated End	12/31/2005	
Assignment #	38		Estimated End Comment		
			Job Title	Word Processor	

Day	Date	Time In			Time Out			Breaks	
Monday	11/10/2008	01	05	PM	02	10	PM	00	05
Tuesday	11/11/2008	01	05	PM	02	10	PM	00	05
Wednesday	11/12/2008	01	05	PM	02	10	PM	00	05
Thursday	11/13/2008	01	05	PM	02	10	PM	00	05
Friday	11/14/2008	01	05	PM	02	10	PM	00	05
Saturday	11/15/2008	--	--	--	--	--	--	--	--
Sunday	11/16/2008	--	--	--	--	--	--	--	--

Comment (Specific to this web timecard) \_\_\_\_\_

After filling in your timecard, select Save and Submit.



After selecting Save and Submit, you will see a summary of the information that you entered. Your timecard will then wait for approval from your Supervisor before generating your paycheck through our offices.

- And that's it! Be sure to always log out of the system before closing your screens!
- eConnect uses Secure Socket Layer (SSL) certification features for your protection throughout the application.