## **Timecard Portal: Submit a Timecard**



Feedback My Data	Timecards Home Log	gout Help	
Home		Candidate ID: 73862	Step 1
Weonel Use his portal to submit your timecard(s) weekly. You can access your timecard through the Time cont see a particular assignment; try the Timecards tab.)			Log into the Timecard Management Portal at <b>creativecircle.backofficeportal.com</b> and click View/Add Timecards
My Active Assignments All assignments current displayed here. Click her Team Friday - 55072 - F 01/17/2022 - 02/04/2022 Timecards must be enter	ly available for you to enter Ti te to view a full list of past and pre Friday Contact	imecards against ar mently seent assignments. View/Add Timecards	Step 2 Check that the correct assignment is selected in the My Timecards list, then click Add New Timecard
My Timecards The list below show Select Assign Timecard Sta	ment: Team Friday - 559	ntered for the selected assignment 72 - Friday Contact 01/17/2022 - 02/	BACK ADD NEW TIMECAR
	Save Submit And	Print For Fax Authorization Submit An	Ind Email For Fax Authorization Submit For Online Authorization Bac
Candidate ID: 73862		Assignment: 55972 - Team Fr	riday - 01/17/2022 to 02/04/2022 🗸 🗸 🗸
Office: test Authorizer: Friday C	contact (fricontact@client30079.	Week Ending: Sunday - 01/23/	
Cost Center:	contact (incontact@client30079.6	com) F Provi into any time neid to indical	Step 4
Date mmb(d)yyyy     hrs       Mon 01/17/2022     9       Tue 01/18/2022     9       Wed 01/19/2022     9       Thu 01/20/2022     9	Use the We	Step 3 eek Ending pick-list to orrect week, then enter hours	Use one of the <b>Authorization</b> buttons to submit the timecard (see below) Option: You can enter hours then <b>Save</b> the timecard and come back to it later (see page 2 Tip for further detail)
Fri 01/21/2022			
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## SUBMITTAL METHODS

Submit and Print for Fax Authorization Use to print the timecard (then get signed and fax to Creative Circle); followed by a Print Timecard for Sign and Fax Authorization button.
Submit and Email for Fax Authorization Use to email a PDF of the timecard to the client (then get signed and fax to Creative Circle); will take up to 45 minutes to reach the client.
Submit for Online Authorization Use to submit the timecard to the client's portal and send a heads-up email to the client; will be grayed out if the client has not created his/her portal account -- if so, ask the client to activate their account, or use one of the above submittal methods.



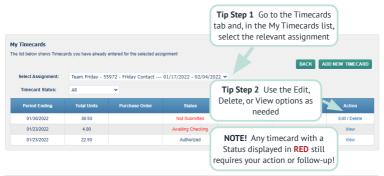
Step 5 You will see a message confirming the timecard submittal; the message will change once the timecard is authorized **Option** If you need to cancel submission to further edit the timecard, you can click Cancel Authorization

END: Step 6 Click Back to return to the My Timecards list (see Tip, below)



TIP: You can at any point easily view the timecards you've already entered for any assignment, for instance when you need to:

- · submit a timecard that you have previously saved but not submitted
- update a timecard that was "rejected" by the client (e.g. sent back to you for revision)
- · check the status of a timecard that you have already submitted



## STATUS DEFINITIONS

*Authorized* Timecard has been approved by the client and is in transit to Creative Circle. *Awaiting Checking* Timecard has been submitted but needs to pass system "error checking" before being forwarded to the client.

Missing You have not created a timecard for the indicated week ending.

Not Submitted You have saved the timecard but have not yet submitted it to the client. Processed Timecard is in its final state -- authorized by client and received by Creative Circle. Rejected Timecard was rejected and commented by the client and is with you for revision. Unauthorized Timecard has been submitted to the client but client has not authorized.