

Timecard Portal: Submit a Timecard



Feedback My Data Timecards Home Logout Help

Home Candidate ID: 73862

Welcome! Use this portal to submit your timecard(s) weekly. You can access your timecard through the Timecard Management Portal. If you don't see a particular assignment, try the Timecards tab.)

My Active Assignments

All assignments currently available for you to enter Timecards against are displayed here. Click here to view a full list of past and present assignments.

Team Friday - 55972 - Friday Contact
01/17/2022 - 02/04/2022
Timecards must be entered weekly

[View/Add Timecards](#)

My Timecards

The list below shows Timecards you have already entered for the selected assignment.

Select Assignment:

Timecard Status:

Step 1
Log into the Timecard Management Portal at creativecommons.backofficeportal.com and click View/Add Timecards

Step 2
Check that the correct assignment is selected in the My Timecards list, then click **Add New Timecard**

[BACK](#) [ADD NEW TIMECARD](#)

[Save](#) [Submit And Print For Fax Authorization](#) [Submit And Email For Fax Authorization](#) [Submit For Online Authorization](#) [Back](#)

Candidate ID: 73862 Assignment: 55972 - Team Friday - 01/17/2022 to 02/04/2022

Office: test Week Ending: Sunday - 01/23/2022 Purchase Order:

Authorizer: Friday Contact (friccontact@client30079.com) **F** for NW into any time field to indicate Not Worked

Cost Center:

Date mm/dd/yyyy	hrs																		
Mon 01/17/2022	9																		
Tue 01/18/2022	9																		
Wed 01/19/2022	9																		
Thu 01/20/2022																			
Fri 01/21/2022																			
Sat 01/22/2022																			
Sun 01/23/2022																			

Step 3
Use the **Week Ending** pick-list to select the correct week, then **enter hours**

Step 4
Use one of the **Authorization** buttons to submit the timecard (see below)
*Option: You can enter hours then **Save** the timecard and come back to it later (see page 2 Tip for further detail)*

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

Tip Step 1 Go to the Timecards tab and, in the My Timecards list, select the relevant assignment

My Timecards
The list below shows Timecards you have already entered for the selected assignment

Select Assignment: Team Friday - 55972 - Friday Contact --- 01/17/2022 - 02/04/2022

Timecard Status: All

Period Ending	Total Units	Purchase Order	Status	Action
01/30/2022	38.50		Not Submitted	Edit / Delete
01/23/2022	4.00		Awaiting Checking	View
01/23/2022	22.50		Authorized	View

Tip Step 2 Use the Edit, Delete, or View options as needed

NOTE! Any timecard with a Status displayed in **RED** still requires your action or follow-up!

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.