eConnect

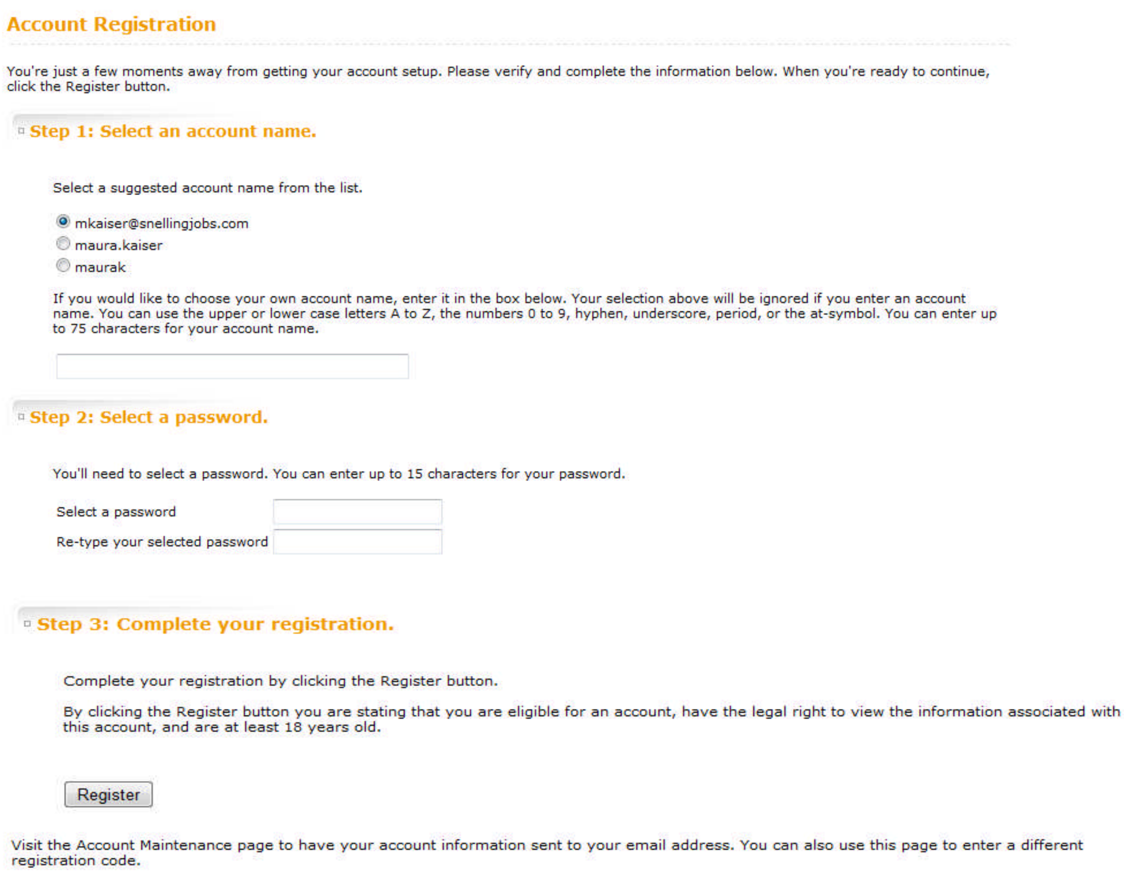
Our Client's Guide

Snelling eConnect Client Instructions

Step 1 - Registration

You will receive a Welcome Email from us inviting you to register on our eConnect Web Portal site. This email will contain a link directing you to the eConnect site. Please complete registration as directed.

Below is a screen shot of the page as it will appear once you have signed in, you will be given different options for account name and password. Make your selections and complete your registration.



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.

Select a suggested account name from the list.

- mkaiser@snellingjobs.com
- maura.kaiser
- maurak

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. 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.

Register

Visit the Account Maintenance page to have your account information sent to your email address. You can also use this page to enter a different registration code.

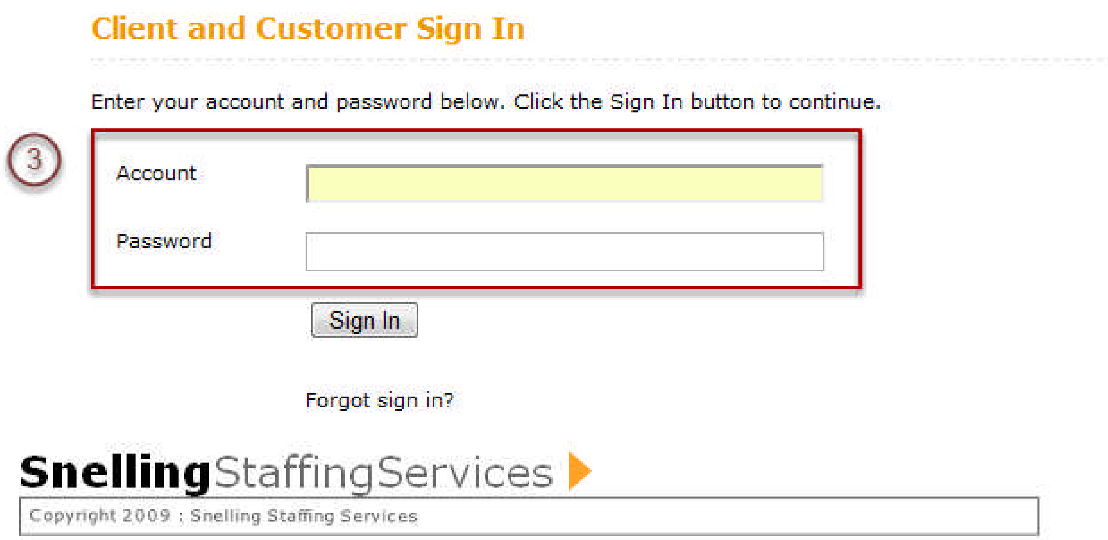
Step 2 - Logging In

Go to www.snellingjobs.com click on the "eConnect" button to enter the site.

Step 3: eConnect page

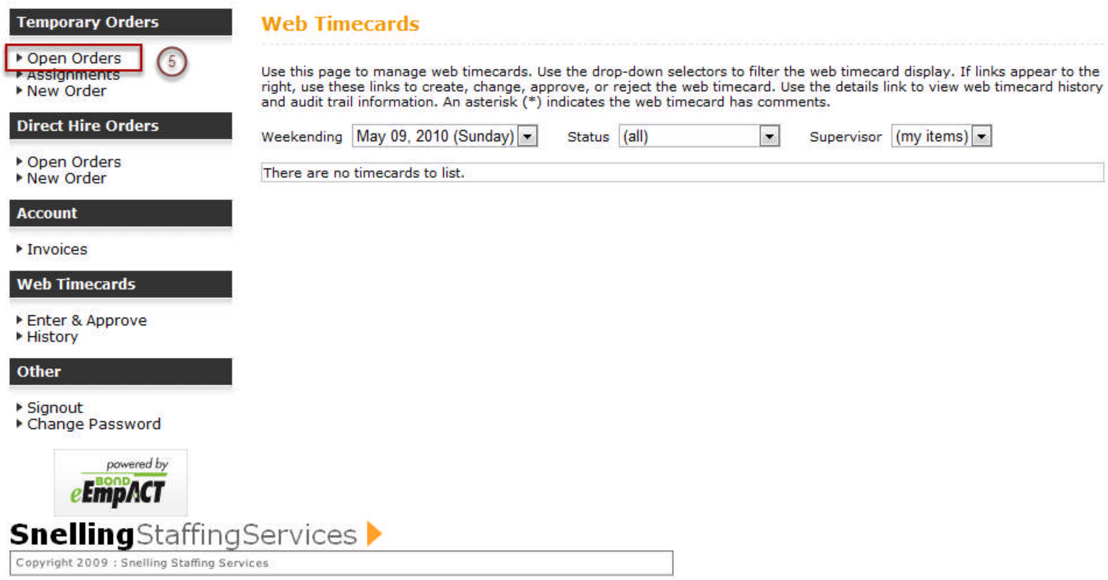
Step 4: Signing In

After registering, sign into eConnect using your User ID and password. The rest of this document will outline the features you'll enjoy here.



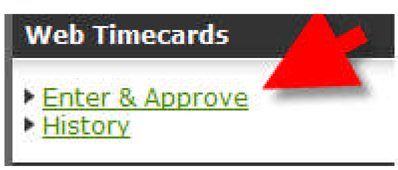
Step 5: Account Features

The main page will open with the Web Timecards page loaded.



Entering timecards

You may enter new timecards directly from eConnect. To enter timecards click on the Enter and Approve link under the Web Timecards section in the left side menu.



You may view this list by Weekending date and filter by Status and Supervisor.
Clicking the New link new will display the blank timecard for entry. After entering the time, you may either click:

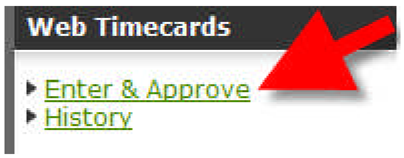
Save Which will Save the timecard but leave it in Pending status since it will not be Approved.

Save and Approve Which will Save the timecard and simultaneously Approve it.

Cancel Will exit without saving any changes that may have been made.

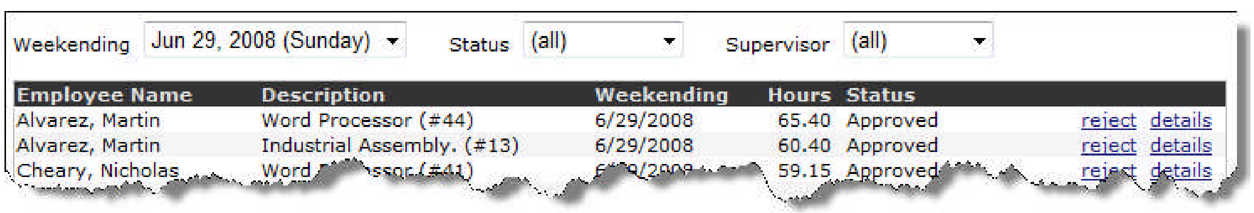
Approving Timecards

After an Employee or one of our staff members enters in timecards and Saves/Submits them, they will then be available for you to Approve. You will receive a reminder email or you may simply log into eConnect with your Login ID and password and click on the Enter and Approve link under the Web Timecards section of the left side menu.



You may view this list by Weekending date and within the Weekending date may filter by Status and Supervisor. The options for Status are "All" and "Not Entered".

The Status column will indicate where in the timecard process this timecard resides. To Approve a timecard click on the approve link next to the timecard. The window will immediately refresh to display the timecard as approved.



Rejecting Timecards

You may reject a timecard if the information entered by the employee or one of our staff members is incorrect. During that process you also have an opportunity to enter a comment regarding the reason for the rejection. An email will be sent to a member of our staff informing them that the timecard was rejected. An email will also be sent to the Employee if the Employee originally entered the Timecard. The Timecard is then moved into a Status of Rejected.

The Employee or member of our staff may then go into eConnect and make the adjustments and re-submit. After the timecard had been re-submitted it will then become available for you to review and approve.

To Reject a Timecard simply click on the Reject Link reject in the Timecard Listing. The following window will display.

Viewing Timecard Details

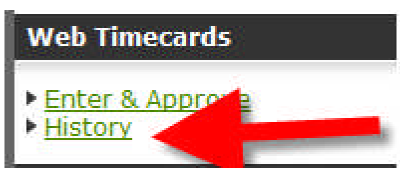
You may view timecard details from the Web Timecard Listing for all timecards.

To view timecard Details, click on the Details link.

The view allows you to see, at the top of the window, each process the timecard has gone through as well as who was the authorizing user for that process. Details regarding the timecard are displayed below. If you click on the details link next to one of the processes, the timecard details will change to reflect hours and comments that existed at the time the timecard was in that particular stage.

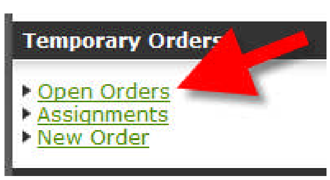
Viewing Timecard History

You may view history and audit trail of the timecards that originated in eConnect. To view timecard history, click on the History link under the Web Timecards section of the menu bar on the left side of the eConnect window.



Orders

You may view Open Orders via the eConnect site. The Open Orders links are available in both the Temporary Order section of the menu as well as the Direct Hire Order section.

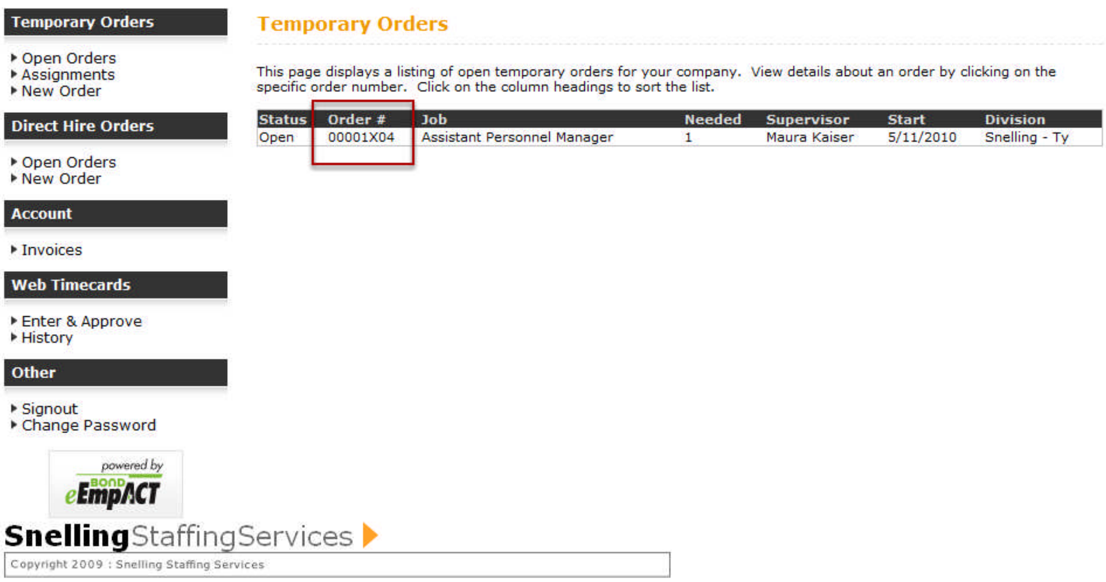


All of your Unfilled, Active and Inquiry orders will be available to be viewed in the status column of this section.

The Assignments associated with the Order will be displayed at the bottom of the window. Clicking on an Assignment Number will allow you to view the details regarding the Assignment. While viewing Assignment details you may request to change an employee's estimated end date by clicking on the

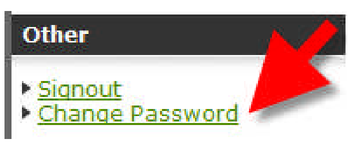
Request New Estimated End Date link. A confirmation email will be sent to one of our staff members informing them of this change.

*To see details regarding a specific order click on the “Order #” as shown in the red box below.



Changing Passwords

If you would like to change the password for your eConnect account, you may click on the Change Password link under the Other section of the Menu Bar on the left side of the eConnect window.



Sign Out

If you would like to sign out of your eConnect session, simply click on the signout link under the Other section of the menu bar on the left side of the eConnect window.