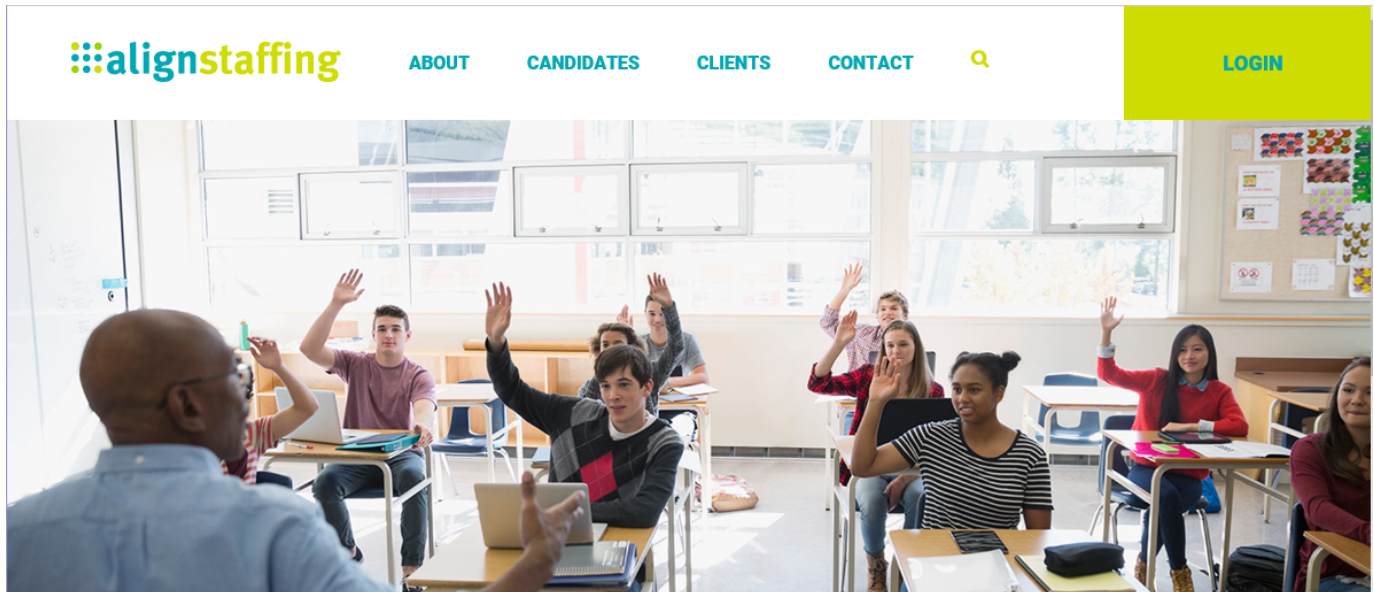


Timesheet Entry Instructions

- 1) On our website www.alignstaffing.com, sign in with your login information in the upper right corner. This will take you directly to our AKKEN cloud portal.



- 2) Once logged in, you will be prompted to change your password. After this is done, click on the My Profile tab.

The screenshot shows the AKKEN cloud portal dashboard. The top navigation bar includes 'eDesk', 'CRM', 'HRM', 'Collaboration', 'Accounting', 'Analytics', 'My Profile', and 'Admin'. The user 'Claire Nicole Wilson' is logged in. The dashboard is divided into three main sections: 'Company News (New)', 'Announcements (New)', and 'Knowledge Center (New)'. The 'Job Opportunities' section is active, displaying a table of job listings. The table has columns for 'Job Title', 'Location', 'Job Type', and an 'Apply' button for each row. The jobs listed are: Dedicated Aide (Frederick, MD), Addictions Counselor, Dedicated Aide, BCBA-certified Behavior Analysts, Substitute Teacher, ABA Technician/SET, Teacher's Assistant, Mental Health Counselor, LPN, and Clinical Social Worker (LCSW/LCSW). The table shows 10 of 21 jobs, with pagination controls at the bottom.

3) Click on New Timesheet in the Time Sheets tab.

The screenshot shows the 'Time Sheets' section of the 'My Profile' tab. The page has a header with navigation links: eDesk, CRM, HRM, Collaboration, Accounting, Analytics, My Profile (selected), and Admin. The user's name, Claire Nicole Wilson, is in the top right. Below the header, there's a 'Time Sheets' section with a 'New Timesheet' button, 'Approved Timesheets', and 'Delete' buttons. A table with columns 'Start Date', 'End Date', 'Timesheet Layout', 'Total', and 'Status' is shown, but it contains no data. A message 'No data found.' is displayed. At the bottom, there's a 'Showing records 0 to 0 of 0' and a 'Show 20 Records' dropdown.

4) Input your worked hours. To ensure your time is accurately reported, please take note of the following things.

- a) Make sure to select the correct week start and week end dates for which you intend to submit your time for.
- b) Confirm that you are submitting your timecard to the correct assignment/work location in the assignments drop down box.
- c) Enter in your lunch/break if applicable. If you did not take a lunch break, put in your time in the first two boxes e.g You worked from 8am to 4pm and never took a lunch/break, you will put your time consecutively in the first 2 boxes as follows: Time in - 08:00am and Time out - 04:00pm.

The screenshot shows the 'Create Timesheet' form. It has a header with navigation links: eDesk, CRM, HRM, Collaboration, Accounting, Analytics, My Profile (selected), and Admin. The user's name, Claire Nicole Wilson, is in the top right. Below the header, there's a 'Time Sheets' section with a 'New Timesheet' button, 'Approved Timesheets', and 'Delete' buttons. The form includes a table for entering time in and out for each day of the week, with columns for Date, Assignments, Time In, Time Out, Lunch/Break, and Regular/Overtime/DoubleTime. The user is currently on the 'Create Timesheet' page, and the form is empty.

- 5) Put in any notes or attach any timesheets (if necessary) and you can either **SAVE** the timesheet for later review or **SUBMIT** the timesheet for approval.

