

CornerStone Netlink Employee Time Entry Handout

The following document will give you an overview of how enter time within the CornerStone Netlink Employee Portal. Below is a picture of the **Home** page. This is the first page that you will see once you have logged into CornerStone Netlink.

Your To Do List

Current Assignments
 Data Entry Operator - 6/1/2012
 Primary
[Details »](#)

Timecards
 - Active
 Needs Attention

Messages

| Message | From | Received |
|---|------------|------------|
| Welcome to CornerStone Staffing's Netlink.... | Debra Hill | 06-01-2012 |
| This is an email from... | Debra Hill | 02-16-2012 |
| This is a message from... | Debra Hill | 02-16-2012 |
| This is a message to... | Debra Hill | 01-26-2012 |
| ALL CornerStone offices will be... | Debra Hill | 11-14-2011 |

Showing 1-5 of 6 « Previous 1 2 Next »

To enter your time, you will need to navigate to your assignment. You can do this by clicking on **Details** located under your Current Assignments.

This will take you to the **Assignments** page where you will see a complete list of all your assignments in the box on the left hand side of the screen. When you click on you current assignment, you will see all the details of that assignment in the box on the right hand side of the screen. To create a new timecard, click "**Create NEW timecard for this Assignment**" located in the box on the right hand side of the screen.

Impersonating User: **debra (107917)** | [Your Profile](#) | [Stop Impersonation](#)

Assignments

All Current (1) Past (4) Asgn. ID Exact Matches Only

Showing 1-5 of 5 « Previous 1 Next »

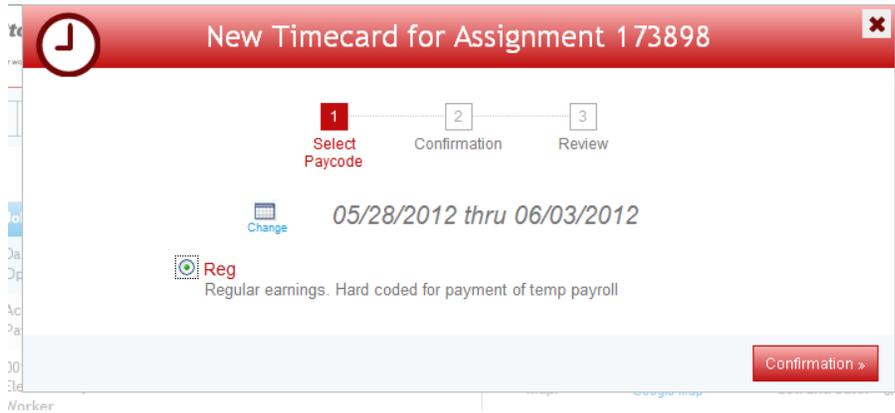
| Customer | Job Title | Worksite | Start Date ▼ | Asgn. ID |
|----------------------|---------------------|---------------------|--------------|----------|
| Sample Customer | Data Entry Operator | Primary | 6/4/2012 | 173898 |
| John Peter Smith | Accounts Payable | 851301/Finance Dept | 1/31/2011 | 150380 |
| Tarrant County Elect | 001 - Election Day | Election Day | 1/17/2011 | 150036 |

Data Entry Operator
 Sample Customer
 Administration Department | Start Date: 6/4/2012

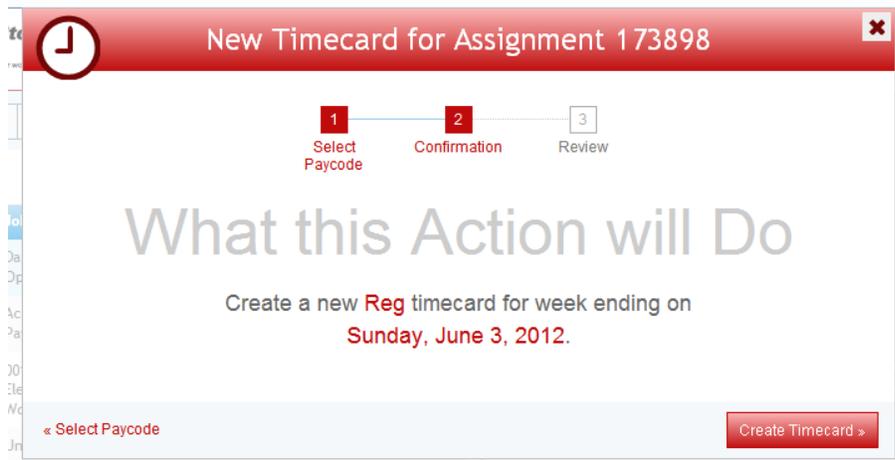
Asgn ID: 173898 End Time: 5:00 p.m.
 Man: [Gonnie Man](#) Est. End Date: 6/5/2012

[View Timecards for this Assignment](#)
[Create NEW timecard for this Assignment](#)

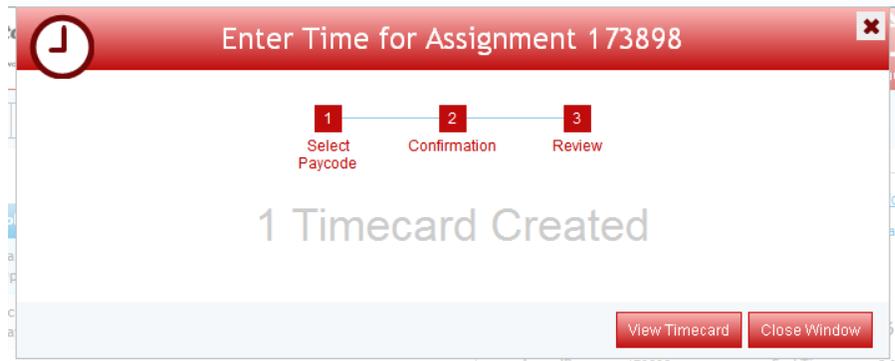
Make sure the week is correct, select the **Reg** paycode and click the **Confirmation** button.



When you see the following screen, click the **Create Timecard** button.



When you see the following screen, click the **View Timecard** button.



Enter the time you arrived, how many minutes you took for a lunch break and what time you left into the correct fields and then click the **Save and Close** button if you have more hours to enter the next day. If you are done entering hours for the week, click the **Submit Timecard** button.

| | 5/28/2012 Monday | 5/29/2012 Tuesday | 5/30/2012 Wednesday | 5/31/2012 Thursday | 6/1/2012 Friday | 6/2/2012 Saturday | 6/3/2012 Sunday |
|-------------------|---------------------|----------------------|------------------------|-----------------------|--------------------|----------------------|--------------------|
| Punch In | | | | | 8:00 AM | | |
| Lunch Break (min) | | | | | 60 | | |
| Punch Out | | | | | 5:00 PM | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 |

8.00 Regular 0.00 Overtime 0.00 Double Time 8.00 Total Hours

Notes:

Create Another Timecard Save and Close Submit Timecard

You will know your timecard was submitted when you see the following message. Click on the **Close Window** button when finished.

1 Timecard Submitted

Create Another Timecard Close Window

If you did not submit your timecard and you will be entering additional hours, the next time you log in, you will click on **Needs Attention** located on the left hand side of your Home page under Timecards.

CS CornerStone Staffing
Helping build a better workforce.

Home Assignments Timecards Pay History Documents JobBoard

Your To Do List

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Data Entry Operator - 6/1/2012
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Timecards
 - Active
 - **Needs Attention (1)**
 Submitted
 Completed

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From Debra Hill on 6/1/2012

Welcome to CornerStone Staffing's Netlink. We are excited to show you our new upgrades and we think you will find the system easier to navigate through. Please contact your branch office if you have any questions.

[Reply to Debra Hill's Message »](#)

Click on the **Edit/Submit** button in order to get back to your saved timecard then follow the instructions on page 3 regarding how to enter your time and submit your timecard.

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Helping build a better workforce.

Home Assignments **Timecards** Pay History Documents JobBoard

Active Needs Attention (1) Submitted Completed

Assignment ID Exact Matches Only

Results are filtered by search. [Clear search to see all results.](#)

May 27, 2012 to June 3, 2012

| Not Submitted | Paycode Reg Costcode | Data Entry Operator Administration - Asgn. #173898 | 8.00 | Edit/Submit ✕ |
|---------------|--------------------------------|--|------|----------------------|
|---------------|--------------------------------|--|------|----------------------|

8.00 Total Hours

[Show More Timecards ▼](#)