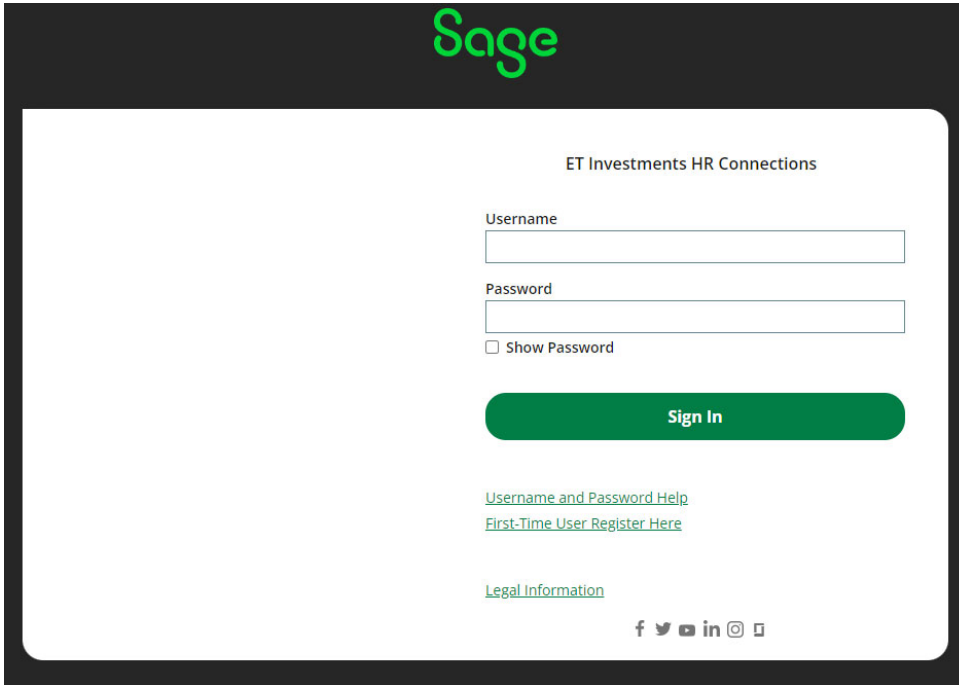


Navigating sage & Insperity Hourly Time Sheets

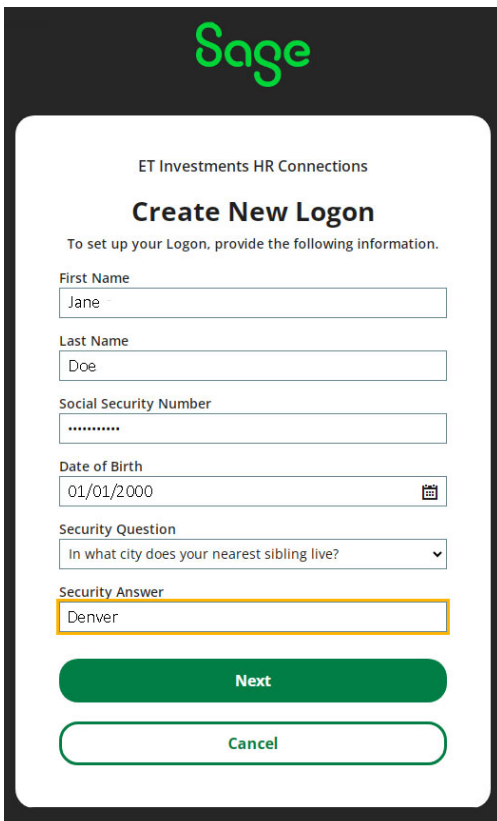
LOGGING IN AND REGISTERING FOR THE FIRST TIME

<https://hrtimesheet.etinv.com/selfservice/>

Do NOT enter anything in the Username or Password lines –
click “First-Time User Register Here”



The screenshot shows the Sage logo at the top. Below it, the text "ET Investments HR Connections" is centered. There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Show Password". A green "Sign In" button is centered below the fields. At the bottom, there are three links: "Username and Password Help", "First-Time User Register Here", and "Legal Information". Social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram are at the very bottom.



The screenshot shows the Sage logo at the top. Below it, the text "ET Investments HR Connections" is centered. The heading "Create New Logon" is centered, followed by the instruction "To set up your Logon, provide the following information." There are several input fields: "First Name" (with "Jane" entered), "Last Name" (with "Doe" entered), "Social Security Number" (with "*****" entered), "Date of Birth" (with "01/01/2000" entered and a calendar icon), "Security Question" (a dropdown menu with "In what city does your nearest sibling live?" selected), and "Security Answer" (with "Denver" entered). At the bottom, there are two buttons: a green "Next" button and a white "Cancel" button with a green border.

While registering, please remember to use the legal name that is on your social security card

When entering your social in the screen to the side you **MUST enter the dashes!**

For Security Question, please do NOT use “Write my own question” - the system does not always process it correctly.

Please write down or remember your security question and answer, we do not have internal access to that information.

Once you are done with your Security Answer, hit the Tab key. This will activate the Next button - then click “Next” to continue.



ET Investments HR Connections

Create New Logon

Username

Password

Confirm Password

The username and password cannot contain any spaces.

Password must be in the following format:

Minimum Length: 7

Minimum Numeric Characters: 2

Password and Confirm Password does not match.

Save

Cancel

Once you have chosen a company the system will ask you to create a new Logon.

Username & passwords can NOT contain spaces.

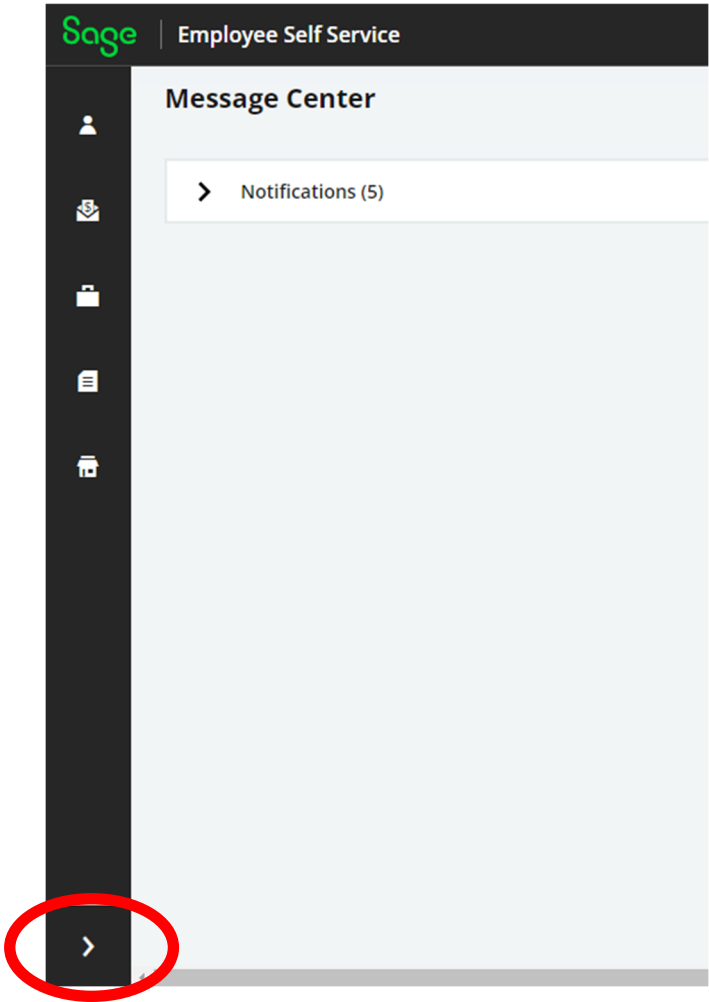
Passwords must:

- Contain 7 digits
- Contain 2 Numeric Characters
- Must match in the 2 fields

Once you have entered your password, tab to activate the Save button.

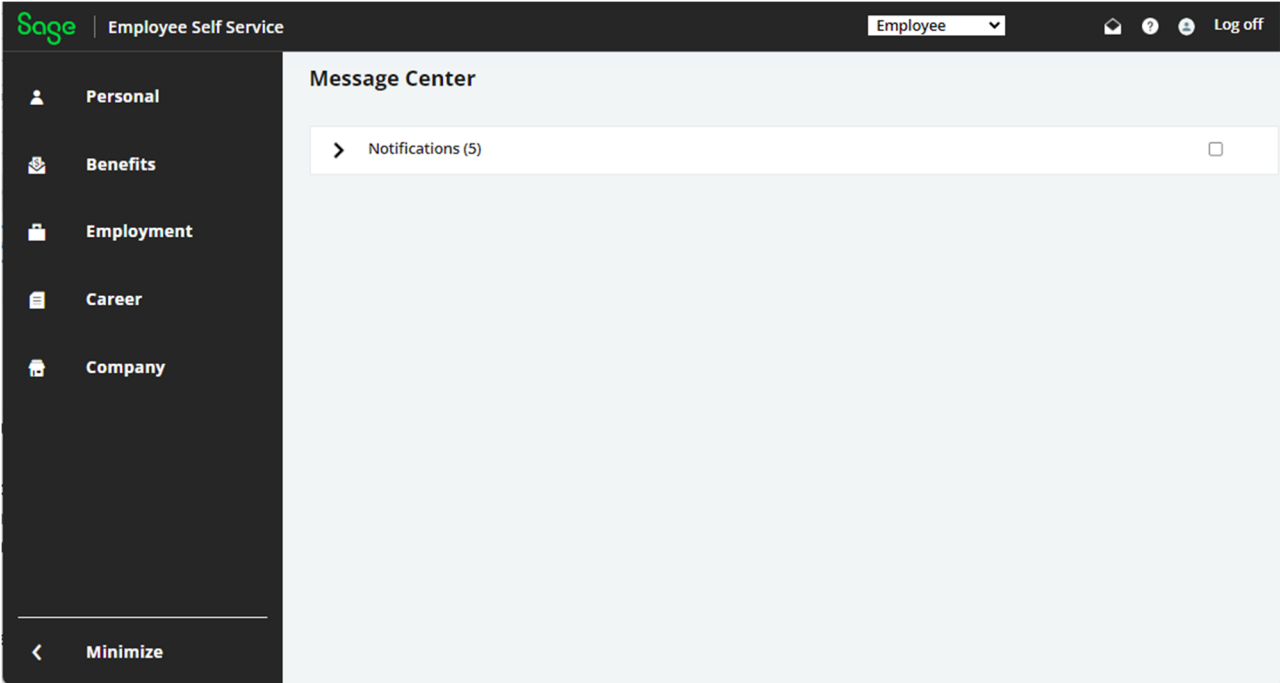
Once saved you will be able to logon using the original Logon screen.

ONCE YOU ARE LOGGED IN



If the screen’s side banner is compressed, click the arrow at the bottom left

This will open the menu options



MENU OPTIONS

Personal:

Your personal profile will contain your personal information, name, marital status, address, etc.

Any changes on your personal profile will require HR/Payroll Approval.

Benefits:

The Benefit section will provide you with your current benefit selection if any along with the costs associated with them.

Employment:

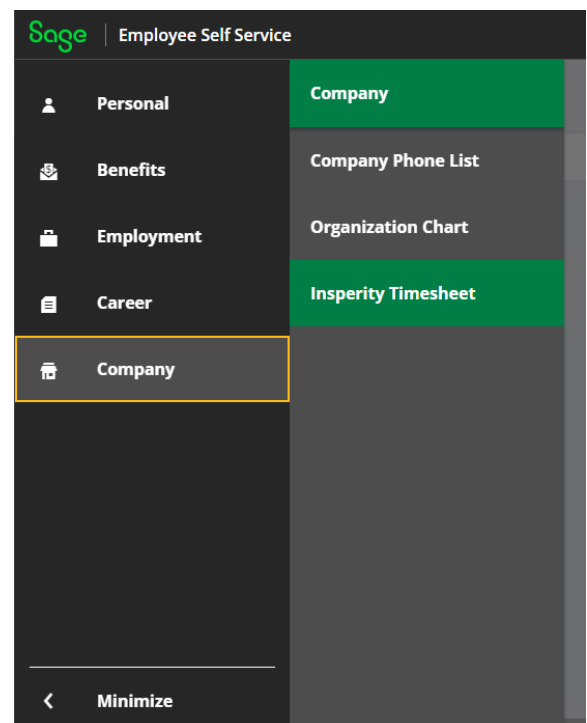
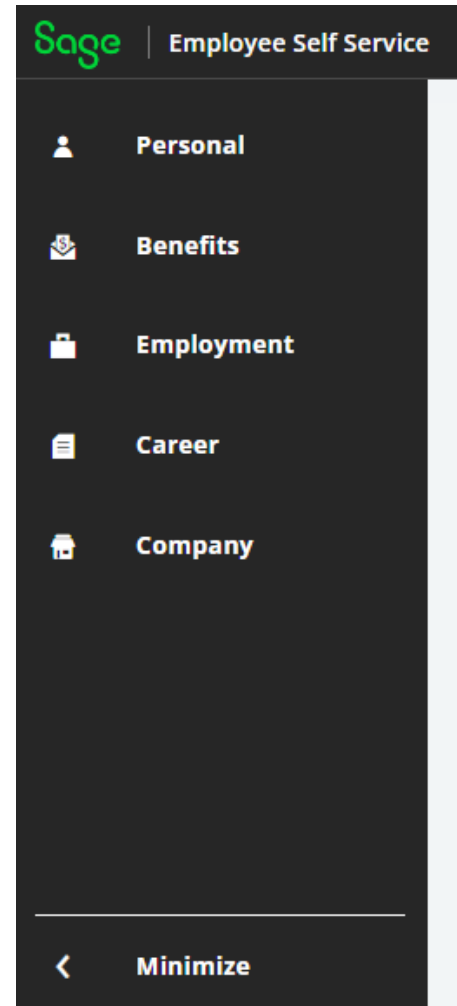
Under this section you will have access to your job, length of service and most importantly your pay history. Under pay history you will have access to all of your pay info.

Also under this section are important forms such as the W4 and Direct Deposit forms. Should you need to change your federal elections or bank information please print off the forms, execute and submit to payroll@etinv.com.

This is also where you can find the most updated version of the employee handbook.

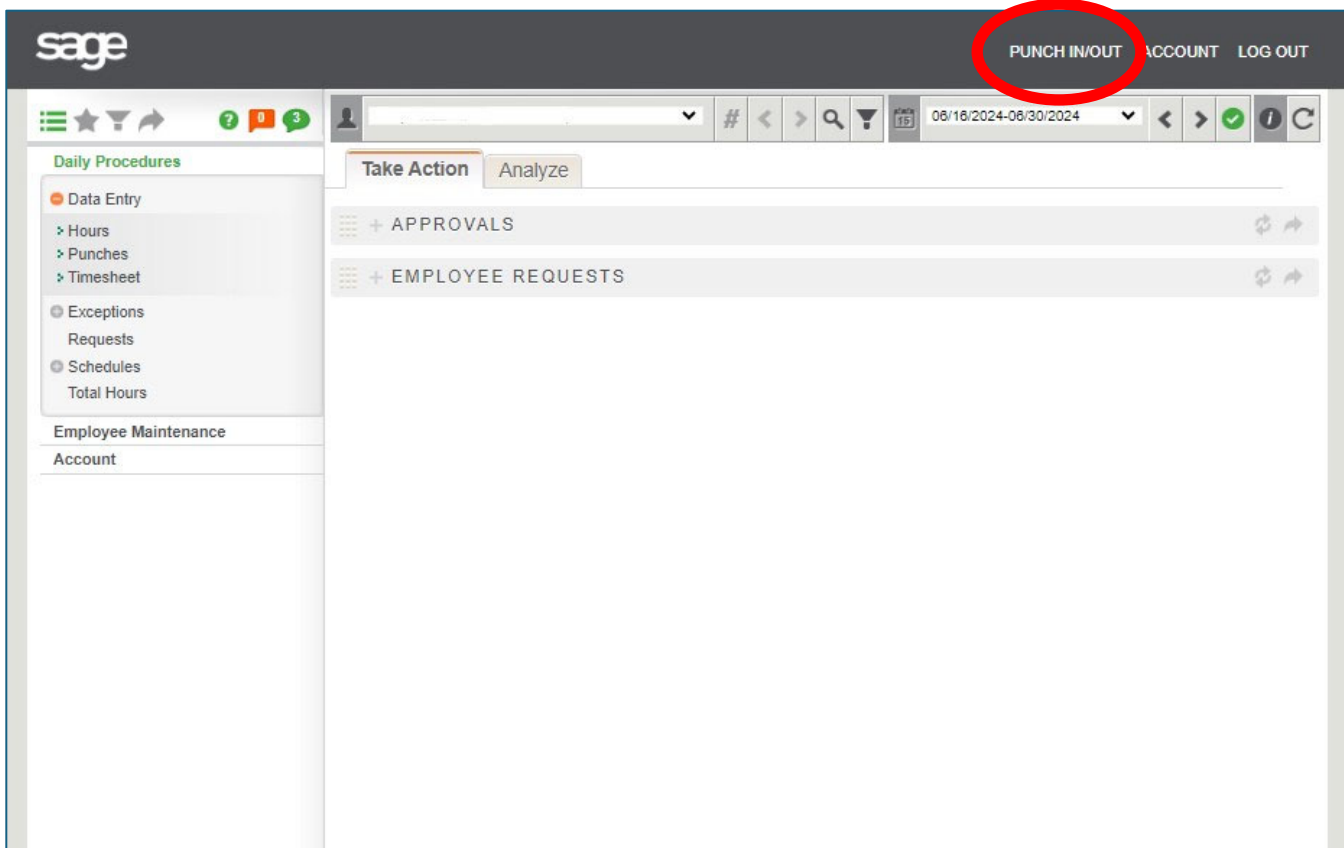
Company:

This is where you access Insperity Timesheet. Please note, you can only access Insperity going through the sage site.



INSPERITY TIMESHEETS

Hourly employees will use “PUNCH IN/OUT” to record time in and out for the day.

A screenshot of the 'Web Punch' form. The form has a dark grey header with the Sage logo. Below the header, there is a large digital clock showing '08:00 AM'. To the right of the clock are two input fields: 'ACC0000' and 'Comment'. Below these fields is a section for 'Default Organization Levels?' with a 'Yes' button and a dropdown arrow. At the bottom of the form are three green buttons: 'In For Day', 'In From Lunch', and 'Out'.

You will utilize this panel to punch In and Out throughout the day.

Example:

- In For Day
- Out (at lunch)
- In From Lunch
- Out (at end of day)

Daily Procedures > Data Entry > Punches

Punches
























TOTAL HOURS

25.67

(Punches: 17.67 / Hours: 8.00)

EMPLOYEE NUMBER
ACC0000

EMPLOYEE BADGE

ACTUAL DATE/TIME	TYPE	ROUNDED DATE/TIME	ROUNDING	INFO	
07/01/2024 08:10 AM	IND	07/01/2024 08:10 AM	None	No lunch taken	  
07/01/2024 05:30 PM	OUT	07/01/2024 05:30 PM	None	--	  
07/02/2024 05:00 PM	IN_	07/02/2024 05:00 PM	None	Missing Punch	
07/02/2024 05:00 PM	OUT	07/02/2024 05:00 PM	None	Missing punch	  
07/03/2024 08:11 AM	IND	07/03/2024 08:11 AM	None	No lunch taken	  
07/03/2024 04:31 PM	OUT	07/03/2024 04:31 PM	None	--	  
07/08/2024 08:19 AM	IND	07/08/2024 08:19 AM	None	Missing punch	  
07/08/2024 08:19 AM	OUT	07/08/2024 08:19 AM	None	Missing Punch	
07/09/2024 08:01 AM	IND	07/09/2024 08:01 AM	None	--	  

At the bottom of the screen is a green NEW REQUEST button – click to expand, then select “PUNCH REQUEST”

The screenshot shows the Sage HR software interface. The top navigation bar includes 'PUNCH IN/OUT', 'ACCOUNT', and 'LOG OUT'. The left sidebar lists 'Daily Procedures' (Data Entry, Hours, Punches, Timesheet), 'Exceptions' (Requests, Schedules, Total Hours), and 'Employee Maintenance' (Account). The main area is titled 'Requests' and shows 'My Requests (3)'. Below this is a 'SELECT REQUESTS FILTERING' section with filters for Employee, From, To, Any Request Type, Any Status, and Not Hidden. A table of requests is displayed with columns: SUBMITTED, REQUEST TYPE, EMPLOYEE, EMP. #, EFFECTIVE, and STATUS. The table shows three requests, all of which are 'Time Off' requests for employee 'ACC0000'. A red circle highlights the 'PUNCH REQUEST' button in the left sidebar. A red line connects this button to a callout box on the right. The callout box contains four green buttons: 'GENERAL REQUEST', 'PUNCH REQUEST' (circled in red), 'TIME OFF REQUEST', and 'NEW REQUEST'. Below these buttons are two more green buttons: 'HIDE SELECTED' and 'NEW REQUEST'.

Detail View

Request Detail

Send Request To:

PUNCH

Actual Date/Time:

07/09/2024 05:51 PM

Location

ACC ET Accounting LLC

Punch Type:

IND

Department

N/A

Branch

N/A

COMMENT

SUBMIT REQUEST

Elect the day and time that you need corrected. Ensure you follow the format exactly:

MM/DD/YYYY 00:00 AM – there must be a space between the year and the time, and before the AM/PM.

Select punch type IND – IN for Day, INF – In from Lunch, OUT – Out (for lunch or end of day). Click SUBMIT REQUEST to submit to your supervisor. You will be notified once approved.

TIME OFF REQUESTS

This process applies to both hourly and salaried employees –

To submit for Time Off Requests (vacation, sick, etc.) on the left side menu

Daily Procedures > Requests

At the bottom of the screen is a green NEW REQUEST button – click to expand, then select “TIME OFF REQUEST”

The screenshot shows the Sage HR system interface. The left sidebar has 'Requests' highlighted under 'Daily Procedures'. The main area shows a list of requests with filters and a table of submitted requests. A red circle highlights the 'TIME OFF REQUEST' button in the bottom left. A red circle highlights the 'TIME OFF REQUEST' button in a separate callout box on the right.

DATE	TIME	REQUEST TYPE	EMPLOYEE	EMP #	EFFECTIVE	STATUS
07/09/2024	03:10 PM	Time Off		ACC0000	07/05/2024	✓
05/28/2024	03:51 PM	Time Off		ACC0000	05/28/2024	✓
05/14/2024	07:58 PM	Time Off		ACC0000	05/14/2024	✓

The Request Detail screen will display with your supervisor's name to send request to.

Click the green circle with the + sign on the right side of the screen to enter the details of your request.

The screenshot shows the 'Request Detail' screen. The form includes fields for 'Send Request To:', 'Total Hours:', 'REQUESTED DATE(S)', 'DATE', 'HOURS', 'PAY TYPE', 'SCHEDULING', and 'COMMENT'. A red circle highlights a green circle with a '+' sign on the right side of the 'REQUESTED DATE(S)' field.

Send Request To:

Total Hours: 0.00

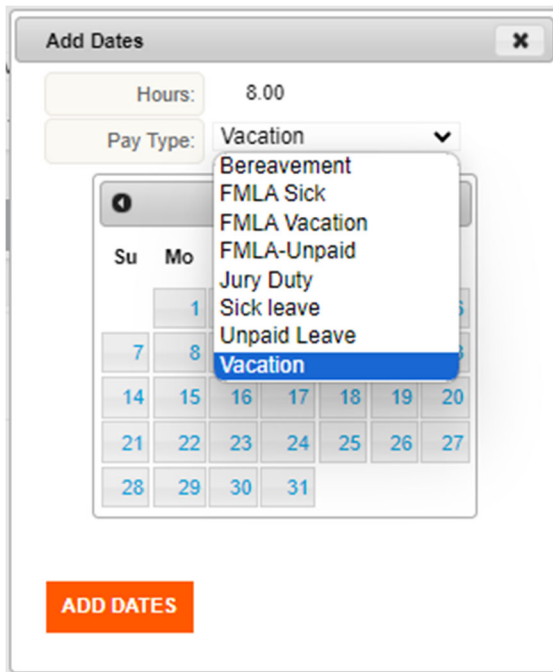
REQUESTED DATE(S)

DATE HOURS PAY TYPE SCHEDULING

COMMENT

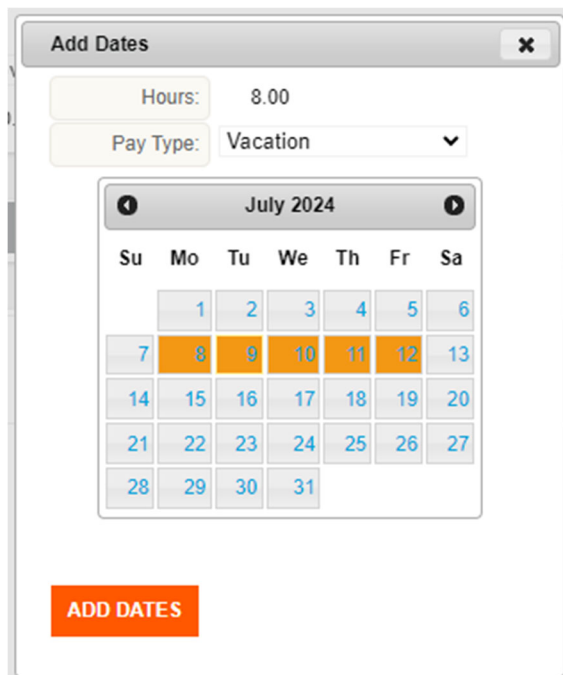
SUBMIT REQUEST

A screen with a calendar will display. Enter the number of hours (this is PER DAY)



The 'Add Dates' form is displayed. The 'Hours' field is set to 8.00. The 'Pay Type' dropdown menu is open, showing options: Bereavement, FMLA Sick, FMLA Vacation, FMLA-Unpaid, Jury Duty, Sick leave, Unpaid Leave, and Vacation (highlighted in blue). The calendar below shows the month of July 2024, with the 8th highlighted. An orange 'ADD DATES' button is at the bottom.

Use the arrow-down to reveal the options for Pay Type. Select the appropriate option.



The 'Add Dates' form is displayed. The 'Hours' field is set to 8.00. The 'Pay Type' dropdown menu is set to 'Vacation'. The calendar below shows the month of July 2024, with the 8th, 9th, 10th, 11th, and 12th highlighted in orange. An orange 'ADD DATES' button is at the bottom.

Then click the date on the calendar for the requested time off.

If you are requesting multiple days, hold down the Ctrl key and it will allow you to select them.

Important Note: Please do not submit a request that extends through the closing of a pay period. For example. If you need the 10th-20th of a month off, please submit two requests. One for the 10th-15th and the second for the 16th-20th.

Click the orange ADD DATES button.

This will bring the details into the request form. Check that each date and the # of hours is correct (no more than 8 hours per day!) and when verified, click the green SUBMIT REQUEST button at the bottom of the screen.

Request Detail

Send Request To:

Total Hours: 40.00

REQUESTED DATE(S)

DATE	HOURS	PAY TYPE	SCHEDULING
07/08/2024	8.00	Vacation	All Day
07/09/2024	8.00	Vacation	All Day
07/10/2024	8.00	Vacation	All Day
07/11/2024	8.00	Vacation	All Day
07/12/2024	8.00	Vacation	All Day

COMMENT

SUBMIT REQUEST

You may view the status of each individual request on the right side of the requests page. Status options are shown just above the list. (Unanswered, Approved, Acknowledged, etc.)

sage PUNCH IN/OUT ACCOUNT LOG OUT

07/01/2024-07/15/2024

Requests

My Requests (3)

— SELECT REQUESTS FILTERING

Employee Filter From: Any Employee To: Any Recipient

Type/Status Filter Any Request Type Any Status Not Hidden

View Range All 05/14/2024 07/05/2024 **FILTER**

Status Key: Unanswered Approved Acknowledged Cancelled Declined No Action Required

SUBMITTED	REQUEST TYPE	EMPLOYEE	EMP. #	EFFECTIVE	STATUS
<input type="checkbox"/> 07/09/2024 03:19 PM	Time Off		ACC0000	07/05/2024	⚡
<input type="checkbox"/> 05/30/2024 03:51 PM	Time Off		ACC0000	05/28/2024 [+3]	✅
<input type="checkbox"/> 05/14/2024 07:58 PM	Time Off		ACC0000	05/14/2024	❌

NEW REQUEST **HIDE SELECTED**

SUBMITTING TIME SHEETS (END OF PAY PERIOD)

At the end of each pay period, after clocking out at the end of day, you must approve your time sheet.

In the menu on the left, Daily Procedures>Schedules>Total Hours

You will see your time in the grid on the screen, once you have verified, click the green **EMPLOYEE APPROVED** button at the bottom of the screen.

The screenshot shows the Sage HR system interface. On the left is a navigation menu with 'Daily Procedures' expanded, showing 'Hours', 'Punches', 'Timesheet', 'Exceptions', 'Requests', 'Schedules', and 'Total Hours' (highlighted). The main area is titled 'Total Hours' and displays 'TOTAL HOURS 86.67' with '(Punches: 0.00 / Hours: 86.67)'. It also shows 'EMPLOYEE NUMBER ACC0000' and 'EMPLOYEE BADGE'. Under 'APPROVALS', 'Employee:' is 'NO' and 'Supervisor:' is 'NO'. A table below shows 'EFF. DATE', 'PAY TYPE', 'LUNCH', and 'HOURS' for '06/16/2024', 'Salary', and '86.66667'. At the bottom, a green button labeled 'EMPLOYEE APPROVE' is circled in red, next to a 'SHOW TIME AS OF NOW' button.

This will change the red NO under EMPLOYEE at the top right to a green YES.

Once your supervisor has approved your time sheet a green YES will appear under Supervisor as well. PLEASE NOTE: Supervisors cannot approve timecards before you do.

The screenshot shows the same Sage HR system interface, but now the 'APPROVALS' section shows 'Employee: YES' (in green) and 'Supervisor: NO' (in red). The 'EMPLOYEE APPROVE' button at the bottom is still circled in red. The table below shows the same data: '06/16/2024', 'Salary', and '86.66667'. A 'SHOW TIME AS OF NOW' button is visible at the bottom left.

VIEWING TIME OFF BALANCES

On the left menu, choose the 2nd major option

Employee Maintenance>Employee Information>Accrual Summary

Here you can view your time off accruals, taken, pending, and balances.

sage

PUNCH IN/OUT ACCOUNT LOG OUT

PERIOD 06/16/2024-06/30/2024

Accrual Summary

ACCUAL GROUP N/A - Not Assigned	EMPLOYEE NUMBER ACC0000	EMPLOYEE BADGE
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Balances Transactions

PERIOD	TYPE	ACCRUED	CARRY	TAKEN	PENDING ACCRUED	PENDING TAKEN	ADJUST	BALANCE
✓ 01/01/2024-12/31/2024	19-SICK	18.333	0.000	0.000	1.667	0.000	0.000	20.000
✓ 01/01/2024-12/31/2024	19-VAC	36.667	0.000	0.000	3.333	0.000	0.000	40.000