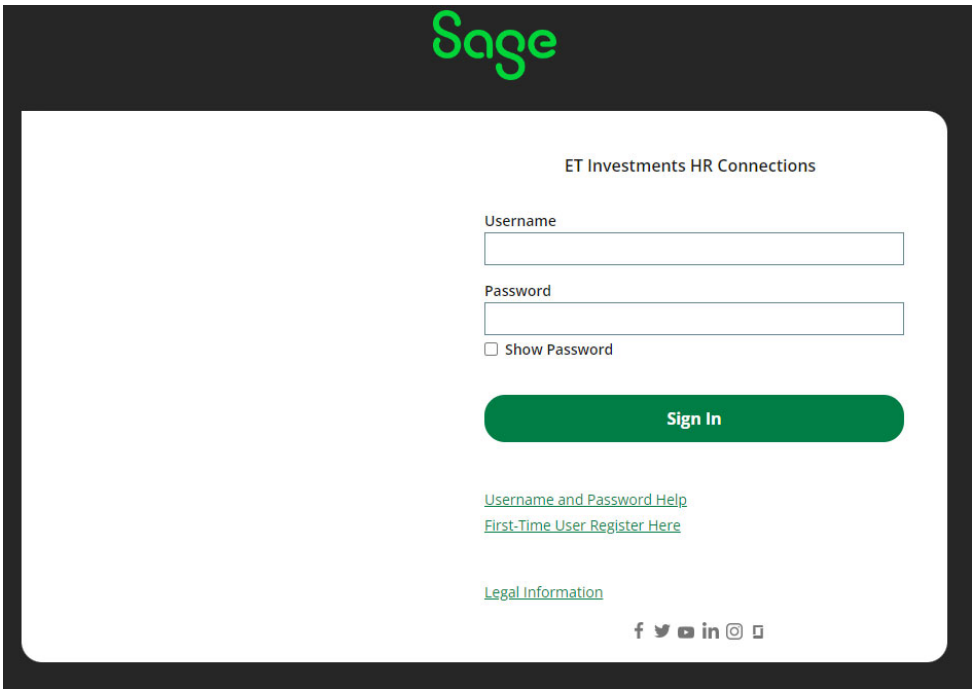
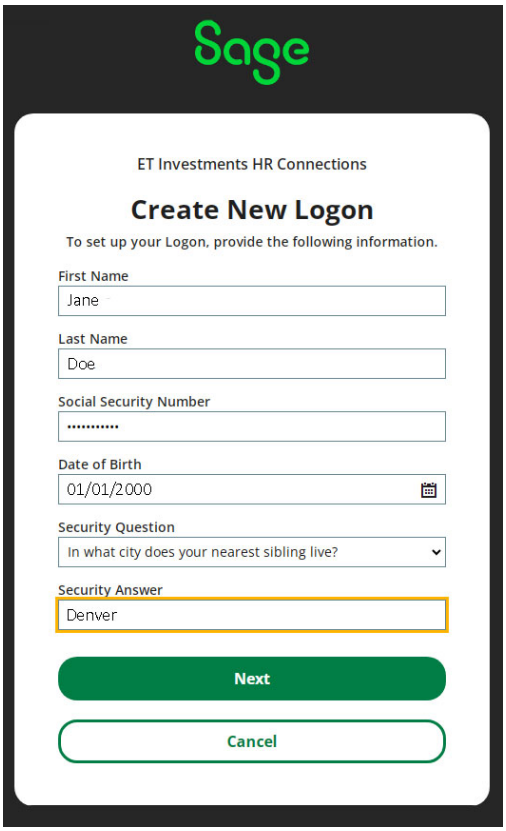
Navigating sage & Insperity Hourly Time Sheets

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"



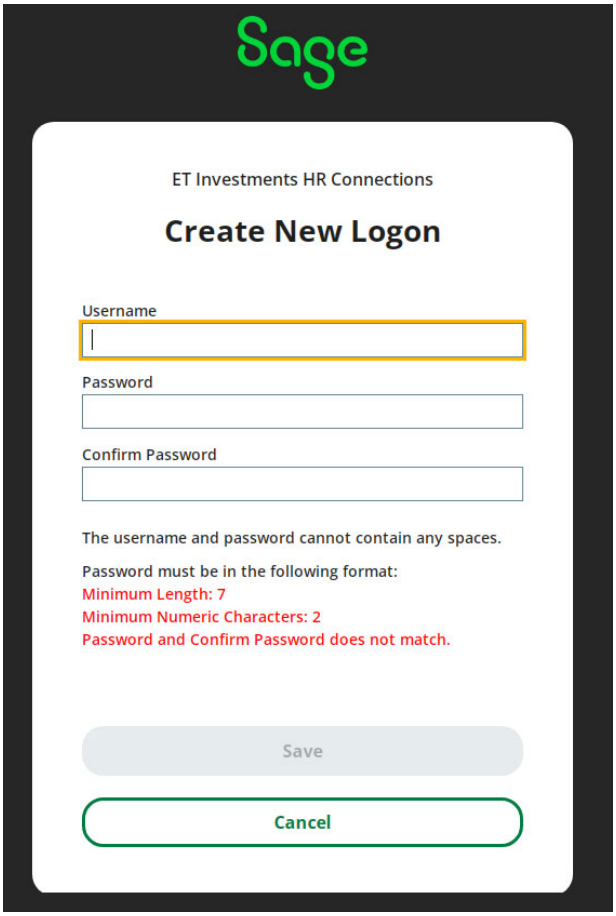


While registering, please remember to use the legal name that is on your social security card

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.



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

Usernames & passwords can NOT contain spaces.

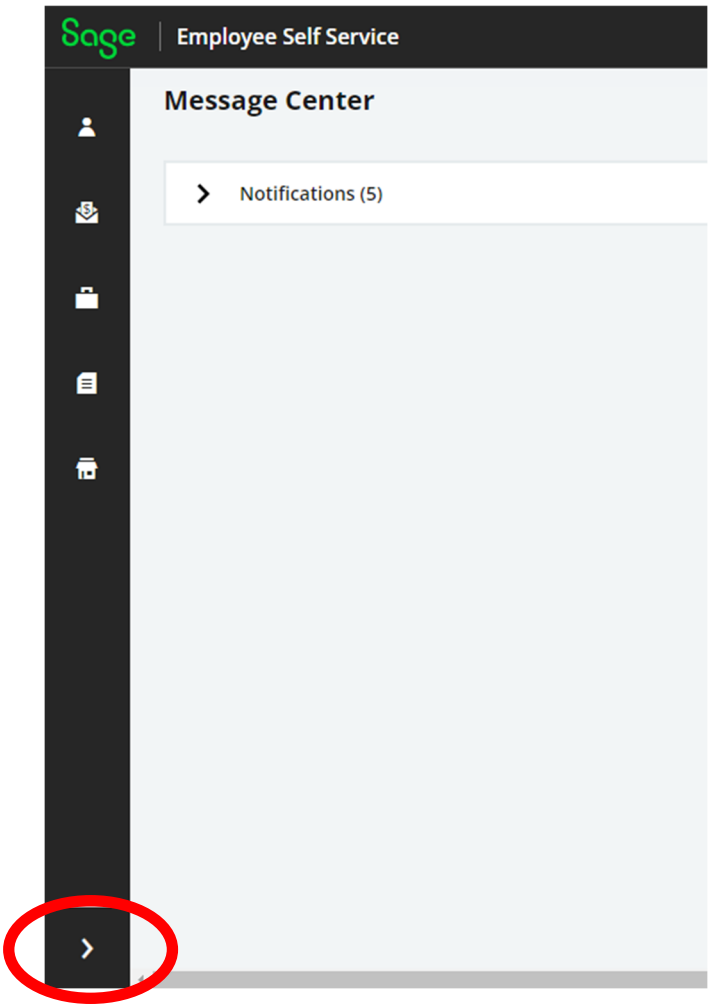
Passwords must:

- **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.

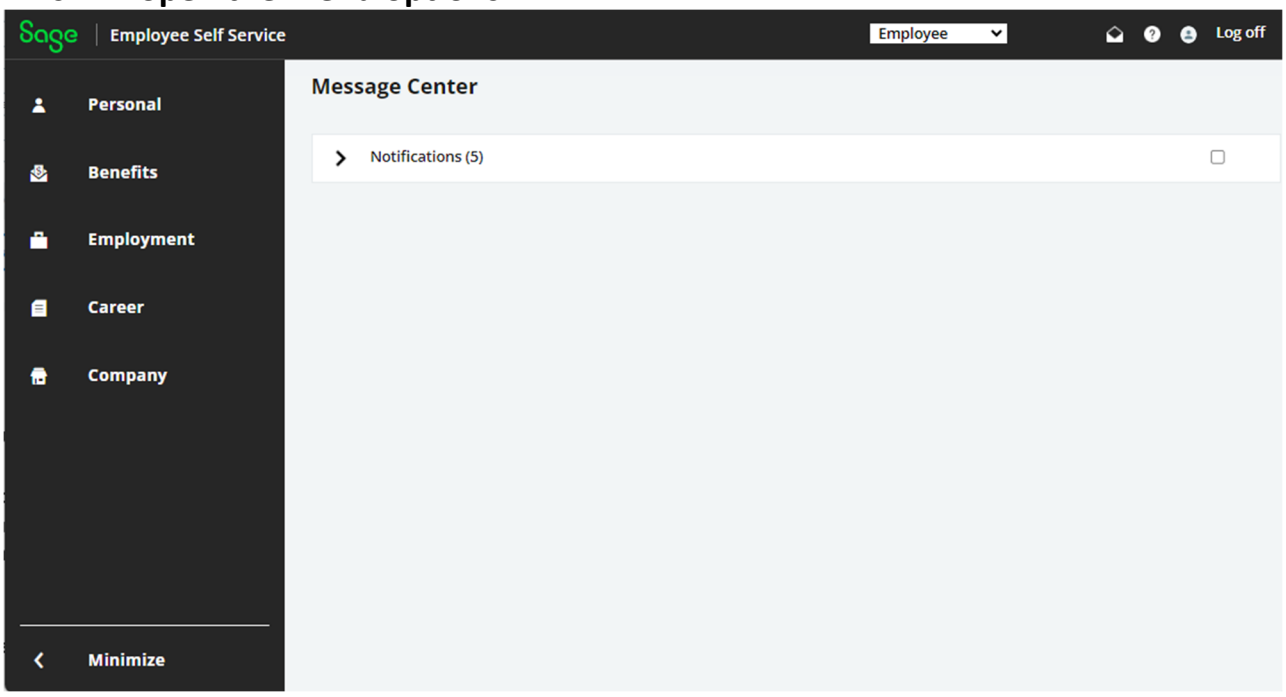
Once saved you will be able to logon using the original Logon screen.

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

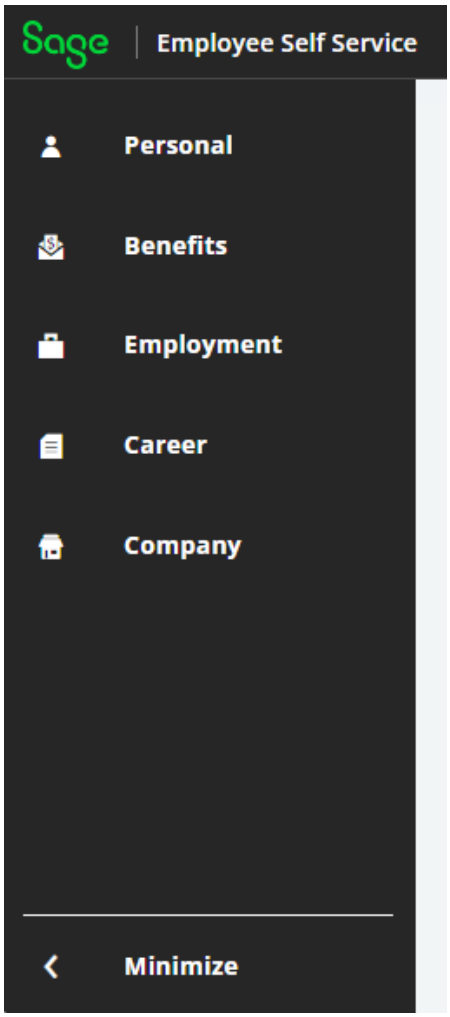


MENU OPTIONS

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:

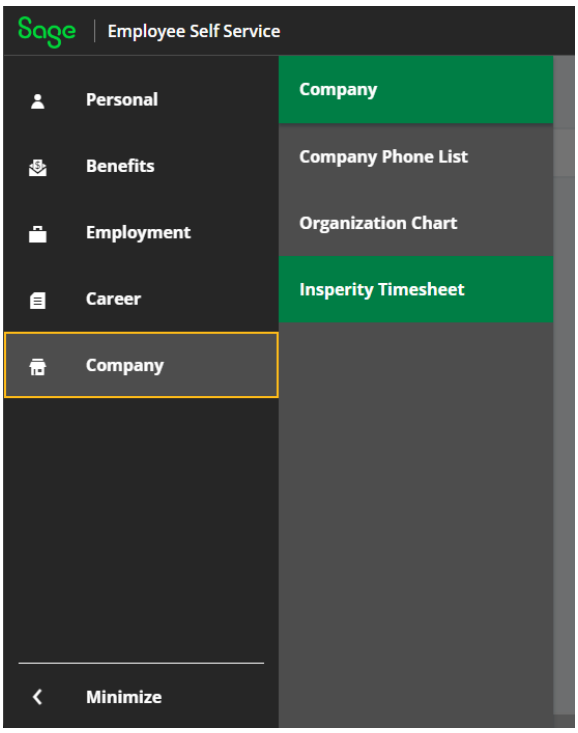
Under this section you will have access to your job, length of service and most importantly your pay history. Under pay history you will have access to all of your pay info.

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.

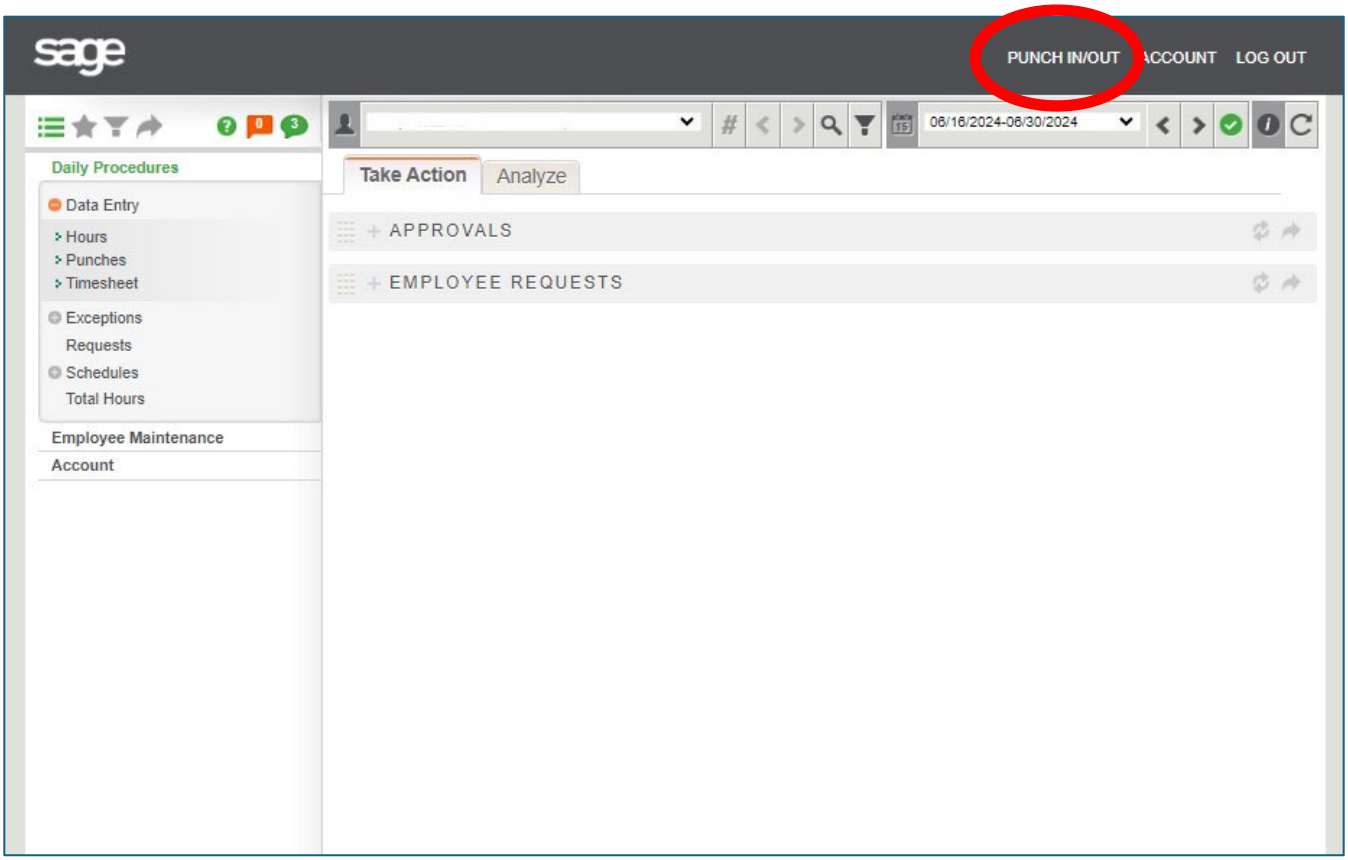
Company:

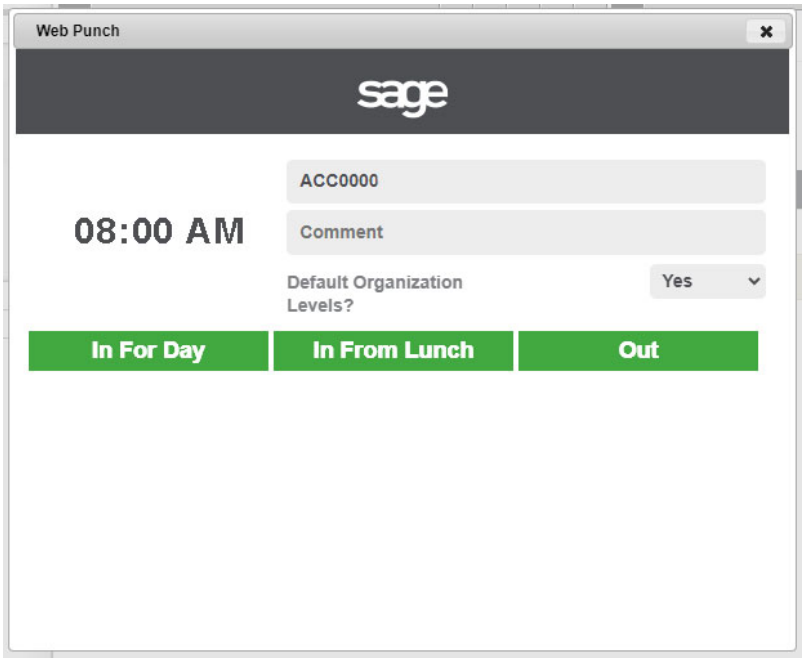
This is where you access Insperity Timesheet. Please note, you can only access Insperity going through the sage site.



INSPERITY TIMESHEETS

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





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

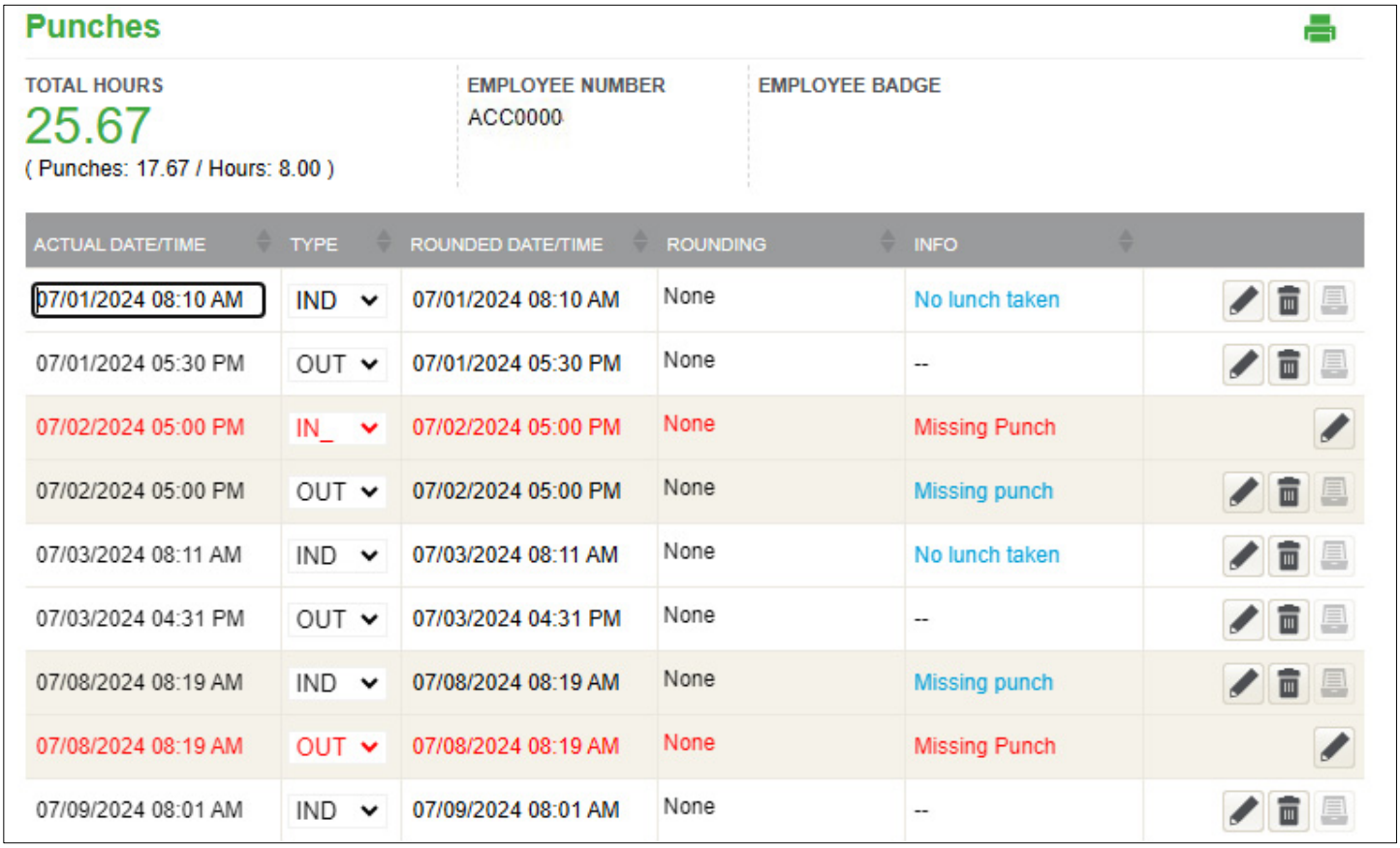
Example:

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

If you are hourly, please make sure you are punching in and out correctly.
You can check the punches in the left side menu

Daily Procedures > Data Entry > Punches

This grid will show you if you missed a punch IN or OUT



Punches

TOTAL HOURS
25.67
(Punches: 17.67 / Hours: 8.00)

EMPLOYEE NUMBER
ACC0000

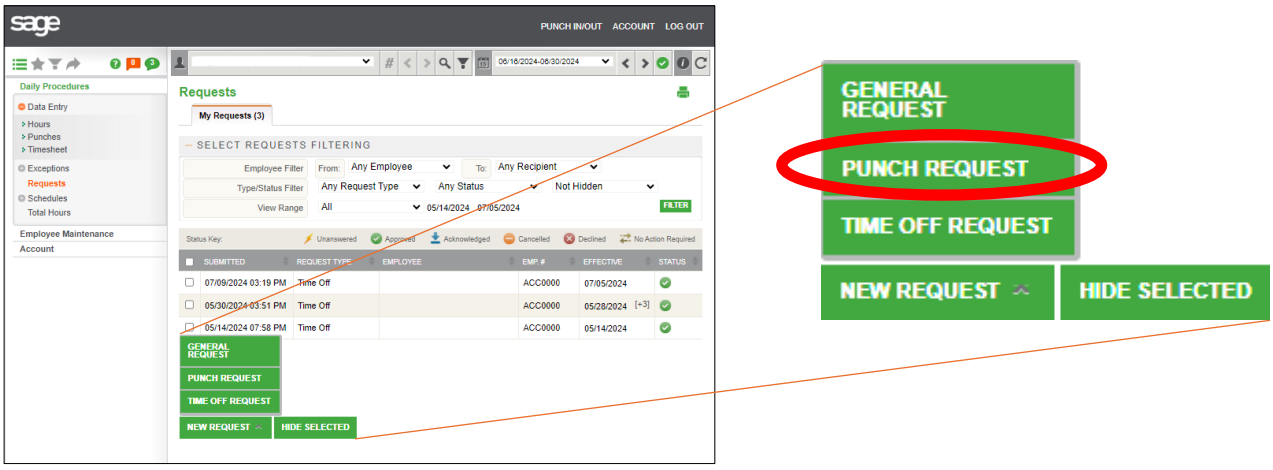
EMPLOYEE BADGE

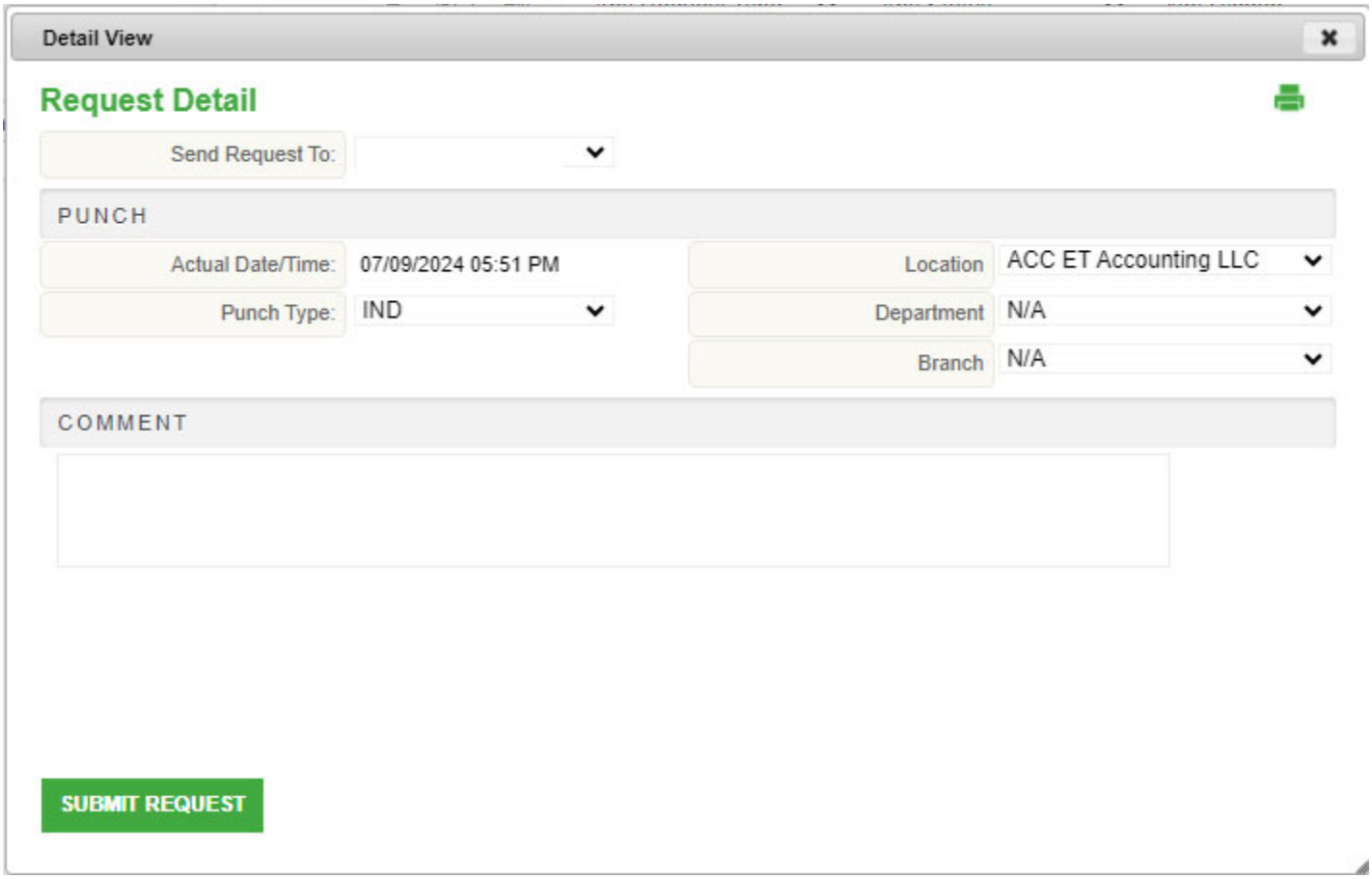
ACTUAL DATE/TIME	TYPE	ROUNDED DATE/TIME	ROUNDING	INFO
07/01/2024 08:10 AM	IND	07/01/2024 08:10 AM	None	No lunch taken
07/01/2024 05:30 PM	OUT	07/01/2024 05:30 PM	None	--
07/02/2024 05:00 PM	IN_	07/02/2024 05:00 PM	None	Missing Punch
07/02/2024 05:00 PM	OUT	07/02/2024 05:00 PM	None	Missing punch
07/03/2024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

In the event you need to correct a punch, from the left side menu

Daily Procedures > Requests

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

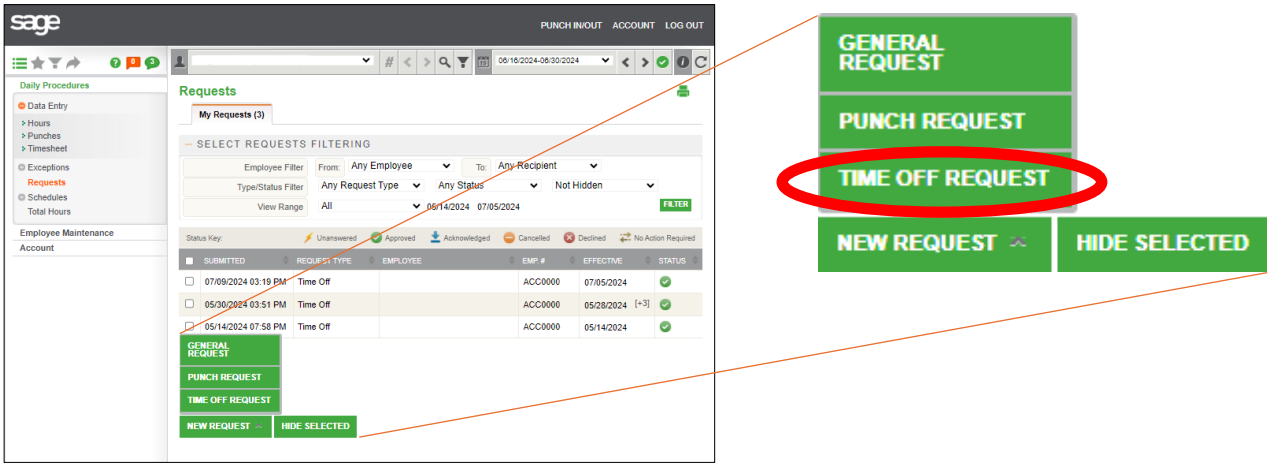
TIME OFF REQUESTS

This process applies to both hourly and salaried employees –

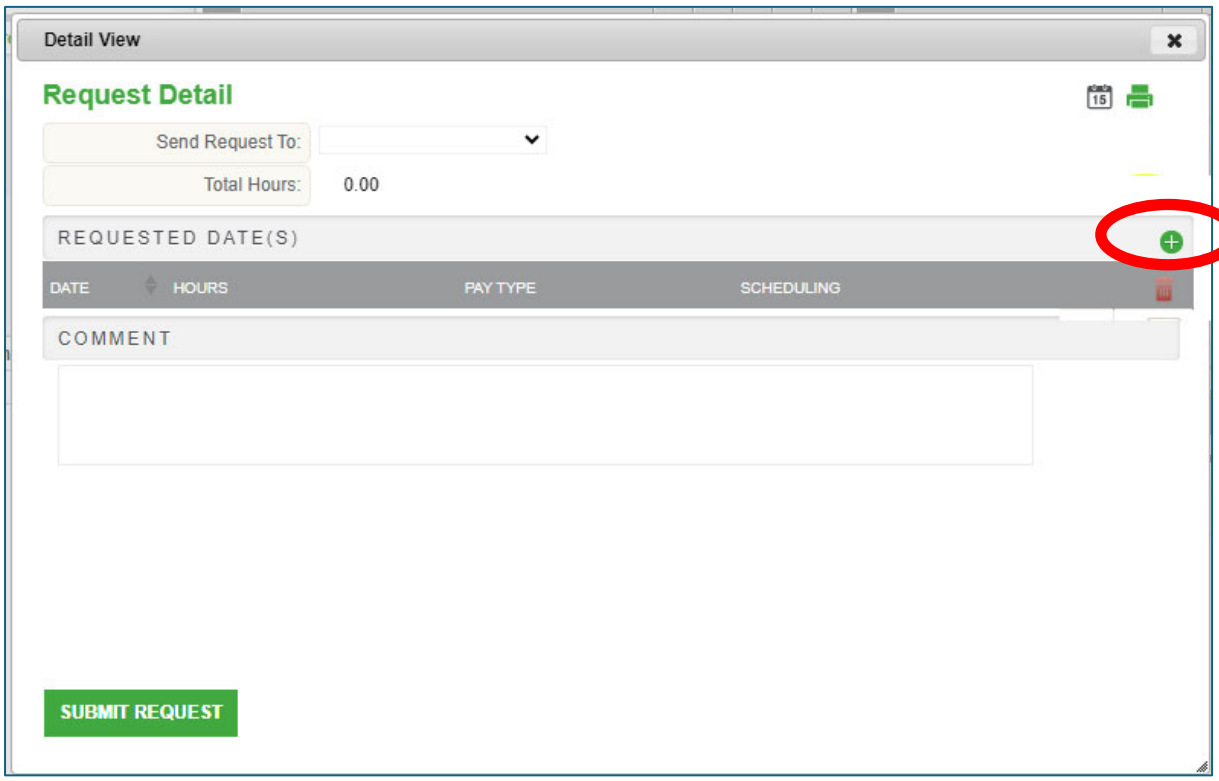
To submit for Time Off Requests (vacation, sick, etc.) on the left side menu

Daily Procedures > Requests

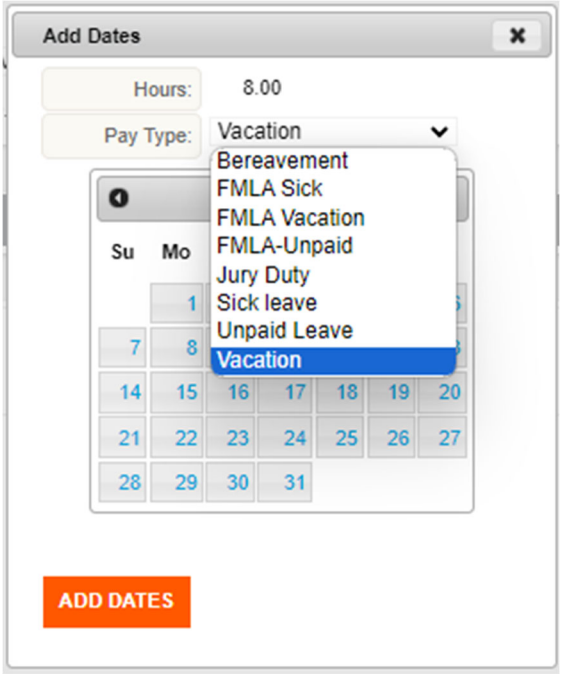
At the bottom of the screen is a green NEW REQUEST button – click to expand, then select "TIME OFF REQUEST"



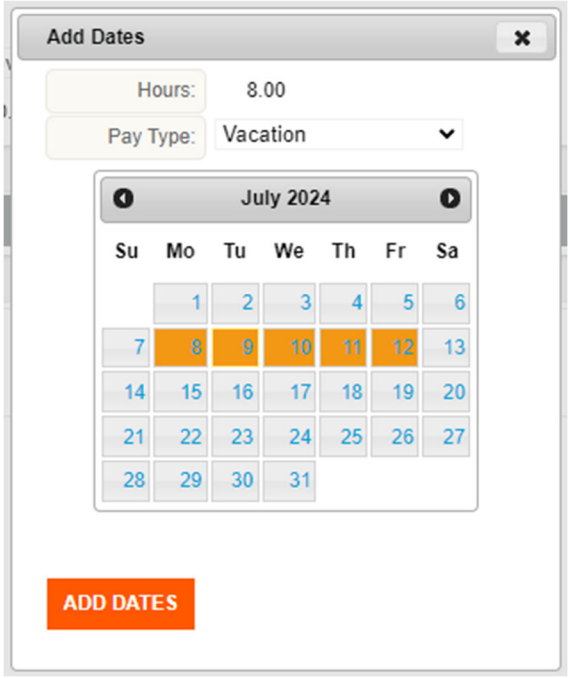
The Request Detail screen will display with your supervisor's name to send request to. Click the green circle with the + sign on the right side of the screen to enter the details of your request.



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



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



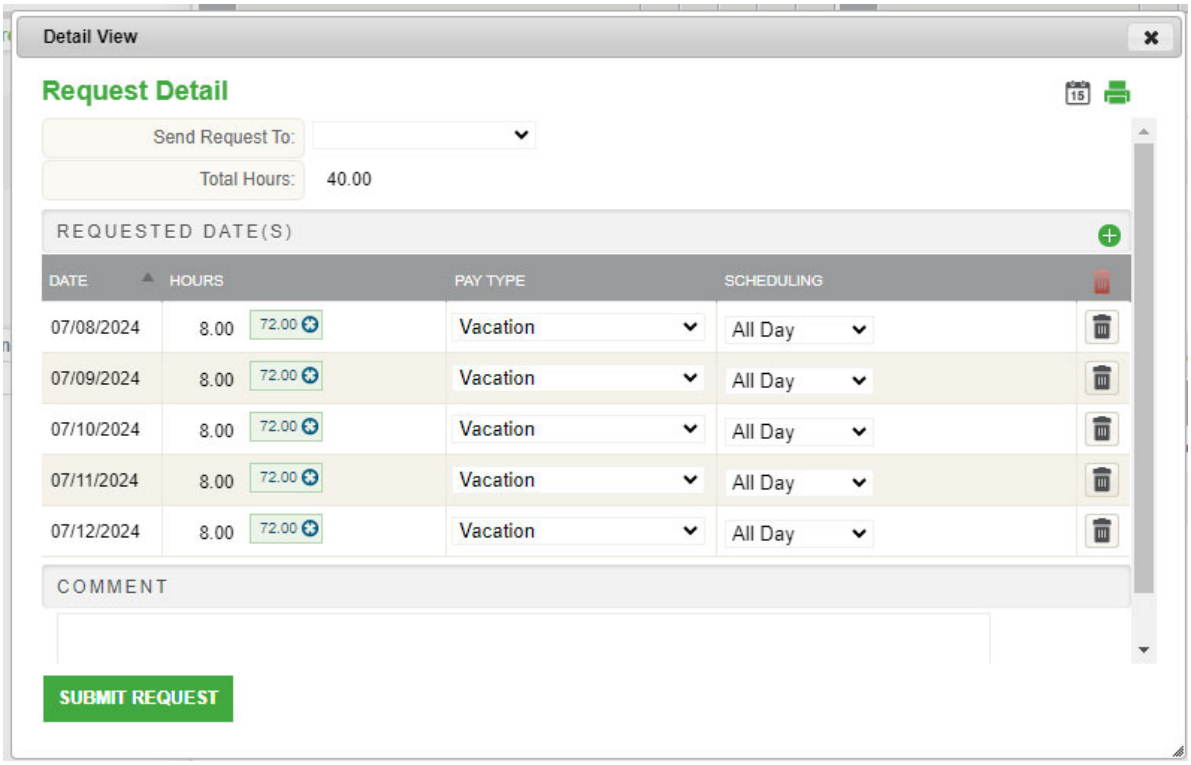
Then click the date on the calendar for the requested time off.

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

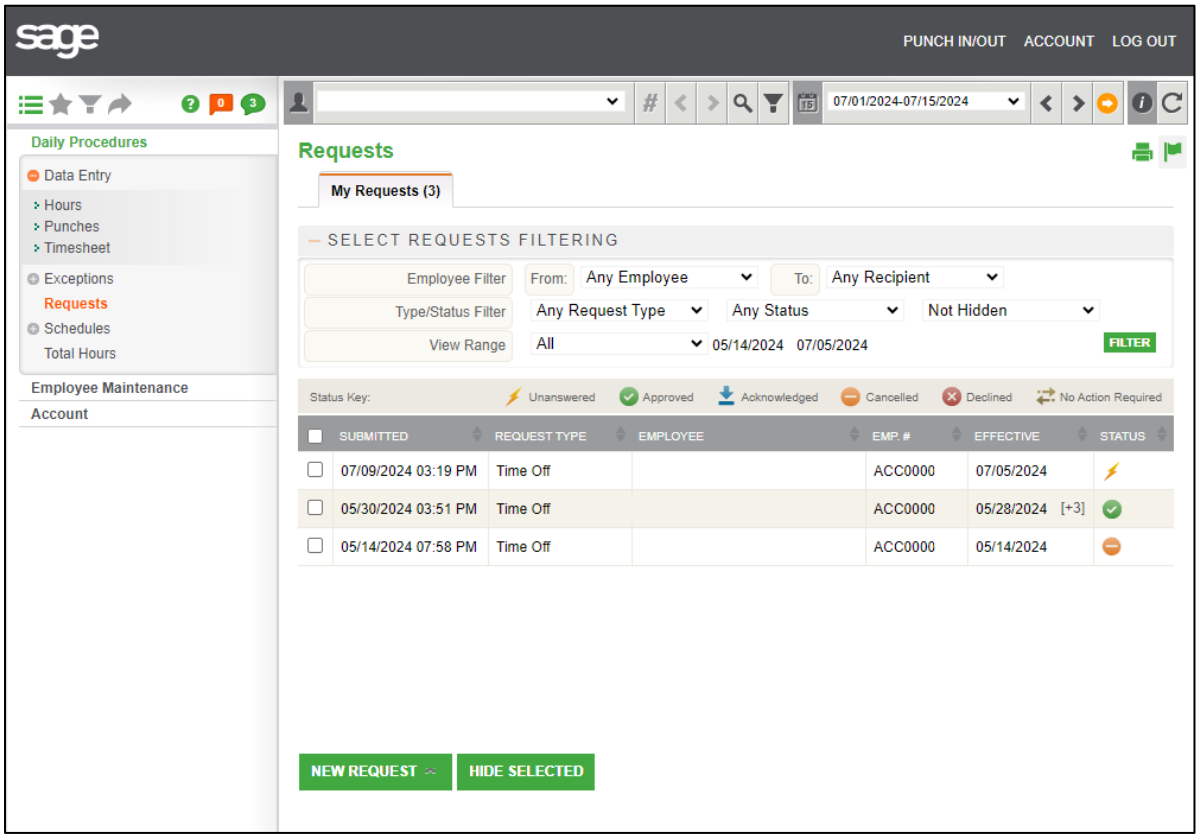
<u>Important Note: Please do not submit a request that extends through the closing of a pay period</u>. For example. If you need the 10th-20th of a month off, please submit two requests. One for the 10th-15th and the second for the 16th-20th.

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.



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.)

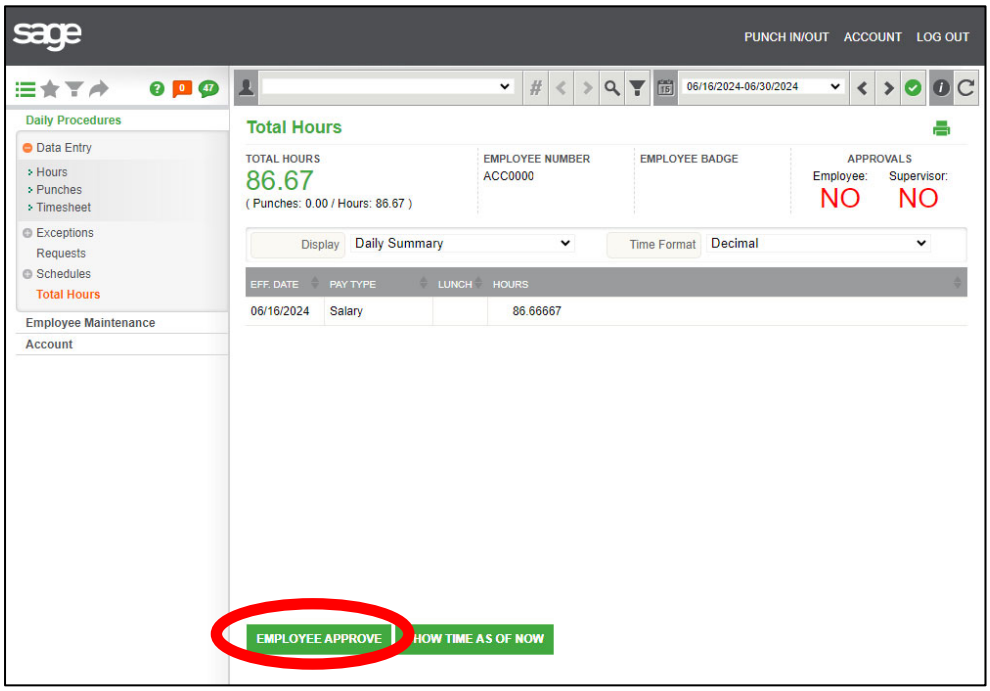


SUBMITTING TIME SHEETS (END OF PAY PERIOD)

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

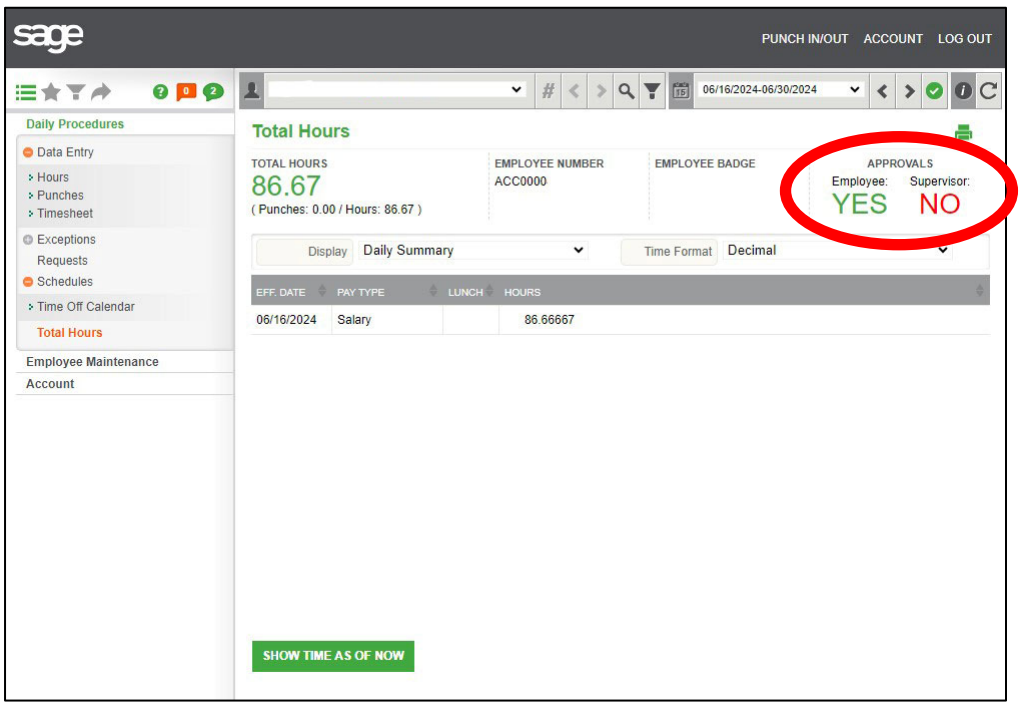
In the menu on the left, Daily Procedures>Schedules>Total Hours

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.



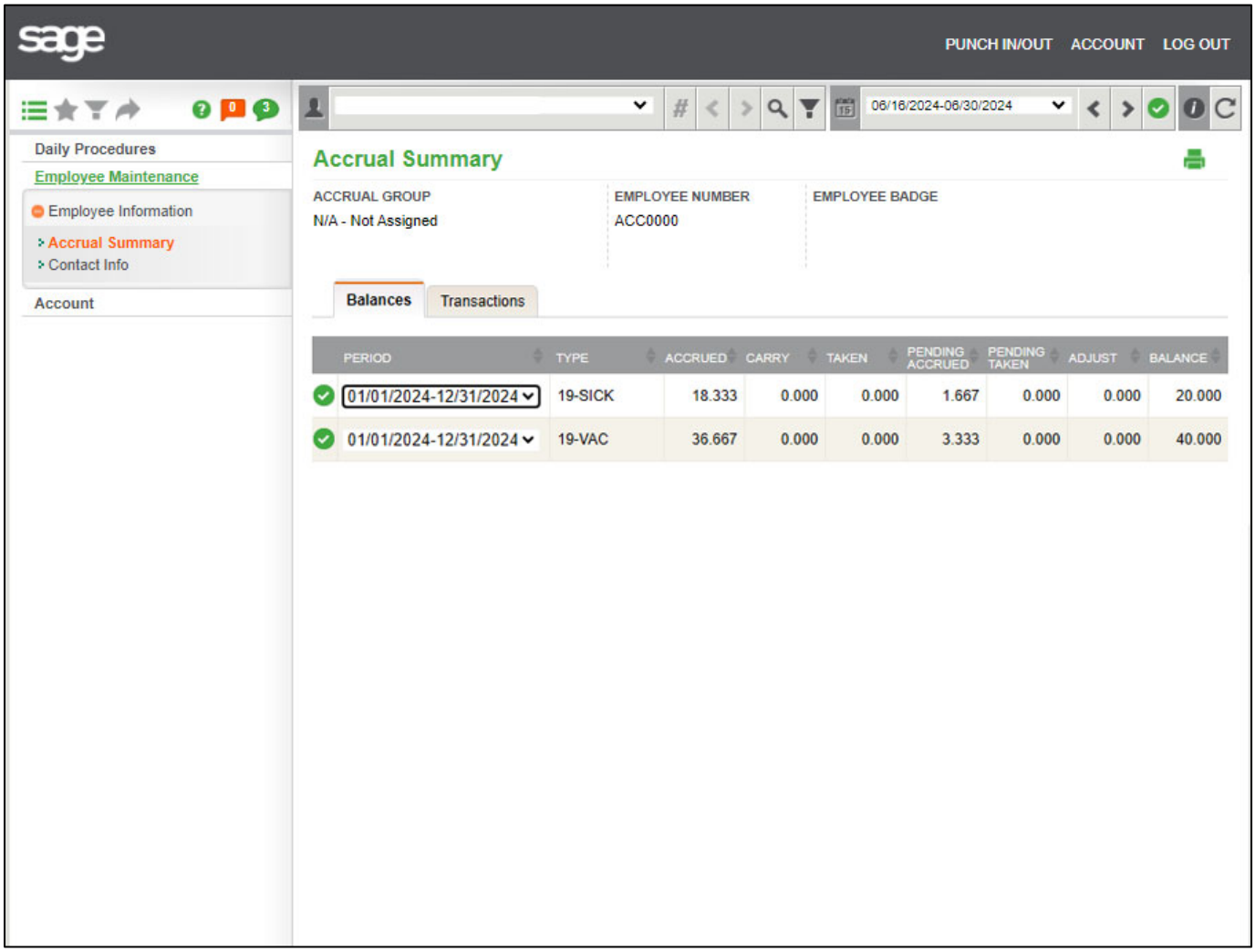
This will change the red NO under EMPLOYEE at the top right to a green YES.

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.



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.