MRI's Web Timesheets Application

MRI Contract Staffing User Guide

Version 2.0

Employees and Subcontractors

Overview

Access to MRI's Web Timesheets Application

MRI Web Timesheets Login Page

Home Page

Create a New Timesheet

Create a New Timesheet with Multiple Placements

Additional Options

Preferences

Overview

This User Guide provides assistance and guidance for using MRI's Web Timesheets Application. The Web Timesheets application is an online time-keeping system that allows easy access for MRI's employees and subcontractors to create and submit timesheets and for approvers (Client Hiring Managers, MRI payroll administrators) to review, approve, or reject those timesheets. The application includes the ability to submit time across multiple placements, to have multi-level approvals (approval at both the customer and payroll level), incorporates Fair Labor Standards Act (FLSA) rules to ensure the employee's time is submitted with FLSA guidelines appropriate to their employee type.

IMPORTANT INFORMATION

A weekly timesheet ***must*** be submitted by 9AM local time every Monday. Failure to meet this deadline could delay the receipt of payment to you.

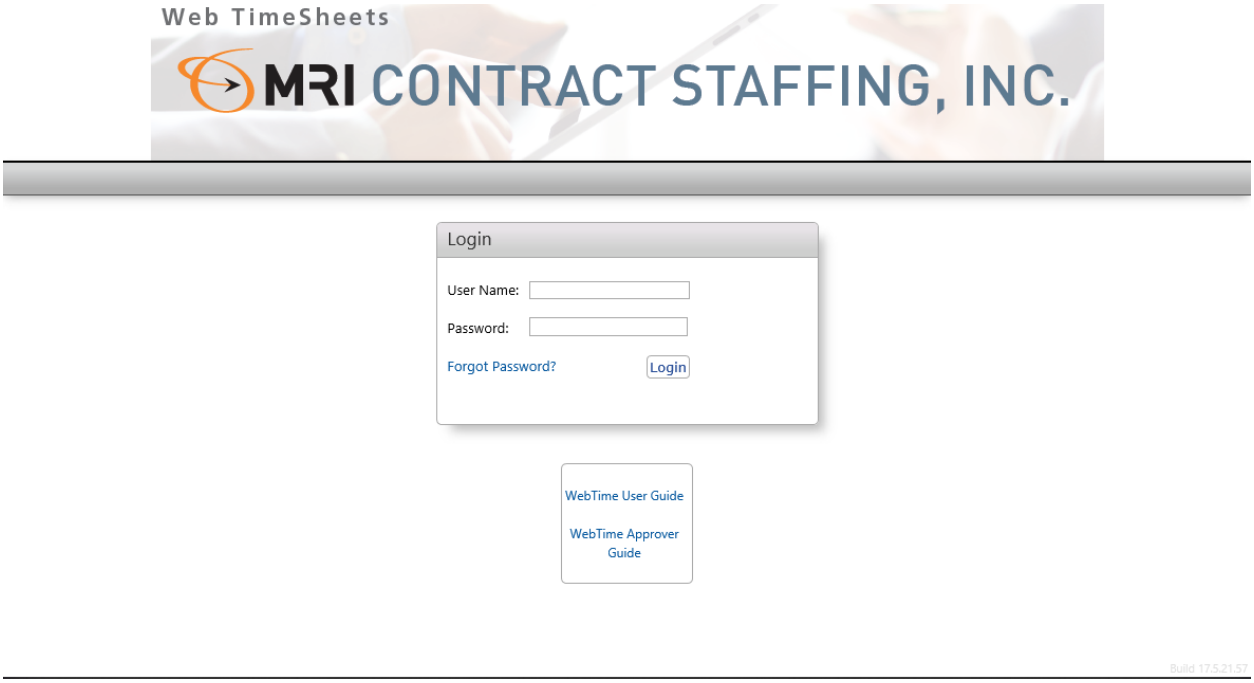
Logout of the application and Close your Web Brower upon completion of your time entry activities.

If you are experiencing a technical issue with the application and cannot, enter, save or change your time or if you are experiencing technical difficulties getting into the system, please email WTSAdmin@mrinetwork.com or your payroll administrator.

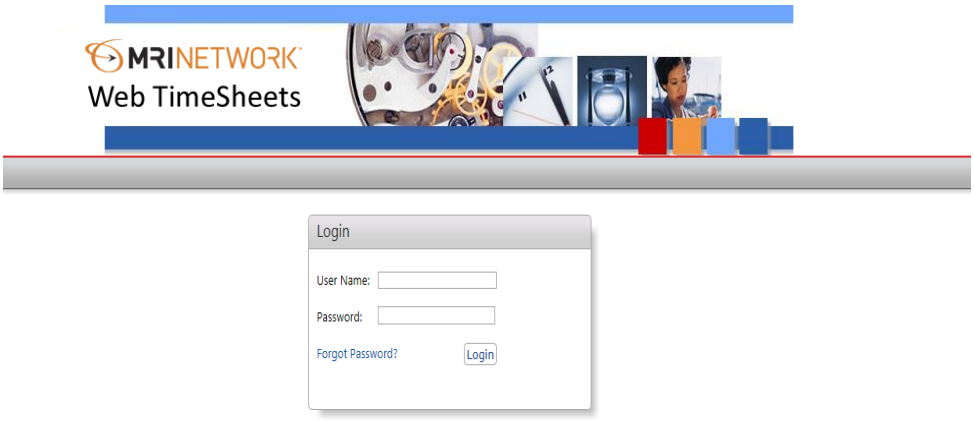
Access to MRI's Web Timesheets Application

To access the MRI's Web Timesheets application, enter the following URL in your browser.

https://webtime.mrinetwork.com

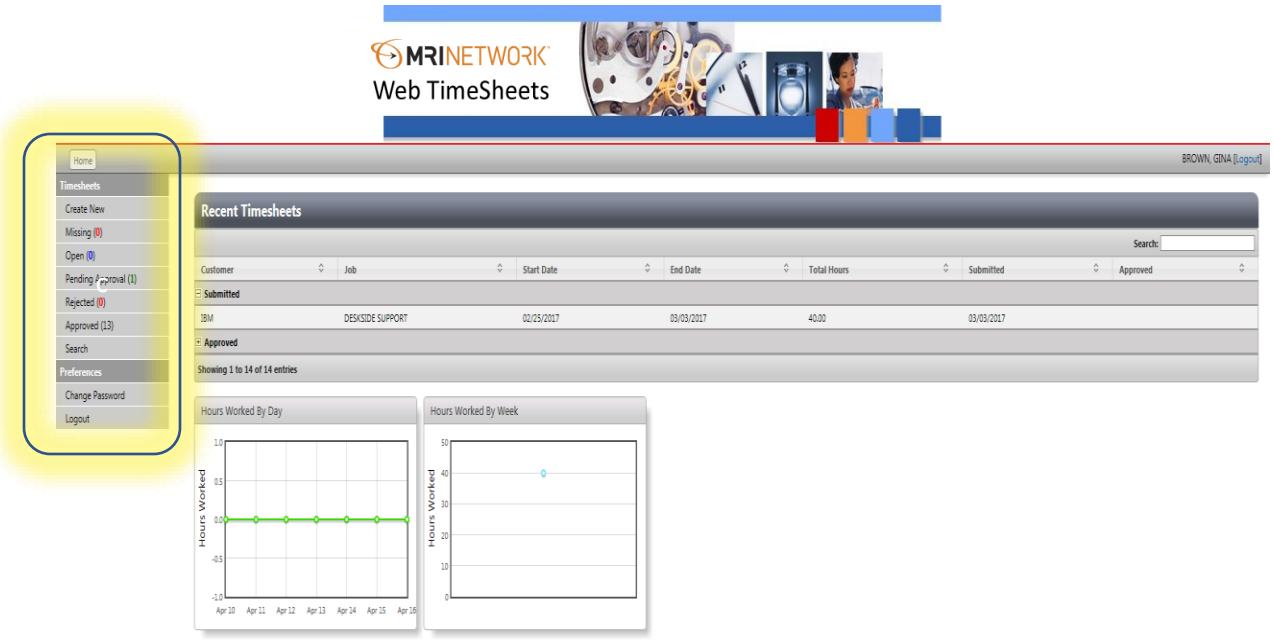


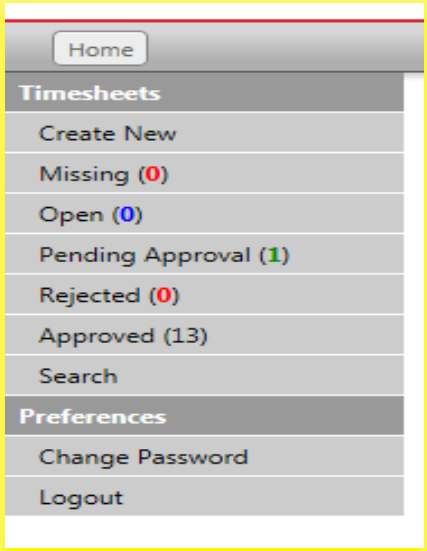
MRI Web Timesheets Login Page



Employees/Subcontractors should receive their User ID via email, once on-boarding activities are completed. This User ID will allow you to access MRI's Web Timesheets application. Please contact the MRI Office Account Executive, if you did not receive your User ID. Your initial password is the same as your User ID. You may change your password under the Preferences box from the Home Page. Passwords must be at least eight characters, and include both upper and lowercase letters, a number, and a special character.

Home Page





Create New: Allows you to create a new timesheet.

Missing: Not currently used, intended as future functionality to Indicate missing Timesheet for a previously completed payroll cycle.

Open: Timesheets that have been created and saved but not yet submitted for approval.

Pending Approval: Timesheets that have been submitted but not yet approved.

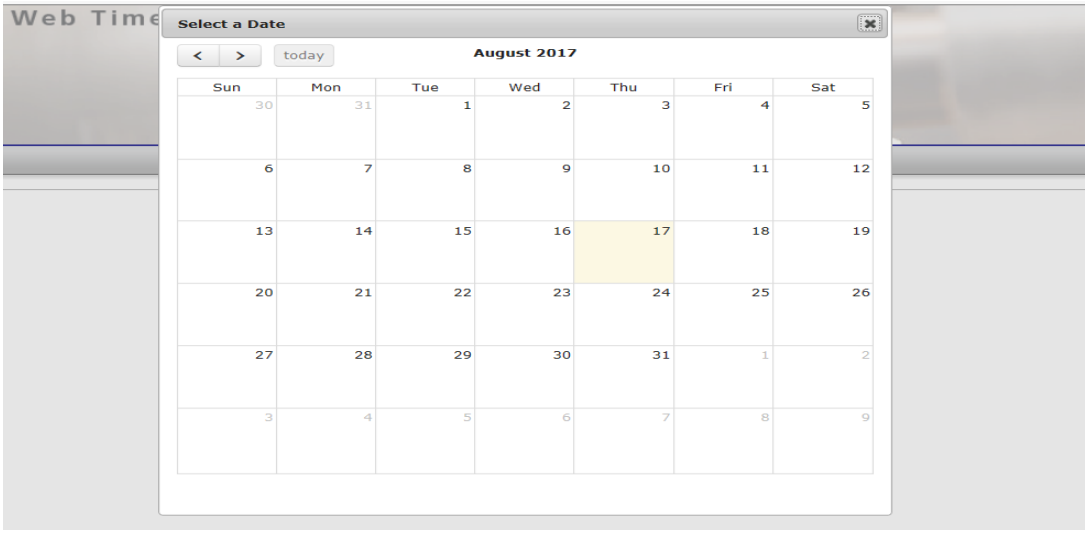
Rejected: Timesheets that have been rejected by the approver and must be corrected and re-submitted.

Approved: Timesheets that have been approved.

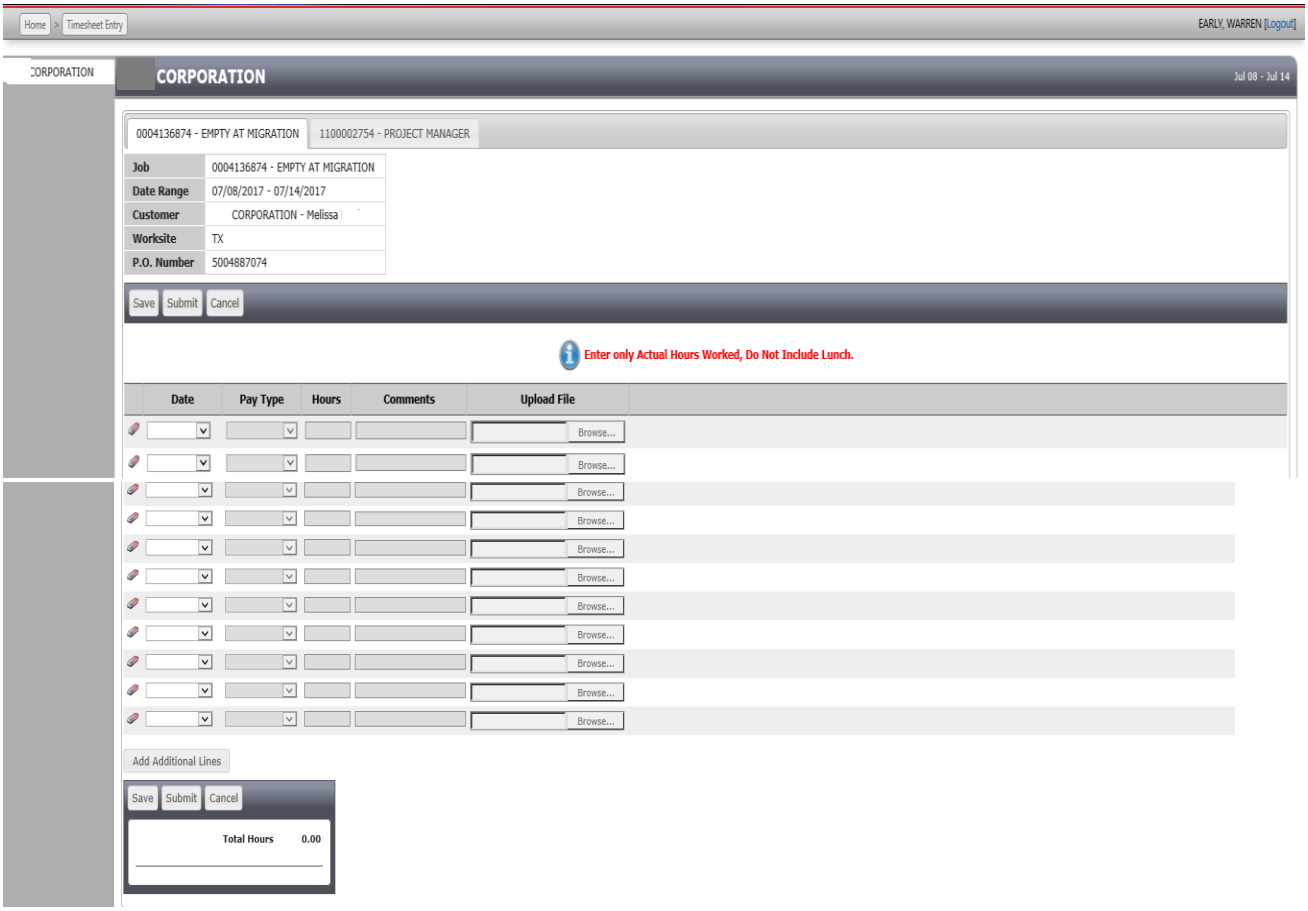
Preferences: (See the Preferences section of this guide)

Create a New Timesheet

Select the week ending date for the time you are entering.



Enter all necessary data into the timesheet



1. **Date:** Select the appropriate day/date for time entry from the Drop-down list, example Monday August 21st. If you have both Regular and Overtime hours recorded in the same day, you must use two lines.
2. **Pay Type:** A drop-down list is available to select the correct pay type. Time should not be entered against Shift 2 or Shift 3 unless you have been authorized to do so by your payroll administrator.
    a. **REG – Shift 1:** Regular straight time hours.
    b. **OT – Shift 1:** Overtime hours (Use this pay type only if you are eligible for, and have worked Overtime hours).
    c. **Double Time - Shift 1:** Double Time hours (Use this pay type only if you are eligible for, and have worked double time hours).

    Do <u>not</u> include Sick time, Paid Days Off or Holiday hours on the timesheet. Any non-worked hours must be coordinated with your payroll Administrator. If requested to document non-worked hours on your timesheet, you should always:

    - Select pay type REG – Shift 1
    - Enter 0 Hours
    - Include a comment documenting the type of benefited hours taken (Sick, Vacation, Holiday)
    - Email your Payroll Administrator to notify them of the benefited hours taken.

    Soon, we will be providing the capability to add benefit time directly to your Timesheet. You will be notified via email when enabled.

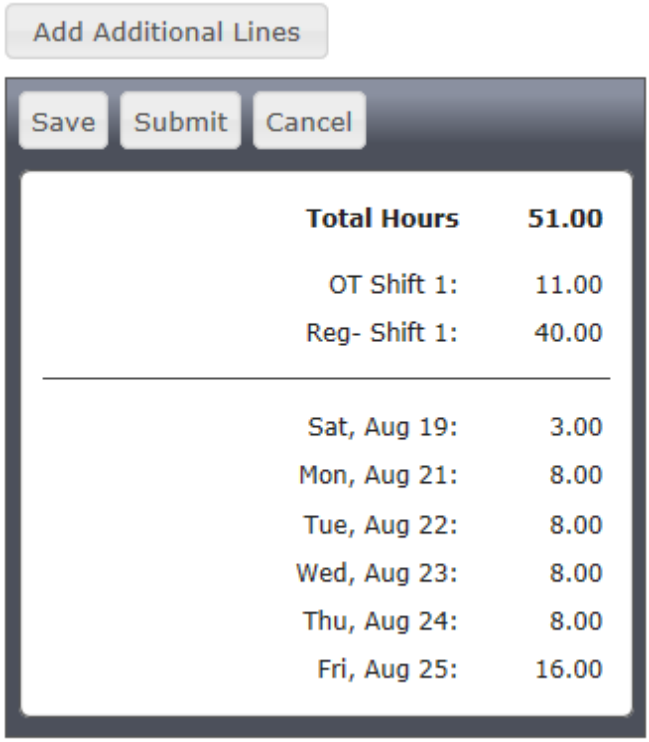
3. **Hours:** Enter the hours for the day and pay type you have selected.
4. **Days:** Salary employees will see an additional "Days" field and are required to enter a "1" for each day worked. In addition to their daily hours.
5. **In/Out/Lunch:** All employees/subcontractors are required to Enter In, Out and Lunch Times. Both In and Out times are entered as time of day and the lunch value is entered as duration of time in tenths of an hour (include decimal). The examples below show how time can be entered on the timesheet.

    In and Out Times - 8am, 8:00am, 8:13am, 5:30pm, 17:40

    Lunch: - 0.5 (half-hour) 1.0 (one hour), 2.0 (two hours)

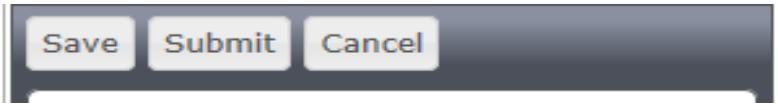
Please note: Out and Lunch hours **do not auto-calculate** the hours for the day/week worked.

6. **Total Hours:** Hours are totaled and displayed in a box at the bottom of the page. In additional to total hours, the box displays subtotaled hours by pay type (REG, OT and DT). This allows users to verify that their daily entries total to the correct number of hours for the week.



7. **Add Additional Lines**: You can also add more lines if needed by clicking on the Add Additional Lines box.

8. **Completing the time entry process**. The following options are available once you have entered hours on your timesheet.



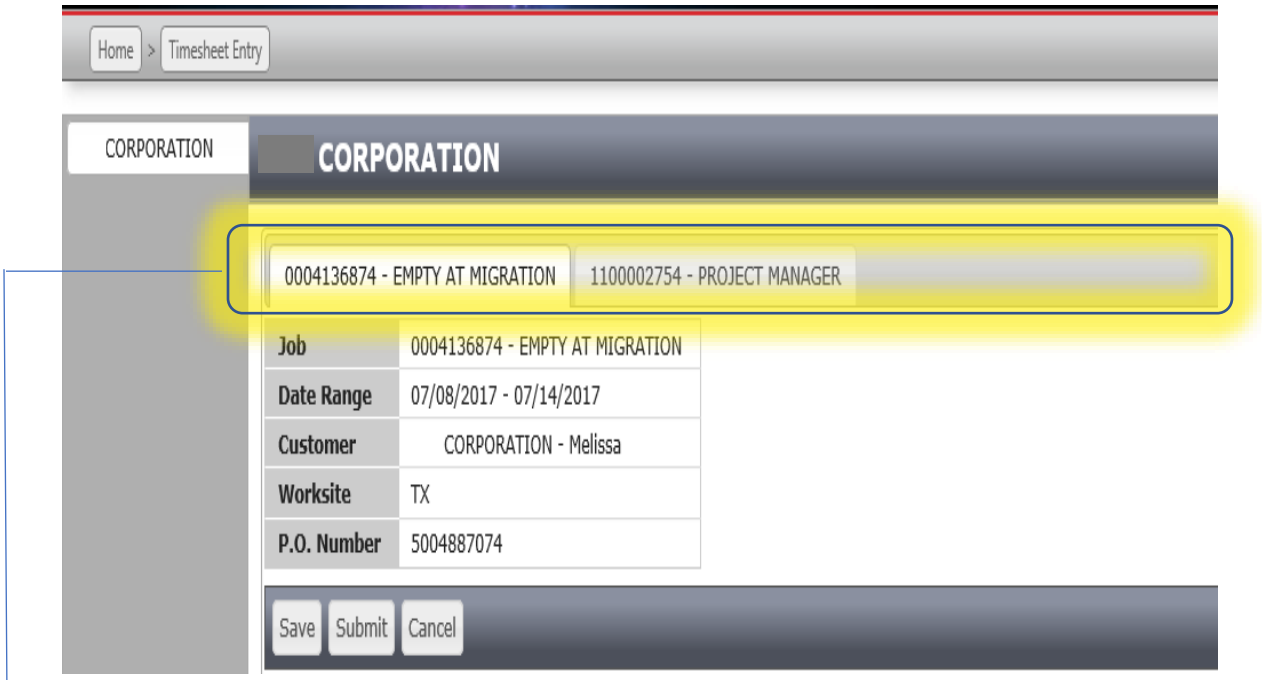
   a. **Save**: Allows the timesheet data to be saved, while remaining available for editing at a future point in time. The Saved Time Sheet can be accessed from the Home Page by selecting “Open” on the Timesheet menu.

b. **Submit**: Allows you to submit the time for approval by your MRI payroll administrator or hiring manager.
c. **Cancel**: Allows you to exit out of the window without saving the entered timesheet.

Timesheets should be submitted only once your hours for the entire pay period have been completed. You must hit Submit button to send your timesheet in for approval. Once you submit the timesheet, you can view it from the Home Page by selecting Pending Approval on the Timesheet menu.

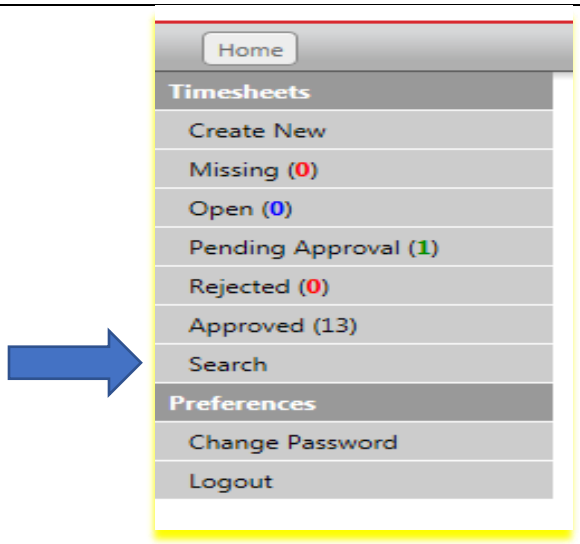
Once your timesheet is approved by the client manager, your will receive notification indicating that time was "*partially approved*". This email is confirmation that your client manager has accepted your time. Your electronic timesheet is then forwarded to the Payroll department for final approval and processing. If any corrections to your timesheet is required, your client manager or the payroll department approver has an option to Reject your timesheet, in which case you will receive a notification to re-submit your timesheet.

Create a New Timesheet with Multiple Placements



Note: If you have multiple active assignments (projects), after selecting the appropriate dates for your timesheet, you will have the option to select between open assignments via tabs at the top or left side of the timesheet window. You are required to submit separate timesheets for each assignment (project) for which hours are worked during the same pay cycle. This only applies if you have multiple assignments that you worked under the same date range.

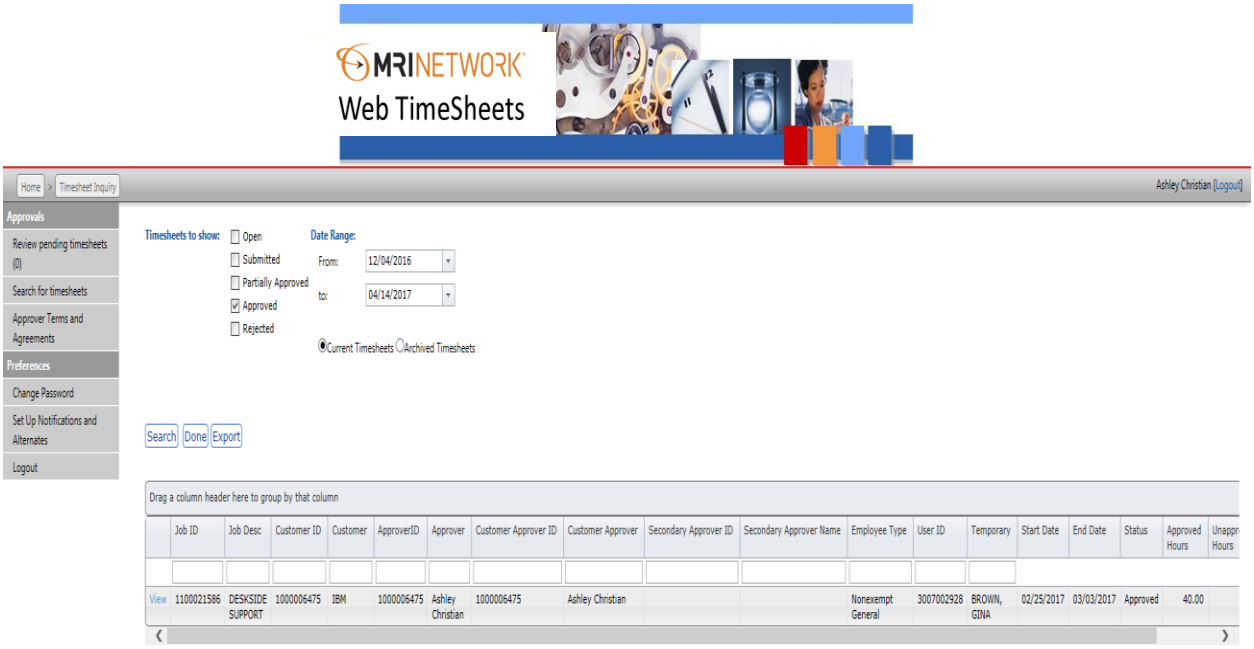
Additional Options



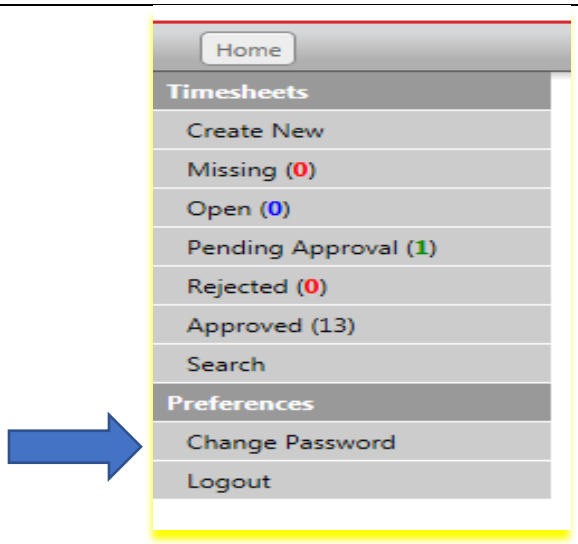
Search: Through the Timesheet Search Utility, you can view previously entered timesheets regardless of its status via the Timesheet Inquiry Window. Additional Search options are available to refine results:

1. Timesheet to Show
2. Date
3. Job Name
4. Job ID
5. Customer Name
6. Customer ID

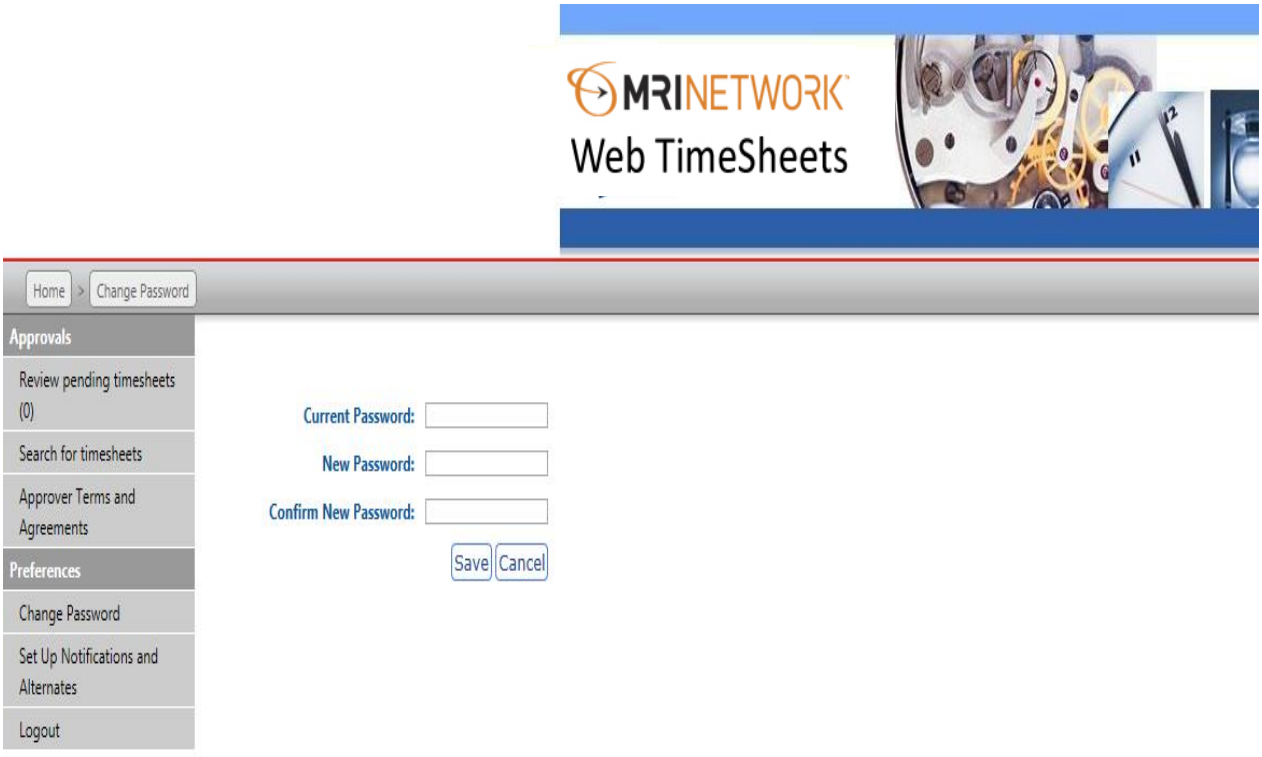
Timesheet Search Utility



Preferences



Change Password: Enables the user to change password by first entering their current password followed by a new password. The new password must be retyped to confirm the password entered.

Logout: Logs the user out of the application

Change Password Screen