

# ATRIUM eOFFICE

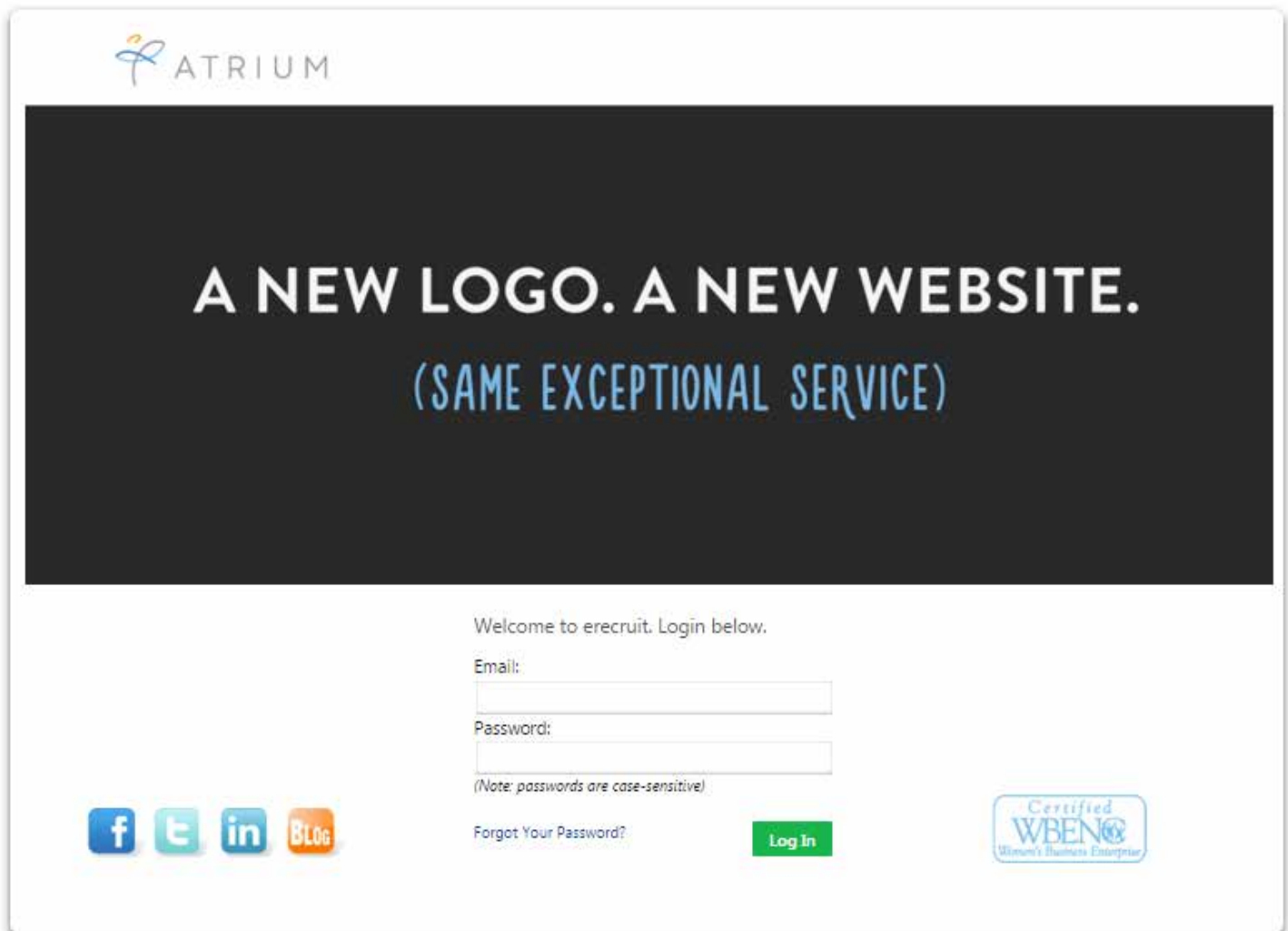
## FOR TEMPORARY ASSOCIATES

[Expectations](#)[Payroll & Policies](#)[Care Package](#)[eOffice](#)[Extras](#)

### eOffice Login

Login in to eTimesheet portal at [erecruit.atrumeoffice.com](http://erecruit.atrumeoffice.com). Use your email address and the password that was sent to you from Atrium.

NOTE: If you have forgotten your password, click on the "Forgot Your Password" link.



The screenshot shows the Atrium eOffice login page. At the top left is the Atrium logo. Below it is a large black banner with white text that reads "A NEW LOGO. A NEW WEBSITE." and blue text that reads "(SAME EXCEPTIONAL SERVICE)". Below the banner, the text "Welcome to erecruit. Login below." is displayed. There are two input fields: "Email:" and "Password:". Below the password field is a note: "(Note: passwords are case-sensitive)". To the left of the login fields are social media icons for Facebook, Twitter, LinkedIn, and Blogger. To the right of the login fields is a "Forgot Your Password?" link and a green "Log In" button. In the bottom right corner, there is a "Certified WBENC Women's Business Enterprise" logo.

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## FOR TEMPORARY ASSOCIATES

Expectations

Payroll &amp; Policies

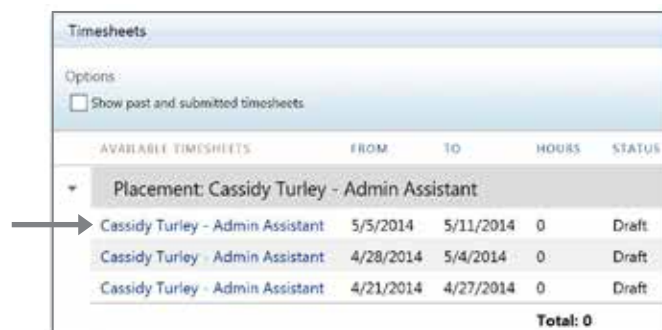
Care Package

**eOffice**

Extras

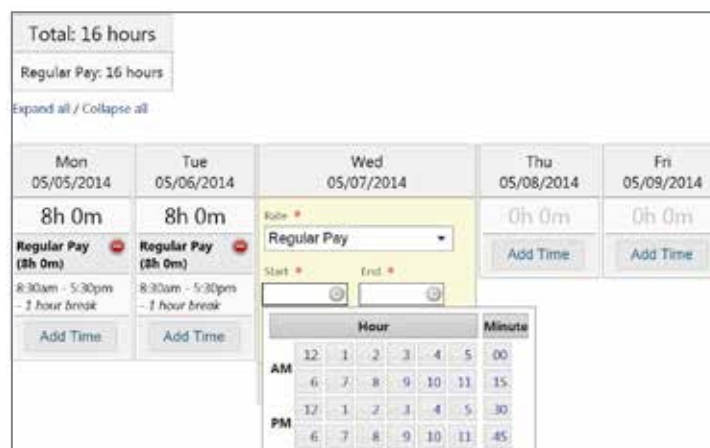
### Entering Time

Upon logging in, all available eTimesheets will be displayed. Select the appropriate eTimesheet for the week worked by clicking on the name of the company and position.



AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS
Placement: Cassidy Turley - Admin Assistant				
Cassidy Turley - Admin Assistant	5/5/2014	5/11/2014	0	Draft
Cassidy Turley - Admin Assistant	4/28/2014	5/4/2014	0	Draft
Cassidy Turley - Admin Assistant	4/21/2014	4/27/2014	0	Draft
			<b>Total: 0</b>	

- Navigate through each day to log hours for each day that work was performed.
- Choose the start and end times, using the AM and PM hours/minutes section
- If displayed on your account, use the additional drop downs such as “cost center” and “department” (Please note that these are client specific so you may not always see them)
- Enter a break, if applicable
- Choose a manager from the drop down, if applicable
- When done entering all hours, click “Add Time”



Total: 16 hours  
Regular Pay: 16 hours  
Expand all / Collapse all

Mon 05/05/2014	Tue 05/06/2014	Wed 05/07/2014	Thu 05/08/2014	Fri 05/09/2014															
8h 0m	8h 0m	0h 0m	0h 0m	0h 0m															
Regular Pay (8h 0m)	Regular Pay (8h 0m)	Regular Pay	Add Time	Add Time															
8:30am - 5:30pm - 1 hour break	8:30am - 5:30pm - 1 hour break	Start: End:																	
Add Time	Add Time	<table border="1"> <thead> <tr> <th></th> <th>Hour</th> <th>Minute</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>12 1 2 3 4 5</td> <td>00</td> </tr> <tr> <td></td> <td>6 7 8 9 10 11</td> <td>15</td> </tr> <tr> <td>PM</td> <td>12 1 2 3 4 5</td> <td>30</td> </tr> <tr> <td></td> <td>6 7 8 9 10 11</td> <td>45</td> </tr> </tbody> </table>				Hour	Minute	AM	12 1 2 3 4 5	00		6 7 8 9 10 11	15	PM	12 1 2 3 4 5	30		6 7 8 9 10 11	45
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### Submitting an eTimesheet

**The deadline for submitting your timesheet is end of day Friday. If you work over the weekend, the deadline is end of day Sunday. Your manager is responsible for approving your timesheet by 12:00pm on Monday.**



Review your data for accuracy and then click "Submit". If you are working on a longer term assignment, you can enter time on a daily basis and when you close it, it will automatically be saved for submittal at a later date.

NOTE: You must click "Submit" in order to send the eTimesheet to your manager for approval. You will be prompted to verify your hours a second time.

### Resubmitting a Rejected eTimesheet

If you receive an email notification that your eTimesheet has been rejected, please login and resubmit the correct data. The email that you receive will provide information as to what was submitted in error.

Choose the eTimesheet that has been rejected by clicking on the company name. Click on the hours entered in order to edit the information (shown below). Once complete, click "Submit" again.

Mon 05/05/2014	Tue 05/06/2014
8h 0m	8h 0m
<b>Regular Pay</b>  <b>(8h 0m)</b>	<b>Regular Pay</b>  <b>(8h 0m)</b>
8:30am - 5:30pm - 1 hour break	8:30am - 5:30pm - 1 hour break
<a href="#">Add Time</a>	<a href="#">Add Time</a>