



Time Records: Virtual Timecard.

To ensure that accurate records and timely processing of your payroll, you are required to submit your hours worked through our **web-based time collection system** called **Virtual Timecard**. Instead of faxing your time to ECS, you will login to Virtual Timecard, using any computer with a web browser and internet access. Each week, your submitted time will be forwarded to your manager at the Client, approved, and sent to ECS for processing.

- ✓ Get your User Name and Password from ECS. If you have not already received it, call ECS at (866) 233-8851 or email ECS at jbaxter@ecshome.com and request your User Name/Password.
- ✓ To log in, go to the following link: www.ecshome.com/vtimecard/
- ✓ Change your password on your first log-in. Click the 'Admin' button in the Navigation Bar and follow instructions. Then, log back in with your new password.

Submitting Your Weekly Time.

When you login, your screen will be a calendar. Select the correct week and select "enter". The correct week will be highlighted in red and identified as "not entered".

- ✓ Under Project/Type, select Project (client company you are working for), and select the client company name from drop down box. Enter your straight time hours for each day in the corresponding fields.
- ✓ **Overtime hours.** On the same timecard screen, go to next line down and Select Project, as you did for your straight time hours. In the drop-down box underneath the Project line, select "overtime". Enter your overtime hours.
- ✓ **Overtime Note.** Overtime is paid according to State law/employment status. Please submit overtime hours only when you work in excess of 40 hours in a week.

Example. If you work 10 hours per day on Monday, Tuesday, Wednesday and Thursday (10 x 4 = 40 hours), submit all hours as straight time. If you work 8 hours on Friday of that week, all of Friday's hours will be overtime. You have a total of 40 hours straight time, and 8 hours of overtime for that week.

- ✓ When completed, verify that your hours are correct, and then click "submit all time" at the bottom of the timecard screen.
- ✓ Your submitted timecard will be automatically sent to your client company manager for approval. You can check the status of your timecard's approval at any time by logging into Virtual Timecard.

The weekly payroll deadline for processing your paycheck is **TUESDAY 12:00 PM EST**. Please be sure to submit your time for approval well in advance to allow your manager to approve your submitted time. Approved time records received after 12:00 p.m. Tuesday may not be processed until the following pay period.