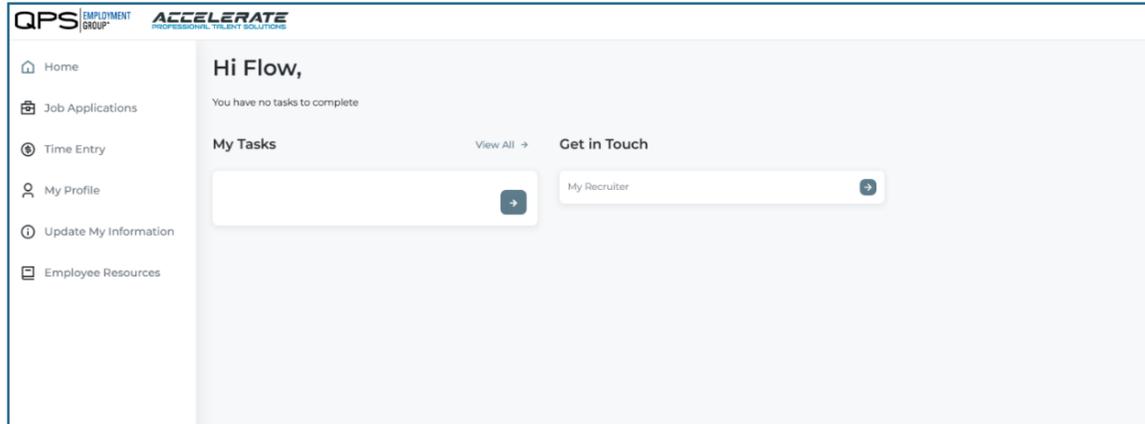


## Candidate Time Entry (WEB) Portal Guide

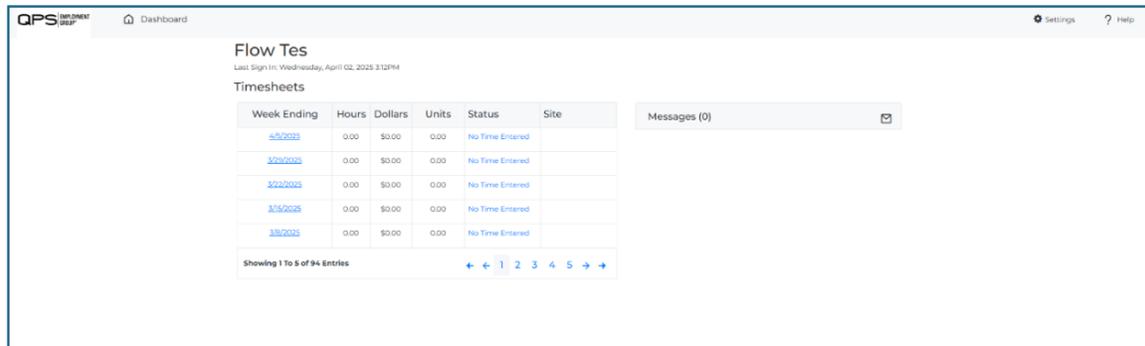
Employees are required to log in to the Candidate Portal to record their time and mileage. Access to the portal is available through the NLT website under Employee Resources.

### Step 1: Access Time Entry

Click on Time Entry.



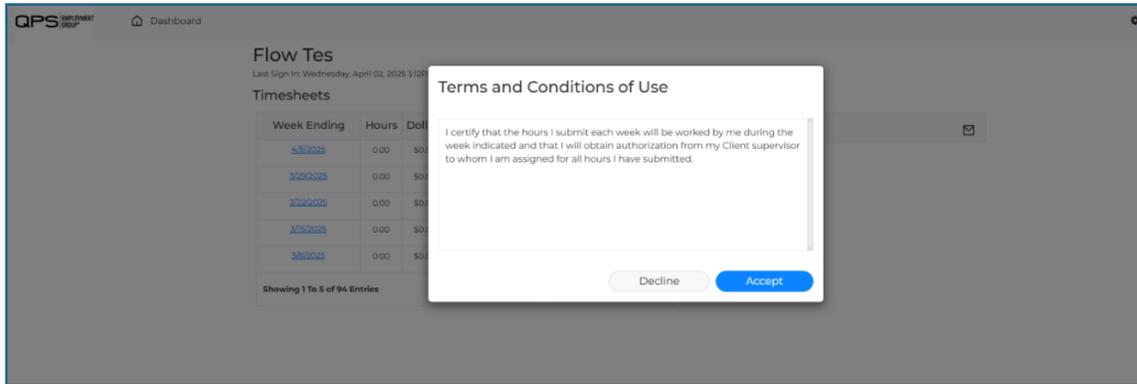
A new window will open with the Timesheet dashboard.



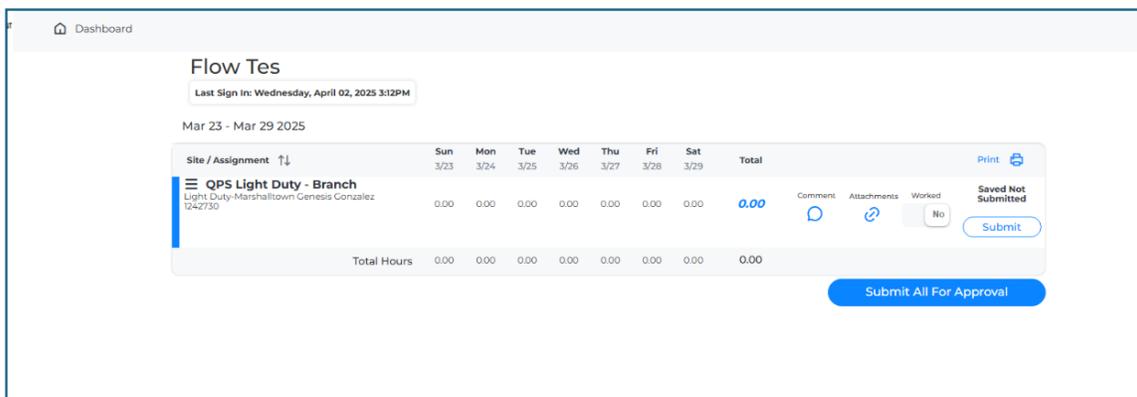
### Step 2: Select the Week

Click on the week to enter your time.

After closing the Terms and Conditions pop-up, you will be able to view your timesheet for the week.



Click on the date to enter your time for the week.



### Step 3: Enter Time

When you click on the date, a pop-up will appear that displays the 'in' and 'out' fields.

You will be able to enter your time, lunch breaks and milage for the day.

Flow Test

Last Sign In: Wednesday, Mar 23 - Mar 29

Site / Assignment: QPS Light Duty - Branch  
Light Duty-Marshalltown Genesis Gonzalez 22601

Monday 3/24/2025

0.00 Hours   0.00 Units   0.00 Dollars

Time Reporting Code: Regular

In: [ ] AM   Out: [ ] AM

Out: [ ] AM   In: [ ] AM

Buttons: Copy to Next Day →, Copy through Friday →, Clear All Entries ×, Save

#### Step 4: Enter Mileage (if applicable)

If you are traveling to another site and need to log your mileage, enter your 'out' time and then click Add Work + in the upper right hand corner and a new field will populate below your meal times.

In: 07:00 AM   Out: 12:00 PM

Out: [ ] AM   In: [ ] AM

Time Reporting Code: Regular

Time Reporting Code: Mileage

Buttons: Add meal +, Submit

Time Reporting Code: Mileage

Units: 5.00

Click the dropdown menu under Time Reporting Code to select Mileage. You will then log the miles traveled to your next site under Units and click Save.

## Step 5: Save Time

Once the time is entered, click Save and the time will populate on the timecard for the day/week.

The screenshot shows a timecard for 'Flow Tes' with the last sign-in on Wednesday, April 02, 2025 at 3:12PM. The week covered is Mar 23 - Mar 29 2025. The table below shows 5.00 hours for the assignment 'QPS Light Duty - Branch' on Monday, 3/24.

Site / Assignment ↑↓	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Total	Comment	Attachments	Worked	Submit
QPS Light Duty - Branch Light Duty-Marshalltown Genesis Gonzalez 1242730	0.00	5.00	0.00	0.00	0.00	0.00	0.00	5.00			Yes	
Total Hours	0.00	5.00	0.00	0.00	0.00	0.00	0.00	5.00				

Buttons: Comment, Attachments, Worked (Yes), Submit, Submit All For Approval

## Step 6: Submit for Approval

Once time has been entered for the week, the employee must verify that the time is correct and then click on Submit All For Approval.

After the timecard is successfully submitted, the status will change to pending approval.

The screenshot shows the same timecard for 'Flow Tes' but with 25.00 hours recorded for the assignment 'QPS Light Duty - Branch' on Thursday, 3/27.

Site / Assignment ↑↓	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Total	Comment	Attachments	Worked	Submit
QPS Light Duty - Branch Light Duty-Marshalltown Genesis Gonzalez 1242730	0.00	5.00	5.00	0.00	10.00	5.00	0.00	25.00			Yes	
Total Hours	0.00	5.00	5.00	0.00	10.00	5.00	0.00	25.00				

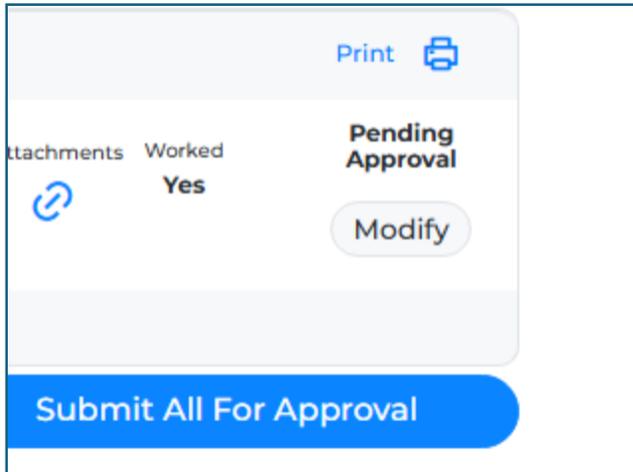
Buttons: Comment, Attachments, Worked (Yes), Submit, Submit All For Approval

## Step 7: Modify Time

Employees can modify their time only during the week they are actively working (before they submit for approval).

Timesheets close for modifications at 5:30 p.m. on Friday of each week.

To modify the timecard, an employee can click on Modify. The timecard will reopen, allowing the addition or editing of punches.



### Step 8: Contact QPS Representative

If an employee needs to make changes to a closed timecard from the current pay period, they must contact the QPS representative.