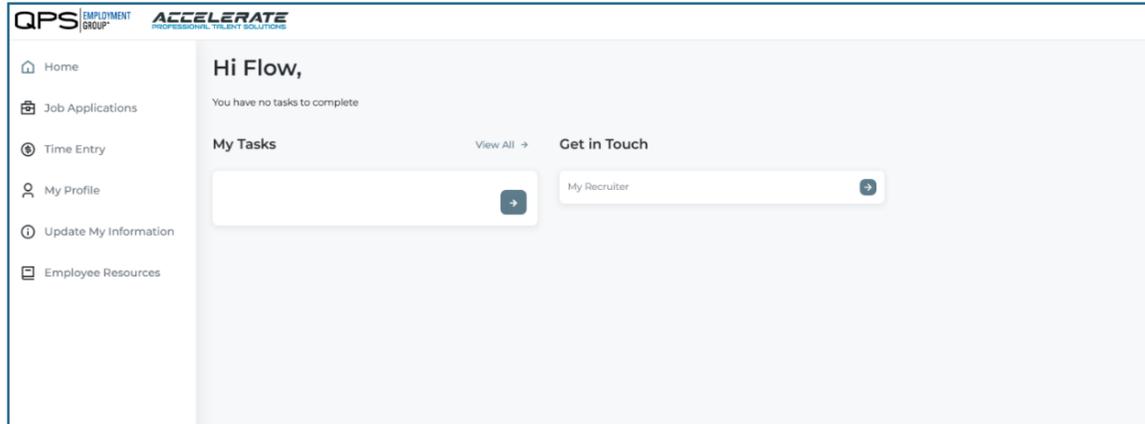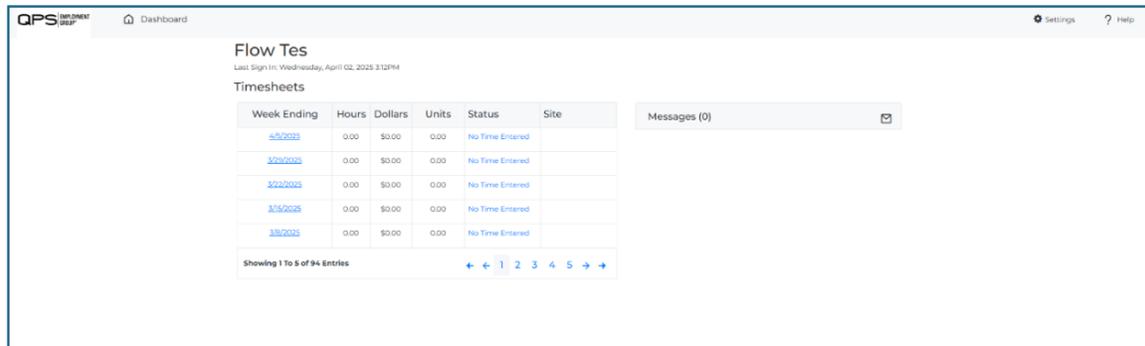# Candidate Time Entry (WEB) Portal Guide

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.

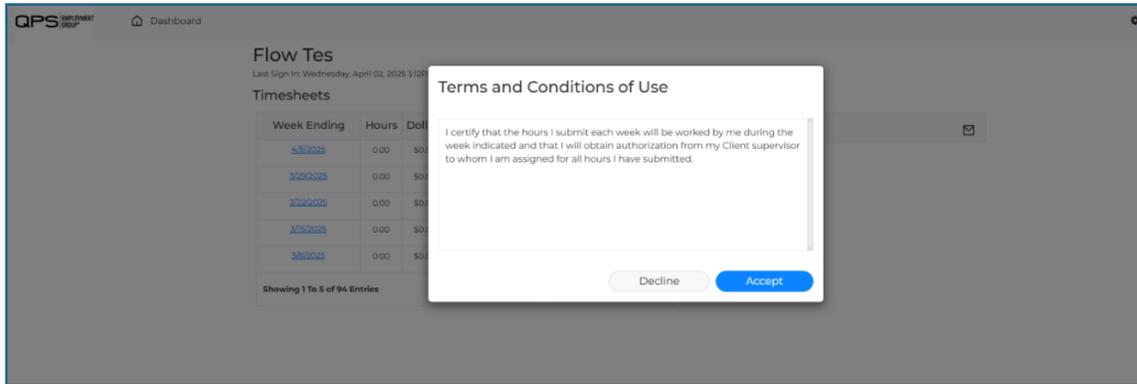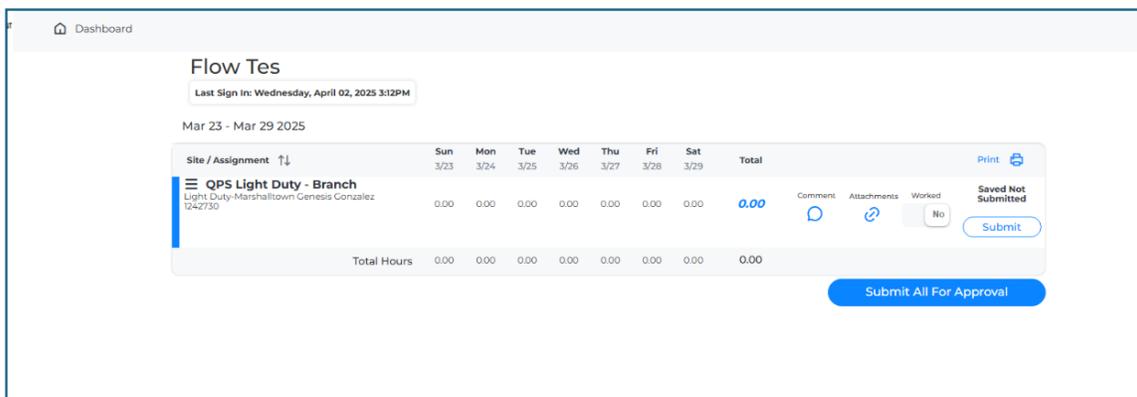

A new window will open with the Timesheet dashboard.



## 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.

## Step 4: Enter Mileage (if applicable)

If you are traveling to another site and need to log your milage, 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.





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.



## 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.



## 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.
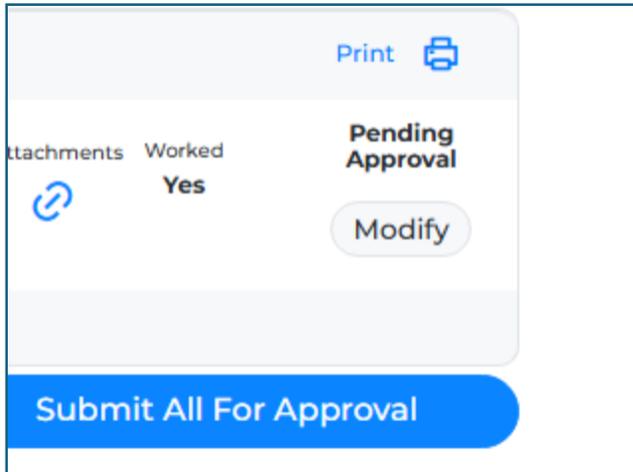
### Step 8: Contact QPS Representative

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