

Talent Portal and Timesheet User Guide

Welcome to the GoodTemps Talent Portal! You will use the Talent Portal to submit your weekly timesheets. The Talent Portal also enables you to update your profile, experience, and emergency contact information.

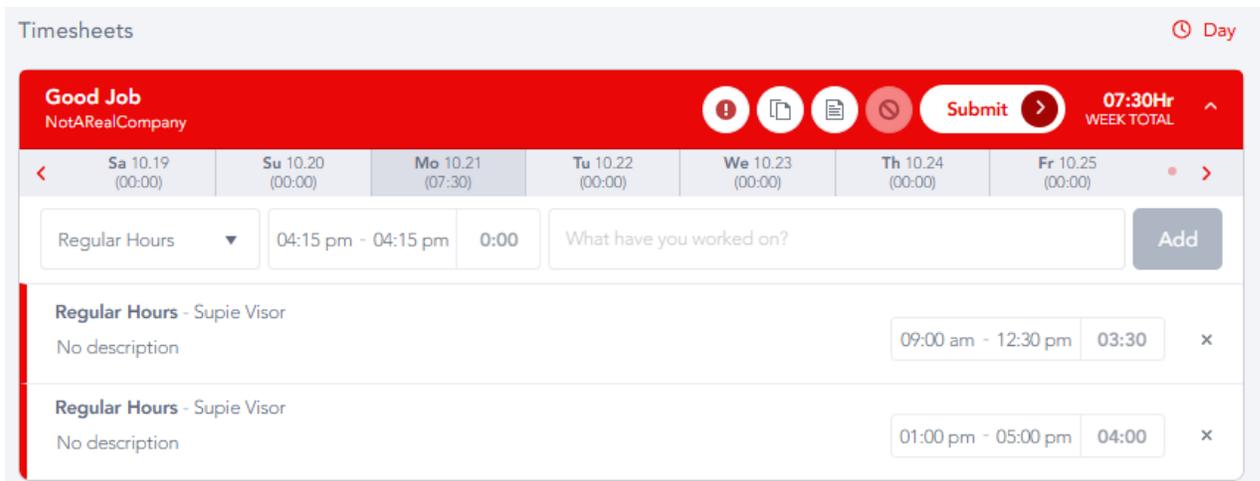
Getting Started

You will receive an email invitation sent from GoodTemps with the subject “You have been invited to the GoodTemps Talent Portal”. If you don’t see your invitation in your inbox, please check your spam folder and/or check your email filters that may automatically be filing the email.

From the email, click the link to get started and follow the instructions on screen for password setup.

Please bookmark the [portal login page](#) for easy access after account set-up

- [Entering your timesheet](#) - Use our [timesheet guide](#)! You will be required to enter your time in the new portal and ensure it is approved by the Monday 3:00PM deadline.
- [Correcting a timesheet](#) - If you need to make an adjustment to a submitted timesheet, you can click the “Cancel request” button on the top of your timesheet. This will recall your timesheet so you can make edits. Note that you cannot recall a timesheet that has already been approved by your supervisor.
- [Time entries for lunch/multiple shifts](#) - There should be 2 rows of time for each day to not include lunch breaks in your hours worked. Each day will have one row for hours before lunch and a second row for hours after lunch
For example, (9:00am-12:30pm) and (1:00pm-5:00pm) so that you are not including your break time between 12:30PM and 1:00PM



The screenshot shows the 'Timesheets' interface for a user named 'Supie Visor' at 'NotARealCompany'. The interface includes a navigation bar with a 'Submit' button and a '07:30Hr WEEK TOTAL' indicator. Below the navigation bar is a grid of days with their respective times: Sa 10.19 (00:00), Su 10.20 (00:00), Mo 10.21 (07:30), Tu 10.22 (00:00), We 10.23 (00:00), Th 10.24 (00:00), and Fr 10.25 (00:00). The 'Mo 10.21' column is currently selected. Below the grid is a form for adding a new time entry. The form has a dropdown menu for 'Regular Hours', a time range input field showing '04:15 pm - 04:15 pm', a duration input field showing '0:00', and a text input field for 'What have you worked on?'. There is an 'Add' button next to the text input field. Below the form are two existing time entries for 'Regular Hours - Supie Visor'. The first entry shows a time range of '09:00 am - 12:30 pm' and a duration of '03:30'. The second entry shows a time range of '01:00 pm - 05:00 pm' and a duration of '04:00'. Each entry has a close button (x) next to it.

Timesheet Steps

On the home screen dashboard, click “**Timesheets**” to enter hours worked.

Follow the steps below on how to enter your time (Steps 1-4). If you work a full day with a lunch break, enter one row for the hours before lunch and another row for the hours after lunch. Note that the times will automatically round to the nearest 15 minutes.

Row 1 (before lunch)

1. Select the date worked (Note: it will default to today’s date – highlighted dark gray)
2. Enter your **Start time** followed by AM or PM then tab/click outside of the box
3. Enter your **Clock-out time for lunch** followed by AM or PM then tab/click outside of the box
4. The total hours for the shift will be calculated and the Add button will change from grey to red. Click the red **Add** button.

Row 2 (after lunch) Repeat, as follows, to add another time entry for the same day as appropriate - You will have 2 rows for days where you take a lunch break to ensure lunch is not included in your hours worked ([see Time Entries](#))

1. Select the date worked (Note: it will default to today’s date – highlighted dark gray)
2. Enter your **Clock-in time from lunch** followed by AM or PM then tab/click outside of the box
3. Enter your **End time** followed by AM or PM then tab/click outside of the box
4. The total hours for the shift will be calculated and the Add button will change from grey to red. Click the red **Add** button.

Row 1- You should see the row as displayed below (before lunch)

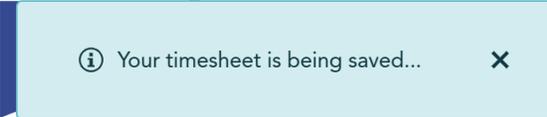
Timesheets 🕒 Day

Good Job
 NotARealCompany

03:30Hr
WEEK TOTAL

	Sa 10.19 <small>(00:00)</small>	Su 10.20 <small>(00:00)</small>	Mo 10.21 <small>(03:30)</small>	Tu 10.22 <small>(00:00)</small>	We 10.23 <small>(00:00)</small>	Th 10.24 <small>(00:00)</small>	Fr 10.25 <small>(00:00)</small>
<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Regular Hours ▼</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">09:00 am - 12:30 pm</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">03:30</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px; flex-grow: 1;">What have you worked on?</div> <div style="background-color: #7f7f7f; color: white; padding: 5px 10px; border-radius: 5px;">Add</div> </div>							
<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;"> <div style="display: flex; justify-content: space-between;"> Regular Hours - Supie Visor 09:00 am - 12:30 pm 03:30 ✕ </div> <div style="font-size: 0.9em;">No description</div> </div>							

Important Note: Do not enter another row until the saved message on the top right disappears.



Row 2 – You should see both rows as displayed below (before and after lunch)

Timesheets 🕒 Day

Good Job
 NotARealCompany

07:30Hr
WEEK TOTAL

	Sa 10.19 <small>(00:00)</small>	Su 10.20 <small>(00:00)</small>	Mo 10.21 <small>(07:30)</small>	Tu 10.22 <small>(00:00)</small>	We 10.23 <small>(00:00)</small>	Th 10.24 <small>(00:00)</small>	Fr 10.25 <small>(00:00)</small>
<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">Regular Hours ▼</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">04:15 pm - 04:15 pm</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;">0:00</div> <div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px; flex-grow: 1;">What have you worked on?</div> <div style="background-color: #7f7f7f; color: white; padding: 5px 10px; border-radius: 5px;">Add</div> </div>							
<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;"> <div style="display: flex; justify-content: space-between;"> Regular Hours - Supie Visor 09:00 am - 12:30 pm 03:30 ✕ </div> <div style="font-size: 0.9em;">No description</div> </div>							
<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;"> <div style="display: flex; justify-content: space-between;"> Regular Hours - Supie Visor 01:00 pm - 05:00 pm 04:00 ✕ </div> <div style="font-size: 0.9em;">No description</div> </div>							

Time entries for lunch breaks and/or multiple shifts

You will have 2 rows for the days where you take a lunch break. If you work a full day with a lunch break, enter one row for the hours before lunch and another row for the hours after lunch. Your timesheet should only report hours worked and should not include your lunch breaks.

For example, (9:00am-12:30pm) and (1:00pm-5:00pm) to account for a 30-minute break between 12:30PM and 1:00PM

Timesheets 🕒 Day

Good Job
 NotARealCompany

Submit ➤
07:30Hr
WEEK TOTAL

<	Sa 10.19 (00:00)	Su 10.20 (00:00)	Mo 10.21 (07:30)	Tu 10.22 (00:00)	We 10.23 (00:00)	Th 10.24 (00:00)	Fr 10.25 (00:00)	>
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Regular Hours ▼

04:15 pm - 04:15 pm

0:00

What have you worked on?

Add

Regular Hours - Supie Visor
 No description

09:00 am - 12:30 pm

03:30

×

Regular Hours - Supie Visor
 No description

01:00 pm - 05:00 pm

04:00

×

Submitting Timesheets

When you have completed your entire timesheet for the week, review your **WEEK TOTAL** on the top right of your timesheet and click **Submit**.

Timesheets 🕒 Day

Good Job
 NotARealCompany

Submit ➤
37:30Hr
WEEK TOTAL

<	Sa 10.19 (00:00)	Su 10.20 (00:00)	Mo 10.21 (07:30)	Tu 10.22 (07:30)	We 10.23 (07:30)	Th 10.24 (07:30)	Fr 10.25 (07:30)	>
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Regular Hours ▼

04:30 pm - 04:30 pm

0:00

What have you worked on?

Add

Regular Hours - Supie Visor
 No description

09:00 am - 12:30 pm

03:30

×

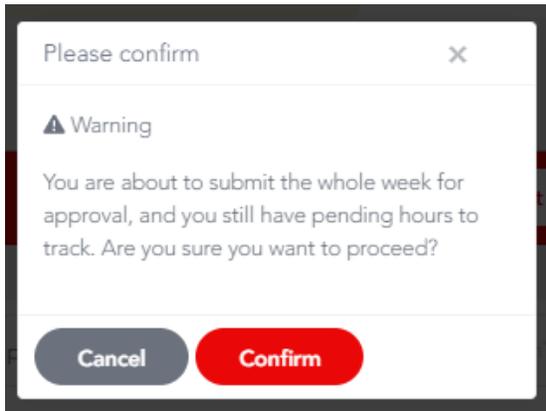
Regular Hours - Supie Visor
 No description

01:00 pm - 05:00 pm

04:00

×

Note: If there are any days with 0 hours, you will get an alert to confirm that you have submitted the complete workweek. Please review and click confirm if all hours have been reported.



Your timesheet status will then update to **Submitted**

Timesheets 🕒 Day

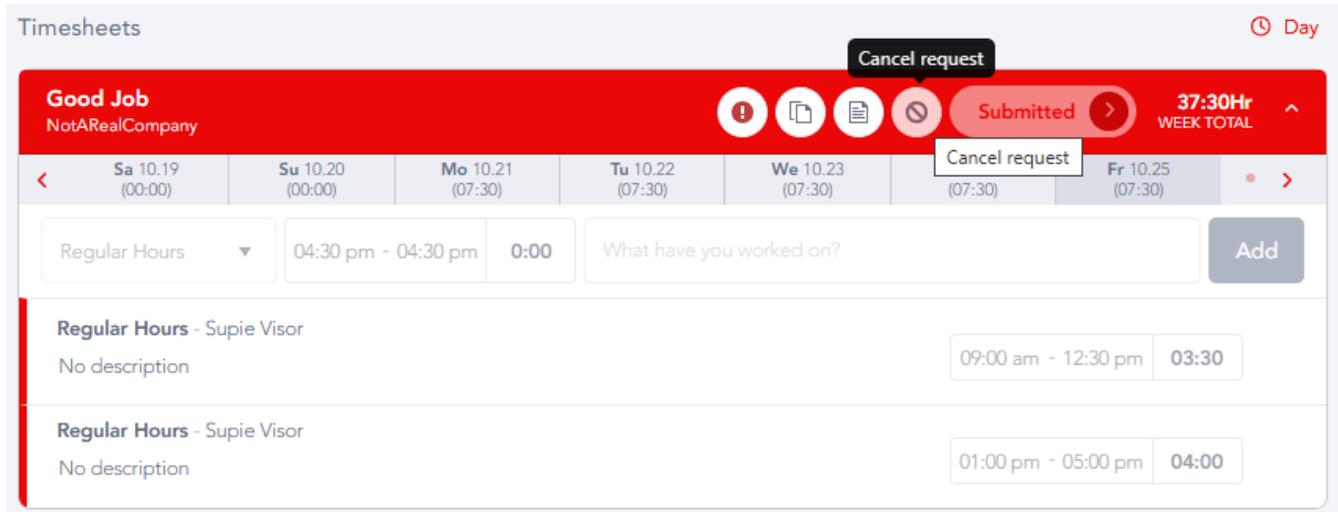
Good Job NotARealCompany 🚫 📄 📅 🚫 Submitted ➔ **37:30Hr**
WEEK TOTAL

	Sa 10.19 (00:00)	Su 10.20 (00:00)	Mo 10.21 (07:30)	Tu 10.22 (07:30)	We 10.23 (07:30)	Th 10.24 (07:30)	Fr 10.25 (07:30)	
<	Regular Hours	04:30 pm - 04:30 pm	0:00	What have you worked on?			Add	>
Regular Hours - Supie Visor		No description		09:00 am - 12:30 pm		03:30		
Regular Hours - Supie Visor		No description		01:00 pm - 05:00 pm		04:00		

Correcting Timesheets

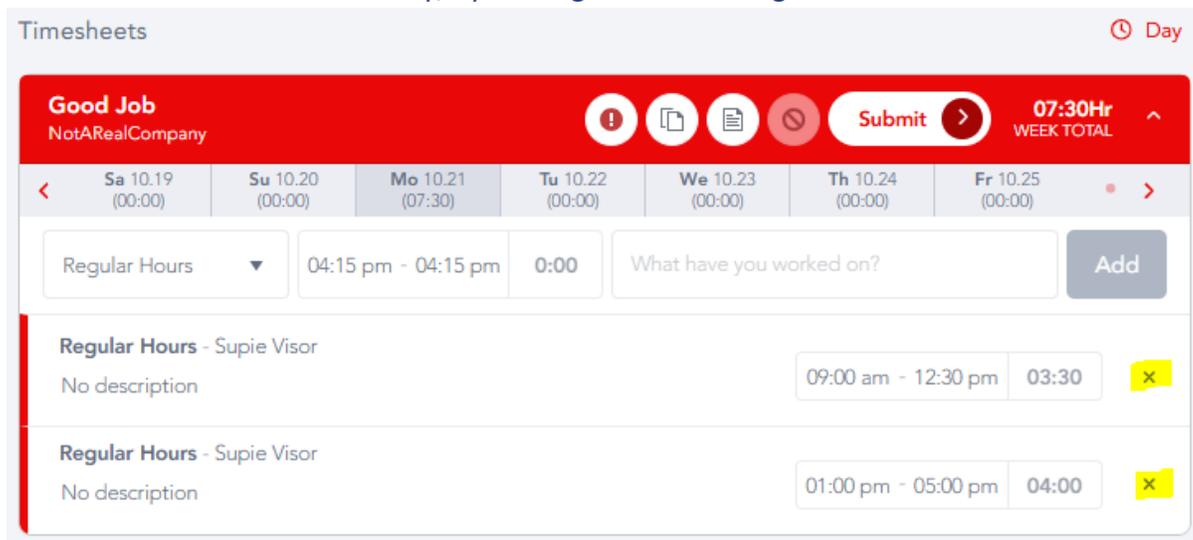
If you need to make changes to a submitted timesheet, click the “Cancel request” button on the top of your timesheet. This will recall your timesheet so you can make edits.

Note: You cannot recall a timesheet that has already been approved by your supervisor.



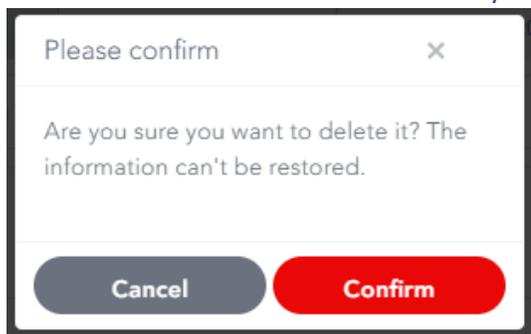
The screenshot shows the 'Timesheets' interface for 'Good Job' at 'NotARealCompany'. The status is 'Submitted' and the week total is '37:30Hr'. A 'Cancel request' button is highlighted with a callout box. The interface includes a calendar view for the week of 10/19 to 10/25, a form to add new entries, and a list of existing entries for 'Regular Hours - Supie Visor'.

You can delete a row if necessary, by clicking the X to the right of the row.



The screenshot shows the 'Timesheets' interface for 'Good Job' at 'NotARealCompany'. The status is 'Submit' and the week total is '07:30Hr'. A yellow 'X' button is visible next to a row in the list of entries, indicating a delete action.

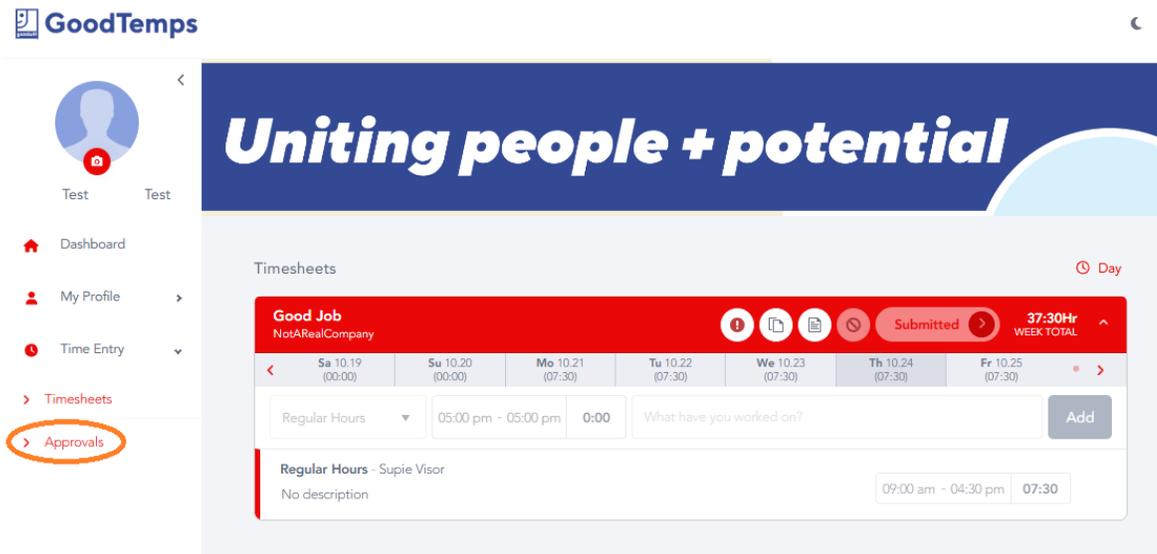
A pop-up will ask you to confirm. Click **Confirm** to delete the row. Follow the timesheet steps ([see above](#)) and re-enter the correct hours for that day as necessary.



The screenshot shows a confirmation dialog box with the text: 'Please confirm', 'Are you sure you want to delete it? The information can't be restored.', and two buttons: 'Cancel' and 'Confirm'.

Timesheet Statuses

To view the status of submitted timesheets, click the **Approvals** option under Time Entry on the left navigation panel.



You will see your timesheets listed with a status of Pending or Approved.

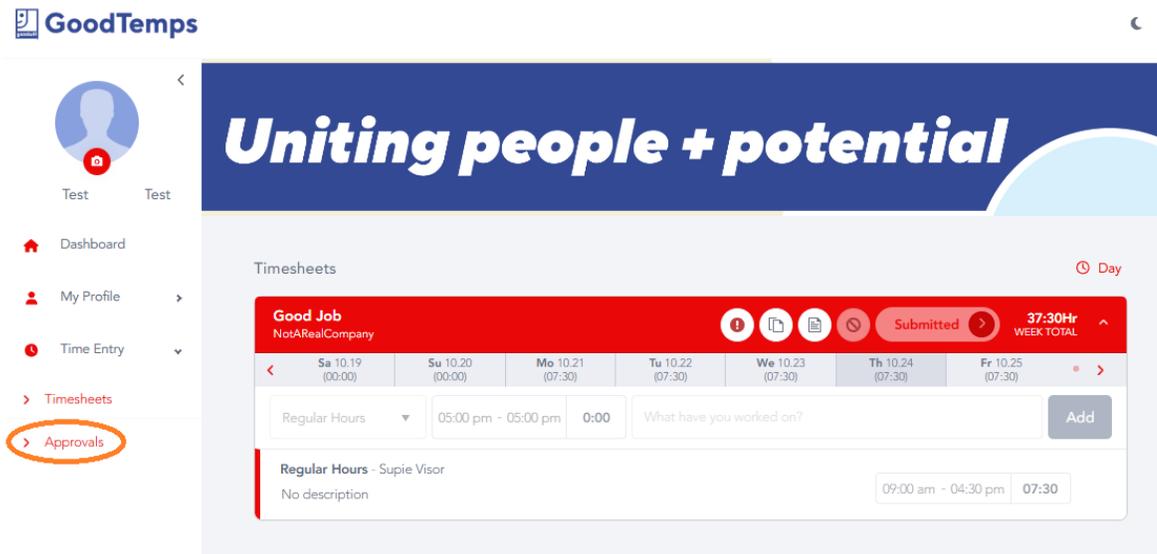
Note: if your timesheet is rejected, it will be back in your Timesheets list to correct ([see Rejected timesheets](#))

The screenshot shows a table listing approved timesheets. The table has columns for Job, Manager, Customer, Period, Status, and Actions. There are two rows of data, both with a status of 'Approved'. The table is displayed in a list view with a pagination bar at the bottom showing '1' items per page.

Job	Manager	Customer	Period	Status	Actions
test	Orderer Orde...	NotARealCo...	09/14/2024 - 09/20/2024	Approved	
test	Orderer Orde...	NotARealCo...	09/07/2024 - 09/13/2024	Approved	

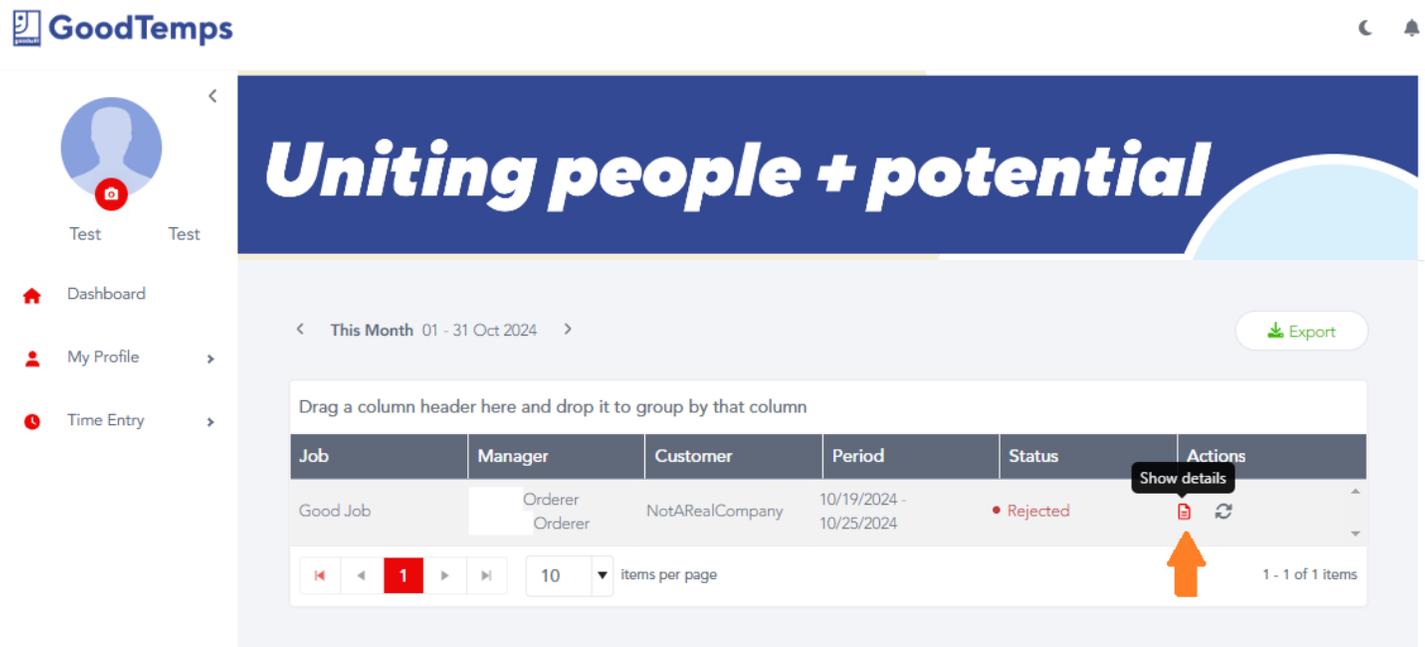
Rejected Timesheets

If your timesheet is rejected by your approver, you will receive an email notification. To correct the timesheet, go to the **Approvals** section under Time Entry on the left navigation panel.



The screenshot shows the GoodTemps user interface. On the left, a navigation menu is visible with the 'Approvals' option circled in orange. The main content area displays a timesheet for 'Good Job' at 'NotARealCompany'. The timesheet is marked as 'Submitted' and shows a '37:30Hr WEEK TOTAL'. The interface includes a calendar view for the week of October 19-25, 2024, and a form for adding time entries. The 'Approvals' section in the navigation menu is highlighted with an orange circle.

Find the rejected timesheet and click the **Show Details** icon under Actions.



The screenshot shows the GoodTemps interface displaying a list of timesheets for the month of October 2024. The list has columns for Job, Manager, Customer, Period, Status, and Actions. One entry is highlighted with a red dot in the Status column, indicating it is 'Rejected'. The 'Show details' icon in the Actions column for this entry is highlighted with an orange arrow. The interface also shows a table with columns for Job, Manager, Customer, Period, Status, and Actions. The 'Rejected' status is highlighted in red. The 'Show details' icon is also highlighted with an orange arrow.

Job	Manager	Customer	Period	Status	Actions
Good Job	Orderer Orderer	NotARealCompany	10/19/2024 - 10/25/2024	Rejected	Show details

There will be a pop-up with any included comments from the Approver about the rejection.

Click the **Change** icon at the bottom left of the popup to return the timesheet to the Timesheets list for editing.

Your approval request
×

• Rejected

Week Hours 62:0 Hr

Period 08/17/2024 - 08/23/2024

Customer testing rejected TS with OT

Comments

Files

↻ Change

✉ Send

Close

You will be taken back to your Timesheets.

Select the rejected timesheet from the **Pending to submit** list (see below) or scroll to it using the red arrows. Make any necessary corrections and resubmit the timesheet for your supervisor's approval.

Pending Timesheets

You can review any timesheets awaiting submission by clicking the **Pending to submit** icon. Any outstanding or rejected timesheets would appear in this list.

Click on the week-ending date to access the timesheet.

The screenshot shows the 'Timesheets' interface for 'Good Job NotARealCompany'. At the top right, there is a 'Day' view selector. A red banner at the top contains a 'Pending to submit' notification with an exclamation mark icon, a document icon, a list icon, a cancel icon, and a 'Submit' button with a right arrow. The 'WEEK TOTAL' is shown as '00:00Hr'. Below the banner is a calendar grid with columns for 'Sa 10.12 (00:00)', 'Su 10.13 (00:00)', 'Mo 10.14 (00:00)', '10/25/2024', 'We 10.16 (00:00)', 'Th 10.17 (00:00)', and 'Fr 10.18 (00:00)'. A dropdown menu is open over the '10/25/2024' date, listing '10/18/2024', '10/11/2024', and '09/27/2024'. Below the calendar, there is a section for 'Regular Hours' with a dropdown menu, a time range '04:15 pm - 04:15 pm', a text input field with the placeholder 'What have you worked on?', and an 'Add' button. At the bottom, it says 'You don't have entries for this day'.

Alternatively, you can use the red arrows < to the left and right > of the dates to scroll to past and future weeks.

Good Job
NotARealCompany

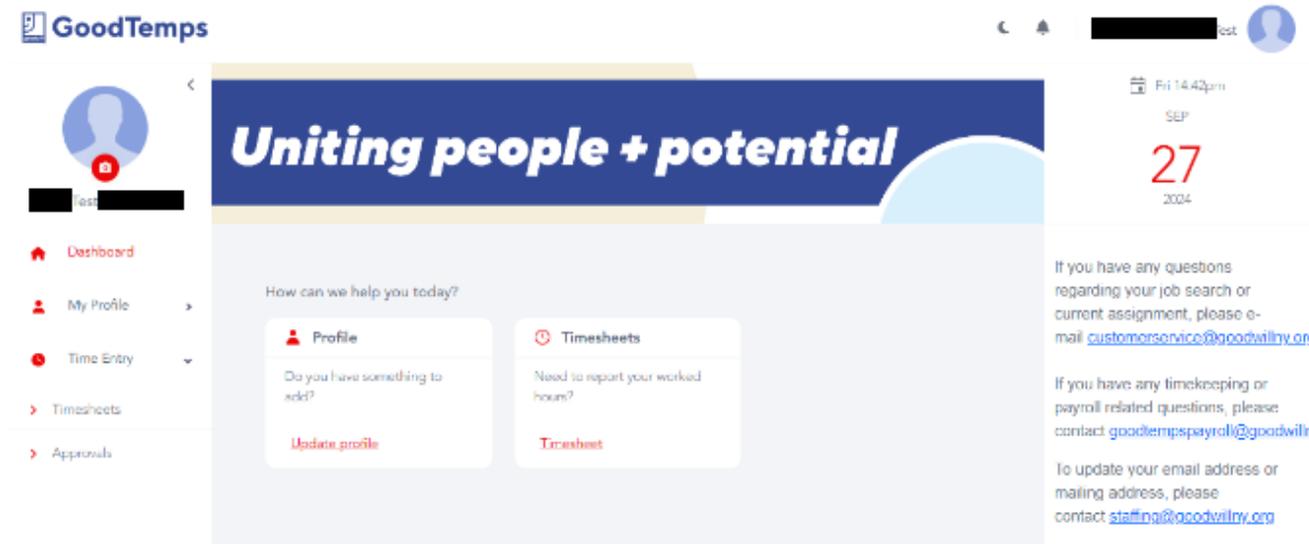
⚠️ 📄 📅 🚫 **Submit** > **00:00Hr**
WEEK TOTAL ^

<	Sa 10.12 (00:00)	Su 10.13 (00:00)	Mo 10.14 (00:00)	Tu 10.15 (00:00)	We 10.16 (00:00)	Th 10.17 (00:00)	Fr 10.18 (00:00)	>
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Regular Hours ▼ 04:15 pm - 04:15 pm 0:00 What have you worked on? **Add**

⊗
You don't have entries for this day

Talent Portal - Updating Your Profile



From the left navigation panel, click Information to view and update your profile. When your profile opens, you will see 3 options listed on your Profile tab: Profile Information, Contact Information, and Emergency Contact. You will also see tabs for Work Experience, Education, Skills, Language. You can click these to view and update your information so that GoodTemps has your most recent details when evaluating you for opportunities.

Please be sure to add an Emergency Contact on your Profile if needed, and add your current placement information on the Work Experience tab.

The screenshot shows the "Profile" tab selected in the GoodTemps Talent Portal. The tabs at the top are "Profile", "Work Experience", "Education", "Skills", and "Language". The "Personal Information" section is active, displaying the heading "Add your personal information that is relevant for us." Below this, there are input fields for "First Name *" (containing "Rona"), "Middle Name" (containing "LS"), and "Gender" (a dropdown menu currently set to "Female").

Note: On your Contact Information, you can only update your phone numbers. Contact us at staffing@goodwillny.org to update your address of record.

Tips and Tricks

- To update any field, click on the field where you see a white box and start typing.
- On the Work Experience, Education, Skills, and Language tabs there is a table at the top of the tab displaying the information we currently have on file and a section below to add new information. To edit existing information, click the pencil icon in the Actions column at the right of the table.
- Be sure to save your changes! Click the Update or Save button at the bottom of any tab where you are adding or updating information.

Once you save additional entries on the Education, Skills, Work Experience, Language tabs, you will see a green pop-up message at the top right of the screen to let you know when your information has been saved successfully. Once saved, the information will appear in the table at the top of the tab.

Applications

The Applications option under My Profile on the left navigation panel enables you see all job applications you have submitted, as well as the opportunities that GoodTemps has considered you for.

Need help?

If you need assistance, see the information on the right side of the screen to find the GoodTemps department you need to contact and their email address.

You can also e-mail gtimesheet@goodwillny.org if you need timekeeping assistance.