

Web Timesheet End User Instructions

Please call 262-1871 with any questions about using Web Timesheets.

1. To log on to Web Timesheet:

A. Go to www.excelstaff.com

B. Left click on, or hover over, Excel Employee

C. Left click on Payroll Resources



Your source for the Santa Fe, Los Lunas

Home Our Specialties



Seeker

Employer Information

Excel Employee

My Excel

Payroll Resources

Resources

Albuquerque Uptown
1700 Louisiana NE, Ste 210
Albuquerque, NM 87110
Phone: 505.262.1871

Albuquerque Westside
6330 Riverside Plaza Ln NW, Ste 175
Albuquerque, NM 87120
Phone: 505.343.1414

Los Lunas and Belen
101 South Main St, Ste 301
Belen, NM 87002
Phone: 505.262.1871

Santa Fe
3600 Cerrillos Rd, Ste 305A
Santa Fe, NM 87507
Phone: 505.995.8677

Payroll Resources

Below you will find links to Excel's on-line timecards, on-line timekeeping program – Web Timesheet, and the Global Cash Card Frequently Asked Questions (FAQs). You can print a blank timecard by clicking on the link. You can return your completed timecard to Excel by one of the following methods:

1. Fax to 505-268-4954;
2. Scan and e-mail to payroll@excelstaff.com;
3. Drop off your completed timecard at one of our convenient locations:
Albuquerque Uptown - 1700 Louisiana Blvd. NE Ste 210
Albuquerque Westside - 6330 Riverside Plaza Lane NW Suite 175
Santa Fe - 3600 Cerrillos Road, Suite 305 A

IMPORTANT: WE MUST RECEIVE YOUR TIMECARD BY 7:00 A.M. TUESDAY FOR YOUR PAY TO BE DEPOSITED BY THURSDAY. Timecards received after 7:00 a.m. will be processed the next week. Unsigned timecards will delay your pay. Alterations will void the timecard. In case of an error, fill out a new timecard.

1. **Excel Staffing Timecard** - for use by employees placed by Excel Staffing and Excel Manufacturing and Light Industrial. Please choose from the formats below to open the Excel Staffing Timecard.
[Excel Staffing Timecard - Microsoft Excel format](#)
[Excel Staffing Timecard - PDF format](#). The .PDF version is provided in Adobe® Acrobat™ (PDF) format. The Acrobat Reader, which is available free from Adobe®, is required to view and print PDF files.
2. **Excel Technical Staffing Timecard** - for use by employees placed by Excel Technical Staffing. Please choose from the formats below to open the Excel Technical Staffing Timecard.
[Excel Technical Staffing Timecard - Microsoft Excel format](#)
[Excel Technical Staffing Timecard - PDF format](#). The .PDF version is provided in Adobe® Acrobat™ (PDF) format. The Acrobat Reader, which is available free from Adobe®, is required to view and print PDF files.
3. **Web Timesheet** - Some customers utilize our on-line timekeeping system which allows the electronic submittal and approval of timesheets. You will be notified if you are placed with a customer that utilizes this system. This system is password protected.
4. **Global Cash Card FAQs** - The Global Cash Card is available from any of our offices once you begin an assignment. This pay option allows you to receive your pay safely and conveniently. It gives you access to on-line tools and services to help make your money work for you. For more information regarding your Global Cash card please click on the link above.

Job Seeker

Employer Information

Excel Employee

Excel Staffing is not just an company in New Mexico. For labor force to a wide range of

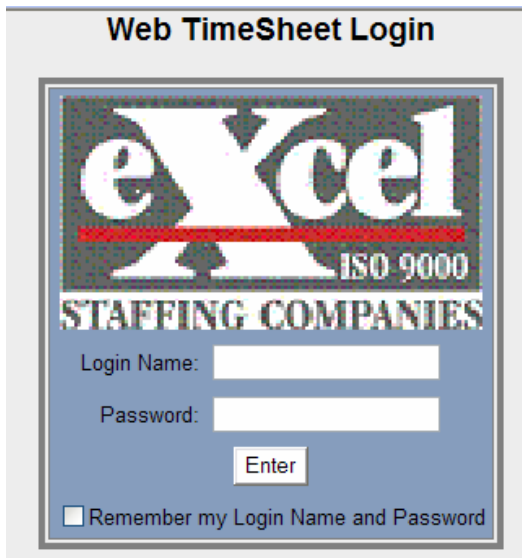
Looking for a rewarding job? Once you complete our application, you will gain knowledge of the local market and the unique business of We can help you and

Whether you're looking for a combination of locally focus

Albuquerque Uptown
1700 Louisiana NE, Ste 210
Albuquerque, NM 87110
Phone: 505.262.1871

D. Left click on Web Timesheet

E. Enter your Login Name and Password.



Web TimeSheet Login

eXcel
ISO 9000
STAFFING COMPANIES

Login Name:

Password:

Remember my Login Name and Password

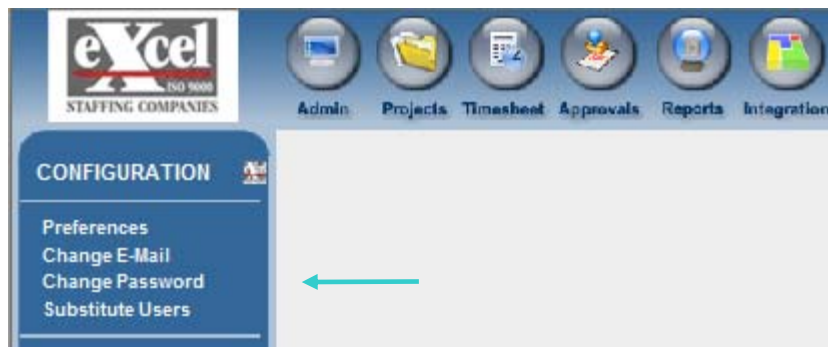
1. Your Login Name is the first initial of your first name and your full last name as one word, lowercase. For example Susan Smith = ssmith.
2. The initial password is "password," lowercase. After your initial login, you can change your password.

2. To Change Password:

- A. After you log in, click the *Config* icon



- B. Click Change Password



- C. Type current password
D. Type new password
E. Re-type new password
F. Click Save



The screenshot shows the 'Change Password' form in the eXcel web interface. The form has three input fields: 'Current Password', 'New Password', and 'Re-type Password'. A red arrow points to the 'New Password' field. Below the fields, there are 'Save' and 'Cancel' buttons. The text 'Password must' is visible to the right of the 'New Password' field.

2. To enter and submit time.

- A. The system brings up the current day. The arrows next to the date will take you to the next or previous day. Days can also be selected by clicking on the calendar to the left.
- B. Type the time you arrived in the *In* box and the time you left for lunch in the *Out* box.
- C. Upon return from lunch, click the icon that looks like a piece of paper with a plus sign to get a new line. Type the time you returned in the *In* box. When you leave for the day type the time in the *Out* box. Do this each day that you work.
- D. Enter comments as necessary.
- E. To delete a line, click on the icon with the red "X."
- F. To edit a line, click in the appropriate box and retype.
- G. Click *Save* at the bottom of the screen.

In	Out	Hours	Project / Task	Comments
8:00am	12:00pm	4.00	Test	
1:00pm	5:00pm	4.00	Test	
Total			8.00	

In	Out	Hours	Client	Task / Time Off	Comments
8:00am	12:00pm	4.00	K-Tech	Atest	
1:00am	5:00am	4.00	K-Tech	Atest	
Total			8.00		

H. **To submit time**, click *View Period* at the bottom of the screen and review timesheet for accuracy. Edit as necessary by clicking on the day.

I. When your timesheet is complete, click *Submit* at the bottom of the screen.

- J. Once the timesheet has been submitted, no further changes can be made. If you discover a mistake after submitting a timesheet, call your Excel supervisor at 262-1871.

A *Timesheet Status* message at the bottom of the screen will let you know whether your timesheet is waiting for approval or has been approved.

If your supervisor sees an error on your timesheet, he or she will reject the timesheet and enter a comment. You will know if your timesheet has been rejected when the *Timesheet* icon at the top of the screen is red. Make any corrections necessary and click on the *Resubmit* button.

IMPORTANT! If your timesheet is approved AFTER 7:00 a.m. Tuesday morning, inform our payroll department at 262-1871 or payroll@excelstaff.com.