

How to Manage Your Timesheets in Webtemp

Step 1:

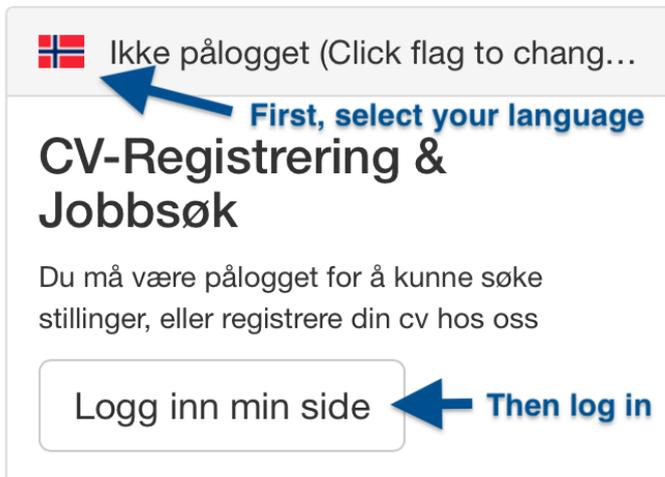
Visit the following link: [Webtemp Portal](#), and log in with the username and password provided in the e-mail we sent you when you started working with us.

If you need to reset your password, select "*forgot password?*".

You can also download the app (and follow the same instructions):

iPhone/iPad: [Webtemp on the App Store](#)

Android: [Webtemp on Google Play](#)

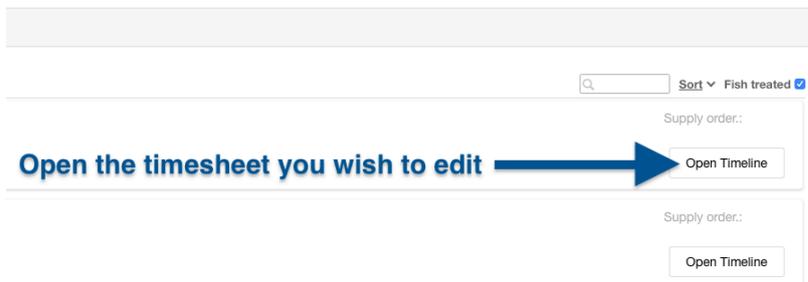
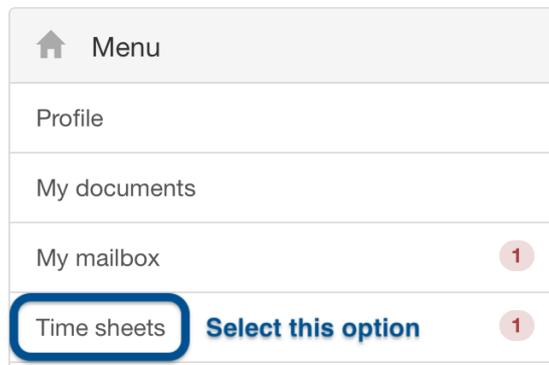
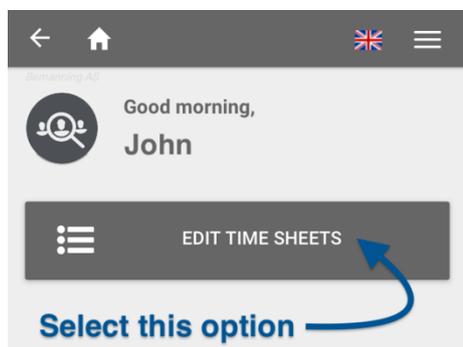


Step 2:

If you're using the website on a computer, select "*time sheets*" from the menu on the left, then open the timeline you wish to edit.

If you're using the app on your phone*, select "*edit time sheets*".

*Smartphone app:



Step 3:

Complete the timesheet.

The screenshot shows a timesheet interface for a position (#300016-4). The interface has a red header with 'Send to processing' and 'Save draft' buttons. Below is a table with columns: Dag, Produkt, Duration, Pause, Beregninger, Kommentar, and Status. The table contains rows for days 16 to 21. Row 17 is highlighted, and a dropdown menu is open for the 'Produkt' column, showing options like 'På jobb', 'Syk - barn', 'Ferie', etc. Numbered callouts 1-5 point to specific elements: 1 (add shift button), 2 (product dropdown), 3 (duration input), 4 (comment input), and 5 (status dropdown).

Don't understand what each option is for?

Here is an explanation for each one:

1. (Optional) If you have worked more than one shift during the day, you can click this add another set of hours to the day
2. Select "på jobb" if you were at work, "ferie" if you were on vacation, "syk" if you were sick, "ikke på jobb" if you were not at work, and "permisjon lønnet/ulønnet" if you were on paid or unpaid leave, respectively.

Don't write any hours if you weren't at work (for instance if you were sick).

Weekends can be left blank.

3. Write when you started and finished your workday, as well as how long you were on break.
4. (Optional) Add a comment if there is something you'd like to explain.
5. Important - save draft or send to processing:

*Smartphone app:

The screenshot shows the smartphone app interface for the timesheet. It has a dark theme with 'SEND TO PROCESSING' and 'SAVE DRAFT' buttons at the top. Below is a navigation bar with dates 23. sø, 24. ma, 25. ti, 26. on. The main content area shows a form for 'Tuesday (Today)' with fields for Produkt, Duration, Pause, Beregninger, Kommentar, and Status. Numbered callouts 1-6 point to specific elements: 1 (add shift button), 2 (product dropdown), 3 (duration input), 4 (comment input), 5 (navigation arrows), and 6 (sum hours and day type buttons).

Save draft: Choose this option to save your changes, so you can continue editing the timesheet later. You can do this as many times as you want.

Send to processing: This option is to be used only when you have finished writing the whole timesheet (all days) and don't need to make any more changes.

It's important that you remember to do this at the end of every 15-day period (on the 15th and on the last day of the month) so we can send the timesheet to the project manager for approval and pay salaries on time.

Additional information:

- The password you receive by e-mail is only valid for 7 days.
You must change the password to a permanent one, by selecting "*change password*" in the menu (option 2 in the picture).
- If you work the same hours every week, you can save time by setting standard hours for timesheets. This way the timesheet will fill itself out automatically, and you will only have to modify days where you have worked a different set of hours than usual.
To do this, select "*preferred workhours*" in the menu (option 1) in the picture.

