



## ONLINE TIMESHEET ASSOCIATE USER GUIDE



Elwood account login page:  
[ots.elwoodstaffing.com](https://ots.elwoodstaffing.com)

**Online Timesheet - Login**

Thank you for using our Online Timesheet. Please sign in to your existing account or create a new account below.

Sign in to your account  Create a new account

Please sign in to access your account.

Email/Username:

Password:

[Forgot Your Password?](#)

### STEP 1. LOGIN

Enter your Elwood **user ID** and **password** to login

### STEP 2. SELECT ASSIGNMENT / WEEK ENDING

- select the **assignment**
- select the **correct pay period week ending date**.
- Click **<Start!>**

Assignment:

Week Ending:

Assignment Details:

### STEP 3. ENTRIES

Fill out the following information for TIME entry.

- Day • Start Time • End Time

Click **<Add Entry>** to save.  
Click **<Reset>** to clear.

**REPORT ENTRIES**

Day:

Type: Time

Start Time:

End Time:

0815 or 8:15 am 1730 or 5:30 pm

### Once entries are saved:

(click the pen icon) to edit an entry  
(click the cross icon) to delete an entry

MONDAY - 01/25/2016			
Type	Time	Explanation	Actions
Time	0800 - 1700		
<b>Totals</b>	<b>9.00</b>		

### STEP 4. SAVING / SUBMITTING TIMESHEET

Once you have finished adding entries click **<Save Report>**, at the bottom of the page, to save the entries to your timesheet.

I hereby certify that I have worked all hours shown on this timeslip. I have reported any workplace injury requiring more than first aid treatment and complied with all other workplace safety procedures.

**ADMINISTRATION**  
Status: Incomplete

Status types of EXISTING TIMESHEETS are: **Incomplete, Submitted, Rejected & Accepted** as show in the **ADMINISTRATION** box above the **'Save Report'** button.

I hereby certify that I have worked all hours shown on this timeslip. I have reported any workplace injury requiring more than first aid treatment and complied with all other workplace safety procedures.

**ADMINISTRATION**  
Status: Incomplete

**Submit Report**

At the end of the assignment week, you must approve your timesheet by placing a check mark in the box stating:  
*"I hereby certify that the work hours and expenses submitted on this report are accurate. I have reported any workplace injury requiring more than first aid treatment and complied with all other workplace safety procedures"*  
 Clicking <Submit Report> sends an email notification to your supervisor to review and approve your timesheet.

**TIMESHEETS REJECTED BY MANAGER**

In the event there is a dispute about the timesheet submitted by the associate; the Approving Manager will flag rejected with notes as to why. This action sends you an email notification. You may edit and re-submit your timecard for approval again.

Monday - 12/12/2011			
Type	Time	Explanation	Actions
Time	0800 - 1200		
Time	1300 - 1700		
<b>Totals</b>	<b>8.00</b>		

Tuesday - 12/13/2011			
Type	Time	Explanation	Actions
Time	0800 - 1200		
Time	1300 - 1700		
<b>Totals</b>	<b>8.00</b>		

Wednesday - 12/14/2011			
Type	Time	Explanation	Actions
Time	0800 - 1200		
Time	1300 - 1700		
<b>Totals</b>	<b>8.00</b>		

Thursday - 12/15/2011			
Type	Time	Explanation	Actions
Time	0800 - 1200		
Time	1300 - 1700		
<b>Totals</b>	<b>8.00</b>		

Friday - 12/16/2011			
Type	Time	Explanation	Actions
Time	0800 - 1200		
Time	1300 - 1700		
<b>Totals</b>	<b>8.00</b>		

Total Time	
Regular Time:	40.00
Over Time:	0.00
Double Time:	0.00

Administration	
Status:	Incomplete

I hereby certify that I have worked all hours shown on this timeslip. I have reported any workplace injury requiring more than first aid treatment and complied with all other workplace safety procedures.

**Submit Report**

Please contact your local branch office should you experience technical difficulties with this service