



Employer Portal Account

This guide reviews the basic features for an Employer Portal Account. Actual usage may vary depending on the chosen features for your account.

Login information:

You can log into your Employer Portal account two different ways.

Click on the link within your notification email and use the credentials provided to you to login

A screenshot of a login form titled "Candidate & Employer Login". The form has a dark blue background. It contains two input fields: "User Name" and "Password". Below the "Password" field is a "SIGN IN" button.

or

Go to our company website at www.InfinityStaffing.com and use the login information provided to you.

After you have logged in you should have a home page view listing all features you have access to view and manage. It will also list the number of active items in each section.

Home	Job Orders	Assignments	Billing Management	Time Sheets	Expenses	Reports
Open Job Orders You have 1 Open Job Orders... view job orders	Active Assignments You have 1 Active Assignments... view assignments	Billing Management You have 10 outstanding invoice(s)... view invoices				
Timesheets You have 2 Time Sheets that need approval... view timesheets	Expenses No Expenses are available.					

Timesheets:

Create new time sheet: Time Sheets – New - Select the Candidate you wish to create the time sheet for – Select the correct date range – Choose the correct type of Hours (Regular/Overtime) – Type in the number of hours worked in Hours text box – Submit.

In order to approve Timesheets, the candidate must either submit a time sheet through Akken, or you will have to manually enter the data in your self service account.



In the date range box on the top, you can type in the total amount of hours per that week or you can type in individual hours per each day depending upon how hours need to be tracked. To choose Over Time or other hours, click on the drop down list labeled Regular Hours to choose other associated hours. If the Candidate is currently working on more than one assignment you can select the assignment from the drop down list. Once you have correctly filled in the information on the time sheet, hit Submit.

Create Timesheet Create a Timesheet From 10/17/2016 To 10/23/2016 [view](#)

Select an Employee to fill the Timesheet: Dobson Aaron -61

Create Timesheet Add Row Delete Row **Submit** Cancel

Date	Assignments	Regular Hours \$	OverTime Hours \$	DoubleTime Hours \$	PTO Hours \$
<input type="checkbox"/> 10/17/2016 - 10/23/2016	(ASGN100227) (10/01/2015 - 03/01/2016) 27 - Wausau Paper - Shipping Clerf	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 10/17/2016 Monday	(ASGN100227) (10/01/2015 - 03/01/2016) 27 - Wausau Paper - Shipping Clerf	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 10/18/2016 Tuesday	(ASGN100227) (10/01/2015 - 03/01/2016) 27 - Wausau Paper - Shipping Clerf	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 10/19/2016 Wednesday	(ASGN100227) (10/01/2015 - 03/01/2016) 27 - Wausau Paper - Shipping Clerf	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 10/20/2016 Thursday	(ASGN100227) (10/01/2015 - 03/01/2016) 27 - Wausau Paper - Shipping Clerf	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Timesheet Approval:

Time Sheets tab – Click check box on appropriate timesheet – Update Status – Approve select employee(s) timesheet(s) – Update Status

Once the time sheet has been submitted, it will be sent to the Time Sheets home screen to await approval. To approve or reject a time sheet you must select the time sheet by clicking the check box, then click on the Update Status icon.

Time Sheets Following are the Time Sheets submitted From 06/22/2015 To 10/09/2015 [Print](#) [New Timesheet](#) **Update Status**

<input type="checkbox"/>	Employee Name	Employee ID	Start Date	End Date	Total	Timesheet Lay	Status	Submitted Tim	Search	Reset
<input checked="" type="checkbox"/>	Aaron Dobson	61	10/03/2016	10/09/2016	32	Regular	Submitted to A	10/11/2016 14:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aaron Dobson	61	09/18/2016	09/24/2016	40	Regular	Submitted to A	09/27/2016 11:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Rick Jones	8	08/21/2016	08/27/2016	40	Regular	Rejected by P	09/02/2016 08:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aaron Dobson	61	04/10/2016	04/16/2016	40	Regular	Rejected by P	04/19/2016 16:	<input type="text"/>	<input type="text"/>

The Update Status screen appears and gives you the option to either Approve or Reject a time sheet. If you reject the time sheet you will have to provide notes stating why you have rejected the time sheet.

Update Status For TimeSheet(s)

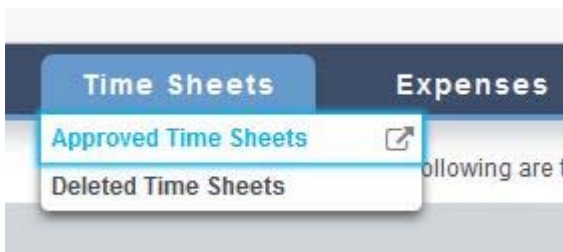
Approve selected Employee(s) Timesheet(s)
 Reject selected Employee(s) Timesheet(s)

Notes :

Disclaimer:

We certify that the temporary employee assigned by this agreement has worked under our direct supervision and that the hours indicated are correct and represent all hours worked, and the work performed was satisfactory. In the event that we are unable to approve the time sheet prior to 11:00 a.m. on Monday, AkkenCloud Staffing will approve this on our behalf so that payroll processing is not delayed. Overtime Policy: Overtime shall be charged according to applicable State and Federal Law, and invoiced for payment. Invoices are due upon receipt. We have read the Temporary Services Agreement's terms and conditions and agree to adhere to them.

After the time sheet has been approved it will be listed as an approved time sheet in the approved timesheet screen. If you wish to know who approved the timesheet as well as the details of the time sheet you can double click on the time sheet to open it and view the details.



Delete a Timesheet:

Timesheets - click check box for appropriate timesheet – Delete

or

Timesheets – Approved Timesheets – click check box for appropriate timesheet – Delete

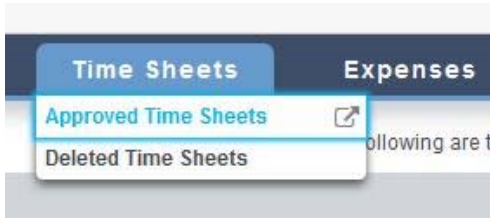
To delete a time sheet that may have been incorrectly submitted and approved, select the appropriate time sheet, click the check box and click the Delete icon.

Approved Time Sheets

<input type="checkbox"/>	Employee Name	Employee ID	Start Date ▲	End Date	Total
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Rick Jones	8	09/19/2016	09/19/2016	8
<input type="checkbox"/>	Rick Jones	8	09/18/2016	09/25/2016	20



This time sheet will now be sent to the Delete Time Sheets tab and will not be added to your invoice by your billing company.



Assignments: (view only)

You can view current and past assignments (placements) within the Employer Portal. After a candidate has been approved for placement an assignment will be created and listed under Active Assignments. Any past assignments will be visible under Closed Assignment.



Project				
Assignment Details				
Created Date	10/29/2015			
Created By	1 - Devon Eskelsen			
Office Location				
Assignment Name	Shipping Clerk			
Assignment Status	active			
Assignment Type	Project			
Assignment ID	ASGN100227			
Job Type	Temp/Contract			
Industry				
Ref.Code				
HRM Department	Administration IT			
Company	Wausau Paper			
Contact	Michael Vargo			
Job Reports To	Michael Vargo			
Candidate	61 - Aaron Dobson			
Job Location	Wausau Paper - 1150 Industry Rd, Harrodsburg, KY 40330, Harrodsburg, KY			
Billing Information				
Bill Rate	24.00 HOURLY/USD			
Overtime Bill Rate	36.00 HOURLY/USD			
Double Time Bill Rate	48.00 HOURLY/USD			
	Lodging	M&IE	Total	
Per Diem			Non Billable	Non Taxable
Placement Fee	0.00			
Billing Contact				



Billing Management:

You may receive invoices in your Employer Portal account if the company you are working with uses the Billing Management feature. This section allows you to review, download, and print your invoices online. You not only get all the detail of the invoice, you also get links to view every timesheet being billed, every expense being billed, and every placement fee or other charges being billed. This gives you a complete audit trail of all services rendered and billed to you including total due, paid, balance, timesheet detail for each individual, etc.

Billing Management						Invoices For Wausau Paper
Invoice No.	Invoice Date	Due Date	Paid	Balance	Days Overdue	
8	07/15/2015	07/30/2015	\$2,141.88	\$0.00	Paid	
1005	10/07/2015	10/22/2015	\$2,338.37	\$0.00	Paid	
1026	11/20/2015	12/05/2015	\$6,432.00	\$0.00	Paid	
1035	12/11/2015	12/26/2015	\$2,304.00	\$0.00	Paid	
1053	01/18/2016	02/02/2016	\$447.84	\$0.00	Paid	
1061	04/13/2016	04/28/2016	\$768.00	\$0.00	Paid	
1095	04/19/2016	05/04/2016	\$636.00	\$0.00	Paid	
1071	05/01/2016	05/23/2016	\$0.00	\$2,862.00	125 day(s)	
1080	09/27/2016	10/12/2016	\$0.00	\$5,064.00	14 day(s)	
15003	09/27/2016	10/12/2016	\$0.00	\$720.00	14 day(s)	

Billing Management Export Print Cancel

SPECIALIZED
Staffing & Temporary Solutions
98 Spit Brook Rd.
Nashua, NH 03062

Bill To:
Wausau Paper
Wausau Paper
Michael Vargo
1150 Industry Rd, Harrodsburg, KY 40330
Harrodsburg, KY 40330
(859) 733-7880

Service Date From 05/22/2016 To 09/19/2016

Invoice Number:	15008
Customer ID:	27
Date:	10/26/2016
Due Date:	11/10/2016
S.O.Number:	
Rep:	
P.O.Number:	

Name	Service Date	ASGN ID	Asgn Name	Asgn Ref.Code	PO Number	Type	Hours	Rate	UOM	Charge	Tax
Aaron Dobson	05/22/2016 - 05/27/2016	ASGN100227	Shipping Clerk			Regular	57	24.00	HOUR	1368.00	*
	05/22/2016 - 05/27/2016	ASGN100227	Shipping Clerk			OverTime	6.5	36.00	HOUR	234.00	*
Rick Jones	05/22/2016 - 05/28/2016	ASGN100226	Shipping Clerk			Regular	40	24.00	HOUR	960.00	*
	05/23/2016 - 05/23/2016	ASGN100226	Shipping Clerk			Second Shift	10	30.00	HOUR	300.00	*
	09/19/2016 - 09/19/2016	ASGN100226	Shipping Clerk			Regular	8	24.00	HOUR	192.00	*

(\$ Total Amount for Time **3054.00**)

Sub Total	\$ 3054.00
Deposit	\$ 0.00
Total	\$ 3054.00

Customer Message: