



# Job Seeker Portal Account

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This guide reviews the basic features for a Job Seeker Portal Account. Actual usage may vary depending on the chosen features for your account.

## Login information:

You can log into your Job Seeker Portal account two different ways.

Navigate to our company website at [www.InfinityStaffing.com](http://www.InfinityStaffing.com) and use the credentials provided to you to login

A screenshot of a login form titled "Candidate & Employer Login". The form is set against a dark blue background. It contains two input fields: "User Name" and "Password". Below the "Password" field is a "SIGN IN" button. The text "Candidate & Employer Login" is in a light-colored serif font at the top left of the form area.

or

Go to <https://login1.akken.com/> and use the login information provided to you. The format is commonly:

Company ID: Company ID of agency you are working with

Username: username

Password: password

CompanyID\*

Username\*

Password\*

Log In

After you have logged in you will see your eDesk. We will focus on the 'My Profile' tab for Time Sheets and Expenses.

**My Profile**

- Contact Information
- Personal Information
- Dependents
- Status
- Immigration
- Compensation
- Pay Check Delivery
- Tax Deductions
- Other Deductions
- Benefits
- Assignments
- Resume Profiles
- Expenses**
- Timesheets**
- Availability

## Timesheets:

Create new time sheet: Time Sheets – New Timesheet

**Time Sheets**

[New Timesheet](#) [Approved Timesheets](#) [Delete](#)

In order to have your time sheets approved, you must submit a weekly time sheet through your self service account.

**Regular time sheet - select the correct date range – Type in the number of hours worked in Hours text box – Submit.**

In the date range box on the top, make sure this is displaying the correct pay period. If not you can change the dates in the top right hand corner and then click on 'View'. You can now enter in the total amount of hours per week or you can type in individual hours per each day depending upon how hours need to be tracked. If you have Over Time or Double Time hours to track enter those hours in the respective columns. If you are 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 **Save** to save the information you just entered (this is used if you will enter in your hours on a daily basis) or **Submit** to submit for approval.

The screenshot shows the 'Create Timesheet' interface. At the top, there is a header 'Create Timesheet' and a sub-header 'Create a Timesheet From 10/17/2016 To 10/23/2016'. Below this is a table with columns for 'Date', 'Assignments', 'Regular Hours \$', 'OverTime Hours \$', and 'DoubleTime Hours \$'. The first row is highlighted with a blue box, showing the date range '10/17/2016 - 10/23/2016' and the assignment '(ASGN100240) (11/23/2015 - No End Date) 2 - New Horizon Inc - Test'. There are buttons for 'Add Row', 'Delete Row', 'Save', 'Submit', and 'Cancel'.

**Time In/Time Out time sheet - select the correct date range – Type in the number of hours worked in Hours text box – Submit.**

In the date range box on the top, make sure this is displaying the correct pay period. If not you can change the dates in the top right hand corner and then click on 'View'. You can enter in your start time and end time for each day. Any overtime or double time hours will automatically be calculated for you. If you are 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 **Save** to save the information you just entered (this is used if you will enter in your hours on a daily basis) or **Submit** to submit for approval.

The screenshot shows the 'Create Timesheet' interface with a more detailed table. The table has columns for 'Date', 'Assignments', 'Time In', 'Time Out', 'Lunch/Break', 'Time In', 'Time Out', 'Regular Hours', 'OverTime Hours', and 'DoubleTime Hours'. The first row is highlighted with a blue box, showing the date '10/17/2016 Monday' and the assignment '(ASGN100240) (11/23/2015 - No End Date) 2 - New Horizon Inc - Tes'. There are buttons for 'Add Row', 'Delete Row', 'Save', 'Submit', and 'Cancel'.

Once a time sheet has been submitted the time sheet will be listed in the main time sheet home screen. Here you can also view prior time sheets you have saved for future submission and time sheets that have been rejected by accounting.

## Time Sheets

<input type="button" value="New Timesheet"/> <input type="button" value="Approved Timesheets"/> <input type="button" value="Delete"/>					
<input type="checkbox"/>	Start Date	End Date	Timesheet Layout	Total	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>
<input type="checkbox"/>	08/21/2016	08/27/2016	Regular	40.00	Rejected by Accounts
<input type="checkbox"/>	10/17/2016	10/17/2016	Regular	10.00	Saved

## Expenses:

**Create new Expense:** Expenses – New – Select date expense was incurred – Select assignment – Select Expense type from dropdown list – Type in quantity, unit cost – Select Billable (if applicable) – Upload receipts or documentation - Submit

## Expenses

<input type="button" value="\$ New Expenses"/> <input type="button" value="Approved Expenses"/> <input type="button" value="Delete"/>		
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Expenses Use the following form to record Expenses From  To

Date	Assignments	Expense Type*	Quantity*	\$Unit Cost*	(\$Amount)	(\$Advance)	Billable
<input type="text" value="09/23/2016 Friday"/>	<input type="text" value="(ASGN100240) 2 - New Horizon Inc"/>	<input type="text" value="-----Select-----"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

(\$)Total Expenses :   
 (\$)Advance :   
 (\$)Balance :

Remarks:

Upload Expenses file:  No file selected.

Once the expense has been submitted the expense will be listed in the main expense home screen.

## Expenses

<input type="button" value="\$ New Expenses"/> <input type="button" value="Approved Expenses"/> <input type="button" value="Delete"/>							
<input type="checkbox"/>	Start Date ^	End Date	(\$) Expenses	(\$) Advance	(\$) Balance	Status	Search <input type="button" value="Reset"/>
	<input type="text"/>	<input type="text"/>				All <input type="button" value="v"/>	<input type="button" value="Q"/> <input type="button" value="↶"/>
<input type="checkbox"/>	09/22/2016	09/22/2016	234.00	0.00	234.00	Submitted to A	

Showing records 1 to 1 of 1 Show   Records