

Go to <https://timetracker-online.ghg.com/login.jsp> and enter your User Name and Password.

Your User Name is in lower caps as: your *last name* - followed by you're the *first letter* of your first name followed - by the *month* and *date* of your birthdate.

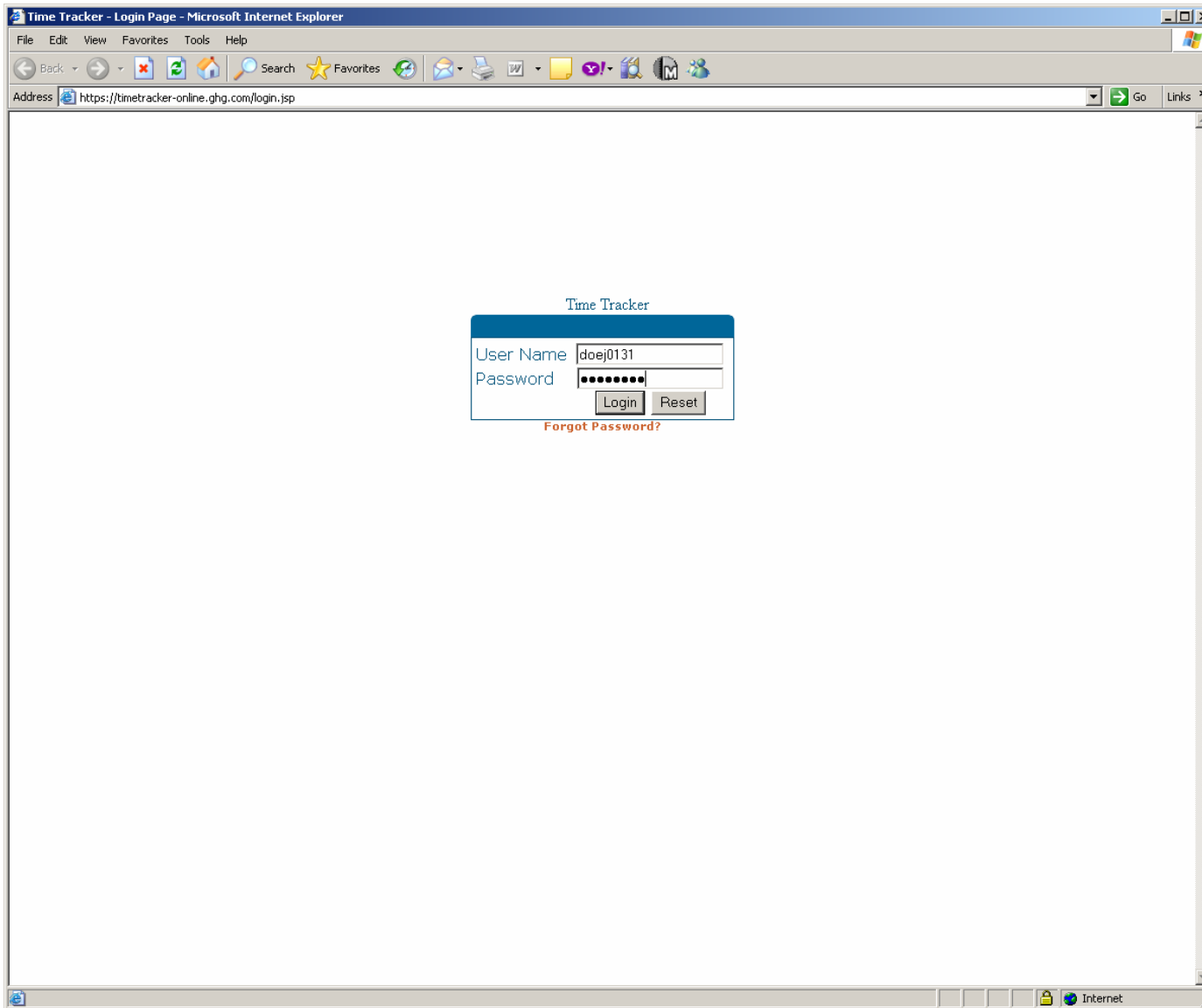
For Example

Name: John Doe

Birthday: January 31

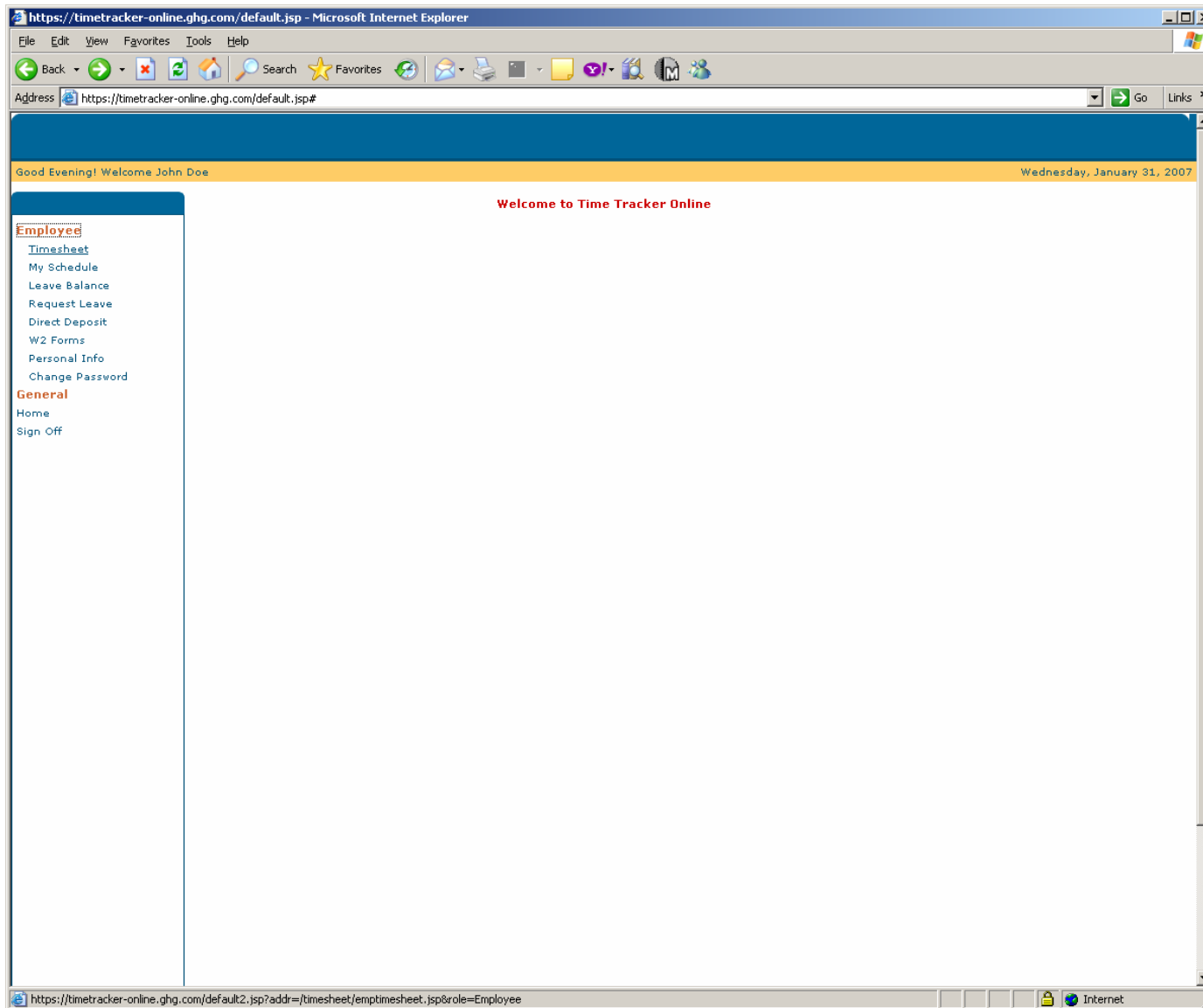
Login: doeJ0131

Password: same as login (can be changed once logged in)



At the top left-hand side of the page, click on the **Employee** link to unhide the links within it. This is where you will find your **Timesheet** and where you can change your password and update any of your personal information.

Now click on **Timesheet** to open your timesheet.



Once you are in your timesheet, you can enter your IN/OUT Times on the days that you worked. When you log your hours each day, you need to remember to ALWAYS click on [Save/Update](#) at the top-left side of the screen. Otherwise your hours will not be saved.

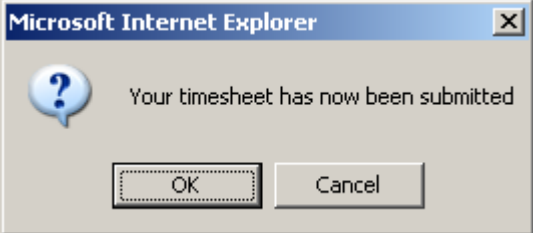
After entering your hours you want to choose your Customer, Project, Pay Type, and enter your Site # / Location like in the example below.

- How do I log my hours?
- Step 1 – Enter your IN/OUT times
  - Step 2 – Choose the Customer you worked for
  - Step 3 – Choose the Project you worked on
  - Step 4 – Choose your Pay Type  
i.e. *Flat Rate, Regular, Overtime*
  - Step 5 – Enter the Location or Site # associated with your Project. If you do not know this, it can be supplied to you by your Recruiter.
  - Step 6 – Click *Add* to add your choices to your Timesheet
  - Step 7 – Carry-down the hours you worked for the Customer/Project/Pay Type/Location choices that you picked and allocate the # of hours to that row.
  - Step 8 – Repeat Steps 1-7 if you worked on a 2<sup>nd</sup> project and need to add that as a new row, like the example.
  - Step 9 – Click *Save/Update* (or you will lose all data!!)
  - Step 10 – Once you are satisfied with your entries, click on *Submit* at the top of the screen, to sign your Timesheet and to send it to our Customer for approval.\*
- \* By clicking *Submit* you agree that your time entered is true and correct. All hours must be submitted each Sunday by midnight to be considered for approval the following week. Hours submitted after this time will be submitted to the Customer for the following payroll.
- Timesheet Approval Process:
- 1) Employee enters and Submits timesheet
  - 2) Customer reviews and verifies time
  - 3) Customer approves time
  - 4) Employee is paid on the next payroll.

\*\* If you need to log hours for a week in the past, click on [Timesheet Archive](#)

\*\* If you have Mileage or Expenses, choose from the Project drop-down, then enter the description in Site#/Loc putting the dollar amount where you carry down the hours.

After you click **Submit** you will receive the following confirmation.



Employee Timesheet - Microsoft Internet Explorer

Address: https://timetracker-online.ghg.com/timesheet/emptimesheet.jsp

[Main](#) | [Unsubmit](#) | [Save/Update](#) | [Timesheet Archive](#) | [Leave Balance](#) | [Printer Friendly](#) | [Sign Off](#)

<< Timesheet Ending: 02/04/2007 >>      Period 2 of 2      Revision 0

Doe, John - Emp ID: testemp1		In/Out	Mon 29	Tue 30	Wed 31	Thu 01	Fri 02	Sat 03	Sun 04	Total
	In		09:00a	10:00a			11:30p			
	Out		12:00p	03:00p			03:30a			
	In		01:00p				04:00a			
	Out		05:00p				08:00a			
	Hrs		7.0	5.0	0.0	0.0	8.0	0.0	0.0	20.0

Customer	Project	Pay Type	Site#\Loc	Mon 29	Tue 30	Wed 31	Thu 01	Fri 02	Sat 03	Sun 04	Total
CUSTOMER/PROJEC	CUSTOMER/PROJECT 1/AHW	Regular Hours - Reg Contractor		7.0				8.0			15.0
CUSTOMER/PROJEC	CUSTOMER/PROJECT 1/FRPS	Flat Rate Per Site - Reg Contractor	Site #001-589BL		5.0						5.0
Total				0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Append Comments:

[Main](#) | [Unsubmit](#) | [Save/Update](#) | [Timesheet Archive](#) | [Leave Balance](#) | [Printer Friendly](#) | [Sign Off](#)

Your timesheet has now been submitted

Employee: **Doe, John**      Date: **01/31/2007 9:07 PM CST**  
 Processed: **No**      Date:

User Timesheet Activity Log			
Update By	User IP	Activity Text	Timestamp
testemp1	67.184.14.21	New Inout entry added on day: 01/29/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 01/30/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 02/02/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 01/29/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 02/02/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Regular Hours - Reg Contractor on 01/29/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	>>Reason: updated hours	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Regular Hours - Reg Contractor on 02/02/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Flat Rate Per Site - Reg Contractor on 01/30/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	>>Reason: updated hours	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	Employee signs timesheet	01/31/2007 9:07 PM CST