

**Login to your Celebrity Staff account with your standard Login ID and Password. From your Portal page, find the Assignments section.**

The screenshot shows the 'Candidate Portal' dashboard. At the top, there is a navigation bar with 'Home', 'Find Jobs', 'Payroll/Benefits', 'Resources', and a user profile 'Betty'. Below this, there are several sections. On the left, there is a 'Profile' section with fields for Application, Skills, References, Emergency Contacts, Resume, and Direct Deposit. In the center, there is an 'Assignments' section for 'Nelnet Omaha' (01/15/2018 - 04/27/2018) with a total hours paid of 467.25. Two buttons are visible: 'Assignment Messages' and 'Timesheet'. On the right, there is a 'Messages' section titled 'Recent communication from us' with a list of messages including 'Update on Position', 'Celebrity - Reminder to Complete Benefits Enrollment', and 'Health Insurance Marketplace from Celebrity Staff'. A 'View All Messages' button is at the bottom of the messages list. Two orange callout boxes are present: one pointing to the 'Payroll/Benefits' link in the navigation bar with the text 'OR Click Payroll/Benefits', and another pointing to the 'Timesheet' button in the Assignments section with the text 'Step 1. In the Assignments section, click Timesheet'. The footer contains the text 'Copyright © 2018 Celebrity Staff'.

**Your timecard for the current assignment will open.**

**Follow the steps to enter your time.**

**Note:** Defaults to current payroll week. To view another pay week enter the date here

**Timecard** [View this TimeCard](#) [Print Blank Timecard](#) [View other Timecard Select Date](#)

MOORE, THOMAS  
 Acme Widgets, Inc.

Day of the Week	TIME ENTRY					
	Punch IN	Punch OUT	Lunch (minutes)	Work Hours	Area Worked	Hours Type
Mon 06/04/2018	8:00AM	5:00PM	60	8.00	ADMINISTRATIVE	Standard
<input type="button" value="Insert New Entry"/>						
<input type="button" value="Copy Day"/>						
Tues 06/05/2018						
<input type="button" value="Insert New Entry"/>						
<input type="button" value="Copy Day"/>						

Weekly Worked Hours 8.00

**(Step 4 Optional)** Click **Copy Day** to copy same entry into next workday

**(Step 4 Optional)** Click **Add New Day** to enter a new blank workday

Comments to Account Manager

Comments to manager

**Repeat steps 2 – 4 to enter all your time for the week**

Employee Online Timecard Entry

**Timecard** [View/Print TimeCard](#) [Print Blank Timecard](#)

View other Timecard  
 Select Date

MOORE, THOMAS

Acme Widgets, Inc.

Customer Pay Period 06/03/2018 to 06/09/2018

TIME ENTRY								
Day of the Week		Punch IN	Punch OUT	Lunch (minutes)	Work Hours	Area Worked	Hours Type	
Mon	06/04/2018	8:00AM	5:00PM	60	8.00	ADMINISTRATIVE	Standard	
		<input type="button" value="Insert New Entry"/>					<input type="button" value="Clear Entry"/>	
<input type="button" value="Copy Day"/>								
Tues	06/05/2018				0.00			
		<input type="button" value="Insert New Entry"/>						
<input type="button" value="Copy Day"/>								
<input type="button" value="Add New Day"/>								

**Step 5.** Click check box to agree to Celebrity Staff's terms & conditions

Weekly Worked Hours 8.00

[agree to all Terms as defined. Click this Link for Terms.](#)

**Step 6.** Click **Save/Submit**

Comments to Account Manager

Comments to manager

**Optional:**  
 Enter Notes for your Celebrity Staff Account Manager or your On-Site manager if necessary before you click **Save/ Submit**

**Note:** You can now exit the system. You can login again at any time to return to this page and make changes or corrections to your time until the payroll processing cut-off on **Sunday at 2:00 p.m.**