



# WEB SERVICES

## E-Office Timesheet Instructions

**Custom Staffing has new web services designed to allow our applicants easy access to their information on the web. You can view past checks, update your availability or even enter a timesheet for participating clients!**

### Getting Started

Please call your Custom Staffing counselor at 212.818.0300 with your email address and they will provide you with a password.

### Logging in

To log-in to Custom Staffing's online tools, open your browser and go to <http://www.CustomEOffice.com>

- Click on **Applicant Services**
- Login using the email address you provided and password provided by Custom Staffing

Applicant Login

Email:

Password:

### Your Options

On the left side of the browser window, you will see many choices. Each one of the choices shows you information or allows you to make changes to your record at Custom Staffing.

- Applicant Info Update:** Here you can change your name, address and other personal information. An email will be sent to Custom Staffing requesting those changes
- Work History:** Shows detailed information about your work history with Custom Staffing
- Current Assignments:** Shows your current assignment with Custom Staffing – you can even get a map to an assignment location!
- Availability Entry:** You can enter your availability here for the current week

- Active Applicant Home
- Applicant Info Update
- Job Board
- Work History
- Current Assignments
- Direct Hire Jobs
- Availability Entry
- W4 Information
- Year-to-Date Totals
- Payroll Check Inquiry
- Time Sheet Entry
- Log Out

- W4 Information:** You may verify your W4 information here, and even download a new W4 form to fill out
- Year-to-date Totals:** This page gives you an overview of your pay, year-to-date
- Payroll Check Inquiry:** This page shows you check totals and numbers, listed according to Job Number. *This is also where you can access your pay stubs!*

### In Detail: Availability Entry

Through the Availability Entry page, you may enter the next week's availability.

- Click on the appropriate shifts for each day in the upcoming week, add any comments, and click **Submit**
- This information gets updated directly in our database!

	Date	Day	Evening	Night	Comments
Mon	07/04/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tue	07/05/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I can't work past 11pm tonight
Wed	07/06/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Thu	07/07/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fri	07/08/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sat	07/09/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12 hour shifts would be great
Sun	07/10/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12 hour shifts would be great

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## E-Office Timesheet Instructions (cont'd)

Electronic timesheet entry is available for some of our clients. To complete an electronic timesheet, you must first log into Custom E-Office. Once you are logged in, follow the detailed instructions provided below.

### In Detail: Timesheet Entry

1. Click **Time Sheet Entry** on the left side of the browser window
2. Select the **week ending date** for which you want to enter time
3. Click on the **Job Number** for your current assignment

4. Using the drop-down arrows, enter your **Time Started**, **Time Finished** and **Break** for each day worked. You must enter a break, even if it is zero

5. Specify whether or not your **assignment has been completed**
6. Select **e-mail confirmation** if you would like a copy of your timesheet submission sent to the email used to log in
7. Agree to the terms and conditions
8. If you are not ready to submit your timesheet and have more hours to enter at a later time, select **Save**
9. If you are ready to submit your timesheet, select **Continue** and you will see a summary of your hours

Day	Time Start	Time Finish	Break	Total Hours	
Mon	06/27/16	M	M	0.00	
Tue	06/28/16	M	M	0.00	
Wed	06/29/16	8:30 AM	10:00 PM	0:00	13.50
Thu	06/30/16	9:00 AM	8:00 PM	0:00	11.00
Fri	07/01/16	12:00 PM	7:00 PM	0:00	7.00
Sat	07/02/16	12:00 PM	3:00 PM	0:00	3.00
Sun	07/03/16	----	----	----	----
<b>Total hours for the week:</b>				34.50 hours	

Assignment Complete: No

10. Once you confirm your hours and information are correct, select **Process Timesheet**

**Congratulations!!!**  
**Your timesheet has been submitted!!!**