Tradesperson Web Portal – Quick Start Cheat Sheet

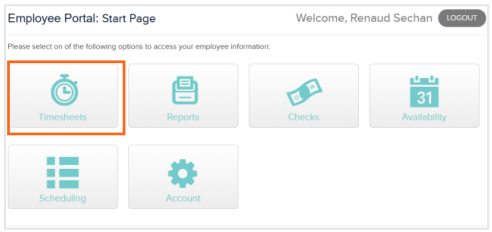
Timesheets

ENTERING TIMESHEET

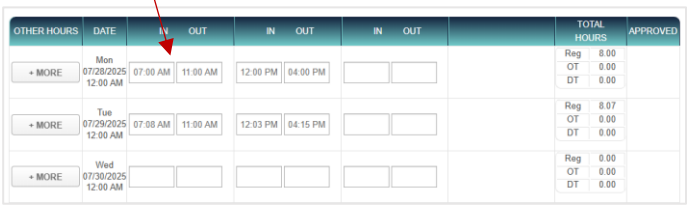
IMPORTANT: If you have been extended, you must contact our Service Center at 877-651-7778.

1 **Login** to the Employee Web Portal **https://prst.securedportals.com/portal/employee_login.aspx**

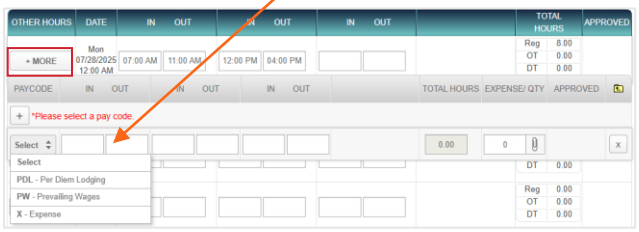
2 Click Timesheet icon **[Enter Time].**



3 **Enter your time** worked for the week.

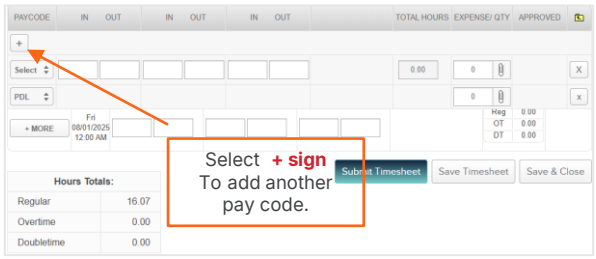


4 Use the **Pay Code** drop down to add additional earnings.



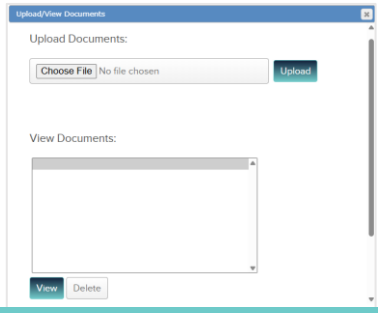
- **H = Holiday:** You must enter "**8**" hours for each approved paid holiday.
- **PDL = Per Diem Lodging:** Only enter the value "**1**". The amount will be calculated automatically (Do Not Enter the $ amount of your per diem). Subsistence is paid for all days on assignment, including travel.
- **PDM = Per Diem MI:** Only enter the value "**1**". The amount will be calculated automatically (Do Not Enter the $ amount of your per diem). Subsistence is paid for all days on assignment, including travel.
- **PW = Fringe: ONLY** when placed on a prevailing wage assignment. Enter the total hours worked that day under the expense/qty field for this pay code.
- **TPD = Transportation Per Diem:** Only enter the value "**1**". The amount will be calculated automatically (Do Not Enter the $ amount of your per diem). Subsistence is paid for all days on assignment, including travel.
- **X = Expense:** You must **attach your receipt in PDF, JPG, or PNG format.** Enter the $ amount to be reimbursed

5 Select the pay code from the drop down and **entire total $ amount.**



6 To enter an expense, use the **"X" pay code. Enter the $ amount** to be reimbursed.

Click on the paperclip icon to attach your receipt. **Click Upload.**



View page 3 on how to upload a receipt on your smartphone.

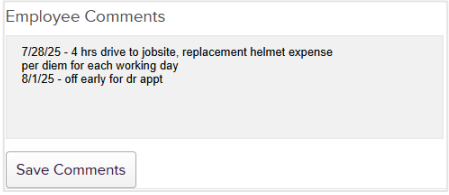
7 **Click on the small yellow folder** icon on the right-hand side to exit this section.

8 Scroll to bottom to **view total hours + earnings** you added using pay codes.

Hours Totals:	
Regular	40.07
Overtime	0.00
Doubletime	0.00

Expense/ QTY / Docs:	
Per Diem Lodging	5.00
Expense	30.00

9 **Enter comments** in the note section for the customer to view. Click **Save.**



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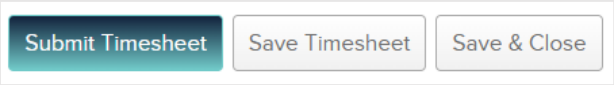
Tradesperson Web Portal – Quick Start Cheat Sheet

Timesheets

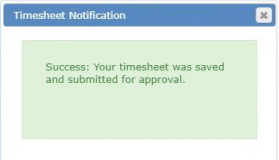
SUBMITTING TIMESHEET

Your timesheet must be submitted by 8:00AM Sunday Morning.

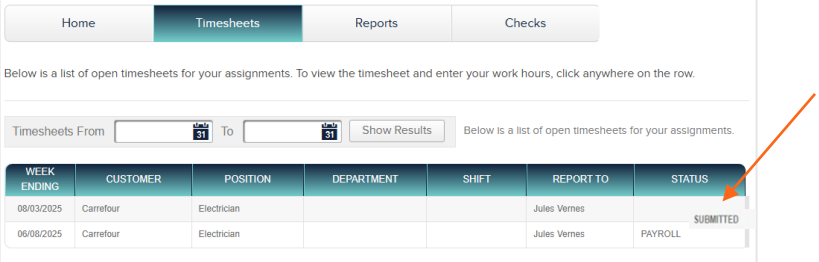
10 Review your timesheet for errors.
Click **Save Timesheet** or **Save & Close** to return to the timesheet at another time.
Click **Submit Timesheet**.



11 You have **successfully submitted** your timesheet for approval! ☺



12 Click on the Timesheets view your timecard status'. Your timecard will show **Submitted.**

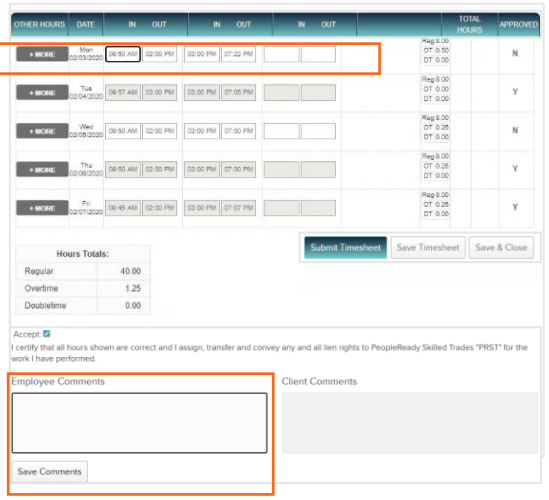


APPROVAL OR REJECTION OF TIMESHEET

Any corrections must be submitted no later than 8:00AM Monday morning.

13 Once reviewed, you will receive 1 of 2 emails:
"**Timesheet Approval**": This means your timesheet has been approved!

"**Timesheet Partial Approval**": If you receive this email, you will need to log back in, make the necessary correction(s), and resubmit.



Correcting a Partially Approved Timesheet

1. Once you are logged back into the **Employee Portal**, go back to the timesheet you originally submitted.
2. For any days that were approved by the customer, you will see the boxes grayed out in your timesheet. You cannot make any edits to these days.
3. For days that were rejected, the system has reopened for you to **update with the corrected hours worked**.
4. If possible, please **add a note in the Employee Comment box** to share with the customer.
5. You must hit **Save** for the note to be submitted to the customer and documented in our system.
6. When you are ready to resubmit your corrected timesheet, click **Submit Timesheet.**

The customer will receive an updated email with your corrected timecard to approve and send to payroll.

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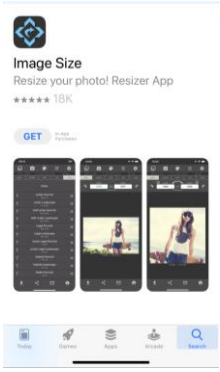
Timesheets

RESIZING RECEIPT IMAGE ON MOBILE - IOS

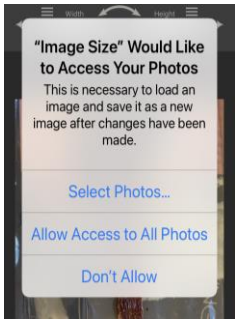
iPhone IOS

Since current smart phones take pictures that are far greater in size than 800 KB, you will need to install an app that will downsize your pictures to make them suitable for upload to the web portal.

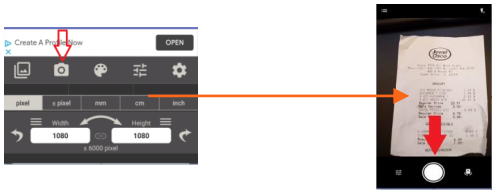
1 Go to the AppStore and search for Image-Size. Download the app to your iPhone IOS.



2 Once you open the app, select Allow for the app to access your files/photos. To take a photo of your receipt, select Allow for the app to take pictures.

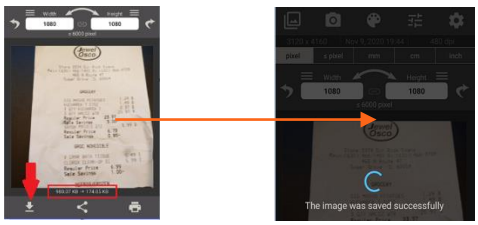


3 Take a picture of your receipt by selecting the camera icon. Focus the camera so it shows the entire receipt and take photo by clicking the white button.

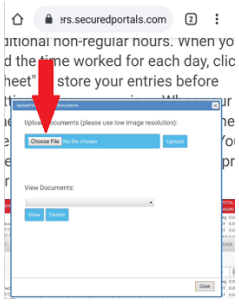


4 Touch the check mark to accept the picture. If you are not happy with the results, touch the curve arrow to the left of the check to start over.

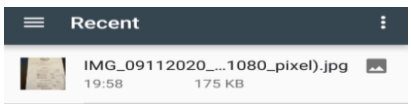
5 The picture taken is resized automatically and in the red box below you can see that it was downsized to 174.05 KB automatically which is well below the 800 KB limit. Confirmation shows that the image was saved successfully.



6 Go back to the web portal, and upload screen touch by choosing Choose File (if asked allow the app to take picture and record video)



7 Under Recent file the picture just taken will be at the top. Touch it to include it in the upload. Once selected the file name will display after the Choose File button. Touch the Upload button to attach the image to your timecard. The message highlighted in the red box below will display after the image has been successfully attached to your timecard.



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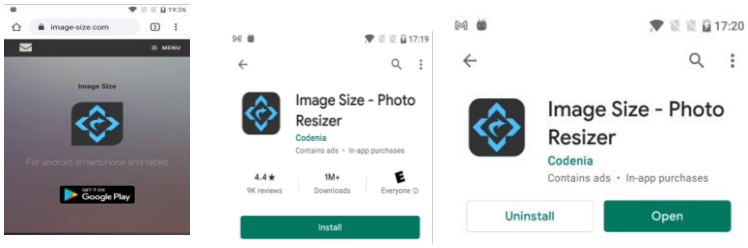
Timesheets

RESIZING RECEIPT IMAGE ON MOBILE - ANDROID

Android

Since current smart phones take pictures that are far greater in size than 800 KB, you will need to install an app that will downsize your pictures to make them suitable for upload to the web portal.

1 Visit the following link https://www.image-size.com/ from your smart phone. Install the android version for your smartphone or tablet.



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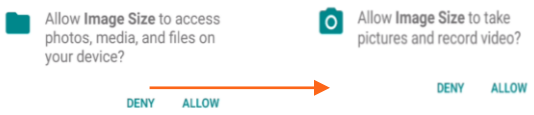

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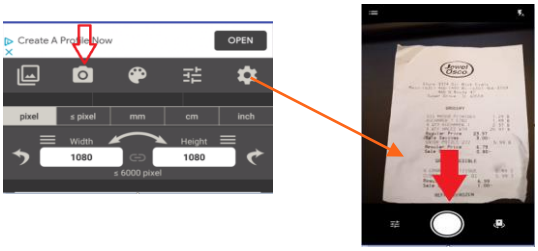

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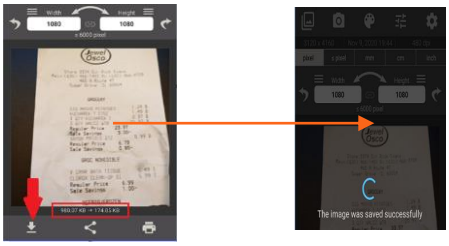

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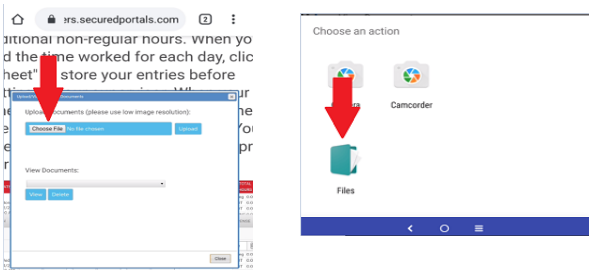

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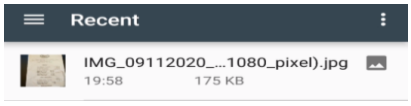

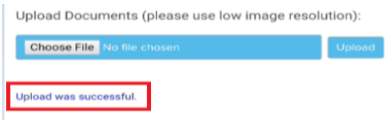

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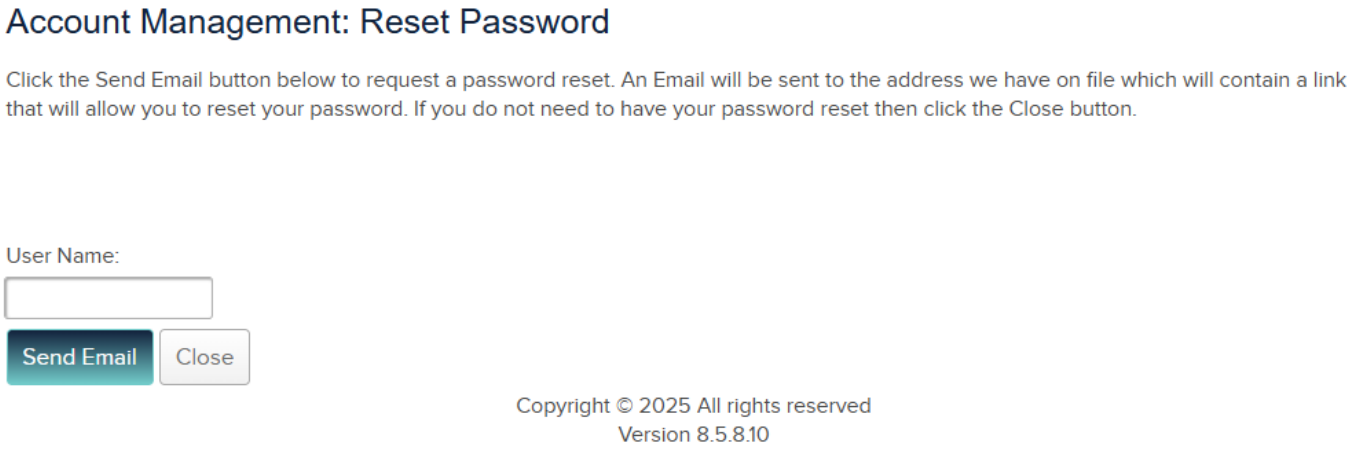
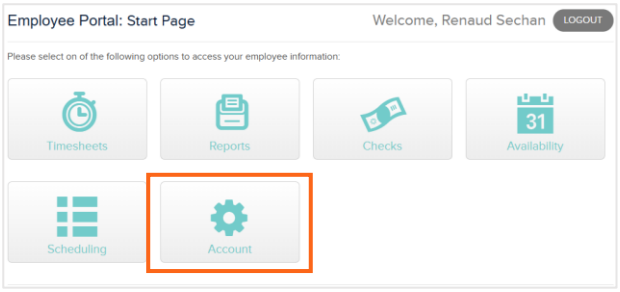
Password Reset

FORGOT PASSWORD

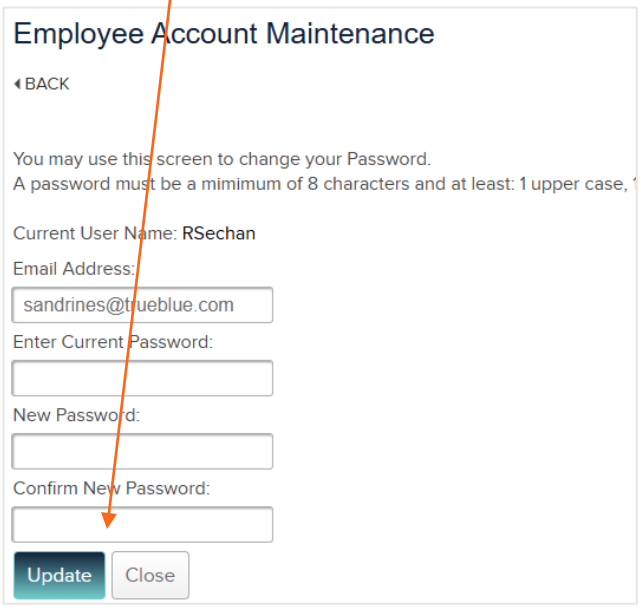


RESETTING PASSWORD

1 Click Account icon **[Account Maintenance].**



2 Enter your current password and new password.
Confirm the new password.
Click **Update.**



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