Electronic Timesheet

Instruction

1. Login at https://reg.adecco.fi/AdaptWSC/

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1. Login at
   https://reg.adecco.fi/AdaptWSC/
2. Approve your working agreement documents before reporting working hours.

Open the document by clicking "View / Download".

Tick off "Check to Agree" box for signing off the document.

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3. You can edit your profile on Candidate Profile tab.

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2. Approve your working agreement documents before reporting working hours.
3. You can edit your profile on Candidate Profile tab.
4. On Enter Time tab you can report worked hours.

Select week from the calendar or click the sign between arrows for displaying current week.

Click "Create" button for entering worked hours.

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3. You can edit your profile on Candidate Profile tab.
4. On Enter Time tab you can report worked hours.
5. Enter your worked hours to weekly view: start time, end time and break. If you work night shift, enter your working hours to same day E.g. 22:00 – 06:00. If you have not had work shift, leave the day empty. **Note. See more instructions on page 9.**

You can send your timesheet for approval by clicking "Submit" or save it for later by clicking "Save for Later" button.

If you have agreed to work overtime, select "Overtime" from the drop down list and enter overtime hours to correct day.

Register sick leave by selecting "Own Sickness" or "Child's sickness" from the drop down list and enter absence hours. Remember to enter work shift to the weekly view.

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6. On Enter Time tab you can amend rejected timesheets, where is incorrect information or information missing.

Click "Amend" and correct the timesheet.

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6. On Enter Time tab you can amend rejected timesheets, where is incorrect information or information missing.
7. Read "Reason Rejected" and amend the timesheet.

From "Reason Rejected" you can see why the timesheet has been rejected. Resubmit the timesheet for approval by clicking "Submit".

Electronic Timesheet
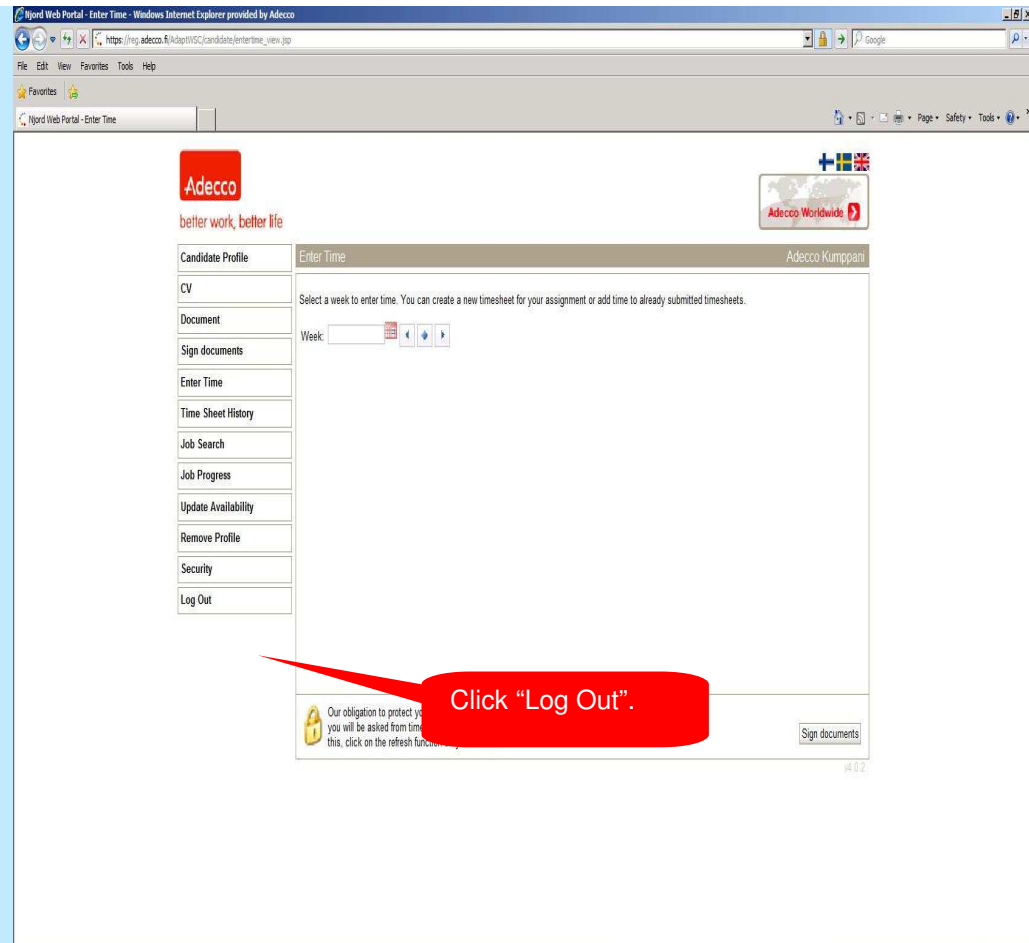
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5. On your worked hours to weekly view: start time, end time and break. If you work night shift, enter your working hours to same day E.g. 22:00 – 06:00. If you have not had work shift, leave the day empty. **Note. See more instructions on page 9.**
6. On Enter Time tab you can amend rejected timesheets, where is incorrect information or information missing.
7. Read "Reason Rejected" and amend the timesheet.
8. Finally log out by clicking "Log Out".

Click "Log Out".

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Instruction

Submit every Monday previous week's timesheet for approval by 12:00.

Reporting sick leave:
Enter planned working hours: end time, start time and break to weekly view. Select "Own Sickness" or "Child's sickness" from the drop down list. Fill in number of hours for the correct date. E.g. 7,5

Reporting overtime:
If you have agreed to work overtime, enter planned working hours: end time, start time and break to weekly view. Select "Overtime" from the drop down list. Fill in only overtime hours for the correct day. E.g. 2,0

Reporting meals on restaurant sector:
If you have agreed a meal reduction in pay, select "Meals (Restaurant sector)" from drop down list and mark "1" to the days, when you are dining.

Pekkanen, Frost add-on,Temperature add-on, Travelling time,Suppliment for head waiter and Other add-on: Select add-on from the list and enter hours to the correct days.

Vacations must be agreed beforehand with Adecco and with the company you work in.

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