

# Electronic Timesheet

## Instruction

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

The screenshot shows the Adecco login page in a browser window. The page features the Adecco logo and slogan 'better work, better life' at the top left. On the right, there are flags for Sweden, Finland, and the UK, along with an 'Adecco Worldwide' button. The main content area has a 'Login' section with 'User Name:' and 'Password:' input fields. Below these fields is a link that says 'Forgot your password? Enter your user name and click here.' A red callout bubble points to this link with the text: 'If you have forgotten the password, you can request for it by entering your username and clicking "here" link. You can change your password on "Security" tab.' At the bottom right of the login form is a 'Submit' button. Another red callout bubble points to this button with the text: 'You will receive user name and password by email. Enter you login details and click "Submit".' At the bottom of the page, there is a security notice: 'Our obligation to protect your information is our highest priority. For your protection you will be asked from time to time to refresh your browser during this session. To do this, click on the refresh function on your browser.'



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

The screenshot shows the 'Sign documents' page in the Njord Web Portal. The page header includes the Adecco logo and 'better work, better life' slogan. A navigation menu on the left lists options like 'Candidate Profile', 'CV', 'Document', 'Sign documents', 'Enter Time', 'Time Sheet History', 'Job Search', 'Job Progress', 'Update Availability', 'Remove Profile', 'Security', and 'Log Out'. The main content area is titled 'Sign documents' and contains a table with the following data:

Document Name	Valid from	Adecco company	Check to Agree
Työsuopimus ENG.pdf	01/01/13	Adecco Finland Oy	<input type="checkbox"/>

Two red callout bubbles provide instructions: 'Open the document by clicking "View / Download".' and 'Tick off "Check to Agree" box for signing off the document.'

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1. Login at <https://reg.adecco.fi/AdaptWSC/>
2. Approve your working agreement documents before reporting working hours.
3. You can edit your profile on Candidate Profile tab.

You can upload or delete CV on CV tab.

You can save the changes made by clicking "Submit".



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Njord Training - Blue Cards

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# Electronic Timesheet

## Instruction

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

The screenshot shows the 'Enter Time' interface in a browser window. A red callout bubble points to a calendar icon next to the 'Week: 7' dropdown, with the text: 'Select week from the calendar or click the sign between arrows for displaying current week.' Another red callout bubble points to a 'Create' button in a table, with the text: 'Click "Create" button for entering worked hours.'

Assign#	Client	Job Title	Associate Contact	Dates	
133895336	TST POK LE 12.12.	Assistentti	TST POK Kati Kontakti	01/01/13 - 31/03/13	Create

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1. Login at <https://reg.adecco.fi/AdaptWSC>
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.
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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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.
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.**
6. On Enter Time tab you can amend rejected timesheets, where is incorrect information or information missing.

The screenshot displays the Adecco Njord Web Portal interface for entering timesheets. The page title is "Njord Web Portal - Enter Time" and the URL is "https://reg.adecco.fi/AdaptWSC/candidate/enter\_time\_view.jsp". The Adecco logo and tagline "better work, better life" are visible at the top. The sidebar on the left contains various navigation options, with "Enter Time" highlighted. The main content area shows a "Week:" selector and a warning message: "ATTENTION: A timesheet has been rejected. Click 'Amend' to read the reason, correct and resubmit the timesheet." Below this is a table with the following data:

Timesheet	Assign#	Job Title	Associate Contact	Status	
111306968	133896336	Assistentti	TST POK Kati Kontaki	Rejected	Amend

A red callout bubble points to the "Amend" button in the table, with the text: "Click 'Amend' and correct the timesheet." At the bottom of the page, there is a security notice: "Our obligation to protect your information is our highest priority. For your protection you will be asked from time to time to refresh your browser during this session. To do this, click on the refresh function on your browser." and a "Sign documents" button.



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Njord Training - Blue Cards

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## Instruction

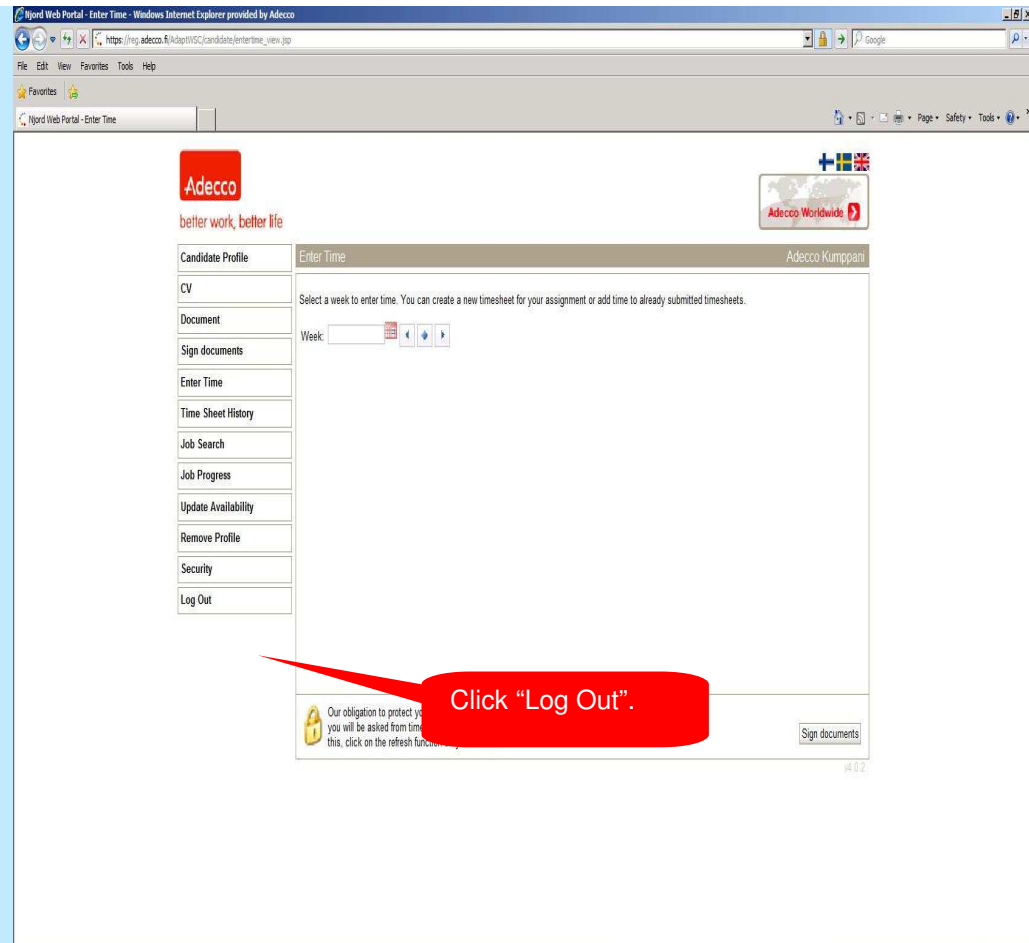
1. Login at <https://reg.adecco.fi/AdaptWSC/>
2. Approve your working agreement documents before reporting working hours.
3. You can edit your profile on Candidate Profile tab.
4. On Enter Time tab you can report worked hours.
5. Enter your worked hours to weekly view: start time, end time and break. 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.**
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.

The screenshot shows the 'Enter Time' interface in a web browser. On the left is a navigation menu with options like 'Candidate Profile', 'Enter Time', 'Time Sheet History', etc. The main area displays the 'Enter Time' form for a specific week (201306). It shows a 'Reason Rejected' message: 'Hi, please correct end time for Tuesday. It should be 17.00 Thanks!'. Below this is a table for entering working hours for each day of the week. A red callout box points to the 'Reason Rejected' message with the text: 'From “Reason Rejected” you can see why the timesheet has been rejected. Resubmit the timesheet for approval by clicking “Submit”.' At the bottom of the form, there are 'Submit', 'Save for Later', and 'Cancel' buttons, along with a security notice and a version number 'v4.0.2'.

# Electronic Timesheet

## Instruction

1. Login at <https://reg.adecco.fi/AdaptWSC/>
2. Approve your working agreement documents before reporting working hours.
3. You can edit your profile below Candidate Profile tab.
4. On Enter Time tab you can report worked hours.
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”.





# Electronic Timesheet

## 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, Supplement 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.**

	Monday 27/01/14	Tuesday 28/01/14	Wednesday 29/01/14	Thursday 30/01/14	Friday 31/01/14	Saturday 01/02/14	Sunday 02/02/14	Sum
In	09:00	09:00	09:00	09:00	09:00	0	0	
Out	17:00	17:00	17:00	17:00	17:00	0	0	
Break (in Mins)	30	30	30	30	30	0	0	
Hrs Reg	7,5	7,5	7,5	7,5	7,5	0	0	37,5
<b>Overtime and absences</b>								
Working Hours	7,5	7,5	7,5	7,5	7,5	0	0	37,5
--None--	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Accident at work / Accident during commute	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Child's sickness	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Frost add-on	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Meals (Restaurant sector)								
Other add-on								
Overtime								
Own sickness								
Pekkanen								
Supplement for head waiter								
Temperature add-on								
Travelling time								
Yearly vacation								