

A Worker's Guide to Kelly Web Time

Kelly Web Time is a web based time-keeping system that enables you to submit and track your timesheets via the Internet. Your timesheets are automatically submitted to your supervisor who can also approve them online. The system means you no longer have to complete timesheets by hand to be faxed or delivered to your branch. Kelly Web Time is easy to use but please take the time to review this quick reference guide which should answer any questions you may have.

Getting Help

If you have any questions or problems while using Kelly Web Time please check the **Frequently Asked Questions** first. You can find a link to these within Kelly Web Time. If you have any other questions contact your Kelly consultant.

Logging on to Kelly Web Time

1. Launch your web browser and go to <https://webtime.kellyservices.co.uk>.
2. The Kelly Web Time home page will appear. Click on **Worker - Web Time Timesheets**.



3. The **Introduction to Kelly eSolutions** page will appear. Click on **Worker Login**.
4. Read the **Privacy Statement** and click **I Accept** to continue. You will be unable to continue if you do not accept our Privacy Statement.
5. The **Worker Login** page appears. Enter your **Reference Number** and **Password** and click **Submit**. If you have not been issued Login Details, please contact your Kelly consultant who will be happy to help.
6. If you have logged in successfully your **Profile Information Summary** will be displayed. It is important to keep your details up to date so we can easily contact you.
7. If you forget your reference number or password, click on **Forgotten Reference No./Password**.



Creating Your Timesheet

1. Click on **Timesheets**. The **View timesheets** page will appear with a summary of your recently submitted timesheets, showing their status.
2. Click on the **New Timesheet** icon. A list of your current assignments will be displayed.
 - Click on the **Order #** (number) of the assignment you would like to create a timesheet for. The **Enter Timesheet** page will appear. Check that the correct **Week Ending** date is shown and amend if necessary.
 - Enter your **Start** and **Finish** times and the length of time taken for any breaks (**unpaid time**). Time will be automatically rounded to the nearest 15 minutes. You must enter your time worked using the 24 hour clock format otherwise the data will not be accepted (ie: 0900 or 1730)
 - The **Total Hours** will be calculated automatically. When you have completed and checked the form click on the **Submit** button. Payment may be delayed if this page is not fully completed. Clicking on the **Clear** button will clear all the fields on the form.
 - A confirmation page will appear to notify you that your timesheet has been successfully submitted.
3. Details of the timesheet will now appear in your list of timesheets. It will have **Waiting for Approval** status until your line manager/supervisor has approved it.
4. If your supervisor **amends** your timesheet before approving it you will receive notification by email. You will also be notified by email if your supervisor **rejects** your timesheet.

Checking the Status of Your Timesheet

- Once you have logged into Kelly Web Time click on **Timesheets**.
- A summary of your recently submitted timesheets will be displayed, along with their status.
- To view a timesheet click on the **Week Ending Date**.

Correcting Your Timesheet

- You cannot amend your timesheet yourself.
- If after submitting your timesheet you realize you have made an error contact your supervisor who will be able to amend the timesheet on your behalf before approving it.
- If your supervisor is not available contact your Kelly consultant

Updating Your Profile

- Log into Kelly Web Time and click on **Update Profile**.
- Amend your details and click **Submit**.
- A confirmation page will appear to notify you that your profile has been successfully updated.
- The changes will be effective immediately.

Changing Your Password

- Log into Kelly Web Time and click on **Update Password**.
- Enter your **Old Password** and then enter your **New Password**. Confirm your **New Password** by entering it again. Click on **Submit Password Change**.
- Your new password will be effective immediately.

Request Forgotten Password

- If your login fails due to incorrect details being entered when attempting to access Kelly Web Time the **Login Failed** page will appear.
- To attempt to login again select the **Back** button in your browser.
- The **Forgotten Reference No./Password** page will appear.
- Enter your **Surname** and **Email Address** and click **Submit**.
- If your request was successful your Reference No and Password will be emailed to you.
- If your request was unsuccessful please contact your Kelly consultant.

Logging off Kelly Web Time

- At the end of each session don't forget to **Log Out**.