



# Your Guide to Kelly Web Time

## About 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 then automatically submitted to your supervisor who can also approve them online. Your time is then transmitted to Kelly's payroll system to generate your pay. The system means you no longer have to complete timesheets by hand to be faxed or delivered to your branch.

Kelly Web Time is convenient and easy to use and requires no training. If you do have any questions please contact your Kelly branch consultant.

## How to Access Kelly Web Time

1. Launch your web browser and go to <http://webtime.kellyservices.co.uk>
2. The Kelly Web Time home page will appear (*fig. 1*).



fig. 1

Worker Web Time Timesheets

3. Select **Worker Web Time Timesheets**.
4. The **Kelly eSolutions Introduction** page will appear (*fig. 2*).



fig. 2

Worker Login

5. Select **Worker Login**.

6. The **Privacy Statement Acceptance** page will appear (*fig. 3*).



**Kelly Services  
Privacy Policy**

*fig. 3*

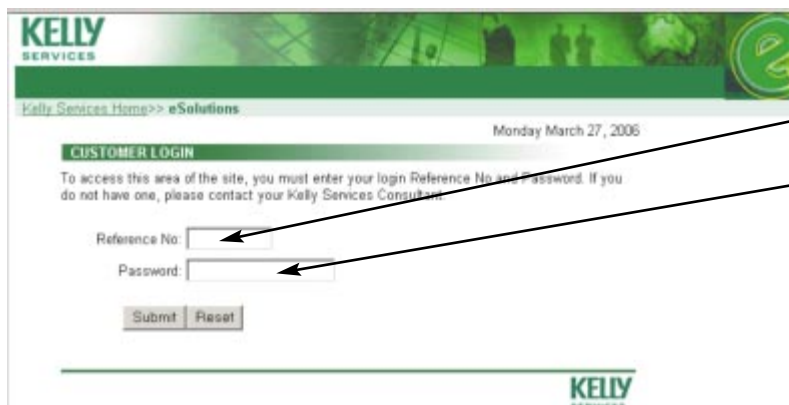
7. If the **Kelly Services Privacy Policy** has already been read and agreed to select **I Accept** and go to step 8.  
If not :
- i. Select **Kelly Services Privacy Policy**.
  - ii. The Kelly Services Privacy Statement will appear in a new window (*fig. 4*).



*fig. 4*

- iii. When the Privacy Statement has been read and agreed to, close the window and select **I Accept**.
- iv. The statement must be agreed to before progressing further. If the statement cannot be agreed to select **Exit** and contact your local Kelly Branch.

8. The **Worker Login** page will appear (*fig. 5*).



**Reference No**

**Password**

*fig. 5*

9. To complete the required fields, you must have been assigned to an active job(s), and have been assigned a **Reference No** and **Password** by your Kelly branch.  
If you do not know your login details contact your branch consultant.
10. Enter the unique **Reference No** (number) in the required field.
11. Enter the **Password** in the required field.
12. Select **Submit** (selecting **Reset** will clear the form and return to step 10).

### What happens next?

- You will be taken to the **Profile Information Summary** page.

### How to Create a Timesheet

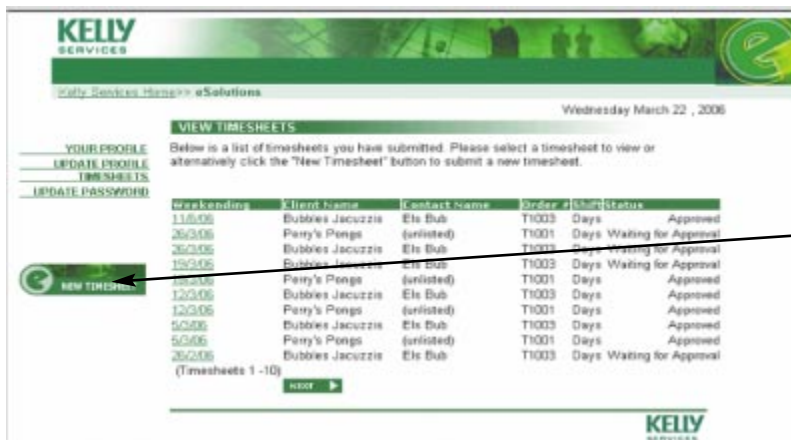
13. From any page in Web Time select **Timesheets** (fig. 6).



Timesheets

fig. 6

14. The **View Timesheets** page will appear (fig. 7).



New Timesheets

fig. 7

15. Select **New Timesheet**.
16. The **View Assignments** page will appear (fig. 8).



Order #

fig. 8

17. Select the **Order #** (number) that applies to the timesheet to be created.
18. The **Enter Timesheets** page will appear (fig. 9).



Week Ending Date

Timesheet for completion

fig. 9

19. Before continuing further you should confirm that the correct timesheet is shown. If not, select **Cancel** and return to step 16.
20. The **Week Ending** date for the current week will automatically be displayed. You can change the **Week Ending** value by entering the date in dd/mm/yyyy format (i.e. 25/03/2006). If the date entered is not a valid Week Ending date it will be automatically changed to the closest relevant date.

21. Enter **Monday to Sunday: Start Time(s), Lunch / Break Unpaid Time(s) and Finish Time(s)** in 24-hour clock format (i.e. start at 8.15am, 45 minute unpaid time (lunch-break) and finish at 4.30pm would be entered as: start 0815, unpaid 0045, finish 1630). There is no need to enter colons between hours and minutes as these will be entered automatically. When a time has been entered the cursor will move to the next required field for completion.

NB: Time entered is always converted to the nearest 15 minute value (i.e. input 0738 will output 0745).

22. **Total Hours Worked** by day and week will be calculated automatically by the Web Time application.

23. Once you have checked your timesheet, select **Submit** to automatically send it to your supervisor for approval.

24. To disregard all entered time and to start again with the current timesheet select **Cancel** and return to step 16.

#### What happens next?

- You will be notified with a **Thank you** page to confirm that your timesheet has been successfully submitted (fig. 10).

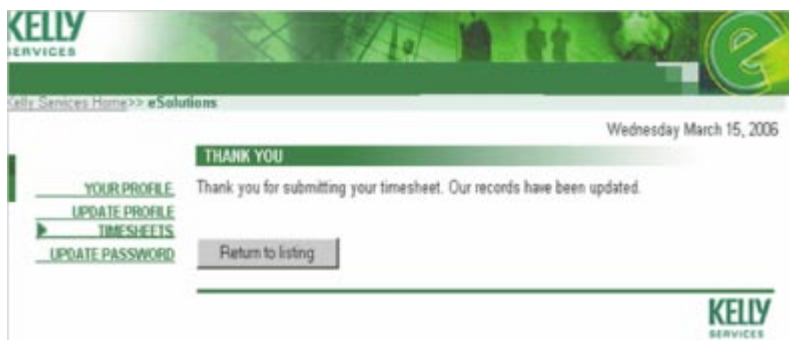


fig. 10

## Reviewing Your Timesheet

25. The Worker must have successfully logged into Webtime.
26. To review previously submitted timesheets select **Timesheets** (fig. 11). Timesheets completed by hand cannot be accessed in Kelly Web Time.

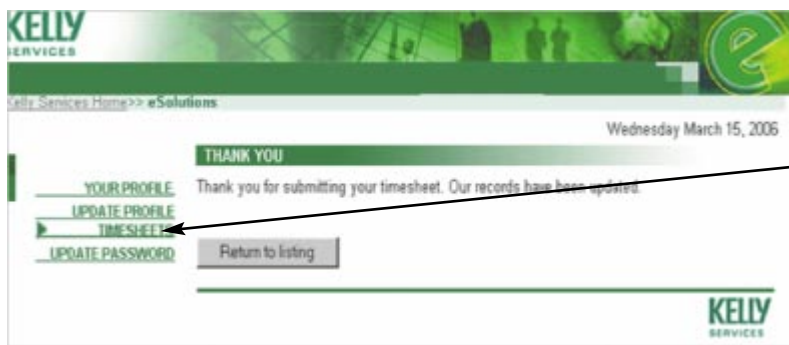


fig. 11

27. The **View Timesheets** page will appear (fig. 12).

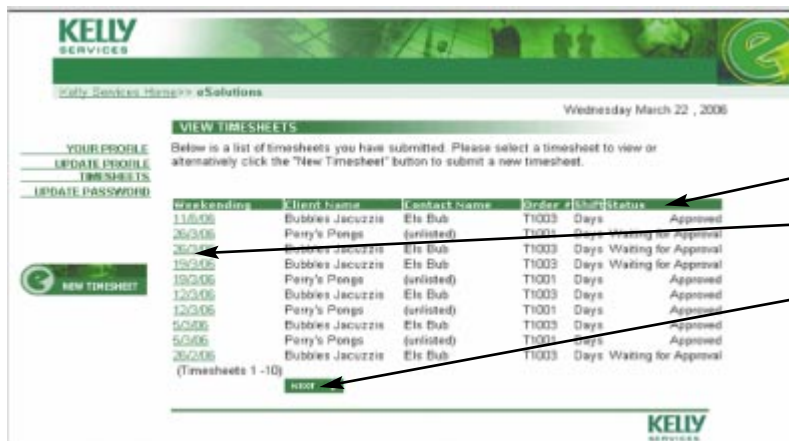


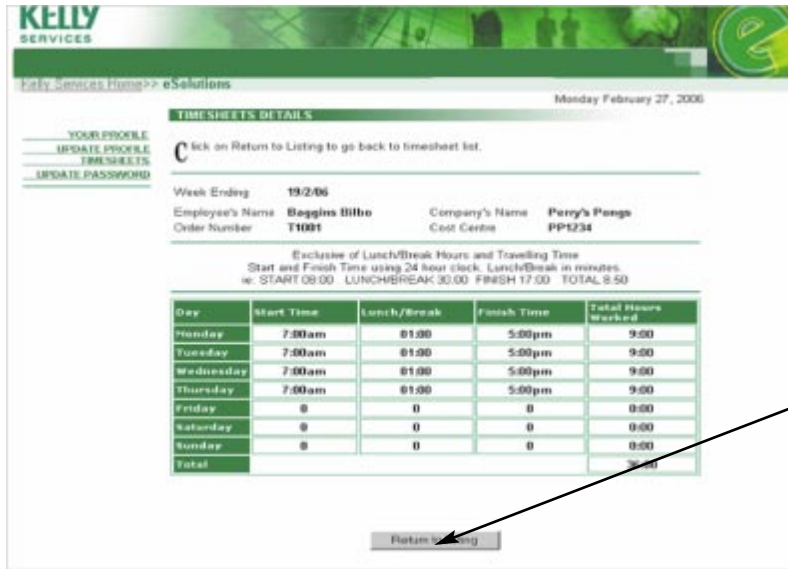
fig. 12

28. Your previous timesheets will be listed and will show one of 3 status types:

<b>Approved</b>	Approved by your supervisor or the Kelly Recruiter.
<b>Rejected</b>	Rejected by your supervisor or the Kelly Recruiter. If your timesheet has been rejected you must contact your supervisor to discuss and amend the timesheet before it can be approved.
<b>Waiting for Approval</b>	To be approved by your supervisor or the Kelly Recruiter.

29. Select **Next** to view the next group of timesheets (if applicable).
30. To view a timesheet select the **Week Ending** date applicable to the timesheet.

31. The Timesheet Details page will appear (fig. 13).



Return to listing

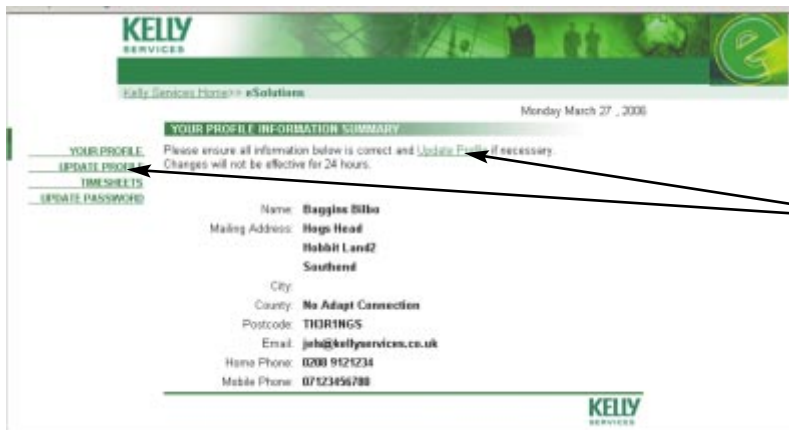
fig. 13

32. Select **Return to listing** to review more timesheets.

### How to Update Your Profile

You can update your mailing address, email address and telephone numbers via Kelly Web Time.

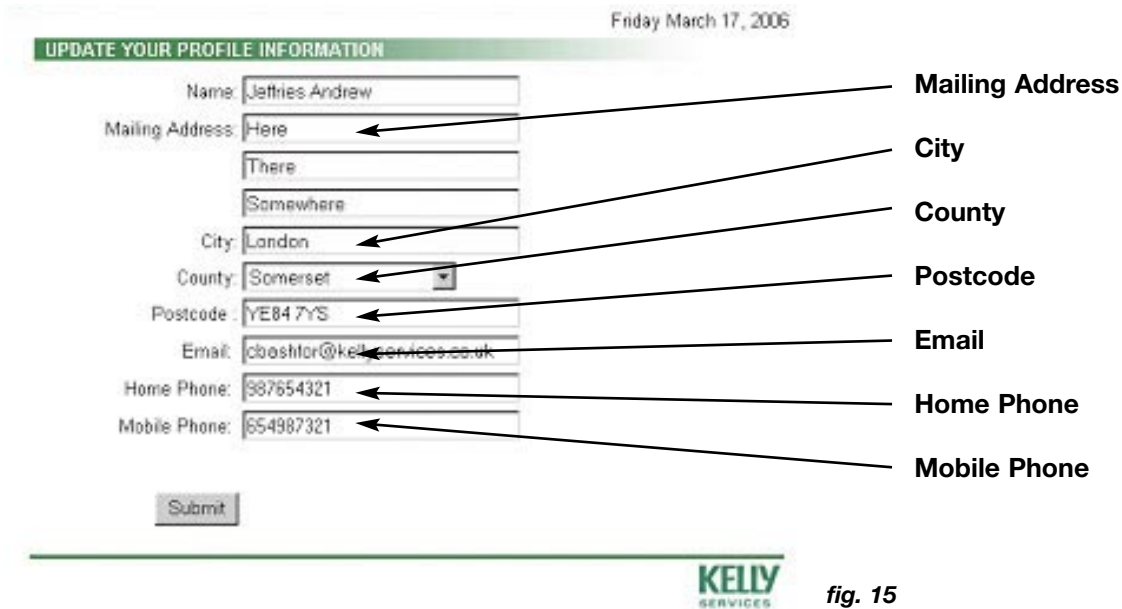
33. From any page of Web Time select **Update Profile** (fig. 14).



Update Profiles

fig. 14

34. The Update Your Profile Information page will appear (*fig. 15*).



Friday March 17, 2006

**UPDATE YOUR PROFILE INFORMATION**

Name:

Mailing Address:

City:

County:

Postcode:

Email:

Home Phone:

Mobile Phone:

**Mailing Address**

**City**

**County**

**Postcode**

**Email**

**Home Phone**

**Mobile Phone**

**KELLY SERVICES**

*fig. 15*

35. Amend the appropriate field.

36. Select **Submit** to Update Profile Information as entered.

### What happens next?

- You will be notified with a **Thank you** page to confirm the changes have been made (*fig. 16*).



**KELLY SERVICES**

Kelly Services Home >> eSolutions

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**THANK YOU**

Thank you. Your details have been updated.

[YOUR PROFILE](#)

[UPDATE PROFILE](#)

[TIMESHEETS](#)

[UPDATE PASSWORD](#)

**KELLY SERVICES**

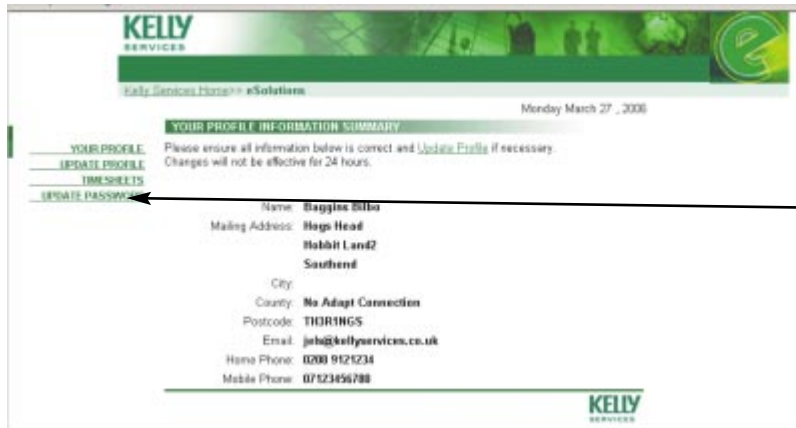
*fig. 16*

- Updated Profile Information appears within your record immediately.



## How to Change Your Password

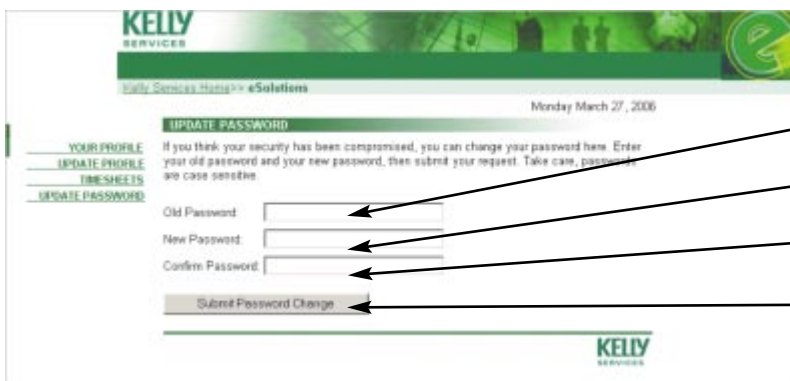
37. From any page in Web Time select **Update Password** (fig. 17).



Update Password

fig. 17

38. The **Update Password** page will appear (fig. 18).



Old Password

New Password

Confirm Password

Submit Password Change

fig. 18

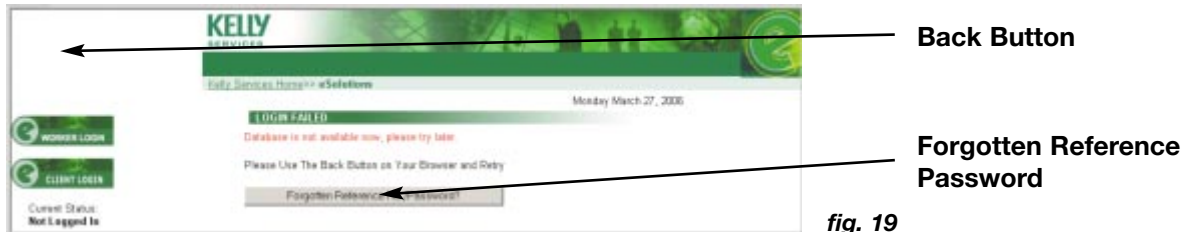
39. Enter the **Old Password** in the required field.
40. Enter the **New Password** in the required field.
41. Confirm the new password by entering again in the **Confirm Password** field.
42. Select **Submit Password Change**.

### What happens next?

- If the correct existing password was entered in step 39, and the passwords entered in steps 40 and 41 match, the new password will become effective immediately.
- If incorrect information was entered a warning message will appear. Return to step 37.

## What To Do If You Forget Your Login Details

43. If you forget your login or your login attempt fails (due to incorrect details being entered when attempting to access the system) the **Login Failed** page will appear (*fig. 19*).



*fig. 19*

44. To attempt Login again, select the **Back** button on the Internet Browser.
45. To request notification of the Reference Number and Password select **Forgotten Reference No / Password**.
46. The **Forgotten Reference No / Password** screen will appear (*fig. 20*).

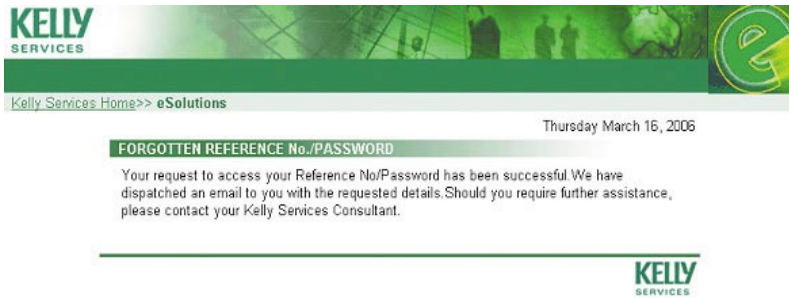


*fig. 20*

47. Enter the your **Surname** in the required field.
48. Select your **Date of Birth** from the two drop-down lists.
49. Enter the your **Email Address** in the required field.
50. Select **Submit** (selecting **Reset** will clear the form and return to step 46).
51. If you cannot provide this information contact your local Kelly branch.

## What happens next?

- If your request for your login details was successful you will be notified on-screen (*fig. 21*). You will also receive an email.



*fig. 21*

- If the request for login details was unsuccessful you will be notified on screen and advised to contact your local Kelly branch.