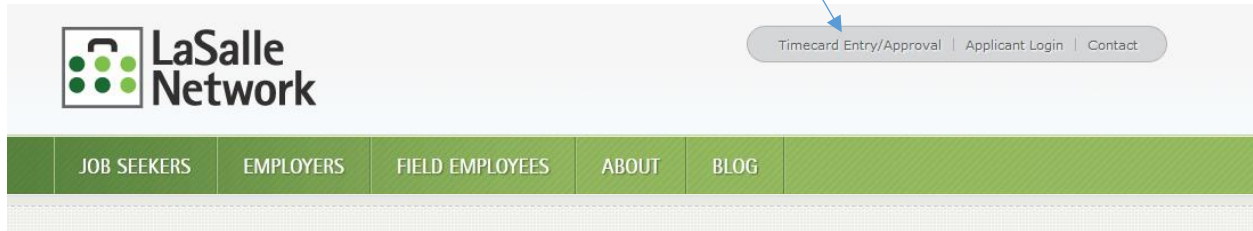


LaSalle Network Timecard Submission Instructions

To login to submit your timecard each week, navigate to www.lasallenetwork.com, and click on the “Timecard Entry/Approval” link in the upper right hand corner.



Login using the credentials that were emailed to you on the first day of your placement.

From: <noreply@timesheasy.com>
Date: Wed, May 7, 2014 at 7:31 AM
Subject: Your LaSalle Network timesheet account has been created.
To: [REDACTED]
Cc: [REDACTED]

Mark,

You have been set up as an Employee in our online timesheet system which you can access at <http://lasallenetwork.timesheetsareeasy.com/> and log in with your credentials as follows.

Your username is: [REDACTED]
Your password is: whenfoot

Please remember to immediately change your password to something that is easy for you to remember, and difficult for others to guess.

The Employee Support Site can be accessed at <http://employeehelp.timesheasy.com>

If you have any questions please contact your representative at LaSalle Network at [312-419-1700](tel:312-419-1700).

Best Regards,
LaSalle Network

You can login from our website or by clicking the URL in the email.

<https://lasallenetwork.timesheetsareeasy.com/Login/>

Enter Login Credentials

A screenshot of the LaSalle Network login form. The form is centered on a light gray background. At the top left of the form is the LaSalle Network logo. Below the logo are two input fields: 'Username' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember me on this computer'. Below the checkbox is a blue link that says 'Forgot Password'. At the bottom of the form is a dark gray button with white text that says 'Log in >>'. The entire form is enclosed in a white border.

The following screen will display, choose "blank timesheet" or "copy last". Copying a previous timesheet will duplicate what you submitted the prior week for easier entry.

Time Period: -

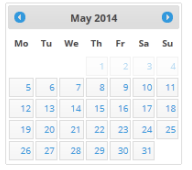
Placement:

Timesheet Status: **Not Created**

Total Hours:
Total Expenses:

Timesheets Expenses

Days



Create Timesheet

Create a new timesheet:

- Blank Timesheet
- Copy Previous Timesheet
- No Hours (this will automatically approve the timesheet with no hours and cannot be undone)

Enter time in and out.

Time Period: **04/28/2014 - 05/04/2014**

Placement:

Timesheet Status: **In Progress**

Total Hours: **0:00**
Total Expenses: **0.00**

Timesheets Expenses

Days

Date	Hours	Total Hours
Mon 04/28/2014	0:00	0:00
Tue 04/29/2014	0:00	0:00
Wed 04/30/2014	0:00	0:00
Thu 05/01/2014	0:00	0:00
Fri 05/02/2014	0:00	0:00
Sat 05/03/2014	0:00	0:00
Sun 05/04/2014	0:00	0:00

Hours for Mon 04/28/2014

Please Enter Time Out

Time In	Time Out	Hours Type	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Help Change Password Logout

The system will ask you AM or PM if you do not specify.

The screenshot shows a user interface for a timesheet system. At the top, the user's name 'Guillen, Adriana' and the time period '04/28/2014 - 05/04/2014' are displayed. Below this, there is a 'Placement' dropdown menu and a 'Timesheet Status: In Progress' indicator. The main area is divided into 'Timesheets' and 'Expenses' tabs. On the left, a 'Days' sidebar shows a calendar view for the period from 04/28/2014 to 05/03/2014, with columns for 'Date', 'Hours', and 'Total Hours'. The main content area is titled 'Hours for Mon 04/28/2014' and contains a table with columns for 'Time In', 'Time Out', 'Hours Type', and 'Notes'. A modal dialog box is open over the 'Hours Type' column, asking 'Was this AM or PM?' with two green buttons labeled 'AM' and 'PM'.

The "Hours Type" drop down specifies the type of time submitted. Normal is paid time.

This screenshot shows the same timesheet interface as the previous one, but for Tuesday, 04/29/2014. The 'Hours Type' dropdown menu is now set to 'Normal'. A blue arrow points from the text above to the 'Normal' dropdown. The 'Total Hours' is now 16:00 and 'Total Expenses' is 0.00. The 'Hours for Tue 04/29/2014' section shows a 'Time In' of 9:00 am and a 'Time Out' of 5:00 pm. Below the table are two green buttons: 'Add Block' and 'Copy Previous Day'.

When entering your hours for the week, do not include breaks or lunches. You will have two blocks of time for the day. See example below.

Time Period: 08/18/2014 - 08/24/2014

Placement: [redacted] Timesheet Status: In Progress

Total Hours: 8:00
Total Expenses: 0.00

Timesheets Expenses

Days

Date	Hours	Total Hours
08/18/2014 - 08/24/2014		
Mon 08/18/2014	8:00	8:00
Tue 08/19/2014	0:00	0:00
Wed 08/20/2014	0:00	0:00
Thu 08/21/2014	0:00	0:00
Fri 08/22/2014	0:00	0:00
Sat 08/23/2014	0:00	0:00
Sun 08/24/2014	0:00	0:00

Hours for Mon 08/18/2014

Time In	Time Out	Hours Type	Notes
8:00 am	12:00 pm	Normal	
1:00 pm	5:00pm	Normal	

[Add Block](#) [Copy Previous Day](#)

[Notes \(0\)](#) [Attachments \(0\)](#) [Submit Timesheet](#) [View Timesheet](#) [Delete Timesheet](#)

Click Submit Timesheet once complete.

Mon 04/28/2014	8:00	8:00
Tue 04/29/2014	8:00	8:00
Wed 04/30/2014	7:00	7:00
Thu 05/01/2014	0:00	0:00
Fri 05/02/2014	0:00	0:00
Sat 05/03/2014	0:00	0:00
Sun 05/04/2014	0:00	0:00

[Add Block](#) [Copy Previous Day](#)

[Notes \(0\)](#) [Attachments \(0\)](#) [Submit Timesheet](#) [View Timesheet](#) [Delete Timesheet](#)

Accept Employee agreement.

Time Period: 04/28/2014 - 05/04/2014

Placement: [dropdown menu]

Timesheet Status: In Progress

Total Hours: 23:00

Total Expenses: 0.00

Notifications

By approving your time worked online, you are stating that you have read the agreement which appears below and you acknowledge all information is true and accurate. Falsified information will be considered fraudulent behavior and criminal charges may be pressed. 1. Recording your time. Report all time to the nearest 1/4 hour. Do not show odd minutes. 2. Overtime. All authorized work you perform in excess of 40 hours per week, Monday-Sunday, will be at time and one half the regular rate. You are permitted to work overtime only if the Client requests and approves such work. The Client must obtain approval from us before overtime can be authorized. 3. Lunch. Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of one half (1/2) hour for lunch. 4. Absence - call us at once. We will contact the Client. If you will be out for a day or more, it will be up to the Client to decide on replacing you or awaiting your return. 5. Never call our Client. NEVER call the Client before contacting LaSalle Network if you are late, if you cannot work the prescribed hours or if you won't be able to report to work. 6. Future Assignments. If you do not contact us after each assignment, we will assume you are not available for work. 7. By signing this timesheet, Employee acknowledges that LaSalle Network is their employer and is responsible for Employee finding work at Client named on timesheet. In addition, by signing timesheet, Employee understands they may not work for Client (or any affiliated "sister" organization which identified them during or due to their employment with LaSalle Network at Client Location) directly as an employee, independent contractor or through another staffing company. 8. Original timesheet must be turned in no later than 6:00pm on Monday the following week to be paid on time.

Accept Cancel

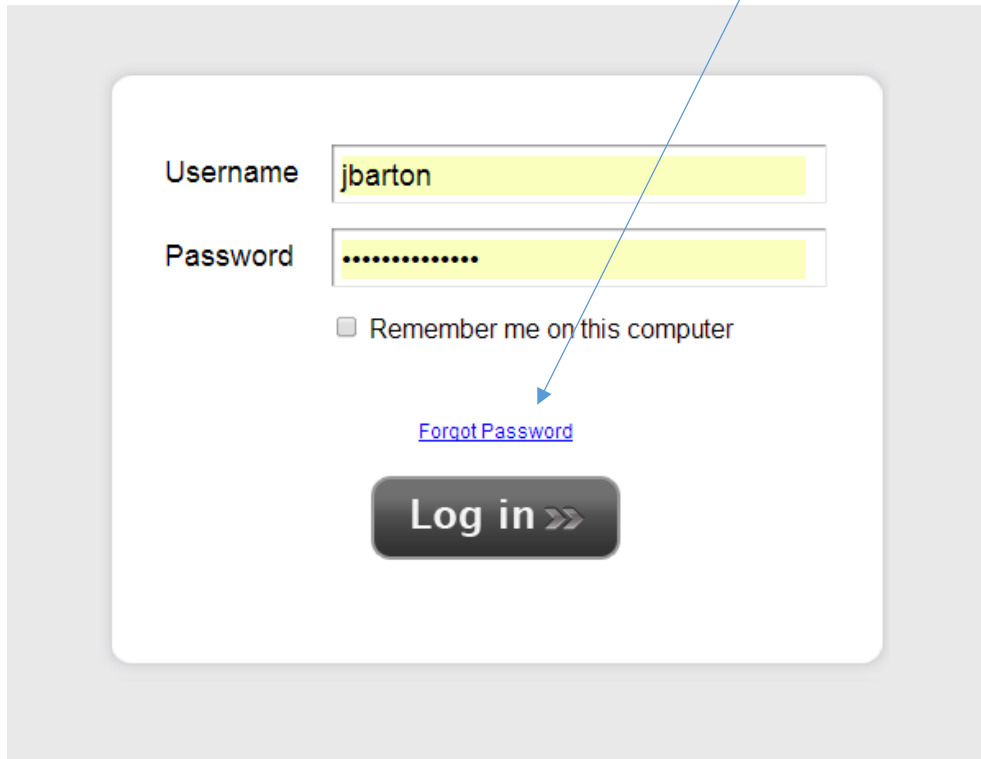
Notes (0) Attachments (0) Submit Timesheet View Timesheet Delete Timesheet

A submitted timesheet can still be edited until the time is approved by your manager. You must click 'Unsubmit Timesheet' to correct the time then resubmit for approval.

Wed	7:00	7:00
04/30/2014		
Thu	0:00	0:00
05/01/2014		
Fri	0:00	0:00
05/02/2014		
Sat	0:00	0:00
05/03/2014		
Sun	0:00	0:00
05/04/2014		

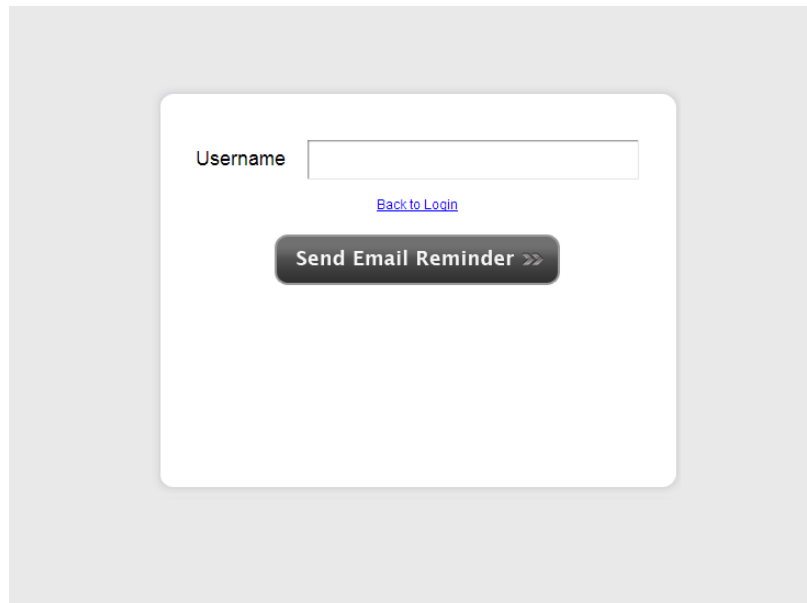
Notes (0) Attachments (0) Unsubmit Timesheet View Timesheet

Passwords can be easily reset by clicking “Forgot Password”.



A screenshot of a login form. The form is white and centered on a light gray background. It contains the following elements: a 'Username' label followed by a text input field containing 'jbarton'; a 'Password' label followed by a password input field with ten dots; a checkbox labeled 'Remember me on this computer'; a blue underlined link 'Forgot Password'; and a dark gray button with white text 'Log in >>'. A blue arrow points from the text above to the 'Forgot Password' link.

Enter your username (email) and click “Send Email Reminder”. The system will email you a link to reset your password.



A screenshot of a form for sending an email reminder. The form is white and centered on a light gray background. It contains the following elements: a 'Username' label followed by an empty text input field; a blue underlined link 'Back to Login'; and a dark gray button with white text 'Send Email Reminder >>'.