

LaSalle Network Timecard Submission Instructions

To login to submit your timecard each week, navigate to www.lasallenetwork.com, and click on the "Login" button in the upper right hand corner.

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Login using the credentials that were emailed from payroll@lasallenetwork.com. All onboarding documents must be completed prior to accessing timecards.

Your LaSalle Network paperwork is ready to complete



payroll@lasallenetwork.com



Thank you for interviewing with LaSalle Network. The next step of our process is for you to complete onboarding paperwork through our online portal:

<http://lasallenetwork.timesheetsareeasy.com/>

Your username is: @lasallenetwork.com

Your password is: suchdrop

Once you log in, you will see a list of documents to complete. Before you begin, please review the document titled "Welcome to Electronic Onboarding" at the bottom of the page for instructions on how to submit electronic documents.

If you have any questions about your electronic paperwork, please call our onboarding support hotline at ☎312-517-7028. For any questions regarding payroll or assignment details, please contact LaSalle Network at ☎312-419-1700.

Best regards,

The LaSalle Network Team

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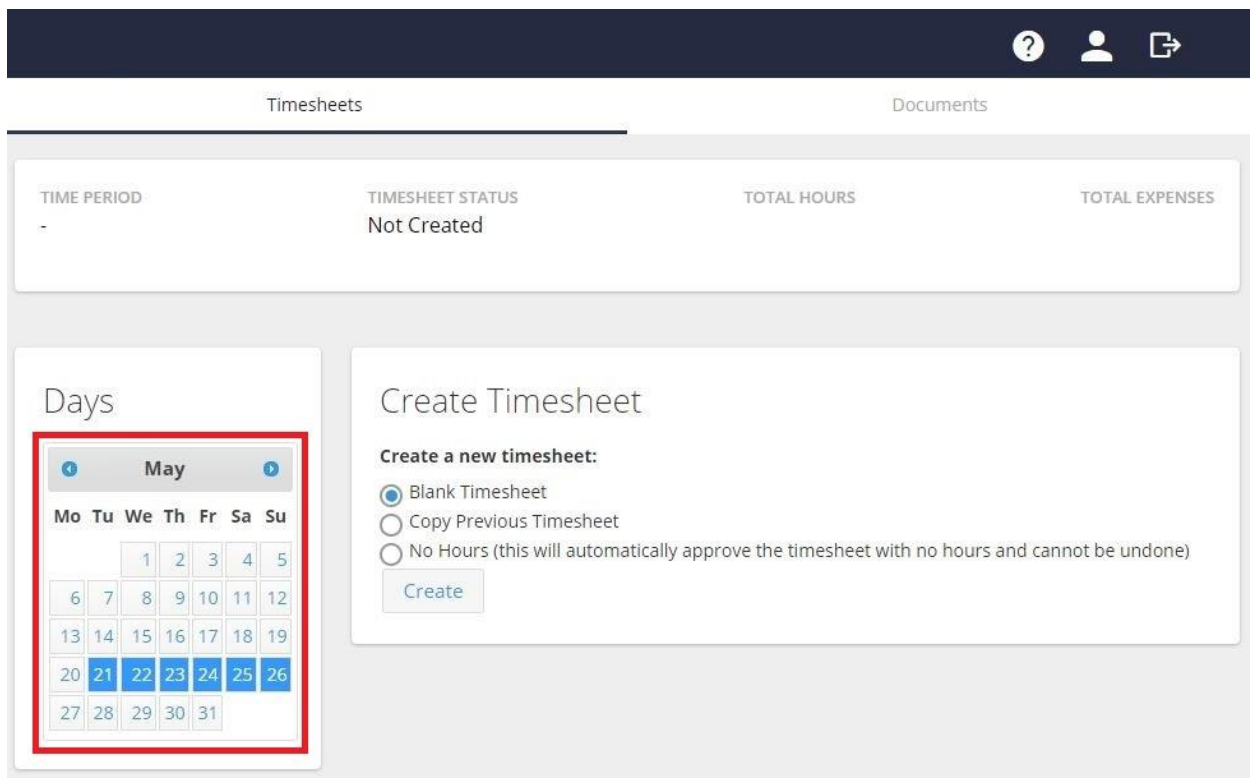
Access the login portal from the website or by clicking the URL in the email.

<https://lasallenetwork.bbo.bullhornstaffing.com/Login/>



The login portal features the LaSalle Network logo at the top left, which consists of a square containing a stylized 'L' and four green circles. To the right of the logo, the text 'LaSalle Network' is displayed in a large, bold, black font. Below the logo and text is a white login form with a dark border. The form contains two input fields: 'Username' with the text '@lasallenetwork.com' and 'Password' with a masked password of seven dots. A checkbox labeled 'Remember me on this computer' is located below the password field. A blue link for 'Forgot Password' is positioned below the checkbox. A large, dark 'Log in >>' button is centered at the bottom of the form. A blue link for 'Privacy' is located below the button.

The following screen will display, select the week worked in the calendar on the left.



The screen displays a dark blue header with three icons: a question mark, a user profile, and a share icon. Below the header are two tabs: 'Timesheets' (selected) and 'Documents'. The main content area is divided into two sections. The top section is a summary table with the following data:

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
-	Not Created		

The bottom section is split into two panels. The left panel, titled 'Days', shows a calendar for the month of May. The days of the week are labeled 'Mo', 'Tu', 'We', 'Th', 'Fr', 'Sa', 'Su'. The dates 21, 22, 23, 24, 25, and 26 are highlighted in blue and enclosed in a red rectangular box. The right panel, titled 'Create Timesheet', contains the following text and options:

Create a new timesheet:

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

A 'Create' button is located below the radio buttons.

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Choose "Blank Timesheet" or "Copy Last". Copying a previous timesheet will duplicate what you submitted the prior week for easier entry.

Timesheets Documents

TIME PERIOD - TIMESHEET STATUS Not Created TOTAL HOURS TOTAL EXPENSES

Days

May

Mo Tu We Th Fr Sa Su

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

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)

Create

Enter time in as the time you arrived and the time out as when you left for lunch, then click "Add Block".

Timesheets Documents

TIME PERIOD 05/20/20 - 05/26/20 TIMESHEET STATUS In Progress TOTAL HOURS 6:00 TOTAL EXPENSES \$0.00

Days

Date	Hours	Total Hours
Mon 05/20/20	0:00	0:00
Tue 05/21/20	6:00	6:00

Hours for Tue 05/21/20

Time In	Time Out	Hours Type	Notes
7:00 AM	1:00 PM	Normal	

Add Block Copy Previous Day

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When entering your hours include lunch breaks. Select "Lunch" under the Hours Type column.

Timesheets Documents

TIME PERIOD
05/20/20 - 05/26/20

TIMESHEET STATUS
In Progress

TOTAL HOURS
9:00

TOTAL EXPENSES
\$0.00

Days

05/20/20 - 05/26/20

Date	Hours	Total Hours
Mon 05/20/20	0:00	0:00
Tue 05/21/20	9:00	9:00
Wed 05/22/20	0:00	0:00
Thu 05/23/20	0:00	0:00

Hours for Tue 05/21/20

Time In	Time Out	Hours Type	Notes
7:00 AM	1:00 PM	Normal	
1:00 PM	2:00 PM	Lunch	
2:00 PM	5:00 PM	Normal	

Add Block Copy Previous Day

Click Submit timesheet once all hours have been entered for the week.

Days

05/20/20 - 05/26/20

Date	Hours	Total Hours
Mon 05/20/20	0:00	0:00
Tue 05/21/20	9:00	9:00
Wed 05/22/20	0:00	0:00
Thu 05/23/20	0:00	0:00
Fri 05/24/20	0:00	0:00
Sat 05/25/20	0:00	0:00
Sun 05/26/20	0:00	0:00

Hours for Tue 05/21/20

Time In	Time Out	Hours Type	Notes
7:00 AM	1:00 PM	Normal	
1:00 PM	2:00 PM	Lunch	
2:00 PM	5:00 PM	Normal	

Add Block Copy Previous Day

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

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Read through the Employee Agreement. Hours are submitted once accepted.

The screenshot displays a timecard submission interface. At the top, it shows the 'TIME PERIOD' as 05/20/20 - 05/26/20, 'TIMESHEET STATUS' as In Progress, 'TOTAL HOURS' as 9:00, and 'TOTAL EXPENSES' as \$0.00. A 'Notifications' dialog box is open, containing the following text:

By approving your time worked online, you are stating that you have read the agreement that 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. You are required to keep an accurate record of your hours worked. Plan your work so that you begin and end with the times given to you by your supervisor. You are required to sign your time record to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or "off the clock" work). If anyone encourages you to work "off the clock" or otherwise falsify your time record, you must notify Human Resources immediately. Report all time to the nearest 1/4 hour. Do not show odd minutes.
2. 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.
3. Future Assignments. If you do not contact us after each assignment, we will assume you are not available for work.
4. By signing this timesheet, Employee acknowledges that LaSalle Network is their employer and is the entity responsible for Employee finding work at the Client named on this timesheet. In addition, by signing this 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.
5. Employee's original timesheet must be turned in no later than 6:00 pm on Monday the following week to be paid on time.

At the bottom of the dialog box, there are two buttons: 'Accept' (highlighted with a red box) and 'Cancel'. Below the dialog box, there are buttons for 'Notes (0)', 'Attachments (0)', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'.

A submitted timesheet can still be edited until approved by a manager. Click "Unsubmit Timesheet" to correct the time then resubmit for approval.

The screenshot displays a submitted timesheet. On the left, there is a table showing the time worked for each day from Monday, 05/20/20, to Sunday, 05/26/20. The table has columns for 'Date', 'Hours', and 'Total Hours'. The 'Hours' column shows 0:00 for all days, and the 'Total Hours' column shows 0:00 for all days.

Date	Hours	Total Hours
Mon 05/20/20	0:00	0:00
Tue 05/21/20	9:00	9:00
Wed 05/22/20	0:00	0:00
Thu 05/23/20	0:00	0:00
Fri 05/24/20	0:00	0:00
Sat 05/25/20	0:00	0:00
Sun 05/26/20	0:00	0:00

On the right, there is a table with columns for 'Time In', 'Time Out', 'Hours Type', and 'Notes'. Below the table, there are buttons for 'Notes (0)', 'Attachments (0)', 'Unsubmit Timesheet' (highlighted with a red box), and 'View Timesheet'.


LaSalle Network Timecard Submission Instructions

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



The image shows the LaSalle Network login interface. At the top left is the LaSalle Network logo, which consists of a square containing a stylized 'L' and five green circles of varying shades. To the right of the logo, the text 'LaSalle Network' is displayed in a large, bold, black font. Below the logo and text is a white rectangular form with rounded corners. Inside the form, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me on this computer'. A red rectangular box highlights the text 'Forgot Password' in blue, which is a link. Below this link is a dark grey button with the text 'Log in >>'. At the bottom of the form is a small blue link labeled 'Privacy'.

Enter your email address and click “Send Email Reminder”. The system will email you a link to rest your password.



The image shows the LaSalle Network forgot password interface. At the top left is the LaSalle Network logo, which consists of a square containing a stylized 'L' and five green circles of varying shades. To the right of the logo, the text 'LaSalle Network' is displayed in a large, bold, black font. Below the logo and text is a white rectangular form with rounded corners. Inside the form, there is a single input field labeled 'Username'. Below the 'Username' field is a small blue link labeled 'Back to Login'. Below this link is a dark grey button with the text 'Send Email Reminder >>'.