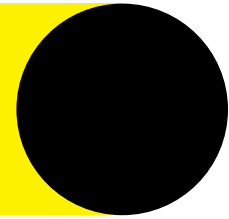


Time & Expense Entry Instructions



Welcome to Agilus, and congratulations on your new placement! You will use the Candidate Portal to enter your time and eligible. You will receive an email with a link and your user ID and password for accessing the Portal. This document contains the instructions for entering your time and eligible expenses.

Logging In to the Candidate Portal

1. To log into the Portal, go to <https://login.myagilus.ca> and enter your user ID and password. Once your user ID and password have been entered, click Log In

agilus
Work Solutions

Welcome to erecruit.

Log in via:

Single Sign-On

or

Email:

Password:

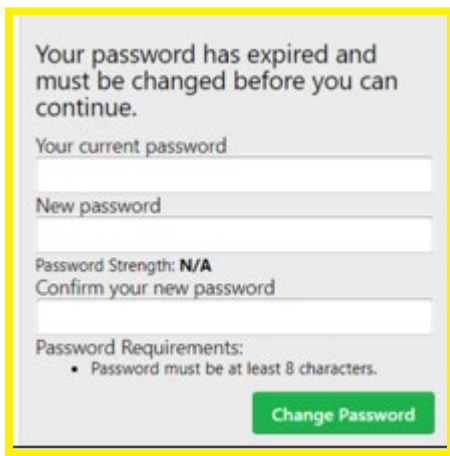
(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

Log In

Time & Expense Entry Instructions

- If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click Change Password.



Your password has expired and must be changed before you can continue.

Your current password

New password

Password Strength: N/A

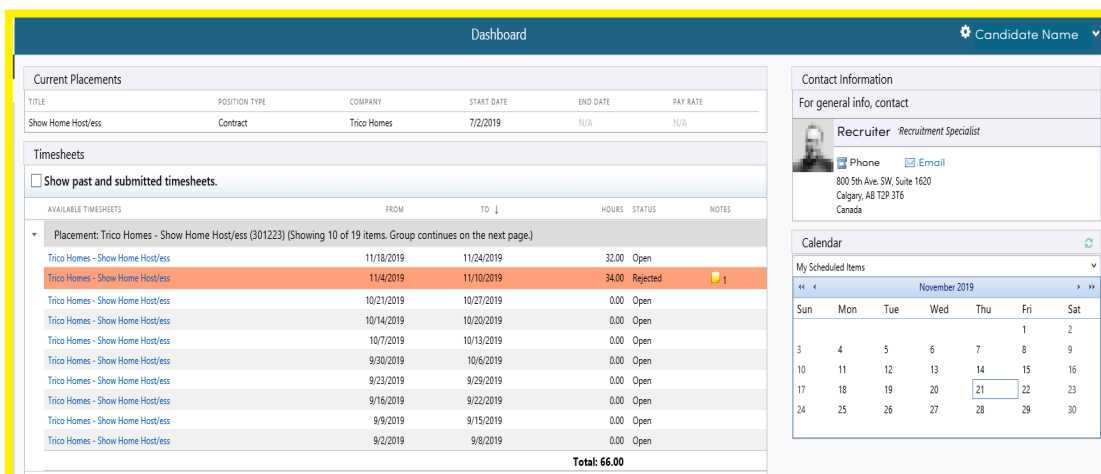
Confirm your new password

Password Requirements:

- Password must be at least 8 characters.

Change Password

- Once you are logged into the Portal, you will be presented with your Dashboard. The Portal Dashboard is made up of the following:
- Current Placements: A list of your active placements.
 - Timesheets: A list of your available timesheets. **This is where you will go to enter time and expenses.**
 - Job Activity: This displays the activity for all your positions.
 - Emergency Contacts: Go here to self-manage your Emergency Contact information.
 - My Contact Info: Go here to self-manage your contact information.



Dashboard Candidate Name

Current Placements

TITLE	POSITION TYPE	COMPANY	START DATE	END DATE	PAY RATE
Show Home Host/ess	Contract	Trico Homes	7/2/2019	N/A	N/A

Timesheets

☐ Show past and submitted timesheets.

AVAILABLE TIMESHEETS

	FROM	TO	HOURS	STATUS	NOTES
Placement: Trico Homes - Show Home Host/ess (301223) (Showing 10 of 19 items. Group continues on the next page.)					
Trico Homes - Show Home Host/ess	11/18/2019	11/24/2019	32.00	Open	
Trico Homes - Show Home Host/ess	11/4/2019	11/10/2019	34.00	Rejected	1
Trico Homes - Show Home Host/ess	10/21/2019	10/27/2019	0.00	Open	
Trico Homes - Show Home Host/ess	10/14/2019	10/20/2019	0.00	Open	
Trico Homes - Show Home Host/ess	10/7/2019	10/13/2019	0.00	Open	
Trico Homes - Show Home Host/ess	9/30/2019	10/6/2019	0.00	Open	
Trico Homes - Show Home Host/ess	9/23/2019	9/29/2019	0.00	Open	
Trico Homes - Show Home Host/ess	9/16/2019	9/22/2019	0.00	Open	
Trico Homes - Show Home Host/ess	9/9/2019	9/15/2019	0.00	Open	
Trico Homes - Show Home Host/ess	9/2/2019	9/8/2019	0.00	Open	
			Total: 66.00		

Contact Information

For general info, contact

Recruiter Recruitment Specialist

Phone Email

800 5th Ave. SW, Suite 1620
Calgary, AB T2P 3T6
Canada

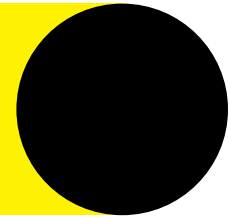
Calendar

My Scheduled Items

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

Time & Expense Entry Instructions



Entering Your Time

Your Agilus timesheet must be entered on a weekly or bi-weekly basis. Complete the following steps to access your timesheets and enter your time.

1. To enter your time, click on the link that corresponds to the timesheet relating to the hours you worked.

Show Home Host/ess	Contract	Trico Homes	7/2/2019	N/A	N/A
Timesheets					
☐ Show past and submitted timesheets.					
AVAILABLE TIMESHEETS		FROM	TO ↓	HOURS	STATUS
▼ Placement: Trico Homes - Show Home Host/ess (301223) (Showing 10 of 19 items. Group continues on the next page.)					
Trico Homes - Show Home Host/ess		11/18/2019	11/24/2019	32.00	Open
Trico Homes - Show Home Host/ess		11/4/2019	11/10/2019	34.00	Rejected 1
Trico Homes - Show Home Host/ess		10/21/2019	10/27/2019	0.00	Open

2. Once your timesheet opens, click **Add Time** for the days that you worked

Timesheet - Candidate Name 11/4/2019 - 11/10/2019 (135054)

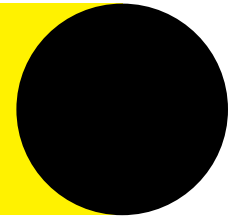
Timesheet Notes

Total: 34 hours Meals (Reimbursable Expense)

Expand all / Collapse all

Mon 11/04/2019	Tue 11/05/2019	Wed 11/06/2019	Thu 11/07/2019	Fri 11/08/2019	Sat 11/09/2019	Sun 11/10/2019
8 hours	6 hours	4 hours	8 hours	8 hours	0 hours	0 hours
Regular Time (8 hours)	Regular Time (6 hours)	Regular Time (4 hours)	Regular Time (8 hours)	Regular Time (8 hours)	Add Time	Add Time
Hours/Qty: 8 hours	Hours/Qty: 6 hours	Hours/Qty: 4 hours	Hours/Qty: 8 hours	Hours/Qty: 8 hours		
Add Time	Add Time	Add Time	Add Time	Add Time		

Time & Expense Entry Instructions



3. Select the Rate type (e.g. Regular Pay, etc.) from your drop-down list, and enter the number of hours worked that day. Once done, click **Add**.

Sat
11/09/2019

Rate *
Regular Time

Hours/Quantity *
8

Meals (Reimbursable Expense)
or:

Cancel Add

Only enter time that you physically worked.

If you did not work on a Public Holiday, please do NOT enter any hours here.

If you did work a Public Holiday, please enter hours under the rate type "Regular".

4. Repeat these steps, as necessary, for any additional Rate types until all time is entered for the period

Wed
10/30/2019

10 hours

Regular Time x
(7 hours)

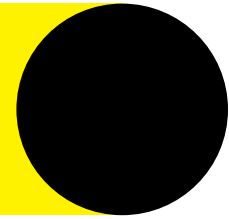
Hours/Qty: 7 hours

Regular Time x
(3 hours)

Hours/Qty: 3 hours

Add Time

Time & Expense Entry Instructions



5. If you have a late timesheet, please enter that time worked on the actual date you worked.
6. Once your time has been entered, go to the instructions on eligible expenses, or click Submit if you have no expenses. If you have expenses, time and expenses must be submitted together.

Are you sure you want to submit these hours?

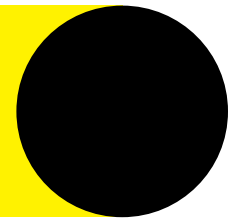
By submitting these hours, the employee hereby certifies that the hours shown herein were worked by the employee during the period ending with the designated date, and were certified by an authorized representative of the Client Company.

Cancel Submit

Submit Close Refresh

If you submit your timesheet, and your supervisor authorizes your time before our deadline, you should expect to receive your pay on schedule. The timesheet deadline is a strict deadline and late or incorrect timesheets will result in a delay in pay. Your approved time will be available to you on your Dashboard. **It is highly recommended you ensure your time has been approved prior to the deadline to avoid a delay in pay.**

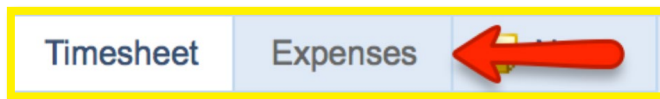
Time & Expense Entry Instructions



Entering Reimbursable Expenses

All expenses must be entered on a weekly or bi-weekly basis. Complete the following steps to enter any eligible expenses.

1. If your placement has been set up to allow expenses, you will be able to enter expenses by clicking on the Expenses tab on your timesheet.



Note: If the Expenses tab is not active on your timesheet, but you have expenses that require submittal, contact your recruiter or administrator for assistance.

2. To enter expenses on your weekly or bi-weekly timesheet, click Add Expense on the day of the receipt.

Timesheet Expenses Notes

Total: \$0.00

Tip

To add an expense report, click "New Attachment" in the top right corner of this page.

Expand all / Collapse all

Sun 11/08/2015	Mon 11/09/2015	Tue 11/10/2015	Wed 11/11/2015	Thu 11/12/2015	Fri 11/13/2015	Sat 11/14/2015
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Add Expense	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense

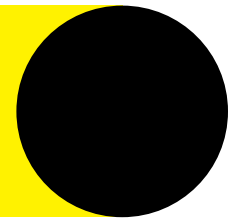
Other Dates

\$0.00

Add Expense

Submit Close Refresh

Time & Expense Entry Instructions

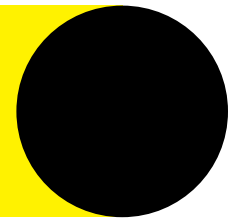


3. Select the expense Rate type (e.g. Expense Report, Airfare, Meals, etc.) and enter the corresponding expense amount before sales tax (GST/HST or QST). This amount should include fees, tips and other taxes, but not GST/HST or QST. Once done, click **Add**. If you work remotely or are in a difference province from your client work province, this will differ from the GST/HST or QST that is on the expense receipt.

Example: Enter the total of your expense receipt, less % of sales tax of your "home province". Your "home province" will be the province of your client work location (contact your recruiter or administrator if you are unsure). For example, if you work in Alberta, and at your client's Alberta location, and you travel to Ontario and incur expenses, your home province would be Alberta. And your total expense would be calculated as follows: \$1050 total including all charges/taxes/tips, $\$1050 / 1.05 = \1000 . Your expense total will be \$1000, then \$1050 less your expense total of \$1000, the sales tax you will be paid will be \$50.

4. Repeat step 3 above for each receipt, selecting the applicable Rate type for the expense amount, and the applicable tax type for the sales tax. Once done, click **Add**.

Time & Expense Entry Instructions



- To attach your expense receipts, click the + next to the Attachments line under Related in the right panel of the Portal. Failure to attach a receipt will result in a delay in your expense reimbursement.

Expand all / Collapse all

Mon 06/18/2018	Tue 06/19/2018	Wed 06/20/2018	Thu 06/21/2018
\$34.00	\$0.00	\$0.00	\$0.00
Allowance - Non Taxable	Add Expense	Add Expense	Add Expense
\$34.00 Billable Quantity: 1			

Related

0 Attachments

Actions

[Generate Document](#)

Timesheet Info

Company

- Select the attachment Type, and then click to select or drag and drop the file you wish to upload before adding the attachment name.

Add an attachment for [No Name Set]

Type

File

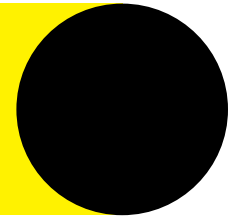
Click Here or Drag A File To This Area

No file selected yet

Name

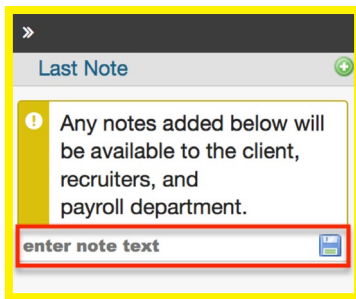
[Add Attachment](#) [Cancel](#)

Time & Expense Entry Instructions



Finalizing Your Timesheet

1. If you would like to include a note or message to your time approver or DGSI recruiter, use the Last Note function under the right panel of the Candidate Portal to enter any notes.



2. Once your time and applicable Expenses have been entered, click Submit to have your timesheet reviewed for approval.

