

Time & Expense Entry Instructions

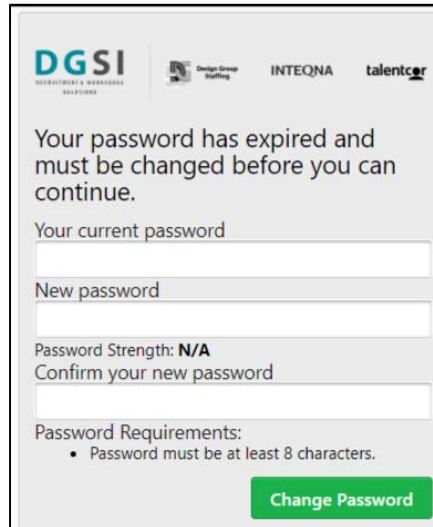
Welcome to DGSI, and congratulations on your new placement! You will use the Candidate Portal to enter your time and eligible expenses. You will receive an email with a link and your user ID and password for accessing the Portal.

Logging in to the Candidate Portal

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

The screenshot shows the login interface for the DGSI Candidate Portal. At the top, there are logos for DGSI, Design Group Staffing, INTEQNA, and talentcor. Below the logos, the text "Welcome to erecruit." is displayed. There are two input fields: "Email:" and "Password:". Below the password field, a note states "(Note: passwords are case-sensitive)". A link "Forgot Your Password?" is located to the left of a green "Log In" button. Below the login fields, there is a blue information banner with a white 'i' icon. The banner contains the following text: "To avoid payroll issues: Contractors Please Submit Your Timesheets for approval by the cut off time. Approvers Please approve Timesheets by the cut off time." followed by two links: "Click here for the Contractor Help Page" and "Click here for the Approver Help Page". Below this banner, there is a paragraph in English: "In support of our corporate values and in compliance with legislation, the links below will take you to a document that outlines DGSI's updated policy and procedure on workplace harassment, discrimination and violence. Click here for English document". Below the English paragraph is a paragraph in French: "À l'appui de nos valeurs d'entreprise et en conformité avec la législation, les liens ci-dessous vous amène à un document qui décrit la politique et procédure en matière de harcèlement, de discrimination et de violence en milieu de travail. Cliquez ici pour le document en français".

2. 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**.



The screenshot shows a web form for changing a password. At the top, there are logos for DGSI, Design Group Staffing, INTEQNA, and talentcor. The main text reads: "Your password has expired and must be changed before you can continue." Below this, there are three input fields: "Your current password", "New password", and "Confirm your new password". Below the "New password" field, it says "Password Strength: N/A". Below the "Confirm your new password" field, it says "Password Requirements:" followed by a bullet point: "Password must be at least 8 characters." At the bottom right of the form is a green button labeled "Change Password".

3. 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.

The Dashboard:

The screenshot shows the DGSi Dashboard interface. The top navigation bar includes the DGSi logo and a 'Candi Date' dropdown. The main content area is divided into several sections:

- Current Placements:** A table listing placements with columns: TITLE, POSITION TYPE, COMPANY, START DATE, END DATE, and PAY RATE.

TITLE	POSITION TYPE	COMPANY	START DATE	END DATE	PAY RATE
Integration Test	Contract	Nova	2/2/2018	3/1/2018	\$35.00
TEST	Contract	Nova	3/11/2018	3/30/2018	\$30.00
- Timesheets:** A section with a checkbox 'Show past and submitted timesheets.' and a table of available timesheets.

AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS	NOTES
Placement: Nova - Integration Test (2)					
Nova - Integration Test	2/19/2018	2/25/2018	16.00	Rejected	
			Total: 16.00		
- Job Activity:** A table with columns: JOB TITLE, DATE APPLIED, POSITION STATUS, and SUBMITTED BY. It shows 'No records to display.'
- Contact Information:** A section for 'Andie Wendt SIXCEL BA' with an email address 'awendt@sixel.com'.
- Calendar:** A calendar view for March 2018 showing scheduled items.
- My Contact Info:** A section for 'onboardingcandidates@qr' with a note field.

Entering Your Time

Your DGSi timesheet must be entered on a 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.

This is a close-up of the Timesheets section from the dashboard. It includes the same 'Show past and submitted timesheets.' checkbox and table as seen in the dashboard screenshot.

AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS	NOTES
Placement: Nova - Integration Test (2)					
Nova - Integration Test	2/19/2018	2/25/2018	16.00	Rejected	
			Total: 16.00		

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

Timesheet - Candi Date 2/19/2018 - 2/25/2018 (117)

Timesheet Expenses Notes

Dashboard

Candi Date 2/19/2018 - ...

Total: 16 hours

Expand all / Collapse all

Mon 02/19/2018	Tue 02/20/2018	Wed 02/21/2018	Thu 02/22/2018	Fri 02/23/2018	Sat 02/24/2018	Sun 02/25/2018
8 hours	8 hours	0 hours	0 hours	0 hours	0 hours	0 hours
Regular Time (8 hours)	Regular Time (8 hours)	Add Time	Add Time	Add Time	Add Time	Add Time
Hours/Qty: 8 hours	Hours/Qty: 8 hours					
Add Time	Add Time					

- Select the Rate type (e.g. Regular Time, Regular Day, etc.) from your drop-down list, and enter value of '1' for each entitled day, or number of hours worked if paid by the hour. In addition, enter the appropriate project codes to each Rate type using the drop-down options. Once done, click **Add**.

Mon 09/17/2018 Tue 09/18/2018 Wed 09/19/2018 Thu 09/20/2018 Fri 09/21/2018 Sat 09/22/2018 Sun 09/23/2018

Rate *
Regular Day

Hours/Quantity *
1

SO # and SO Line #
SO70900 L4

AFE or Cost Center
17191090

Major
8760

Minor
376

Cancel Add

Mon 09/24/2018	Tue 09/25/2018	Wed 09/26/2018	Thu 09/27/2018	Fri 09/28/2018	Sat 09/29/2018	Sun 09/30/2018
0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours
Add Time	Add Time	Add Time	Add Time	Add Time	Add Time	Add Time

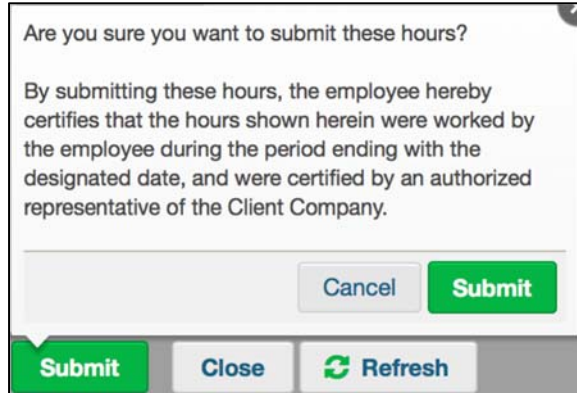
Notes:

For your specific e-time set up please reference to the last page. Only enter time that you physically worked. If SO # and/or SO Line are unknown, please contact Encana before submitting your timesheet. If you did not work on a Public Holiday, please do NOT enter any hours here.

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

	Mon 09/17/2018
3 hours	
Regular Day (1 hour)	
Hours/Qty: 1 hour	
SO # and SO Line #: SO70900 L4	
AFE or Cost Center: 17191090	
Major: 8760	
Minor: 376	
Accommodation Day (1 hour)	
Hours/Qty: 1 hour	
SO # and SO Line #: SO70900 L4	
AFE or Cost Center: 17191090	
Major: 8760	
Minor: 376	
ATV/Quad/Sled Day (1 hour)	
Hours/Qty: 1 hour	
SO # and SO Line #: SO70900 L4	
AFE or Cost Center: 17191090	
Major: 8760	
Minor: 376	
Add Time	

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.**

Entering Reimbursable Expenses

All expenses must be entered on a 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 payroll at paysupport@dgsi.ca for assistance.

2. To enter expenses on your bi-weekly timesheet, click **Add Expense** on that day.

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

3. Select the expense Rate type (e.g. Mileage, Expense Report, etc.) and enter the corresponding expense amount excluding sales tax (GST/HST). In addition, enter the appropriate project codes to each Rate type using the drop-down options Once done, click **Add**.

Mon 09/17/2018	Tue 09/18/2018	Wed 09/19/2018	Thu 09/20/2018	Fri 09/21/2018	Sat 09/22/2018	Sun 09/23/2018
Rate * Expense Report Amount * 350 Units * 1 SO # and SO Line # SO70900 L4 AFE or Cost Center 17191090 Major 8760 Minor 376 Comment Hotel at cost Rate * Mileage Amount * 870 Units * 1 SO # and SO Line # SO70900 L4 AFE or Cost Center 17191090 Major 8760 Minor 376 Comment 870 kms driven Cancel Add		\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense



Mon 09/24/2018	Tue 09/25/2018	Wed 09/26/2018	Thu 09/27/2018	Fri 09/28/2018	Sat 09/29/2018	Sun 09/30/2018
\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense

4. Repeat step 3 above, selecting the applicable Rate type for sales tax (GST/HST), and enter the tax amount. Once done, click **Add**.

Mon 09/17/2018	Tue 09/18/2018	Wed 09/19/2018	Thu 09/20/2018	Fri 09/21/2018	Sat 09/22/2018	Sun 09/23/2018
Rate * GST/HST on Expense▼ Amount * 17.50 Units * 1 SO # and SO Line # SO70900 L4▼ AFE or Cost Center 17191090▼ Major 8760▼ Minor 376▼ Comment Cancel Add	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense	Add Expense

Mon 09/24/2018	Tue 09/25/2018	Wed 09/26/2018	Thu 09/27/2018	Fri 09/28/2018	Sat 09/29/2018	Sun 09/30/2018
\$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

- For any non-taxable portion, select the Rate type Expense-Tax Exempt, and enter the amount. Once done, click **Add**.

Mon 09/17/2018	Tue 09/18/2018	Wed 09/19/2018	Thu 09/20/2018	Fri 09/21/2018	Sat 09/22/2018	Sun 09/23/2018
Rate * Expense-Tax Exempt ▼ Amount * 12 Units * 1 SO # and SO Line # SO70900 L4 AFE or Cost Center 17191090 Major 8760 Minor 376 Comment Cancel Add	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense

Mon 09/24/2018	Tue 09/25/2018	Wed 09/26/2018	Thu 09/27/2018	Fri 09/28/2018	Sat 09/29/2018	Sun 09/30/2018
\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense	\$0.00 Add Expense

Notes:

For your specific e-time set up please reference to the last page. If SO # and/or SO Line are unknown, please contact Encana before submitting your timesheet.

6. 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.**

Mon 09/17/2018	Tue 09/18/2018	Wed 09/19/2018	09/20/2018
\$379.50	\$0.00	\$0.00	\$0.00
Expense Report ✖ Paid: \$350.00 Units: 1 SO # and SO Line	Add Expense	Add Expense	

Related --

0 Attachments +

Actions --

Generate Document

Timesheet Info --

7. 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

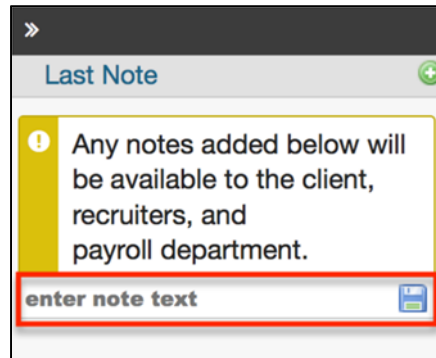
No file selected yet

Name *

All expense items must have an attachment.

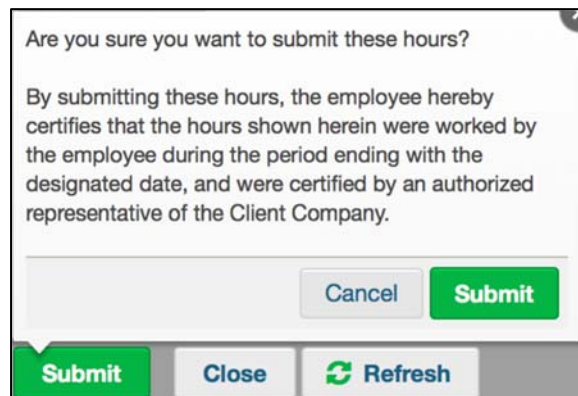
Finalizing Your Timesheet

8. 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.



The screenshot shows a mobile application interface for the 'Last Note' function. At the top, there is a header bar with a double arrow icon and the text 'Last Note' next to a green plus icon. Below the header, a yellow warning box contains an exclamation mark icon and the text: 'Any notes added below will be available to the client, recruiters, and payroll department.' At the bottom of the form, there is a text input field with the placeholder text 'enter note text' and a small blue icon to its right.

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



The screenshot shows a confirmation dialog box with the title 'Are you sure you want to submit these hours?'. The main text reads: '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.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'. Below the dialog, there is a row of three buttons: 'Submit' (green), 'Close' (grey), and 'Refresh' (grey with a circular arrow icon).