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# NEPTUNE SECURITY SERVICES

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TIME SHEET MANUAL



AUGUST 1, 2017

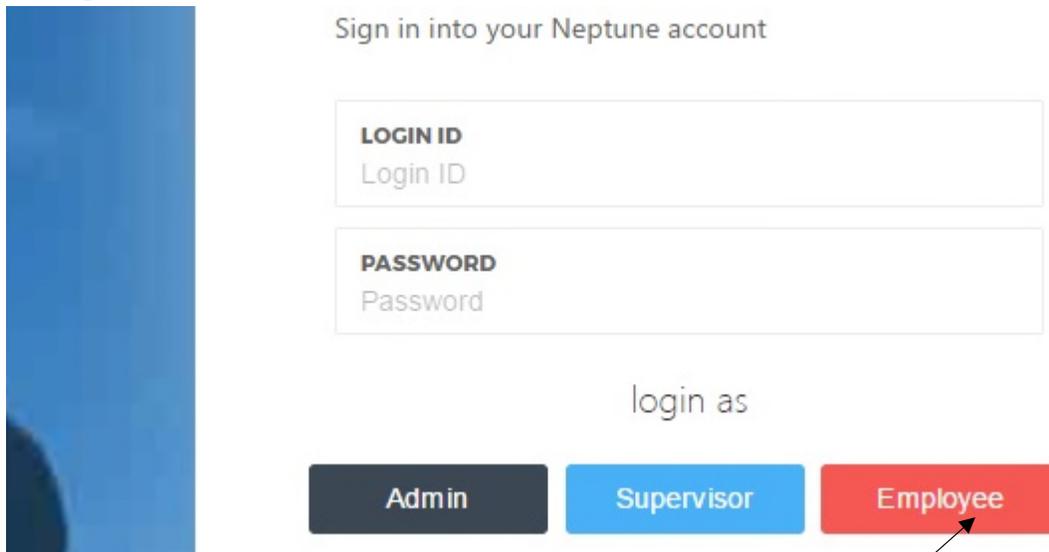
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## 1.0 Overview

Web Time Sheet Entry is the new time keeping method for employees. Employees will be responsible for entering and submitting their hours worked every pay period. The timesheet website is introduced to reduce the pay problems, employees are facing. If employees enter time sheet correctly, they won't have to face or claim any pay problems

### 1.1 ENTERING THE WEBSITE

Go to the following website: <http://neptunetimesheets.com>; once you are in there, you will see the login window,



You have to use a computer to be able to see all the features of the website. You can use any computer laptop and any browser available in that computer. **Cell phone is not compatible with this website.**

### 1.2 USER LOGIN

If you are working for Neptune Security, you have to LOGIN to the time sheets website to be able to enter time sheet and get paid.

To log in type

- LOGIN ID : your employee number
- PASSWORD: last 3 digit of your SIN,

Then click  to Login as EMPLOYEE (if you are an employee).

For example. If your Employee/Agent Number is 111 and the last 3 digit of your SIN is 123, Enter

- LOGIN ID: 111
- PASSWORD: 123

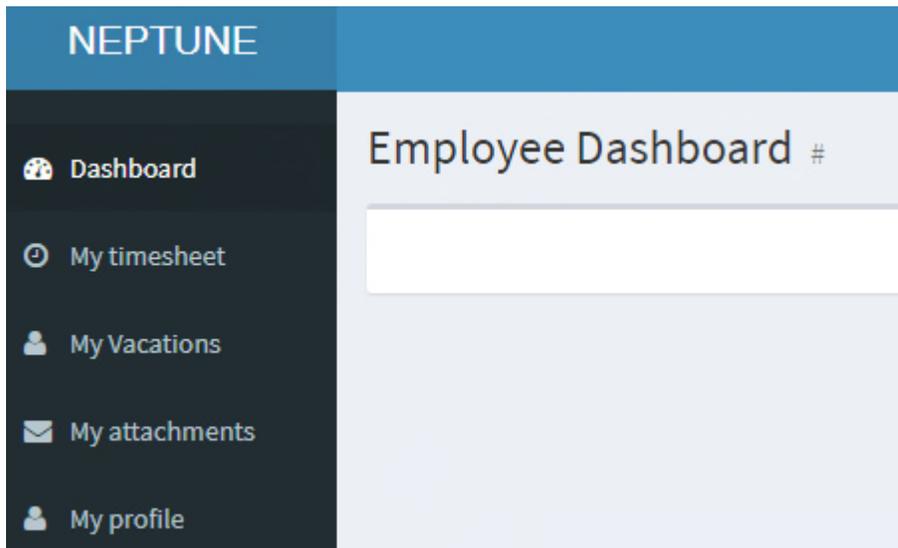
**NOTE: If you change your password, or forget your password, you have to contact to Quebec Office to be able to get your password. Without password you cannot enter and without entering you cannot submit your time sheets.**

## 1.3 KNOW ALL THE TABS

Once you are in the dashboard/home page, you will see 5 tabs on your left hand side,

- Dashboard
- My Timesheet
- My Vacation
- My Attachments
- My Profile

See the window bellow to see how it looks.



## 2.0 PROFILE UPDATE

Once login, first thing you have to do is update your profile, please check your information if it's correctly entered or not, make sure your name, address, pay office, phone number, email etc.

### 2.1 SECTION EDITING

Check all the items bellow, if everything is correct or not, before you do anything please make sure all your correct information.

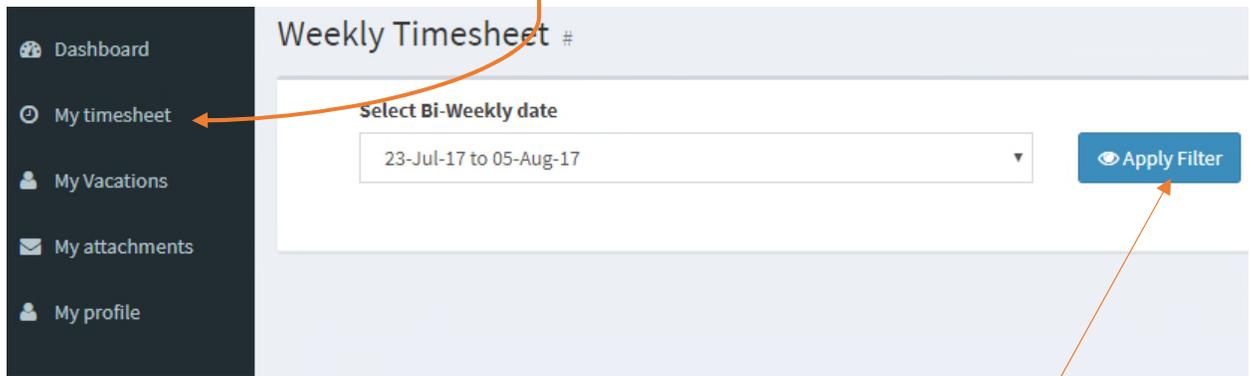
	Emp no : [REDACTED]
First Name	[REDACTED]
Last Name	[REDACTED]
Pay Office	Select a pay office
Phone	[REDACTED]
Email	[REDACTED]@yahoo.ca
Address1	[REDACTED]
Address2	Enter Address2
City	[REDACTED]
Province	QC
Postal Code	[REDACTED]
Memo/Note	Enter DOB
DOB	mm/dd/yyyy
Password	[REDACTED]
Assign Sites	

If there's any mistake Click on EDIT tab and Edit all your information.

### 3.0 EMPLOYEE TIMESHEET

As an Employee you have to click on “My Timesheet” tab to be able to enter the time sheets.

Once you click then this window will appear,



#### 3.1 SELECT PAY PERIOD

Employee has to make sure, if he/she is entering the correct time sheet. First you have to select your pay period of schedule and work. You have to select Bi-Weekly dates, employee will see a window like this, where they can view your old time sheet and enter your new timesheet.

Click on “Select Bi-Weekly date” drop down menu where you can see all the pay-periods

available. Select your desire pay-period that you need, then click on  (Apply Filter)

**Please to be make sure, please select the correct pay period.**

#### 3.2 TIME SHEET OVERVIEW

This will take you to your timesheet window.

Class: A-01  
 Fin de semaine/Week Ending : 2017-06-25  
 (Entrez la date de la semaine se terminant le dimanche)

Jour/Day	Date	Heure Début/ Shift start (24h)	Heure Fin/ Shift end(24h)	Heures Totales/ Total Hours	Client/Site	Base Rate	Site Prime, Special Prime Etc.	Prime	Special Notes	Action
Lundi/ Monday	2017-06-12	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Mardi/ Tuesday	2017-06-13	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Mercredi/ Wednesday	2017-06-14	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Jeudi/ Thursday	2017-06-15	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Vendredi/ Friday	2017-06-16	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Samedi/ Saturday	2017-06-17	-	-	-	-	-	-	-	-	<a href="#">add details</a>
Sunday / Sunday	2017-06-18	-	-	-	-	-	-	-	-	<a href="#">Add details</a>
Total hours				0:0						

**Description of Time Sheet Buttons:**

NOTE: Before you enter the time sheets, you have to make sure you know all the headings and buttons.

ITMES	DESCRIPTIONS
Day	Employee has to make sure the day is correct with the dates they worked
Date	Employee has to make sure the day is correct with in the pay period
Start Time	Start time is in 24hour format. Enter the time from the clock, when you begin your work.
End Time	End time is in 24hour format. Enter the time from the clock, when you finish your work.
Rate	Base rate is your regular rate before primes.
Site	You will see a drop-down menu, where you'll be able to see your assigned sites. Select the correct site from that list.
Primes	Enter the primes if you're approved to get.
Notes	Notes are for requests, if your need sick days or something like that, you can request it there.

### 3.3 ENTERING YOUR TIME SHEET

Entering a new timesheet is so easy. But you will be able to enter your detail as the day pass, best thing would be to do if after finishing your work.

Class: A-01  
 Fin de semaine/Week Ending : 2017-06-25  
 (Entrez la date de la semaine se terminant le dimanche)

Jour/Day	Date	Heure Début/ Shift start (24h)	Heure Fin/ Shift end(24h)	Heures Totales/ Total Hours	Client/Site	Base Rate	Site Prime, Special Prime Etc.	Prime	Special Notes	Action	
Lundi/ Monday	2017-06-12	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Mardi/ Tuesday	2017-06-13	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Mercredi/ Wednesday	2017-06-14	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Jeudi/ Thursday	2017-06-15	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Vendredi/ Friday	2017-06-16	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Samedi/ Saturday	2017-06-17	-	-	-	-	-	-	-	-	<a href="#">add details</a>	
Sunday / Sunday	2017-06-18	-	-	-	-	-	-	-	-	<a href="#">Add details</a>	
Total hours				0: 0							

Make sure your Name, Agent Number and Week Ending is correct. Now whichever days you have worked click on “add details” shown like this - [add details](#)

That will take you to a pop-up window where you can enter your time sheet. You have to make sure all mandatory fields are filled out. Time Start, Time End, Base Rate, Client/Site, Site Primes, Special Primes Etc.

### 3.4 TIME SHEET ENTRY

Things to be noted while entering a time sheet.

1. Start time has to be selected from the clock. Select hour and minute on 24 hours basis. It can also be typed from your keyboard in exceptional cases, but please put note.

See the window bellow,

Details of Lundi/ Monday 2017-08-21

Heure Début/ Shift start (24h)						Base Rate/Tax			
<input type="text"/>						<input type="text"/>			
Heure	Hour					Minute			e,Spe
<input type="radio"/>	1	2	3	4	5	6	00	05	10
Client	7	8	9	10	11	12	15	20	25
Sele	13	14	15	16	17	18	30	35	40
	19	20	21	22	23	24	45	50	55

**Please make sure the start time is not greater than the end time.**

2. End time also has to be selected from the clock. Select the hour and minute on 24 hours basis. It can also be typed from your keyboard in exceptional cases, but please put a note on behalf.
3. If you don't have primes or premiums, just leave it blank.
4. Base Rate has to be typed in "## (dot) ##" format, that mean 17 . 49. Please make sure that it is in the right format, Comma won't work. 17,49 is wrong
5. Same goes for prime entering. Comma won't be allowed. Dot is what you should do. For example - 0.60

Once entered, then submit your details. Do the same steps for all the other days that you worked, and save your details.

### 3.5 ADDING MULTIPLE SHIFTS

If you worked more than one shift/site in one day, you can add it with “One More Entry” tab. Once you clicked, then enter the start and end like the way you did before.

Class: A-03  
 Fin de semaine/Week Ending : 2017-06-25  
 (Entrez la date de la semaine se terminant le dimanche)

Jour/Day	Date	Heure Début/ Shift start (24h)	Heure Fin/ Shift end(24h)	Heures Totales/ Total Hour	Client/Site	Base Rate	Site Prime, Special Prime Etc.	Prime	Special Notes	Action
Lundi/ Monday	2017-06-12	⌚ 08:00	⌚ 17:00	09:00	0401-CS CHIC-CHOC C.E.POULIOT REGULIER -P4AB	\$17.04	\$ .60	P4A, P4B		one more entry edit entry
Mardi/ Tuesday	2017-06-13	⌚ 15:40	⌚ 23:05	07:25	3204-VILLE OUTREMONT - SERGENT NUIT -P2- P4AB-N	\$17.64	\$ .25	P8	test edit	one more entry edit entry
Mercredi/ Wednesday	2017-06-14	⌚ 22:02	⌚ 22:32	00:30	0102-COLLEGE ROSEMONT EXTRA - P1-P4AB	\$17.0	\$10.5	P4B	test data	one more entry edit entry
Jeudi/ Thursday	2017-06-15	⌚ 21:51	⌚ 23:51	02:00	0011-REPARTITION QUEBEC DISPATCH - N/A	\$10.22	\$12.0	P3	test sujet krd	one more entry edit entry
Vendredi/ Friday	2017-06-16	-	-	-	-	-	-	-	-	add details

**While entering time sheet you have to make sure everything is entering correctly and in good format. Rates entry has to be with “dot” not “comma”. Make sure it is 17.49 that is 17 (dot) 49. Not 17,49. Same goes for primes 0 comma 60 (0,60) is not in format. You must type 0 dot 60 that is 0.60. You can either select your start or end time with the clock given or you can manually type from your keyboard.**

### 3.6 ENTERING NIGHT SHIFT HOURS

If you started work at 9 PM July 11, 2017, and finished worked at 8 AM July 12 2017.

Since the date changed so you have to put two entries. First entry would be on July 11, 2017 from 21:00 and end 24:00. Select from the clock or type in the fields manually from the keyboard like bellow,

Heure Début/ Shift start (24h) Base Rate/Tau

⌚ 21:00 \$

Heure Fin/ Shift end(24h) Site Prime,Spe

⌚ 24:00 \$

Client Hour Minute

21	22	23	24	00	05	10
07	08	09	10	11	12	15
13	14	15	16	17	18	30
35	40	45	50	55		

Second entry would be on next day July 12, 2017 from 0:00 to 8:00 because the date changed after midnight, Like the example bellow,

#### Details of Wednesday / Wednesday 2017-07-12

<b>Time Start / Shift start (24h)</b>	<b>Base Rate</b>	<b>Pre</b>
<input type="text" value="00:00"/>	<input type="text" value="\$ 17.04"/>	<input type="checkbox"/>
<b>Time End / Shift end (24h)</b>	<b>Site Prime, Special Prime Etc.</b>	<b>Spe</b>
<input type="text" value="08:00"/>	<input type="text" value="\$"/>	<input type="checkbox"/>
<b>Client / Site</b>		<b>Sta</b>
<input type="text" value="0011-REPARTITION QUEBEC DISPATCH -..."/>		

Please select from the clock preferably.

### 3.7 COMMON ERRORS

A lot of common mistakes that we have been found in the timesheets entering. Please see the common errors and solutions.

- Base rate was typed “1749” , “17,49) instead of 17.49 – Please make sure base rate is typed in correct decimal format. It has to be 17 dot . 49.
- Same date has 2 same hours. If mistakenly you have entered same entry 2 times on the same date, you have to make one entry to 0 hours. Like for example. Start time and End time same (like as 8:00-8:00 or 11:00-11:00) but never put 0:00 to 0:00 that will count 24 hours worked.
- Start time is greater than the end time: if you started working at 11pm and finished 7am, has a different way of entry you cannot put start 23:00 and end 7:00. PLEASE NOTE START TIME CANNOT BE GREATER THAN THE END TIME. It requires 2 entries as it is 2 different days [please see page. 8 for Night Shifts entries.](#)

### 3.8 RETURN FOR CORRECTION

If you mistakenly entered any wrong information, click “Edit Entry” that allows you to add/edit till the next Monday, which is the first date of the new pay-period. But you cannot go back to a previous pay period and edit your old time sheets.

## 4.0 ATTACHMENTS

To send attachments like for example, vacation request sheet, death certificate, sick leave request, put all kinds of attachments pdf, jpg, docx format and attach. Also put a note on the time sheet on the correct date as well

## 5.0 VACATION

To send vacation request, you can go to My Vacation tab and select your start and end date of vacation, and submit. That way your vacation request would be received ahead of time.

Before entering vacation request, please consult with the Supervisor, get approval and **attach the approved sheet in the ATTACHMENTS section.**