

Entering Timesheets in JobDiva

Please enter your timesheet no later than Monday morning following the week you worked. Any questions, you may send an email to: timesheets@alphabizpayroll.com

- To begin, you must go to your Candidate portal link included in the Welcome Email and login to JobDiva. This link is located at the bottom of the email as well as below:
<https://www1.jobdiva.com/portal/?a=mqjdnwdsbnrbjguryp956ll0eosmwf06d5ef97gagnj72t1enmmb9mu3ultq49jg#/login?compid=0&id=-1&SearchString=&StatesString=>
- By default, you will be taken to your dashboard of “My Timesheets”.

Welcome N. Brown

My Timesheets

Week Ending	Hours	Regular	OT	DT	Submitted Date	Company	Job#	Job Title
06/08/2018	0	0	0	0		ADP	17-11794	Non-IT
06/01/2018	0	0	0	0		ADP	17-11794	Non-IT
05/25/2018	0	0	0	0		ADP	17-11794	Non-IT
05/18/2018	0	0	0	0		ADP	17-11794	Non-IT
05/11/2018	0	0	0	0		ADP	17-11794	Non-IT
05/04/2018	0	0	0	0		ADP	17-11794	Non-IT

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- To enter hours worked, you must click on the Week Ending for which you would like to enter time.

My Timesheets

Week Ending	Hours	Regular	OT	DT	Submitted Date	Company	Job#	Job Title
06/08/2018	0	0	0	0		ADP	17-11794	Non-IT
06/01/2018	0	0	0	0		ADP	17-11794	Non-IT
05/25/2018	0	0	0	0		ADP	17-11794	Non-IT
05/18/2018	0	0	0	0		ADP	17-11794	Non-IT
05/11/2018	0	0	0	0		ADP	17-11794	Non-IT
05/04/2018	0	0	0	0		ADP	17-11794	Non-IT

Partnering with Older Adults

- A time sheet for a specific week ending will open. In the field boxes, enter time of hours under each day worked.

Week Ending	Job#	Status	Hours
06/02/2018	17-11794	Non-IT	
06/01/2018	17-11794	Non-IT	
06/25/2018	17-11794	Non-IT	
06/18/2018	17-11794	Non-IT	
06/11/2018	17-11794	Non-IT	
06/04/2018	17-11794	Non-IT	

06/08/2018

Company: ADP
Job: #17-11794 (Non-IT)
Timesheet Instructions:

Hour Types	Sat 06/02 (Hours)	Sun 06/03 (Hours)	Mon 06/04 (Hours)	Tue 06/05 (Hours)	Wed 06/06 (Hours)	Thu 06/07 (Hours)	Fri 06/08 (Hours)	Total Hours
Hours	0	0	8	8	8	8	8	0
Total Hours	0	0	8	8	8	8	8	0

Employee Comments:

- After entering hours, you have two options: either [Save as Draft] or [Submit for Approval]. If you choose to enter hours as the week progresses, select [Save as Draft] until you are ready to submit.

06/08/2018

Status: Entering, Not Submitted
Company: ADP
Job: #17-11794 (Non-IT)
Timesheet Instructions:

Hour Types	Sat 06/02 (Hours)	Sun 06/03 (Hours)	Mon 06/04 (Hours)	Tue 06/05 (Hours)	Wed 06/06 (Hours)	Thu 06/07 (Hours)	Fri 06/08 (Hours)	Total Hours
Hours	0	0	8	8	8	8	8	40
Total Hours	0	0	8	8	8	8	8	40

Employee Comments:

Partnering with Older Adults

6. When you are ready to submit the Timesheet, select Submit for Approval.

06/08/2018

Delete Hours Save as Draft **Submit for Approval**

Status: Entering, **Not Submitted**
Company: ADP
Job: #17-11794 (Non-IT)
Timesheet Instructions:

7. Once a timesheet is submitted, the timesheet will move to “Pending Approval” as its status.

06/08/2018

Delete Hours Save

Status: Pending Approval
Company: ADP
Job: #17-11794 (Non-IT)
Timesheet Instructions:

Hour Types	Sat 06/02 (Hours)	Sun 06/03 (Hours)	Mon 06/04 (Hours)	Tue 06/05 (Hours)	Wed 06/06 (Hours)	Thu 06/07 (Hours)	Fri 06/08 (Hours)	Total Hours
Hours	0	0	8	8	8	8	8	40
Total Hours	0	0	8	8	8	8	8	40

Employee Comments:

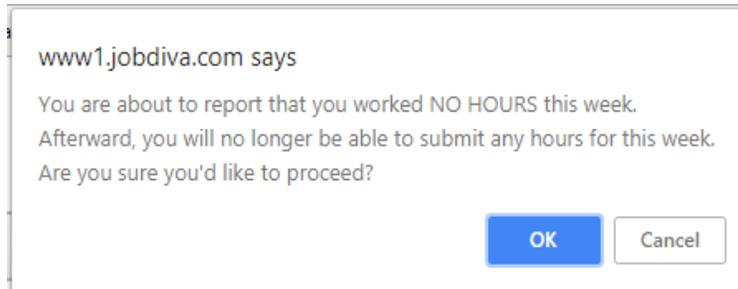
8. If you did not work any hours during any week, you can select the “No Hours Worked” button which will automatically approve that week’s Timesheet.

My Timesheets

Week Ending	Hours	Regula	O	D	Submitted Date	Company	Job#	Job Title	Manager/Approver	Status	Timesheet Instructions
06/08/2018	40	40	0	0	06/04/2018 02:31 PM EDT	ADP	17-11794	Non-IT		Pending	
06/01/2018	0	0	0	0		ADP	17-11794	Non-IT			No Hours
05/25/2018	0	0	0	0		ADP	17-11794	Non-IT			No Hours
05/18/2018	0	0	0	0		ADP	17-11794	Non-IT			No Hours
05/11/2018	0	0	0	0		ADP	17-11794	Non-IT			No Hours
05/04/2018	0	0	0	0		ADP	17-11794	Non-IT			No Hours

Partnering with Older Adults

- a. A message will appear asking if you would like to proceed.



- b. Once you click “ok” the status will appear as No Hours.

My Timesheets

Week Ending	Hours	Regular	O\$	D\$	Submitted Date	Company	Job#	Job Title	Manager/Approver	Status
06/08/2018	40	40	0	0	06/04/2018 02:31 PM EDT	ADP	17-11794	Non-IT		Pending
06/01/2018	0	0	0	0		ADP	17-11794	Non-IT		
05/25/2018	0	0	0	0		ADP	17-11794	Non-IT		
05/18/2018	0	0	0	0		ADP	17-11794	Non-IT		
05/11/2018	0	0	0	0		ADP	17-11794	Non-IT		
05/04/2018	0	0	0	0	06/04/2018 02:48 PM EDT	ADP	17-11794	Non-IT		No Hours

- c. You are alerted automatically if a time sheet is approved or rejected.

