

Acara Timekeeper Contractor Tutorial

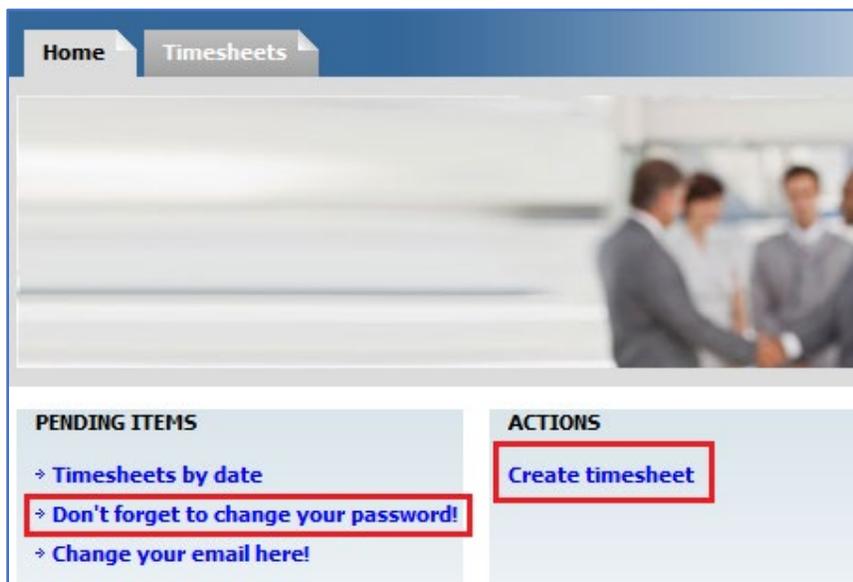
This overview will provide you with a step-by-step process for how to utilize Acara Timekeeper.

Access Acara Timekeeper:

<https://timekeeper.worknexusvms.net/worknexus/wksuperiorcontractor.nsf>

Steps:

1. To create a timesheet, log in using the log in information sent to you by Acara. If you're having trouble with access, we suggest first trying another web browser.
2. On your home page you will see the options to change your password and to create a timesheet. Be sure to change your password first.



3. Click "Create timesheet," and you will be taken to a page with a link containing your name. Click that link to create a timesheet.
4. Be sure the week for which you are entering your time is correct. If you are entering your time late, this date may already have automatically switched over to the next work week. However, you can change it by manually typing in the date or clicking the calendar icon (shown below) and select the week-ending date needed (your work week ends on Friday).

INSTRUCTIONS: Fields marked with * are always required.	
Timesheet for:	<input type="text"/>
Company:	<input type="text"/>
Superior comp. code :	1
Week ending date:	07/22/2016 <input type="button" value="16"/>
OT Exempt:	No

- Enter your time in, time out, and minutes taken for lunch as shown below.
IMPORTANT: Be sure to double check your AM and PM options to ensure your total hours are correct.

<input checked="" type="radio"/> 1		<input type="radio"/> AM		<input type="radio"/> AM	
<input type="radio"/> 2	08 : 30	<input type="radio"/> PM	05 : 00	<input type="radio"/> PM	00:30
<input type="radio"/> 3					

- You can use this button to copy your hours from the previous day:

Monday		
From: 08:30AM		07/18/2016
To: 05:00PM		

- When finished entering your daily hours, click the “Recalculate” button and double check your total hours to ensure everything was entered correctly.

		02:30	40:00	40:00	00:00
				1st Shift Totals	40:00 00:00
				2nd Shift Totals	00:00 00:00
				3rd Shift Totals	00:00 00:00

- When you are sure your hours are correct, you can click “Submit for Approval,” and an email will be sent to your manager letting him or her know that your hours are awaiting review.

Home	Timesheets	
Print	Save as Draft	

- If you want to enter hours on a daily basis in order to help keep track day to day, you can enter a partial timesheet by clicking “Save as Draft.” Just be sure that when you are done with the work week that you click “Submit for Approval” so your time can be processed and paid.

Home	Timesheets	
Print		Submit for Approval

Reminder: Submit your time no later than noon each Monday.

If you have any questions or issues related to the timekeeping system, we encourage you to reach to our payroll team for assistance at acarapayroll@acarasolutions.com. Please also copy your day-to-day Acara point of contact on these communications.

FAQs for Technical Troubleshooting

I am attempting to log in to the Work Nexus web portal however, the web page is not loading. What should I do?

- Try utilizing a different web browser such as FireFox or Google Chrome.

My timesheet was rejected and when I am trying to submit the corrections it is saying there is an error. How can I fix this?

- Verify that you are not creating/submitted a new timesheet, but instead are logging in and editing the rejected timesheet.

I forgot my password. How can I reset it?

- Please reach out to your Acara point of contact or local branch. They will be able to reset your password.

What if the above solutions do not work, or I have an additional question. Who do I contact?

- Please reach out to your Acara point of contact or local branch. We are happy to assist.