

Welcome to the Advanced Clinical Timesheet Portal Erecruit Instructions

Below are instructions for accessing your timesheet through the Advanced Associate Portal. **Firefox** or **Google Chrome** work best with the Advanced timesheet system, e-recruit.

You will receive an email from **no-reply@advancedgroup.com** which will contain a link and password to the portal.



- When you are ready to input your timesheet, please locate the timesheet area under the word "Dashboard".
- Click into the timesheet that shows your current assignment and the time period when you worked.

Your available timesheet will be a link on your dashboard. Click to begin entry.

Advanced Group	Dashboard
	Timesheets Show past and submitted timesheets. AVAILABLE TIMESHEETS Placement: CSL- EX-US - Clinical Site Ambassador - FSS - United Kingdom (388159)
	CSL- EX-US - Clinical Site Ambassador - FSS - United Kingdom



Entering Your Time with Projects and/or Tasks:

otal: Project Code	Task Pur	chase Order		Choose your Project Code and Task.	Total: 2 hours Project Cod	e Task
mand all / Collapse all					Expand all / Collapse all	
Mon	Tue	Wed		Enter any applicable comments if		
01/11/2021	01/12/2021	01/13/2021	0	needed.	Mon 01/11/2021	Tue 01/12/202
Regular Pay •	0 hours	0 nours	C		2 hours	0 hour
2 Project Code*	Add time	Add Time		The days hours can be broken out	Regular Pay X (2 hours)	Add Time
SOW1 CSL7871001 -				into different tasks and/or different	Hours/Qty: 2 hours	
Task SOW1 CSL7871001 M Purchase Order 4400206330 ▼				projects if needed.	Project Code: SOW1 CSL7871001 Task: SOW1 CSL7871001 Interim_On-Site Tim	e
Comment Cancel Add					Add Time]

Entering Time Off on your Timesheet:

Choose the appropriate category for Holiday, PTO, Sick, etc.

*If you do not get paid for holidays, please leave the day blank on your timesheet.



To correct time entry before it has been submitted:

To edit, click inside the square:	To delete, click the red x:
Regular Pay (2 hours)	SOW1 CSL7871001 Interim_On-Site Time Purchase Order: 4400206330
Hours/Qty: Project Coc SOW1 CSL7871001 Task: SOW1 CSL7871001 Purchase Order: 4400206330 Add Time	Regular Pay (2 hours) Hours/(Xty: 2 hours Project Code: SOWT CSL7871001 Task: SOWT CSL7871001 Site Initiation_Prep/Report/Fup Purchase Order: 4400206330 Add Time



Once completed, be sure to Submit each week at the end of your work week:

Mon 01/11/2021		01/
4 hours		01
Regular Pay (2 hours)	×	A
Hours/Qty: 2 hours		
rriges Lobe: SOWT CSL7871001 Task: SOWT CSL7871001 Interim_On-Site Tim Purchase Order: 4400206330		
Regular Pay (2 hours)	×	
Hours/Qty: 2 hours		
Project Code: SOWT CSL7871001 Task: SOWT CSL7871001 Site Initiation_Prep/ Purchase Order: 4400206330	Report/Fup	
Ad	d Time	

If you attempt to submit during payroll times in the United States, you will receive this message. Your pay will not be delayed--simply proceed with submitting your timesheet on the next business day.

•	Payro are a the M subm it will	oll is current ttempting to Aonday Noc nit your time I be paid on	ly in progre o submit tir on Deadline sheet tomo the next p	ess. You me past b. Please prrow and ay period. Close	
Sul	bmit	Approve	Reject	Close	C Refresh

To Download a PDF copy of the timesheet, go to the right hand navigation, under Actions and click: Generate Document>Timesheet>Download document. This document will provide the approval history.

	Last Note Any notes added below will be available to the client, recuriters, and department. writer note text	★ Advanced Group
Generate Document	No relevant notes or calendar items. Related // Attachments *	Adversal Resources (Adversal Clinical) Warded and Binop CSL- EX-US FSS OPS Administration
Format	Actions Generate Document Timesheet Info	Total Hours: 0.00 Total Expense: \$ 0.00
Demked Decomen 3	City Evus Status 100.00 % Approved 100.00 % Suprimed 100.00 % Suprimed	Submitted By: Your name Submittal Date: 0205/2021 Approved By: Krissy Lewis - TA Approved Date: 0206/2021

- If you have questions about the Erecruit system: please contact the International Operations team at acglobalops@advancedclinical.com.
- If you need Project or Task codes added to your timesheet options: please contact your Program Manager.