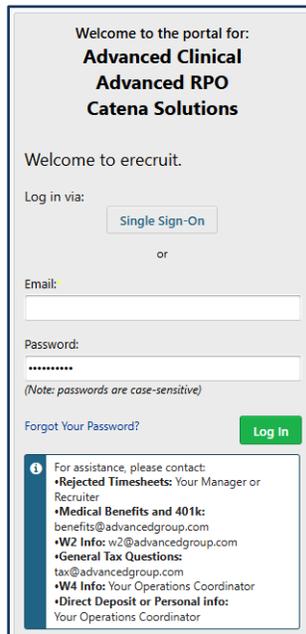


Welcome to the Advanced Clinical Timesheet Portal Erecruit Instructions

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.



Welcome to the portal for:
Advanced Clinical
Advanced RPO
Catena Solutions

Welcome to erecruit.

Log in via:

or

Email:

Password:

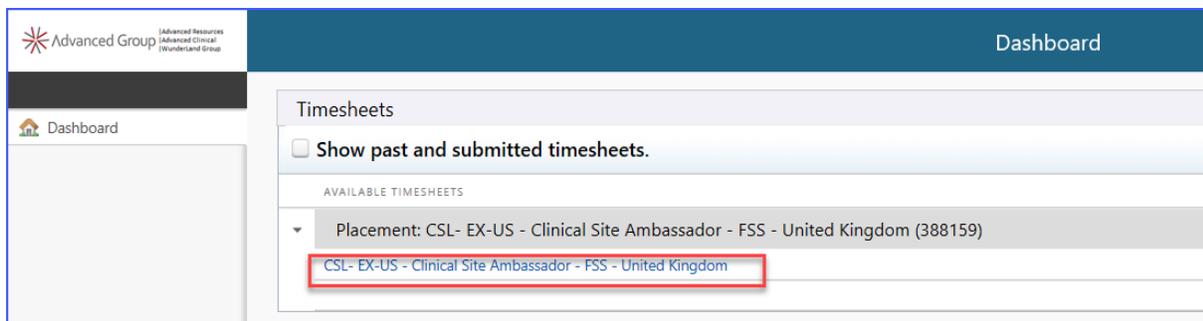
(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

i For assistance, please contact:
•**Rejected Timesheets:** Your Manager or Recruiter
•**Medical Benefits and 401k:** benefits@advancedgroup.com
•**W2 Info:** w2@advancedgroup.com
•**General Tax Questions:** tax@advancedgroup.com
•**W4 Info:** Your Operations Coordinator
•**Direct Deposit or Personal Info:** Your Operations Coordinator

- 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 (Advanced Resources, Advanced Clinical, WunderLand 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:

Choose your Project Code and Task.

Enter any applicable comments if needed.

The days hours can be broken out into different tasks and/or different projects if needed.

Entering Time Off on your Timesheet:

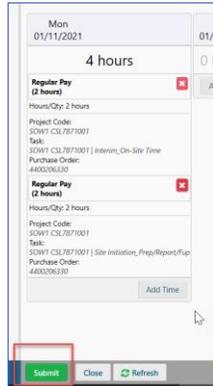
Choose the appropriate category for Holiday, PTO, Sick, etc.

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

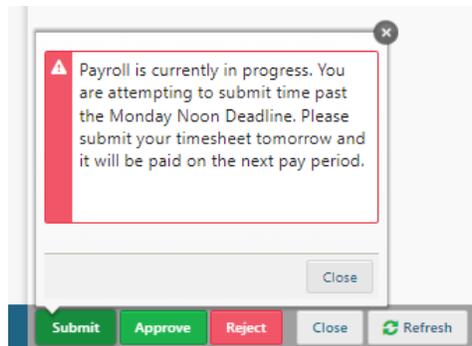
To correct time entry before it has been submitted:

<p>To edit, click inside the square:</p>	<p>To delete, click the red x:</p>

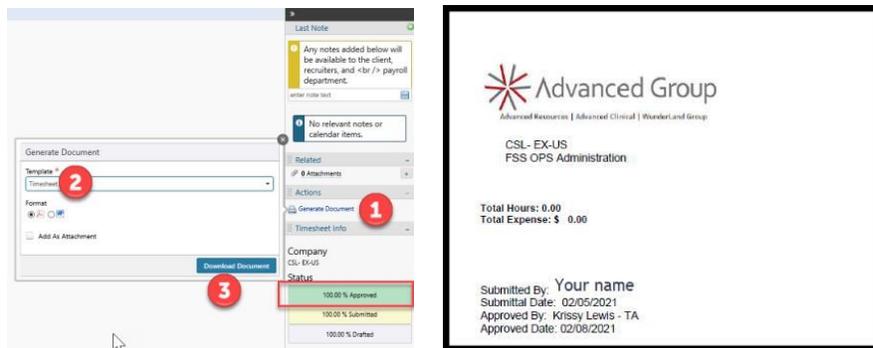
Once completed, be sure to Submit each week at the end of your work week:



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.



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.



- 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.