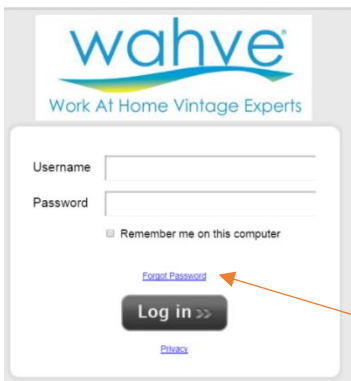


Welcome to the Timekeeping & Billing System!

This system is used for three different things:

- [Completing Onboarding Documents](#)
- [Creating Timesheets](#)
- [Expense Reporting](#)



To **login** to the system, go to www.wahve.com/signin

We recommend using the **Google Chrome** browser for using this system.

The first time you log into the system, you'll enter your **username** (your email address) and **password** at the login screen.

Then press **Log in**.

If you forgot your password, select the [Forgot Password](#) option, and the system will send you your password.

Change Your Password

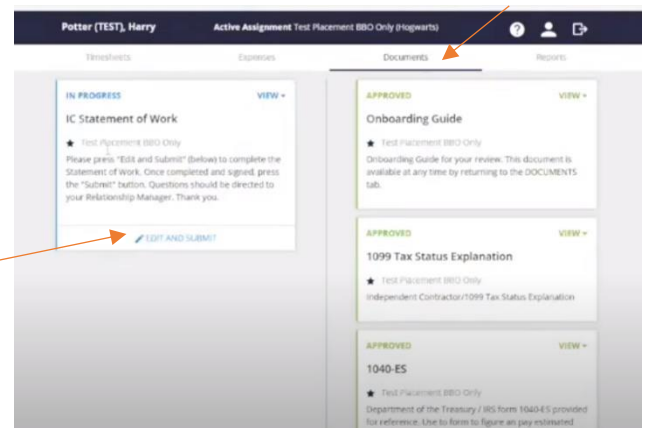
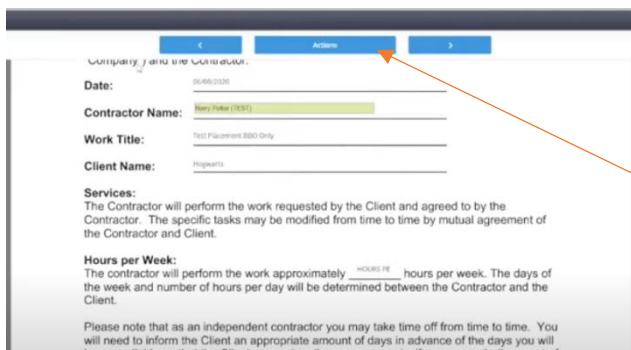


You can change your password at any time by selecting the icon that looks like a person at the top right side of the screen.

Completing Onboarding Documents

Immediately upon logging into the portal *for the first time*, you will receive a notification of documents ready for you to complete. You will be required to complete these onboarding documents prior to creating a timesheet.

- Go to the **Documents Tab**
- Select the item you would like to complete from the left side of the screen.
- Click the **Edit and Submit** button.

- Fill in/verify all required information and sign where appropriate.
- When you are done, click **Actions** at the top of the screen, and then press **Submit**.

- *Note: A copy of all approved documents will be emailed to you in a password protected file. The password is given to you when you Submit the document. **Please note the password so that you can open the files when received.** Alternately you can access any signed document at any time by returned to the Documents tab.*
- Press **Yes** to submit.



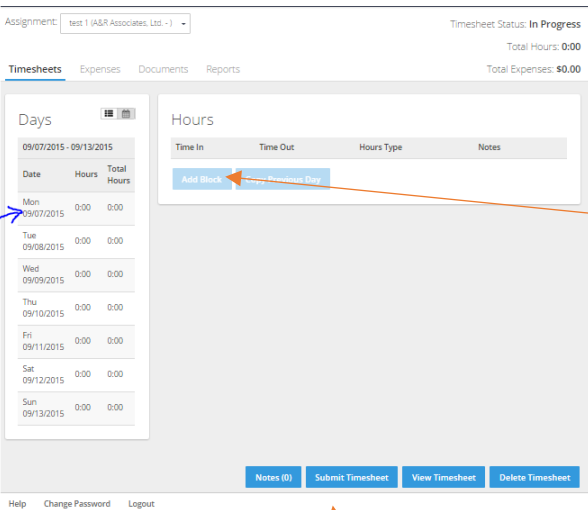
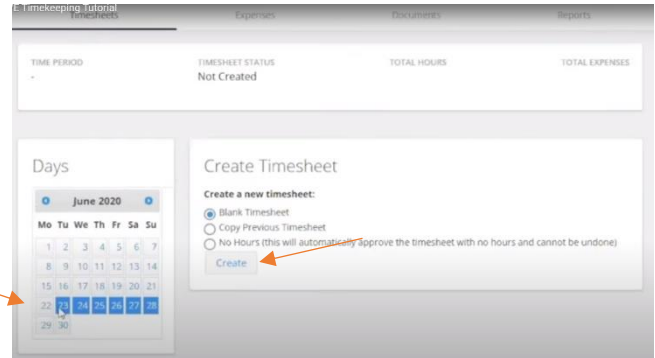
----- Repeat these steps on any remaining documents. -----

Creating a Timesheet

*Note – you will not be able to create a timesheet until the start date of your placement.

Login at www.wahve.com/signin and use your User Name (email address) and Password.

- Select the **Timesheets Tab**
- Be sure the appropriate week is select on the left side of the screen
- Select **Blank Timesheet**
- Press **Create**



On the next page, **select the appropriate date** on the left side of the screen to enter in hours.

A block of time entry will appear on the right side. Select **Add Block**, and then fill in the beginning and end times for the block of time. You can also add notes for that specific block of time. Many clients request a description of the services you provide during each time period.

You can add multiple blocks of time per day by repeating the steps above. If you take a break (meal or otherwise) you should add a separate block of time. In example, if you work from 8am until 3pm with a 30-minute break, you will add two blocks of time:

8:00 AM – 12:00 PM
12:30 PM – 3:00 PM

At the end of the week, after you have entering in all your hours worked, click on the **Submit Timesheet** button to Submit your Timesheet.

Note that the status of your timesheet, and the total hours worked is at the top right of the timesheet. The status will be "In Progress" during the week. It will change to "Submitted" when you submit the information at the end of the week. After the pay period ends, the status will change to "Approved" and you will receive a notification email. Once the payment is issued, it will change again to "Processed".

Timesheets should be submitted by **Sunday at midnight at the end of each week.**

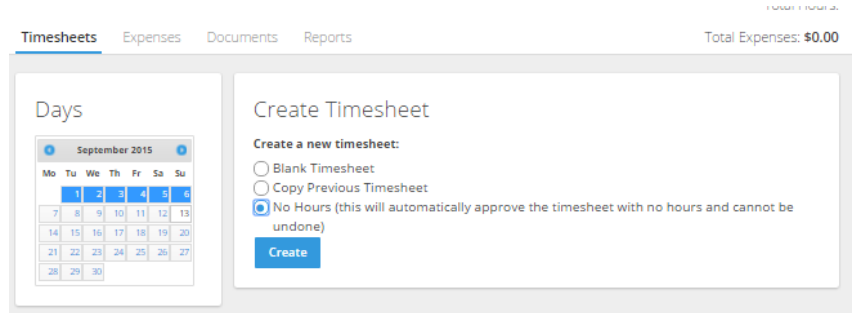
Change a Submitted Timesheet

If you have Submitted your timesheet but then need to make a change, provided the timesheet has not yet been approved by WAHVE, you can select the “**Unsubmit Timesheet**” button. After making your changes, be sure to press “Submit Timesheet” again to resubmit the timesheet for review and approval. If your timesheet is already approved, please email AdminServices@wahve.com to make adjustments.

Vacation and Time Off

If you take only a few days off within the week, please complete your timesheet as normal, leaving those days blank. If you do not *work for an entire week*, please submit a zero timesheet. To do this, please complete the following steps:

- Select the **Timesheets Tab**
- Be sure the correct week is selected on the calendar (you can do this in advance)
- Click the “**No Hours**” button
- Press **Create**
- This timesheet will automatically have an Approved status.



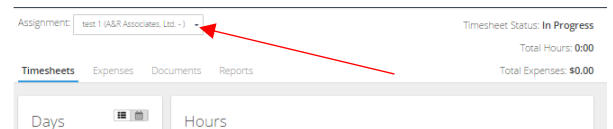
The screenshot shows the 'Timesheets' tab in a web application. On the left, there is a calendar for September 2015 with the 1st through 6th highlighted. On the right, the 'Create Timesheet' form is displayed. It includes a dropdown for 'Assignment' (set to 'test 1 (A&R Associates, Ltd. -)') and a 'Timesheet Status' of 'In Progress'. Below this, there are three radio button options: 'Blank Timesheet', 'Copy Previous Timesheet', and 'No Hours (this will automatically approve the timesheet with no hours and cannot be undone)'. The 'No Hours' option is selected. A 'Create' button is at the bottom of the form. The top right corner shows 'Total Expenses: \$0.00'.

Payment Stubs

At the end of the first payment period that you work, you will receive an email notification from **iSolved (also known as EmployDrive)**. This is the payment service that WAWHE uses to process direct deposit payments. Use the link they provide to create an account and you'll be able to view/print payment stubs, update direct deposit information, and print tax documents at the end of the year.

A Second/Subsequent Assignment

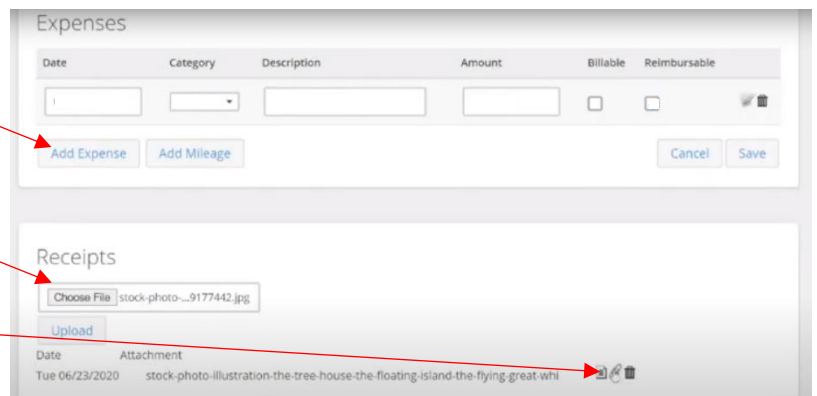
If you are starting a second assignment, or if this is a subsequent assignment, you may have to start a timesheet under a different Assignment title. To make this change, use the dropdown menu with the Assignment title in the middle of the screen, and select the new job title. Note – some assignments may have the same title. To confirm what assignment you are working with, select **VIEW TIMESHEET** at the bottom of the page, and confirm the Client's name at the top of the timesheet.



This screenshot shows the top portion of the Timesheets interface. It features a dropdown menu for 'Assignment' with the text 'test 1 (A&R Associates, Ltd. -)' and a red arrow pointing to it. To the right, the 'Timesheet Status' is 'In Progress' and 'Total Hours' is '0:00'. Below this, there are tabs for 'Timesheets', 'Expenses', 'Documents', and 'Reports'. The 'Timesheets' tab is active. At the bottom of this section, there is a 'VIEW TIMESHEET' button. The top right corner shows 'Total Expenses: \$0.00'.

Expense Reports

- Navigate to the **Expenses** tab
- Select **Add Expense** (or Mileage)
- Complete the information for the expenses
- Select the **Reimbursable** and **Billable** boxes
- Click **Save**
- Then under Receipts, select **Choose File**
- Once the file is selected, click **Upload** and **OK**
- Select the **Silver Paperclip** icon to the right of the Receipt
- Link the file to the expense it represents
- Press **Save**



The screenshot shows the 'Expenses' section of the application. At the top, there is a table with columns for 'Date', 'Category', 'Description', 'Amount', 'Billable', and 'Reimbursable'. Below the table are 'Add Expense' and 'Add Mileage' buttons. To the right are 'Cancel' and 'Save' buttons. Below this is the 'Receipts' section, which includes a 'Choose File' button and a file selection area showing 'stock-photo-...9177442.jpg'. An 'Upload' button is below the file selection. At the bottom, there is a table with columns for 'Date' and 'Attachment', showing a receipt for 'Tue 06/23/2020' with the attachment 'stock-photo-illustration-the-tree-house-the-floating-island-the-flying-great-whi'. A red arrow points to a silver paperclip icon next to the attachment name.

You can then go back to your timesheet and you will see the expense amount at the top right corner of your screen. It will be submitted when you submit that Timesheet.