



Candidate Instructions for Entering and Submitting Time

Logging In:

1. Go to www.towerls.com.
2. Select the **Timecard Portal** link on the home page.
3. Select **Candidate Login – Enter and Submit Time**
4. Enter your username (your email address) and password.
5. Click **Login**.
6. If a “display nonsecure items” pop-up appears, click **Yes**.

A screenshot of a web login form. At the top, there is a header with the word "Login" in a small font. Below it is a yellow banner with the text "Please Log In". The form contains two input fields: "Username:" with the text "candidate" entered, and "Password:" with a series of dots representing a masked password. Below the password field is a blue "Login" button with a red arrow pointing to it from the right. At the bottom of the form is a blue hyperlink that says "Forget your password?".

7. If you have forgotten your username and/or password, click the **Forget your password?** link.
8. You will be prompted to enter your email address. Click **Send** after entering this address.
9. You will receive another e-mail containing your username and password. Once you receive this e-mail, go back to step 2.
10. Once you successfully log in, you should be taken to the Timecards page to enter your time.

Notes on Logging In:

- It is important that you go to www.towerls.com and follow directions in step 1 each time you log in. If you bookmark the page or add it to your Internet Explorer Favorites, you will not be able to log in.
- It is important that you allow (unblock) pop-ups from this site to allow for full functionality of the Timecard Portal.



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Entering Your Time:

1. To enter your hours for the day or week, click **Time Cards**. The timecard for the current week ending displays.
2. Click **Enter Time**.

Desktop | Time Cards | Your Profile

Timecards: 03/17/2008 - 03/23/2008

	Hours	Status	Placement
Enter Time	0.00		76898

BHAS: websenver081:BULLHORN_LG2:BULLHORN88:375

3. To enter your time for the week selected, do the following:
 - a. In the In and Out fields, enter the hours you worked each day (e.g., 10:00 AM, 6:00 PM).
 - b. Optionally, you can use the drop-down button to choose a value from the list. This list will show 30 minute intervals.
 - c. Enter your break in **minutes** in the Break (min) field. If you took more than one break in a day, enter the total number of break minutes for the day.
 - d. Add any necessary comments that you would like your employer and recruiter to see in the Timecard Comments field.

Pay Period: 03/17/2008 - 03/23/2008 [Print](#)

Status: Draft

	03/17/08 (Mon)	03/18/08 (Tue)	03/19/08 (Wed)	03/20/08 (Thu)	03/21/08 (Fri)
Hours Worked	In: <input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>
Show Comments	Out: <input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>
Break (min):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	0.00	0.00	0.00	0.00	0.00
Timecard Comments:	<input type="text"/>				

4. If your hours for the week are not yet final, click **Save Draft**.
5. Review your timecard for accuracy.
6. Review the Terms and Conditions section below the Time Card.
7. When all hours for the week are entered and final, click **Submit for Approval**.
8. You may also click **Print** to print out or save a copy of your timecard for your records.



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Notes on Entering Your Time:

- Anything entered into the Timecard Comments field will be viewable by both your recruiter and the person who approves your timecard.
- You will only be able to enter time for a pay period if you have an active placement record for that pay period. If you believe you should be able to enter time for a specific pay period and cannot, contact your recruiter.
- Any applicable overtime will be automatically calculated based on the hours you enter.
- Your timecard remains editable until it is approved by your manager.
- Use the **Save Draft** button to indicate that your timecard is not ready for approval.

Viewing Previously Submitted Time:

1. You can view your timecards for the past 14 weeks by clicking the **Pay Period Ending:** drop-down .
2. Once the desired week is selected, click **Get Timecards**.
3. The selected week will now be viewable.

Questions:

If you have additional questions please contact Tower Legal Staffing, Inc. Client Service Team at 212-430-6300 or 202-216-9536.

Note: Expense reports with applicable receipts, must be manually submitted to your supervisor for review and approval. Approved expense reports should be sent to Tower Legal's office by 12pm noon on Monday of each week.