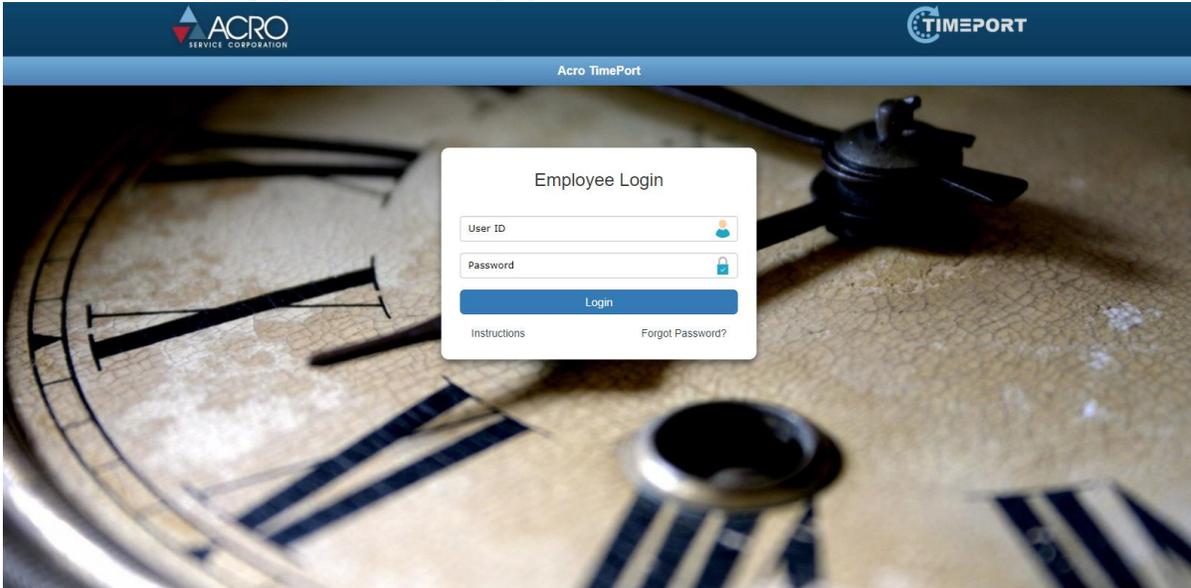


Acro TimePort website address is: <http://www.acrocorp.com/timeport/>

- 1) Open the website using a standard internet browser like Internet Explorer, Edge or Google Chrome. The login page looks like the page shown below.



- 2) Enter the user id and password provided to you by your Employee Relations Specialist. If you do not have the login credentials, please contact your Employee Relations Specialist at Acro.
- 3) After you have successfully logged in, you should see the timesheet entry page.
- 4) Depending on your set up, some options on the screen may not be available for you.

Client Name:

Weekending Date:

Upload Timesheet:

Hours as Per Approved Timesheet:

Days/Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Total
Straight Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Double Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Daily Total								

Note: Enter time in decimal format

Comments:

Log:

Weekending	Status	Sheet
06/24/2018	Not Submitted	
06/17/2018	Submitted	
06/10/2018	Not Submitted	
06/03/2018	Not Submitted	
05/27/2018	Not Submitted	

Buttons: Save as Draft, Submit, Reset

- 5) Your name and other information are displayed on the screen.
- 6) Select a week ending date from the calendar.
- 7) If the "Upload Timesheet" option is available on your screen, scan the timesheet approved by your manager and upload the scanned page (.PDF or .JPG formats only) using the Upload File button.
- 8) If the hourly entry table is available on your screen, enter the straight time hours, over time (if any) and double time (if any) in the textboxes under Monday through Sunday.

- 9) These hours must match the hours on the scanned sheet (if uploaded). You must use the entry format (either hour.minutes or decimals) displayed below the entry table. If you need to convert one format to another, please refer to the conversion table link available below the entry table. The system will automatically calculate the daily and weekly totals.
- 10) Click the “Submit” button once done with the entries. You may also save the timesheet as draft and come back later to complete and submit it.
- 11) If you have an expense to report for the week, click “Back to Expense Entry” button. The expense entry screen will open.

Expense Entry

Client Name:

Weekending Date:

Upload Expense Sheet (Only PDF/JPEG max size 4 MB): (Filename should be upto 50 characters.)

Expense

Date Incurred	Expense Type	Amount	Upload Receipt (Only PDF/JPEG max size 4 MB)
<input type="text" value="mm/dd/yyyy"/>	Lodging	0.00	<input type="button" value="Choose File"/> <input type="button" value="Upload File"/> (Filename should be upto 50 characters.)

Description (100/100 characters remaining):

Comments (200/200 characters remaining):

Buttons:

Log

Weekending	Status	Sheet
06/24/2018	Not Submitted	
06/17/2018	Not Submitted	
06/10/2018	Submitted	
06/03/2018	Not Submitted	
05/27/2018	Not Submitted	

- 12) If the “Upload Expense Sheet” option is available on your screen, scan the approved expense report and upload (.PDF or .JPG formats only) using the Upload File button.
- 13) Enter your shift differentials or any other comments in the Comments box.
- 14) Click the “Submit for Approval” button once done with the entries.
- 15) You can view your previous entries by clicking the “More...” button.
- 16) You can also change your password by using the Change Password link available when you click on your name displayed near the top right of the screen.
- 17) Make sure to log out of the system by using the Logout link available when you click on your name displayed near the top right of the screen.