

CRN

Clinical Resource Network™  
A DIVISION OF SOLOMON PAGE

*Webtime*  
by SOLOMON PAGE

CONSULTANT  
USER GUIDE

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# Welcome

## INTRO TO WEBTIME

In an effort to streamline and standardize the reporting of all time and expenses, while improving accuracy and usability, CRN has implemented a new system—**Webtime**.

**Webtime** is an online portal that allows you to enter your time daily and save the changes. At the end of your work week, review all entries for accuracy and submit your timesheet. After clicking submit, an automatic email will be sent to your supervisor with your submitted timesheet for their approval. Once they have reviewed and approved the hours, you will receive an automated email that your timesheet has been approved.

## WEBTIME DEADLINES

**TIMESHEET & INVOICE\* SUBMISSION DEADLINE:**

**MONDAY AT 9:00AM**

*Consultants must submit their timesheet by **Monday at 9:00am**.*

*\* **1099 Consultants** are required to submit their business invoices separately to [CRN\\_Payroll@solomonpage.com](mailto:CRN_Payroll@solomonpage.com).*

**APPROVAL DEADLINE:**

**WEDNESDAY BY EOB**

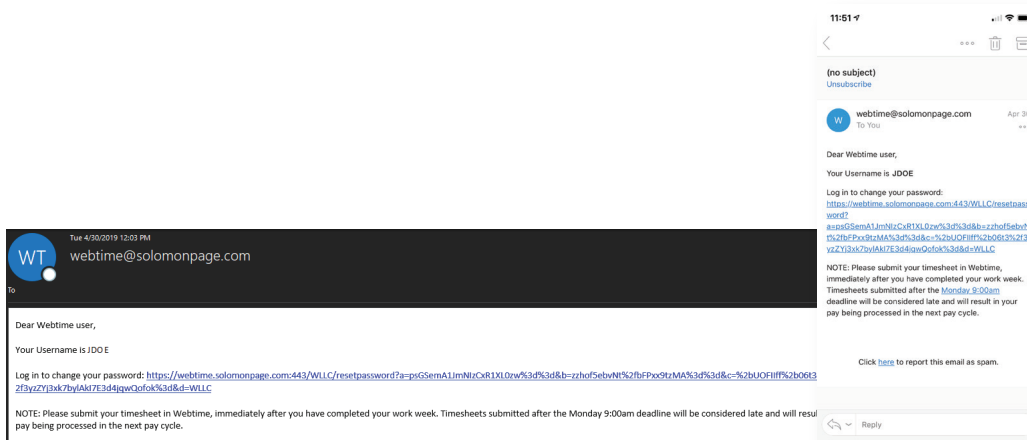
*Supervisors must approve submitted timesheets by **Wednesday End of Business Day**.*

*We kindly ask that you take note of these deadlines to ensure timely payment.*

# Getting Started

## ENROLLMENT PROCESS

To use **Webtime** you will need to complete a one-time enrollment process, initiated by CRN Payroll. You will receive an email from **webtime@solomonpage.com** containing your **username** and a link to **Webtime**.



ENROLLMENT EMAIL

You will be prompted to click on the enclosed link, which will allow you to create a *unique password\** for your account. The system will redirect you to the **Webtime Reset Password** screen shown below, please be aware that you will not be able to log into the system until you have created a new password. **\*Passwords must be at least eight characters long and contain at least one uppercase letter and one number.**

The screenshot shows a web browser window titled "Reset Password". It features a red warning message: "Passwords must be at least 8 characters long." Below this, there are two input fields: "New Password:" and "Confirm New Password:". At the bottom of the form are two buttons: "Save" and "Cancel".

The screenshot shows a web browser window titled "Reset Password". It displays a red confirmation message: "Password changed." followed by the text "Continue".

WEBTIME RESET PASSWORD SCREENS

# Consultant Portal

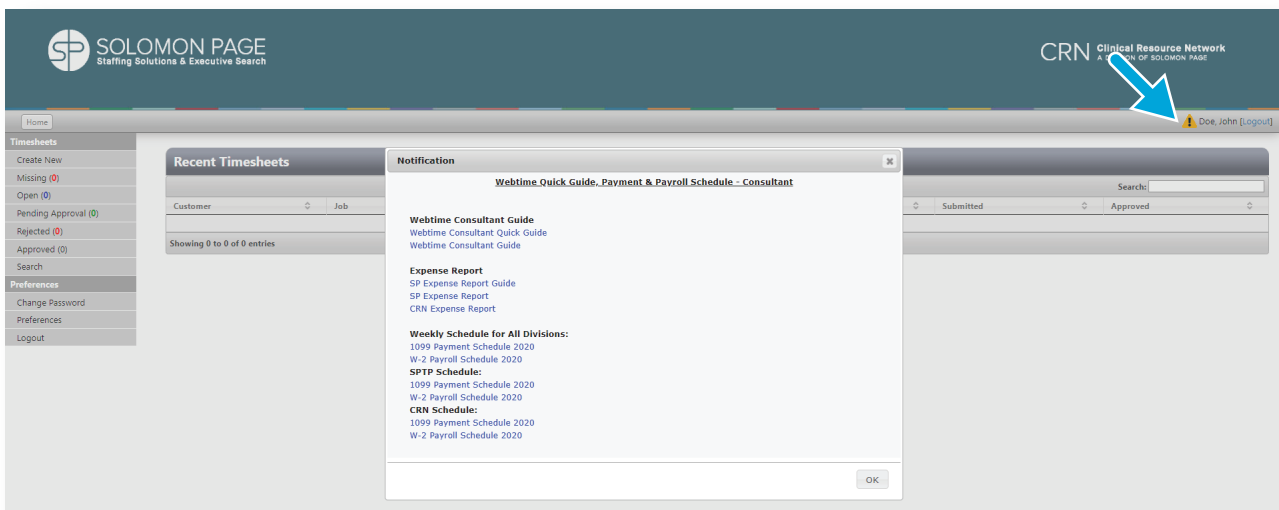
## LOGIN


Navigate your web browser to <https://webtime.solomonpage.com> and enter your username and password to access the **Webtime** portal.



## WEBTIME NOTIFICATIONS

Once you have logged into the system, **Webtime** notifications will be displayed as a pop-up.

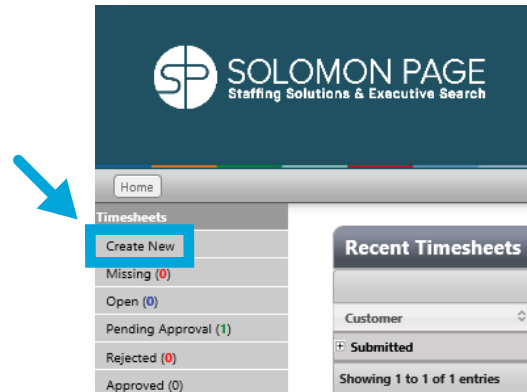


Please pay close attention to all **Webtime** notifications, as it includes *important information such as Holiday Schedules, User Guides, Payroll Schedules, and Expense Report templates*. Click on  to access this information.

## TIMESHEETS

### Create New

- 1 Select **Create New** from the Webtime Portal



- 2 Select Appropriate **Week Ending Date**

When prompted to select a date, make sure to select the correct week ending. Click on the **Saturday** week ending date from the calendar.

*Note: The timesheet week runs from Sunday to Saturday*



### 3 Enter **Time Worked** for the Selected Pay Period

The timesheet entry window will open for your active assignment(s) for the week selected. Choose the day of the week from the date drop-down list and enter time for each day worked. Comments can be added if applicable.

- Dates can be selected multiple times for each entry line. This will allow you to allocate hours to a specific project.
- To add additional rows, click on the **Add Additional Lines** option
- Total hours will be calculated automatically

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Feb 24	Regular Time	5.00			Choose File No file chosen
Mon, Feb 24	Regular Time	4.00			Choose File No file chosen
Mon, Feb 24	Regular Time	1.00			Choose File No file chosen
Tue, Feb 25	Regular Time	3.00			Choose File No file chosen
Tue, Feb 25	Regular Time	1.00			Choose File No file chosen
Thu, Feb 27	Regular Time	2.00			Choose File No file chosen
Thu, Feb 27	Regular Time	1.00			Choose File No file chosen
Fri, Feb 28	Regular Time	3.00			Choose File No file chosen
Sat, Feb 29	Regular Time	2.00			Choose File No file chosen
Sun, Feb 23					Choose File No file chosen
Mon, Feb 24					Choose File No file chosen
Tue, Feb 25					Choose File No file chosen
Wed, Feb 26					Choose File No file chosen
Thu, Feb 27					Choose File No file chosen
Fri, Feb 28					Choose File No file chosen
Sat, Feb 29					Choose File No file chosen

Project Name: **\*\* No Project \*\***

Site Expense Code: **\*\* No Code \*\***

Total Hours: 22.00  
Regular Time: 22.00

### 4 Selecting Pay Type

The system default will be set to **Regular Time**. If you are entering hours under a different pay type such as **Travel Time**, you must select the correct pay type from the drop-down list.

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Feb 24	Regular Time	5.00			Choose File No file chosen
Mon, Feb 24	Admin Time	4.00			Choose File No file chosen
Mon, Feb 24	Expense (Billable)				Choose File No file chosen
Mon, Feb 24	Holiday Pay	1.00			Choose File No file chosen
Mon, Feb 24	Offsite				Choose File No file chosen
Tue, Feb 25	Onsite Time	3.00			Choose File No file chosen
Tue, Feb 25	Regular Time				Choose File No file chosen
Tue, Feb 25	Sick Pay	1.00			Choose File No file chosen
Tue, Feb 25	Training Time				Choose File No file chosen
Tue, Feb 25	Travel Time				Choose File No file chosen
Thu, Feb 27	Unpaid PTO	2.00			Choose File No file chosen

## ZERO HOUR TIMESHEET – UNPAID PTO

You are required to submit a zero-hour timesheet for any weeks you did not work. To create a zero-hour timesheet please follow the instructions below:

- Select **“Unpaid PTO”** as the Pay Type and enter **“0.00”** hours for only one day of the current week ending

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Feb 24	Unpaid PTO	0.00			Choose File No file chosen
	Admin Time				Choose File No file chosen
	Expense (Billable)				Choose File No file chosen
	Holiday Pay				Choose File No file chosen
	Offsite				Choose File No file chosen
	Onsite Time				Choose File No file chosen
	Regular Time				Choose File No file chosen
	Sick Pay				Choose File No file chosen
	Training Time				Choose File No file chosen
	Travel Time				Choose File No file chosen
	Unpaid PTO				Choose File No file chosen

## 5 Save or Submit Timesheet

205-0000056212 - CRA - TEN-02-301
205-0000056213 - CRA - TEN-02-401

Save Submit Cancel Delete Export
Feb 16 - Feb 22

**Enter only actual hours worked.**

Date	Pay Type	Hours	Expenses	Comments
Mon, Feb 17	Regular Time	1.25		
Wed, Feb 19	Regular Time	1.00		
Wed, Feb 19	Regular Time	0.50		
Thu, Feb 20	Regular Time	1.50		
Fri, Feb 21	Regular Time	1.00		
				Browse...
				Browse...
				Browse...
				Browse...
				Browse...
				Browse...

Add Additional Lines

Save Submit Cancel Delete Export

**Total Hours** 5.25

Regular Time: 5.25

Message from webpage

Are you sure you want to submit this timesheet? It cannot be edited once it has been submitted.

OK Cancel



## TIMESHEET ACTIONS

### SAVE

It is recommended to enter hours daily; you can do so by selecting **SAVE** until the work week is complete.

### SUBMIT

When all hours for the week have been completely entered, you must **SUBMIT** the timesheet for approval.

### CANCEL

By clicking **CANCEL**, you will lose any changes made since the last **SAVE** action.

### DELETE

The entire timesheet will be permanently deleted.

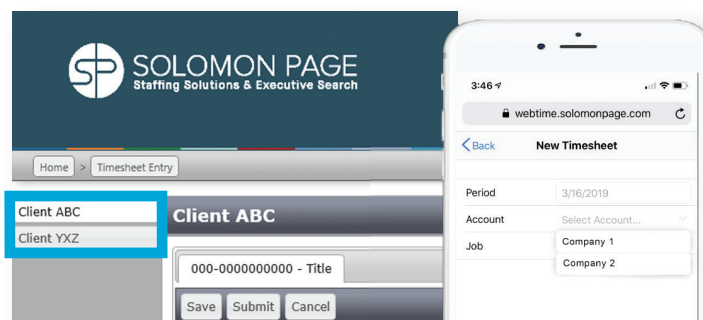
### EXPORT

If you would like to keep a copy of your timesheet, you have the option to **EXPORT** it as a PDF file.

**NOTE:** You will not be able to make changes or perform any other actions after a timesheet has been submitted. Please review carefully before submitting your timesheet for approval. Failure to submit by the deadline will cause a delay in the process. If your timesheet is pending approval and you need to make a correction, please reach out to your supervisor to reject the timesheet.

## Timesheets for Multiple Clients

If you are currently assigned to work for multiple clients within the same time frame, you are required to submit separate timesheets for each client.



Clients will be shown as tabs on the left side screen. Please select the appropriate timesheet for the client you are submitting hours for. If you are using the mobile version, you must select the appropriate client name from the drop-down list under the **Account** field.

## Submitting Hours Under a Project Name

At the beginning of your assignment, your HR Coordinator will inform you whether you need to allocate hours to a specific project name when submitting time and expenses.

### MULTIPLE PROJECTS IN ONE TIMESHEET

To allocate hours to a specific project name, you must select the appropriate project name from the drop-down list for **each line entry**. *NOTE: Failure to select the project name for each line entry will cause your timesheet to be rejected and a delay in payment.*

### MULTIPLE TIMESHEET SUBMISSION – PER PROJECT

If your assignment requires you to submit separate timesheets per each project. Each timesheet will be displayed in a tab format across the top with the corresponding project name. **Please select the timesheet accordingly.**

In addition to selecting the correct timesheet, you are also required to select the project name from the drop-down list for each line entry. *NOTE: Failure to select the project name for each line entry will cause your timesheet to be rejected and a delay in payment.*

## Site Expense Codes

Site Expense Codes will be displayed as a drop-down list below the Project Name field.


If your assignment requires you to allocate hours to a specific code in addition to the project name, please ensure to select a code for each line entry.



*NOTE: Failure to select a site expense code for each line entry will cause your timesheet to be rejected and a delay in payment.*

Client ABC

000-0000000000 - Title - TEN-02-301    000-0000000000 - Title - TEN-02-401

Save   Submit   Cancel


 Enter only actual hours worked.

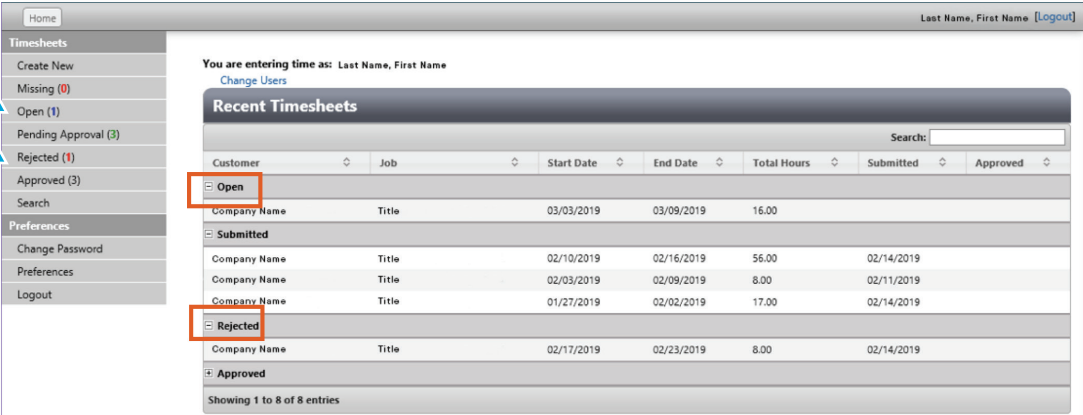
	Date	Pay Type	Hours	Expenses	Comments	Upload File
	Mon, Feb 24	Regular Time	4.00			Browse...
	Mon, Feb 24	Regular Time	5.00			Browse...
	Tue, Feb 25	Regular Time	3.00			Browse...

Project Name: TEN-02-301  
Site Expense Codes: \*\* No Code \*\*, 001- Email/Communication, 002- Monitoring Preparation, 003- Report Writing, 004- Monitoring Visit



## Recent Timesheets

From the **Webtime** homepage you can view your recent timesheets organized by **status**. Click on the  icon to expand each section and then click on any timesheet to open it for a detailed view. You can also access this information on the left menu bar.



The screenshot displays the 'Recent Timesheets' page. The left sidebar contains a 'Timesheets' menu with the following items: 'Create New', 'Missing (0)', 'Open (1)', 'Pending Approval (3)', 'Rejected (1)', 'Approved (3)', 'Search', 'Preferences', 'Change Password', and 'Logout'. Two blue arrows point to the 'Open (1)' and 'Rejected (1)' items. The main content area shows a table of timesheets with columns: Customer, Job, Start Date, End Date, Total Hours, Submitted, and Approved. The table is grouped by status: Open, Submitted, Rejected, and Approved. The 'Open' and 'Rejected' sections are highlighted with red boxes.

Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved
<b>Open</b>						
Company Name	Title	03/03/2019	03/09/2019	16.00		
<b>Submitted</b>						
Company Name	Title	02/10/2019	02/16/2019	56.00	02/14/2019	
Company Name	Title	02/03/2019	02/09/2019	8.00	02/11/2019	
Company Name	Title	01/27/2019	02/02/2019	17.00	02/14/2019	
<b>Rejected</b>						
Company Name	Title	02/17/2019	02/23/2019	8.00	02/14/2019	
<b>Approved</b>						

Showing 1 to 8 of 8 entries

## Timesheet Status

### OPEN

Timesheets that have been saved for future edits, but are not yet submitted.

### SUBMITTED

*Pending Approval*

Indicates timesheets that have been submitted and are now visible to your supervisor for approval.

### APPROVED

Timesheets that have been approved.

### REJECTED

Timesheets that have been rejected by your supervisor or CRN Payroll and require edits prior to resubmission.

## Rejected Timesheets

If your timesheet has been **Rejected**, you will receive an automated email from **webtime@solomonpage.com** explaining why. Click on the enclosed link or log into **Webtime** to make the necessary corrections to your **original rejected timesheet** and resubmit for approval.

*Note: Please be sure to click the **Submit** button after entering your changes. Failure to do so will keep the timesheet under the **Rejected** status and will cause a delay in payment.*

Recent Timesheets							Search:
Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved	
<b>Open</b>							
Client ABC	Contract Attorney	02/04/2019	02/10/2019	18.00			
<b>Submitted</b>							
Client ABC	Contract Attorney	04/08/2019	04/14/2019	34.00	04/05/2019		
Client ABC	Contract Attorney	04/01/2019	04/07/2019	0.00	04/03/2019		
<b>Rejected</b>							
Client ABC	Contract Attorney	04/22/2019	04/28/2019	36.00	04/12/2019		
<b>Approved</b>							

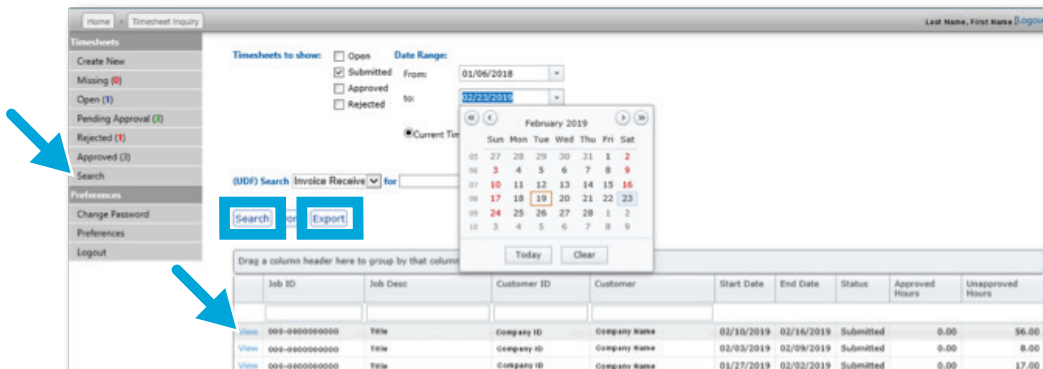
Showing 1 to 7 of 7 entries



## Timesheet Search (Desktop Only)

Select **Search** from the left menu bar to search for timesheets by status or date range. Select from the status and date range options and click **Search**.

From the generated list, select **View** next to the desired timesheet for details. The **Export** option will export the timesheet as a PDF.



**Job:** Title ( 000-000000000 )  
**Temporary:**Last Name, First Name( 000-ABCDEFH-I )  
**Date Range:** 02/10/2019 to 02/16/2019  
**Customer:** Company Name (TestApprover )  
**Status:** Submitted on 02/14/2019

Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments
02/10/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/11/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/12/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/13/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/14/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/15/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
02/16/2019	Regular Time	8	\$0.00	9:00 AM	5:00 PM			Submitted
<b>Project Name:</b> ** No Project **								
<b>Total Hours</b>		56.00	<b>Total Expenses</b>	\$0.00				

TIMESHEET  
EXPORTED AS PDF

# Email Notifications

You will receive an automated email when your timesheet is **Approved** or **Rejected**. Webtime notification reminders are also sent when your timesheet for the current pay period is missing or has been entered and saved, but not submitted for approval.

WT Thu 5/2/2019 10:43 AM  
webtime@solomonpage.com  
Missing Timesheets for 5/02/2019

To  
If there are problems with how this message is displayed, click here to view it in a web browser.

John Doe,  
Please submit your timesheet in Webtime, immediately after you have completed your work week. Timesheets submitted after the Monday 9:00am deadline will be considered late and will result in your pay being processed in the next pay cycle.

Job	Customer	Start Date	End Date
Job Title	Client ABC	4/28/2019	5/04/2019

<https://webtime.solomonpage.com/wllc/>

MISSING  
TIMESHEET

WT Thu 5/2/2019 10:42 AM  
webtime@solomonpage.com  
Unsubmitted Timesheets - 4/27/2019

To  
If there are problems with how this message is displayed, click here to view it in a web browser.

John Doe,  
Please submit your timesheet in Webtime, immediately after you have completed your work week. Timesheets submitted after the Monday 9:00am deadline will be considered late and will result in your pay being processed in the next pay cycle.

Job	Customer	Start Date	End Date
Job Title	Client ABC	4/21/2019	4/27/2019

<https://webtime.solomonpage.com/wllc/>

ENTERED  
NOT SUBMITTED

WT Wed 3/20/2019 5:20 PM  
webtime@solomonpage.com  
Notice: Timesheet was approved for 2/24/2019 to 3/02/2019

To • Name

Your Timesheet for Company Name - Title for weekending date: 00/02/2019 has been approved.

Click the following link to log into the system: <https://webtime.solomonpage.com/WLLC/WebTSLogin.aspx?company=WLLC>

APPROVED  
TIMESHEET

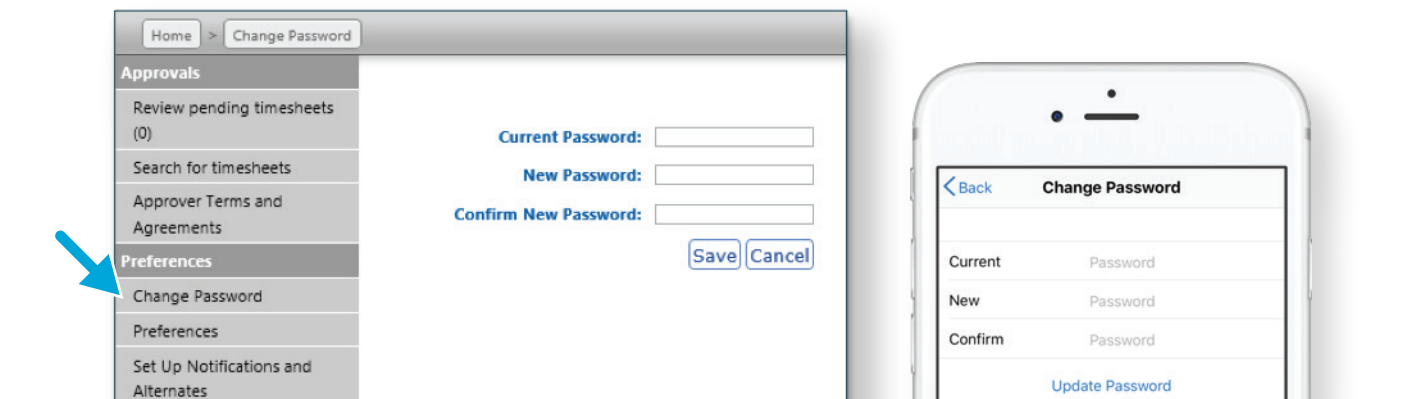


# Preferences



## CHANGE PASSWORD

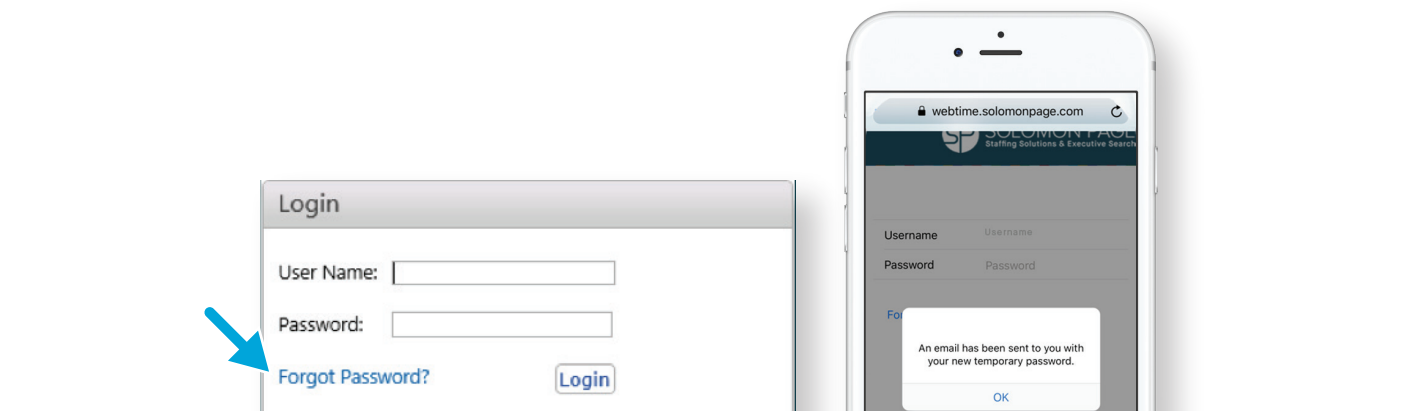
You can change your **Webtime** password at any time by clicking the **Change Password** option located under **Preferences** on the left side menu. Once selected, you must enter your current password, type a new password, confirm the new password, and click **Save**.



## FORGOT PASSWORD

It is very important to remember your username and password, and keep it secure. If you do happen to forget it, please follow these steps:

- 1 Click **Forgot Password?** on the **Webtime** login page.



- 2 You will be required to enter your **Webtime** username and select **Email Password**.

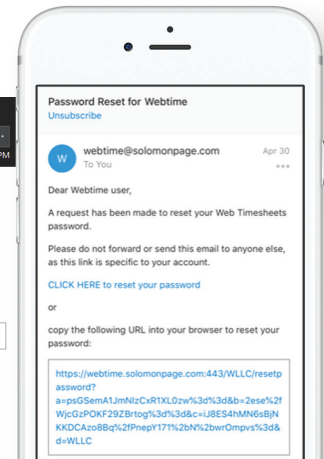
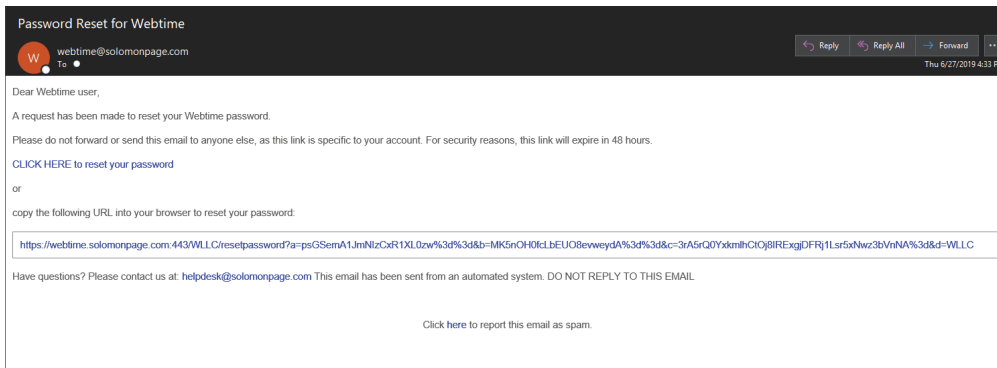


Login

User Name:

[Email Password](#)

- 3 If a valid username has been entered, an email will be sent to the email address that we have on file. **This email will include a password reset link, which will expire after 48 hours.**



- 4 Reset the password for your **Webtime** account by typing in a new password. Then, confirm it by typing it again into the **Confirm New Password** field.

- 5 By clicking **Save**, you are now able to login to the **Webtime** portal with your new password.

# Contact

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**TECHNICAL SUPPORT:**

[helpdesk@solomonpage.com](mailto:helpdesk@solomonpage.com)

**PAYROLL SUPPORT:**

[sppayrollops@solomonpage.com](mailto:sppayrollops@solomonpage.com)