



CONSULTANT USER GUIDE



TABLE of CONTENTS

Welcome

Intro to Webtime	3
Webtime Deadlines	3

Getting Started

Enrollment Process	4
--------------------	---

Consultant Portal

Login	5
Webtime Notifications	5
Timesheets	6
Create New	6
Timesheets for Multiple Clients	9
Submitting Hours Under a Project Name	10
Submitting Expenses (if applicable)	11
 Recent Timesheets 	12
Timesheet Status	12
Rejected Timesheets	13
 Timesheet Search (Desktop Only) 	14

Email Notifications

15

Preferences

Change Password	16
Forgotten Password	16

Contact



Welcome

INTRO TO WEBTIME

In an effort to streamline and standardize the reporting of all time and expenses, while improving accuracy and usability, Solomon Page 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 SUBMISSION DEADLINE:

MONDAY AT 9:00AM Consultants must submit their timesheet by Monday at 9:00am.

MONDAY AT 5:00PM

APPROVAL DEADLINE:

Supervisors must approve submitted timesheets by Monday at 5:00pm.

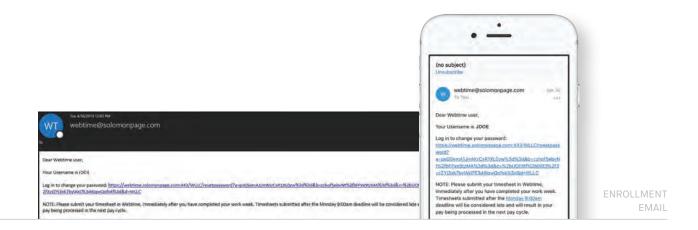
We kindly ask that you take note of these deadlines to ensure timely payment.



Getting Started

ENROLLMENT PROCESS

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



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.*

Reset Password	Reset Password	
Passwords must be at least 8 characters long. New Password: Confirm New Password: Save Cancel	Password changed. 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.

Home SUC	OMON PAGE Solutions & Exacutive Search		
resheets reate New	Recent Timesheets	Notification Webtime Quick Guide, Payment & Payroll Schedule - Consultant	8
Vilssing (0) Dpen (0) Pending Approval (1) Rejected (0) Approved (0) Search Velschnos: Change Password	Costomer 2 • Submitted Skewing 1 to 1 of 1 antres	Mebtime Consultant Guide Webtime Consultant Quide Webtime Consultant Quide Expense Report SP Expense Report GRI Expense Report CRI Expense Report	Search Submitted Approved O
Preferences Logout		Weekly Schedule for All Divisions: 1099 Payment Schedule 2019 W-2 Payroll Schedule 2019 SPTP Schedule: 1099 Payroll Schedule 2019 W-2 Payroll Schedule 2019	

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



Select Create New from the Webtime Portal





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 for all but Legal Division Consultants.*

elect a Dat	te							V (•)	Select a Da	te									·		
< >	today		Febr	uary 2019					Period	_	-		-1	< >	today		Fe	bruary 2019				Period	-	_		-1
Sun	Mon	Tue		Wed	Thu	Fri	Sat	_	Account					Sun	Mon		Tue	Wed	Thu	Fri	Sat	Account				
27			29	30		1		2	ioti		CHERRY RO	are .		2	7	28	29	30		1	2	200	_	(nearly)	HATHE	
							$\langle \cdot \rangle$	6	-		•											6		• -		
3	4		5	6	7	8	Ju	9	Ter-	Ne	w Times!	Neet			3	4	5	6	7	8	9	1	-	New Title	ineer 1	_
									0		Banch 20	-	0	4								1		March 2		
10	11		12	13	14	15	1	16	-	Not The	wed	164	10 I.	- m	0	11	12	13	14	15	16		-	No. 160	-	n
47				20	24	22			35	a. a	p		6.14	1	7	18	19	20	21	22	23			# #		
17	18		19	20	21	22	2	23		è. 4		÷				10		20			20	4			+	
24	25		26	27	28	1		2	10	e 1	и		14	2	4	25	26	27	28	1	2	-			-14.	4.
									7			.8													*	
	4		5	6		8		9	26				* *		3	4	5	6		8	9			a a		
											1.1													* *		

Legal Division Consultants Only

Click on the Sunday week ending date from the calendar. The payroll week runs from Monday to Sunday, for the Legal Services division.



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.

- Enter your start and end time in 15-minute increments (i.e. 1:00pm, 1:15pm, 1:30pm, 1:45pm) under the **In** and **Out 2** fields.
- If a lunch break is taken, the times must be included under fields **Out** and **In 2**.
- *am* and *pm* time values should be chosen appropriately (i.e. 11:00am or 11:00pm).
- Total hours will automatically populate.

								(•		(-)
ave Sübmit (Cancel	_	-	-	-	Enter only ac	tual hours wor	3:47 -	btime.solomon.	a a a	3:47 4	nonpage.com C
	Рау Туре	Hours Expenses	In	Out	In 2	•	mments	<	Timesheet	+	Careal	
Sun, Feb 3	Regular Time 🐱	11.00	9:00am	1:00pm	2:00pm	9:00pm 0T approve	đ	Job Date Range Total Hours		Tinie 03/10 - 03/16 0.00	03/10	
Tue, Feb 5 Wed, Feb 5 Thu, Feb 7	Regular Time 👽	7.00	9:00am	1:00pm	2:00pm	5:00pm		Status		Opero	03/11	~
Thu, Feb 7 Fri, Feb 8 Sat, Feb 9	Regular Time 💉	5.00	9:00am	1:00pm	2:00pm	3:00pm left early fo	r doc's appointment	1	No Treesbergt Detion		03/12	

BREAK TIME (I.E. LUNCH)

3

If you're taking a break (i.e. Lunch, etc.) you must enter an "Out" time when you leave and the "In2" time when you return.

Please use the middle columns "Out" and "In2" to enter your breaks.

	Date	Pay Type	Hours Expenses	In	Out	In 2	Out 2	Comments
0	Mon, Aug 12 🗸	Regular Time 🗸	8.00	9:00am	12:00pm	1:00pm	6:00pm	
0	Tue, Aug 13 🔽	Regular Time 🔽	7.00	9:00am	12:30pm	1:30pm	5:00pm	
ø	Wed, Aug 14 🔽	Regular Time 🔽	8.00	9:00am	12:00pm	1:00pm	6:00pm	
0	Thu, Aug 15 🗸	Regular Time 🔽	8.50	8:00am	12:00pm	12:30pm	5:00pm	
0	Fri, Aug 16 🗸	Regular Time 🗸	8.50	8:30am	12:00pm	1:00pm	6:00pm	

Selecting Pay Type

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

Save Submit C	ancel	_	_	_	-	•
bare buenne e	Admin Time	1	_	_	Cancel Date Range Hours Status	Detail Done 03/10 - 03/16 0.00 Open
Date	Expense (Billable) Holiday Pay Offsite Onsite Time Personal Time	lours Expe	enses In	Out	Date Pay Type In Time	03/11 > Sefere Admin Time
Mon, Feb 4 🗸	Regular Time Sick Time Training Time Travel Time Vacation				Out Time 2 In Time 2 Out Time 2 Comments	Expense (Billable) Holiday Pay Offsite Onsite Time Regular Time Sick Pay.



SICK TIME

Solomon Page offers sick time that is accrued. You will be eligible to use your sick time after being on assignment with Solomon Page for 120 days. *Please reach out to your assigned HR Coordinator to confirm your eligibility.*

If you are claiming sick time, you must enter the hours in Webtime by following the next steps:

- Select "Sick Pay" from the Pay Type drop-down list.
- Include the number of hours being claimed by entering time under columns "In" and "Out"
- Please note you can only claim 8 hours per day / 40 hours per year

	Date	Рау Туре	Hours	Expenses	In	Out	In 2	Out 2	Comments
0	Mon, Aug 12 🗸	Regular Time 🗸	8.00		9:00am	12:00pm	1:00pm	6:00pm	
0	Tue, Aug 13 🔽	Sick Pay	8.00		9:00am	5:00pm			
0	Thu, Aug 15 🗸	Regular Time 💙	8.00		9:00am	12:00pm	1:00pm	6:00pm	

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 Pay Type & enter hours for only one day of the current week ending.
- Enter 12am through 12am as the hours, this will set the hours "0.00"
- Click "Submit" Timesheet

							0.	iter only actual hours v	vorked.	
Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File	
n, May 27	Unpaid PTD	0.00	0.00	12:00am	12:00em					Project Name: ** No Project **



Save or Submit Timesheet

		Entry									-						
tompaky fame	Company Nam	•			-						_						
	000-000000000	0 - Title	1.000														
	See Sebrek C	anut Delete B	pert .						_		Har 63 - Har 66				<	Timesheet	+
	-	1.1			0.	ter unity act	ual hours	morbed.							ann Data Kanga Kang Manga		100 1000-000 1000-000
	Dete	Pay Type	Bears	Expenses	14	teet	34.2	Over 3	Comments	0	Upload File	1	-		(apart		100.000
	P Non, Mar 4	Regular Time 🐷			8-10em	3-diper					from.	-			03/71		Reputer Time
											Beneter	Carcan	Detail	Done	Open		\$0.00 i unes
	· ·	4								_	broom-	Date Range Hours		02/0-03% 10:00	0.3/12 Com		Persolar Trees
	· ·									-	Bronto	Status		Que	Concerning of the local division of the loca		
		3								-	Briefs.	Date		_	03/13 Com		Regular Trees
	<i>।</i> ।।		_					(-	Barn				03/73		Regular Time
						-				-	Transa -	Pay Type	Regular Time		Open		BLDD Futures
		4	-							-	Brinn-	in Time	0.000		03/35		Bander Tree



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 supervisor will inform you whether you need to enter hours under a specific project name when submitting time.

MULTIPLE PROJECTS IN ONE TIMESHEET

To enter hours under a project name, you must select the appropriate project name from the drop-down list for each line entry. *Note: Failure to select the correct project name for your assignment will cause your timesheet to be rejected and delay payment.*

				Pay Type Regular Time
2 Out 2 Co	omments	Upload File		In Time 9:00am Out Time 12:00pm
00pm 6:00pm)	Browse	Project Name: Project A	In Time 2 1:00pm Out Time 2 6:00pm
00pm 5:00pm		Browse	Project B Project C	Comments
00pm 7:00pm)[Browse		Project Name Attachment ** No Project **

MULTIPLE PROJECTS IN MULTIPLE TIMESHEETS

If your assignment requires you to enter separate timesheets for each project, multiple timesheets will be displayed in a tab format across the top of the timesheet. Please select one timesheet per project.

000-0	0000000000	- Title	000-0	00000000	0 - Title		000-000	- 0000000	Title					
Save	Submit Can	cel .		_		_	-	_		_	_			
				1 Tater only actual										
	Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments		Upload File			
1	Y	~			1) ho			
1	~					20					i Ber			
1		~	-			1					1.60			
2		~		1							3.80			
		~		1					1.1		1.60			
1	V					1					1.64			
1						3					1.6			
0	v					3	7		-		1.0			
0	v	2			-				0		1.84			
	(V)	W.			-									



Submitting Expenses (if applicable)

Expenses are added to a timesheet in the same location as your hours; utilizing the pay type **Expense (Billable)**. Prior to adding expenses into the system, you must complete a Solomon Page or CRN Expense Report form found on **Webtime** notifications. Click on the notifications icon 1 to access this information.



 $\mathbf{2}$

Download and complete the expense report form.

Combine the completed expense report and all supporting receipts into one PDF document.

ente Name Disson Panist				Authorized by Date Submitted					Rwabucowanos bucowanos Due					
Date	Description of Expense	Aisfare	Lodging	Ground Transportation (Rental Car,Tasi)	Meals	Phone	Miles	Mileage Reinbursement	Tolli	Fuel	Misoellaneous	Total		
3/7/2019	Uber			25.00	1							425.00	UBER UBER	
3/7/2019	Chipotle (Meal)				6.89							\$5.83	Gourset within reach. \$25.00	
					-				-			0.00	1735 H Federal Hey	FARE BREAKDOWN
_												10.00	1735 H Federal Hey Ft Lauderdale FL 33055 (554) 400-5028	Base Fare. F.DD
_												\$0.00	Host: Chantel 01/1	Distance 14.39 Topi 4.01
									_			00.00		Subtetal \$25.96
_						_						10.00	Chicken Bowl	the second second
_			-			-	_					0.00	Reprotal	\$25.00
												10.00	ax	This makes me happy ()
									_			\$0.00	NE IN Total	
-												10.00	SE #XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
												\$0.00		e referred 3 customers to Uber coause of their referral program
												\$0.00	ance Due	
Total		-	-	25.00	6.89		-				-	\$31.89	Order online at chipotle 💭 States and and the	Cive E20, Get E20 Transmit + Trait



Within your timesheet, select the pay type **Expense (Billable)** and enter the total amount for your expenses as one entry for the appropriate pay period.

Attach your file to the entry by clicking **Browse** and upload your PDF.

							Enter only actual hours worked	L	Carroll Date Range	Detail	Done 03/17 - 03/23		
Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2 Comments	Upload File	Haure Status		0.00 Open		
Mon, Feb 4 🗸	Regular Time 😺	0.00		9:00am	1:00pm	2:00pm	7:00pm	Browse	-				
Tue, Feb 5 🛩	Regular Time 💌	7.00		9:00am	1:00pm	2:00pm	S:00pim	Browse	Date	0.3/17			
Wed, Feb 6 👻	Regular Time 👻	5.00		9:00am	1:00pm	2:00pm	3:00pm left early for doc's appointment		Pay Type			Project Name Aduba	_
🖉 Sat, Feb 9 🖌	Expense (Bills w	1	31.89				Expenses Pre-Approved by 3	Browse	Expenses			Take Photo or Video	
	_								Comments			Photo Library	1
									Project Name			Bitteleter	



Recent Timesheets

From the **Webtime** homepage you can view your recent timesheets organized by **status**. Click on the \pm 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.

Home									L	ast Nam	ne. First Name	log
Timesheets												
Create New	You are entering tim	e as: Last No	ame, First Name									
Missing (0)	Change Users	-						_			_	-
Open (1)	Recent Time	sheets										
Pending Approval (3)									Search	-		
Rejected (1)	Customer	0	Jab	2	Start Date	End Date 🗢	Total Hours	÷.	Submitted	0	Approved	0
Approved (3)	- Open									-		
Search	Company Name		Title		03/03/2019	03/09/2019	16.00			_		_
Preferences	E Submitted	-				in the second						
Change Password	Company Name		Title		02/10/2019	02/16/2019	56.00		02/14/2019			_
Preferences	Company Name		Title		02/03/2019	02/09/2019	8.00		02/11/2019			
Logout	Company Name		Title		01/27/2019	02/02/2019	17.00		02/14/2019			
	E Rejected				, ententente			_				
	Company Name		Title		02/17/2019	02/23/2019	8.00	_	02/14/2019	_		-
	· Approved							-		-	_	-
	Showing 1 to 8 of 8 o							_		_	-	

Timesheet Status

OPEN	Timesheets that have been saved for future edits, but are not yet submitted.
PENDING APPROVAL (Submitted)	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 the supervisor and require edits prior to resubmission.



Rejected Timesheets

If your timesheet has been **Rejected**, you will receive an email from **webtime@solomonpage.com** explaining why. In order to be paid on time click on the enclosed link or log into **Webtime** to make the necessary corrections to your 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.

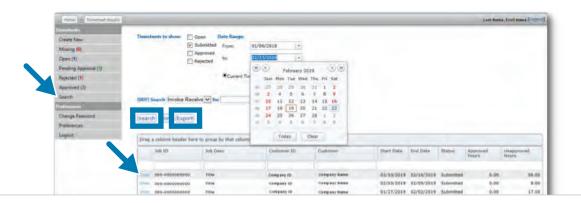
	c	ompany Na	ne	-	_	_			_	_		_	_
	0	00-00000000	00 - Title										
	1	ave. Submit.	Cancel Delete Ex	tree	_	_	_	_	_	_	_	_	_
										0	Enter only	actual hours worked.	
	1	Date	Pay Type	Hours	Expenses	30	Out	In 2	Out 2	Comments		Upload File	
	4	Mon, Nar 4 😺	Regular Time 🔽	7.		24	1.00pm	2,50pm	5;00pm			Brownse	Rejection Reason: No reason given
Fil 3/8/2019 2:45 FM	4	Tue Har S W	Regular Time	- 0	09	9100AT	1	3 (90pm	61003-		1	Bronse	Rejection Reason: No reason prior
VT webtime@solomonpage.com	4	Wed. Har 6 9	Regular Time 🛩			9:00am	$\leq v$	2:00pm	5100pm			Brownes.	Rejection Resson: No reason given
Notice: Timesheet was rejected for 3/03/2019 to 3/09/2019	0	Thu, Nar 7 😾	Regular Time	. 0	m (9-20am			5(00pm			droses	Rejection Reasons did not include lunch b
Name	0	Bris Nar B . W	Regular Time		at [- middami	1-00pm	2 (20) pm	6-00pm		1	Beparton	Rejection Reason: No mason green
or Timesheet for Company - Title for weekending 2019 Mar 09 was rejected by the Approver		V		C		-						C Interna	ľ
ase make the necessary adjustments and resubmit your timesheet ASAP e reason given by the approvershows below. Please make adjustments to your timesheet or discuss with your supervisor	0	×	2	(_		- Andrews	1
	0	Y	Y	C					-		-	Benedia	1
Mon, Mar 4: No reason given Tue, Mar 5: No reason given	0	V										Inches	1
Wed, Mar 6: No reason given Thu, Mar 7: did not include lunch break			4	-		-						In-dia	l.
Fr(), Mar 8: No reason given		Womal Lie	15										
Sick the following link to log into the system. https://webtime.solomonpage.com/WLLC/WebTSLogin.aspx?company=WLLC	1	ave Submit	Cancel Delete Ex	mort									



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.



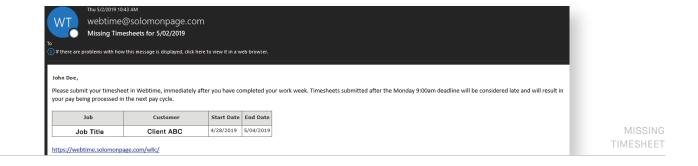
Date Pay	Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	
02/10/2019 Regu Submitted Project Name:	lar Time	8	\$0.00		5:00 PM		Cont a	connents	
02/11/2019 Regi Submitted Project Name:			\$0.00	9:00 AM	5:00 PM				
02/12/2019 Regu Submitted Project Name:			\$0.00	9:00 AM	5:00 PM				
02/13/2019 Regu Submitted Project Name:			\$0.00	9:00 AM	5:00 PM	1			
02/14/2019 Regu Submitted Project Name:		8 B	\$0.00	9:00 AM	5:00 PM				
02/15/2019 Regu Submitted Project Name:			\$0.00	9:00 AM	5:00 PM				
02/16/2019 Regu Submitted Project Name:			\$0.00	9:00 AM	5:00 PM				

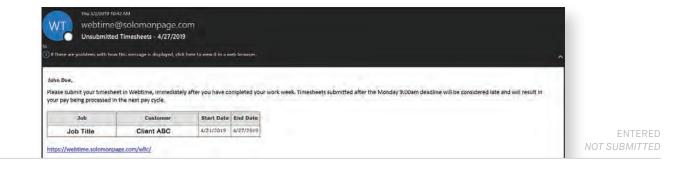
TIMESHEET EXPORTED AS PDF

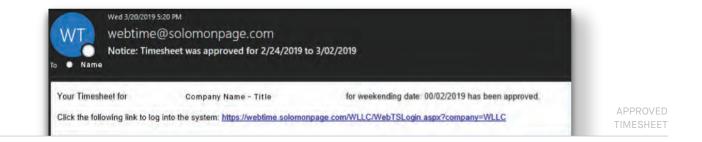


Email Notifications

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.









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**.

Approvals		
Review pending timesheets (0)	Current Password:	· -
Search for timesheets	New Password:	
Approver Terms and Agreements	Confirm New Password:	Back Change Password
references	Save Cancel	Current Parsword
Change Password		New Password
Preferences		Confirm
Set Up Notifications and Alternates		Update Password

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:



Click Forgot Password? on the Webtime login page.

	webtime.solomonpage.c
Login	
	Username
User Name:	Password
Password:	



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

 $\mathbf{2}$

3

4

5

Const Const			
User Name:	JDOE	×	
	Ema	il Password	

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.

	•
Password Reset for Webtime webtime@isolomonpage.com To ● To 0 To 0	Password Reset for Webtime Umudscrifte
aar Webline user, request has been made to reset your Webline password. lease do not forward or send this, email to anyone else, as this link is specific to your account. For security insistin, this link will expire in 48 hours. UCK HERE to reset your password 	Dear Webtime user, A request has been made to reset your Web Timesheets passiond. Please do not forward or send this email to anyone else, as the link is specific to your account. CLICK HERE to reset your paskeerd or
Itps://webtime.solomonpage.com.443WLLC/testelpasoword?argsGSemA1Jan/AtzCoR1XLDow/S04953d86=MKSnCHUBELDEEU08erweydA%Sd%Sd56=3t/S5rC0Y3xmBrCiOg8REagDFRg1LarSotAwz8bVhNA/S3d8d=WLLC we questions? Please contact us at helpdesk@solomonpage.com The ensal has been sent from an automated system, DO NOT REPLY 10 THIS EMAIL Clack here to report this small as spam.	co copy the following URL into your breaser to reset your password: https://webfime.solamongegik.com.443/WLLC/resetp assword? weps0SexA1.whuCcVR1xL0zwhi3dftL3id&b=2exhi2f WCCA2x0882x28mg/S33ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S13ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u28554MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM4640/v KVCCA2x0882x28mg/S18ftLddx=u2854MM46400/v KVCCA2x0882x28mg/S18ftLddx=u2854MM46400/v KVCCA2x0882x28mg/S18ftLddx=u2854MM46400/v KVCCA2x0882x28mg/S18ftLddx=u2854MM46400/v KVCCA2x0882x28mg/S18ftLddx=u2854MM46400/v KVCCA2x084X48Mg/S18ftLddx=u2854MM46400/v KVCCA2x084X48Mg/S18ftLddx=u2854MM46400v KVCCA2x084X48Mg/S18ftLdx=u2854MM46400v KVCCA2x084X48Mg/S18ftLdx=u2854MM46400v KVCCA2x084X48Mg/S18ftLdx=u2854MM46400v KVCCA2x084Mg/S18ftLdx=u2854MM46400v KVCCA2x084Mg/S18ftLdx=u2854MM46400v KVCCA2x084Mg/S18ftLdx=u2854Mg/S18ftLd

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.

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

\$

Contact

TECHNICAL SUPPORT

helpdesk@solomonpage.com

DIVISIONAL PAYROLL SUPPORT

ACCOUNTING & FINANCE ADMINISTRATIVE CREATIVE & MARKETING CLINICAL RESOURCE NETWORK (CRN) FASHION & BEAUTY HUMAN RESOURCES LEGAL SERVICES MANAGED SERVICES TECHNOLOGY accounting2@solomonpage.com adminservices2@solomonpage.com creativeservices2@solomonpage.com crn-payroll@solomonpage.com fashionpayroll@solomonpage.com hr@solomonpage.com tslegal@solomonpage.com msp@solomonpage.com itpayroll@solomonpage.com

OTHER QUESTIONS

If you have any questions or require assistance with **Webtime**, please contact us at sppayrollops@solomonpage.com



