# How to Enter Time through Expedite® Timecard (Mobile App)

Installing the "Ambassador Experience Center" mobile app on your phone

1. Search for "Ambassador Experience Center" in the Google Play or Apple App Store.
2. For iPhones, select **Get** and then **Install** when prompted. For Androids, select the app from the search results and select **Install.**

## Logging in to the Ambassador Experience Center Mobile App
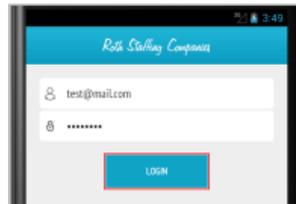
1. When you first launch the app, enter your username and password and select **Login.** This is the same login information that you use to log into the Ambassador Experience Center on a computer.
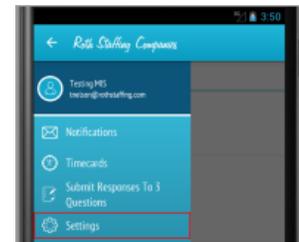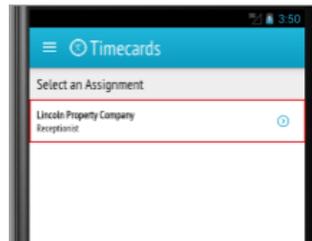
2. You will stay logged in unless you log out. To log out, tap the menu button, select **Settings,** and select **Logout** under the Account option.
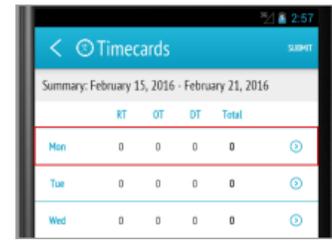
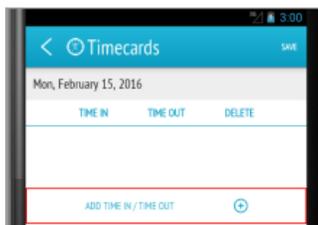## Populating and Submitting an Expedite Timecard
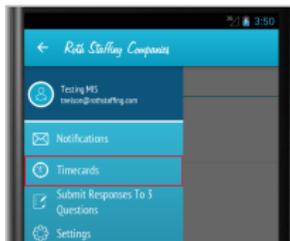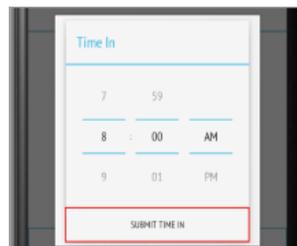
1. Select Menu and select **Timecards.**

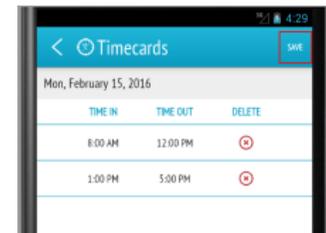2. Select the **Assignment** for which you want to submit a timecard.

3. Select the **Week-Ending Date** and select the **day** for which you want to log your hours.
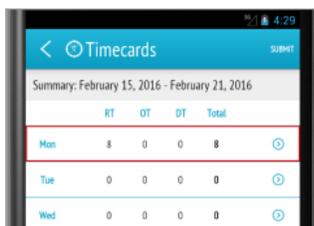
4. Select **Add Time In/Time Out** to add hours worked.

5. Scroll to select your time in or time out and select **Submit Time In** or **Submit Time Out**.

6. Select **Save** once you have entered all your hours for the day.

7. The hours you saved will appear listed on the **Summary Screen.**

8. Repeat these steps to save your hours for all days worked that week.

Tip! If the hours you worked are the same on multiple days, select the day which reflects the hours, select the additional days to which the hours apply on the list at the bottom, and select **Save.** The summary screen will reflect the hours for the days selected.
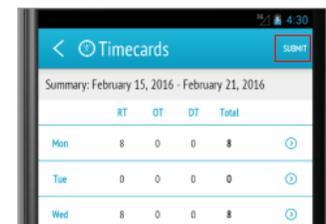
9. Once complete, select **Submit** and read and agree to the certification language. Your timecard for the week is now submitted.

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1. Select the menu button and select **Submit Responses to 3 Questions.**
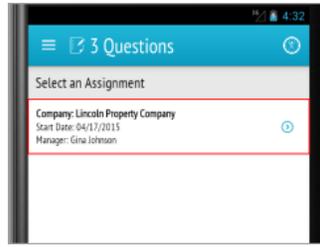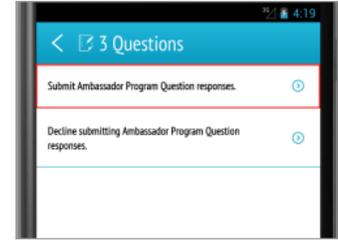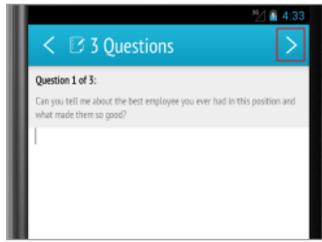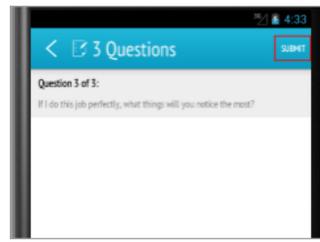

2. Select the **Assignment** for which you want to submit the questions.

3. Select **Submit Ambassador Program Question responses.**

4. Type the responses for each question into the text field, selecting **">"** to move from the first to the third question.

5. When you've completed the third question, click **Submit** to submit your responses.

Ambassador Experience Center Website

Additional functionality, such as viewing timecard history and running reports, is available within the Ambassador Experience Center website.

To log into the website:
1. Go to the corresponding business line website:
   - www.ultimatestaffing.com
   - www.ledgent.com
   - www.ledgenttech.com
   - www.adamsmartingroup.com
   - www.abouttalent.com
2. Click **Login**.
3. Click **Ambassador Login** for the Ambassador Experience Center.
4. Enter your username and password and click **Login**.

How to Run Reports

1. Log into the Ambassador Experience Center website (see "Ambassador Experience Center Website" section of this quick reference guide for more information).
2. Click on **Reports**.
3. Click on the report name that you want to run (e.g., *W-2 Reprint*, *Payroll Check Stub*, etc.). Make sure that your pop-up blocker is off; otherwise, the report screen may not open.
4. Enter the date range for the report.
5. Select your preferred export option (PDF or Excel).
6. Click **Generate Report**.

Frequently Asked Questions

Q: How do I cancel a timecard that I've already submitted?
A: This is possible only if your supervisor has not yet approved or declined the timecard (pending status). To cancel a timecard, go to **Timecard History**, locate the timecard, click **View**, and then, click on the cancel link shown below:

Q: How do I correct hours on my timecard if it has been approved and processed?
A: We do restrict one timecard per assignment per week. Contact your branch representative if this occurs and they will instruct you on the process of correcting your time.

Q: How is my overtime calculated?
A: By entering your hours, Expedite knows in which state you work and calculates the overtime based on state and federal laws. Expedite will also take multiple assignments into consideration to ensure you are paid correctly for the entire week.

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