

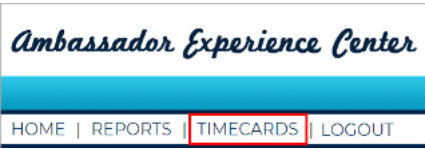
# AMBASSADOR TRAINING

## How to Enter Time through Expedite™

**Expedite™** is our electronic timekeeping system that allows for time entry by various methods. Click on the timekeeping method designated for your assignment below to navigate to the instructions for entering your time and for answers to frequently asked questions.

If you are unsure which time entry method is designated for your assignment, please contact your branch representative.

**1**

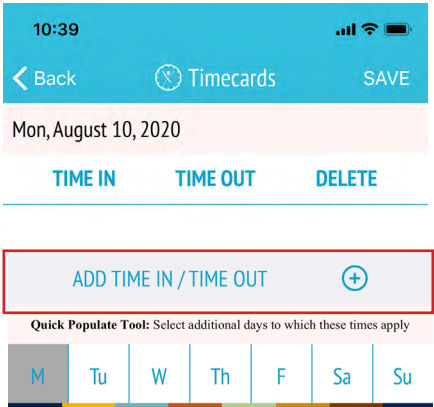


*Ambassador Experience Center*

HOME | REPORTS | **TIMECARDS** | LOGOUT

**Timecard (Website)**  
You type your time in and time out into the Ambassador Experience Center website.

**2**



10:39

< Back Timecards SAVE

Mon, August 10, 2020

TIME IN TIME OUT DELETE

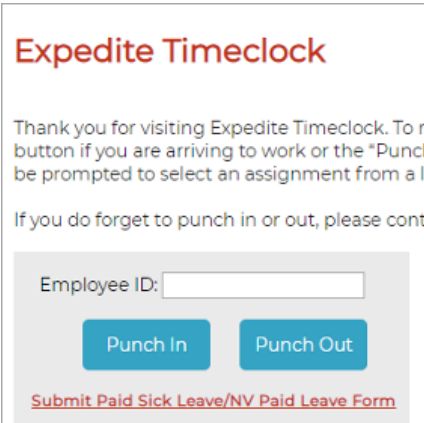
**ADD TIME IN / TIME OUT** +

Quick Populate Tool: Select additional days to which these times apply

M Tu W Th F Sa Su

**Timecard (Mobile App)**  
You enter your time in and time out into the Ambassador Experience Center mobile app.

**3**



**Expedite Timeclock**

Thank you for visiting Expedite Timeclock. To punch in or out, click the "Punch In" button if you are arriving to work or the "Punch Out" button if you are leaving work. You will be prompted to select an assignment from a list.

If you do forget to punch in or out, please contact your branch representative.

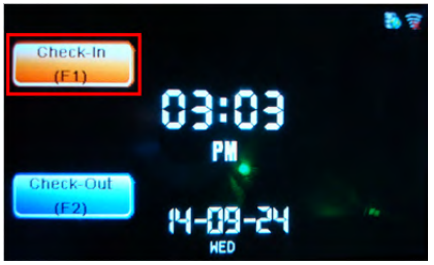
Employee ID:

Punch In Punch Out

[Submit Paid Sick Leave/NV Paid Leave Form](#)

**Web Punch**  
You punch in and punch out with your Employee ID on the Timeclock website.

**4**



Check-In (F1)

03:03 PM

Check-Out (F2)

14-09-24 WED

**Fingerprint Timeclock**  
You punch in and punch out through a physical timeclock at your work location.

**Need Additional Help?** Contact your branch representative for assistance.

# ENTERING TIME USING EXPEDITE | TIMECARD (WEBSITE)

## Submitting Timecards Online



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** and click **Ambassador Login** for the Ambassador Experience Center.
3. Enter your username and password and click **Login**.

**Login**  
Login to your account. Forgot your [username](#) or [password](#)?  
Username: 10156845  
Password: \*\*\*\*\*  
**Login**

4. Click **TIMECARDS**.



5. Locate the assignment and click **Submit New Timecard/Edit Saved Timecard**.

Assignment ID	Company	Actions
10379317	Demo Company	 

6. Select the last day of the work week. It is very important that you select the correct week ending date. *If you are not sure, contact your branch representative.*
7. Type Time In/Time Out times (including lunch) for each date worked. If you need to add more than four punches in one day, click the **[ + ]** button.
8. If you have additional hours to complete for the week, click **Save Timecard**.
9. Once you enter all punches for the week and confirm that the information is correct, click **Submit Timecard**. Read and agree to the certification language by typing "AGREE" and click **Submit Timecard**.

## Expedite Timecard Features

### Automatic Overtime Calculation

Calculates weekly and, if applicable, daily overtime hours according to state and federal laws.

### Time Totals Table

Shows separate total for each assignment when more than one worked in a week.

### Timecard History Search

Instantly see completed and pending timecards, or search for a specific timecard.

### Printer Friendly Version

Print completed timesheets for your records.

## Timecard Tips

### Worked a set schedule that didn't change?

Check the Set shift hours for the week box to fill in all your hours for the entire week at once!

### Lots of interruptions?

Use the Save Timecard button to save your work so that you can complete and submit your timecard later.

### Want to see all the timecards you've submitted?

Click the Timecard History link to see the statuses of all your timecards.


## How to Run Reports

1. Click on **Reports**.
2. 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.
3. Enter the date range for the report.
4. Select your preferred export option (PDF or Excel).
5. 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:

To cancel this timecard click  here

If you identify a mistake after your supervisor approves the timecard, please contact your branch representative who can decline the timecard and allow you to enter a new one.

### Q: Will I be informed of the status of my timecard?

A: You will be notified via email when you submit a timecard and when it has been approved or declined, so please provide an updated email address.

### 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.

### 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 for correcting your time.

### Q: What if I'm not getting enough data on my report?

A: First, check your date range. The reports with the word "Check" in them require a check date range. Other reports are based on week ending paid (the Sunday date in which the timecard was completed). W-2 reports ignore the date range.

**NOTE:** Payroll data is not available until the Friday following the week you worked.

### Q: What if I need to submit a timecard for a past week?

A: Use the calendar icon in your Expedite timecard to select the Sunday week ending date. If the Sunday is in a previous month, use the arrow icon to go back to that month to select the week ending date (always a Sunday).

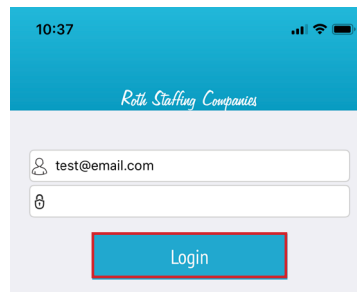
# HOW TO ENTER TIME THROUGH EXPEDITE® TIMECARD (MOBILE APP)

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

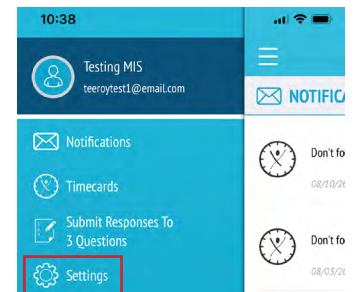
1. Search for "Ambassador Experience Center"
2. For iPhones, select **Get** and then Install when prompted. For Androids, select the app from the search results and select **Install**.

**Need Additional Help?** Email [mobileapp@rothstaffing.com](mailto:mobileapp@rothstaffing.com) for assistance.

## Logging in to the Ambassador Experience Center Mobile App

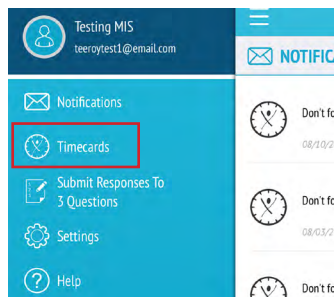


1. When you first launch the app, enter your username and password and select **Login**. This is the same login information that you use to log into the Ambassador Experience Center on a computer.

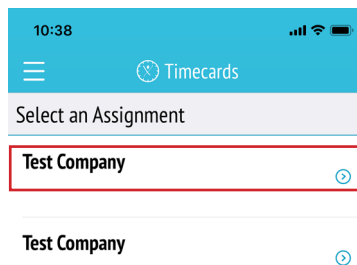


2. You will stay logged in unless you log out. To log out, tap the menu button, select **Settings**, and select **Logout** under the Account option.

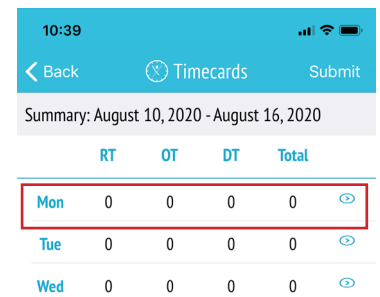
## Populating and Submitting an Expedite Timecard



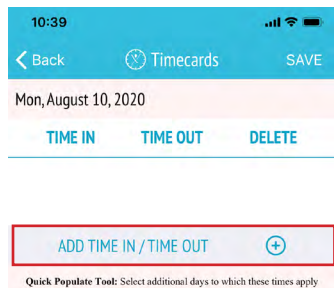
1. Select **Menu** and select **Timecards**.



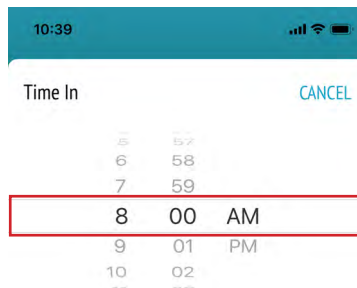
2. Select the **Assignment** for which you want to submit a timecard.



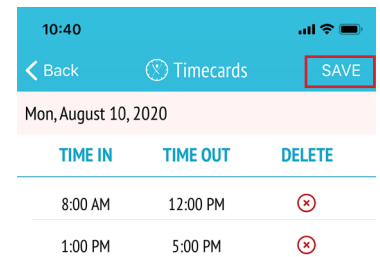
3. Select the **Week-Ending Date** and select the **day** for which you want to log your hours.



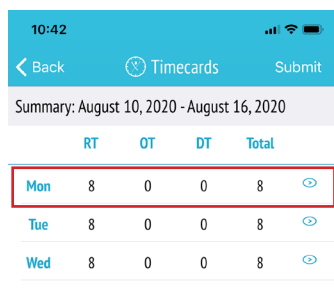
4. Select **Add Time In/Time Out** to add hours worked.



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.

# HOW TO ENTER TIME THROUGH EXPEDITE® WEB PUNCH

## Timeclock Punching

1. Go to <https://timeclockrecorder.rothstaffing.com>.
2. Enter your **Employee ID** in the appropriate field.
3. Click **Punch In** if you are arriving at work or returning from lunch. Click **Punch Out** if you are leaving for lunch or leaving work for the day.

Employee ID:

[Submit Paid Sick Leave/NV Paid Leave Form](#)

4. If you are working at more than one assignment, you will be prompted to select the correct assignment to punch in/out your work hours. Select the assignment by clicking the appropriate radio button and clicking **Submit**.

Please Choose The Correct Assignment

Test (10128522)

Abc Group Inc. (10137555)

Test (10177806)

Abc Group Inc. (10209849)

5. A confirmation screen will appear. Click **Submit**.

Employee ID: 1000001, are you sure you want to punch in for Assignment ID: 10177806

6. You will receive confirmation that your punch has been recorded.

Employee ID: 100001 has successfully clocked In at 3/2/2010 9:46:00 PM for assignment ID: 10209849 .

## How to Run Reports

### Reports are available to you in the Ambassador Experience Center.

1. Go to the corresponding business line website:
  - [www.ultimatestaffing.com](http://www.ultimatestaffing.com)
  - [www.ledgent.com](http://www.ledgent.com)
  - [www.ledgenttech.com](http://www.ledgenttech.com)
  - [www.adamsmartingroup.com](http://www.adamsmartingroup.com)
  - [www.abouttalent.com](http://www.abouttalent.com)
2. Click **Login**.
3. Click **Ambassador Login** for the Ambassador Experience Center.
4. Enter your username and password and click **Login**.
5. Click on **Reports**.
6. Click on the report name that you want to run. Make sure your pop-up blocker is off; otherwise, the report screen may not open.

7. Enter the date range for the report and select your preferred export option (PDF or Excel).

8. Click **Generate Report**.

### What reports are available?

- **Expedite Timeclock Punch Report** (provides your punch details)
- **Hours Worked Report** (use week ending worked date, which is usually a Sunday)
- **Detailed Check Register** (use check date range)
- **W-2 Reprint** (disregards date range)
- **Payroll Check Stub** (use check date range)

## Frequently Asked Questions

### Q: What if I forget to punch in or out?

A: Complete your other punches as they occur and contact your branch representative as soon as possible. They will need to know what time the punch should have been recorded and will obtain supervisor approval to add the punch.

### Q: Who approves my punches each week?

A: Your supervisor will approve your punches online, and your branch representative will work directly with your supervisor to ensure that they are approved in a timely manner.

### Q: How is my overtime calculated?

A: By punching in and out each day, Expedite knows in which state you work and calculates overtime based on state and federal laws. Expedite will also take multiple assignments into consideration to make sure you are paid correctly for the entire week.

### Q: Where can I see my punches and hours for the week?

A: You can run the Expedite Timeclock Punch report by going to the **Reports** page in the Ambassador Experience Center. You are not able to edit your punches, only view the detailed information. Please refer to the "How to Run Reports" section of this quick reference guide for more information.

**Need Additional Help?** Contact your branch representative for assistance.



# HOW TO ENTER TIME THROUGH EXPEDITE® FINGERPRINT TIMECLOCK

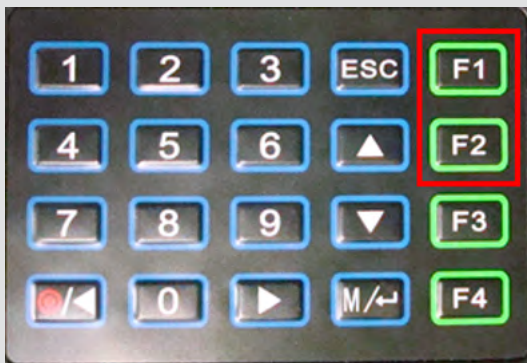
## Physical Timeclock Punching

1. Once your fingerprint has been saved in the system, **make sure that the correct option is selected (F1 for Check-In and F2 for Check-Out).**

You can tell whether a Check-In or Check-Out is selected by the color on the screen—the selected option is highlighted in yellow/orange. In the screen shot below, Check-In is selected.



2. To change which option is selected, simply press F1 to select Check-In, and F2 to select Check-Out.



3. Once the correct option is selected, press your finger against the scanner. You will receive a successful punch confirmation screen.



## How to Run Reports

**Reports are available to you in the Ambassador Experience Center.**

1. Go to the corresponding business line website:
  - www.ultimatestaffing.com
  - www.ledgent.com
  - www.ledgenttech.com
  - www.adamsmartingroup.com
  - www.abouttalent.com
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4. Enter your username and password and click **Login**.
5. Click on **Reports**.
6. Click on the report name that you want to run. Make sure your pop-up blocker is off; otherwise, the report screen may not open.

7. Enter the date range for the report and select your preferred export option (PDF or Excel).

8. Click **Generate Report**.

**What reports are available?**

- **Expedite Timeclock Punch Report** (provides your punch details)
- **Hours Worked Report** (use week ending worked date, which is usually a Sunday)
- **Detailed Check Register** (use check date range)
- **W-2 Reprint** (disregards date range)
- **Payroll Check Stub** (use check date range)

## Frequently Asked Questions

**Q: What if I forget to punch in or out?**

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