Instructions
employees web report

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Adecco Time

April 2017

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- Your Adecco branch sends you an e.mail with your **user name** and **password**

- You connect with the url: **https://adecco.easymission.ch/**

Password forgotten?

- click on « Forgot password? »
  on the login page

Input error - account desactivated?

- if you enter 6 incorrect passwords:
  your access to AdeccoTime will be
  automatically desactivated

- you can request a new password to be sent
  by email by clicking on the field "Request
  new password" on the login page

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Missions

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Timesheets status legend ①

The timesheets status is indicated with a specific colour marker.

Missions ②

All your missions are listed here.

Timesheets ③

Clicking on the week block opens the timesheet.

Historic ④

You view your previous timesheets by clicking on < back.

AdeccoTime
Marie Guilloteau

Adecco Time

> Timesheets   > Information   > Instructions   > Settings   > DE | FR | IT | EN   > Log out

Timesheets

①
- not yet submitted / please enter and submit (orange)
- submitted / may be viewed but not modified (green)
- no hours entered (grey)

②

④ < back   today

Company of mission	CW 10 06.03. - 12.03.17	CW 11 13.03. - 19.03.17	CW 12 20.03. - 26.03.17	CW 13 27.03. - 02.04.17	CW 14 03.04. - 09.04.17	CW 15 10.04. - 16.04.17	CW 16 17.04. - 23.04.17
Restaurant de la Gare N° de mission: 184213 CUISINIER	Hours entered: 40.00 hrs	Hours entered: 40.00 hrs					
Restaurant 3 communes, Centre sp... N° de mission: 225173 CUISINIER				Hours entered: 40.00 hrs	Not yet entered	Not yet entered	Not yet entered

③

	Ask for	**Acceptance of time sheets**
Restaurant 3 communes, Centre sp... N° de mission: 225173 CUISINIER	Restaurant 3 communes 39, Rte de Sous-Moulin 1226 Thônex 99 022 349 52 50	MARIE GUILLOTEAU, 99 022 000 00 00

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Timesheets

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1 **Details about your mission**

2 **Timesheet status**

You view here the timesheet progress, from entry to wage.

3 **Indication of hours**

You choose the input format: hours/minutes or decimal system.

4 You **enter the hours** (absences, benefits and charges).

5 **Fields dedicated to messages**

- to the compay where you've worked
- to Adecco.

1st time sheet
Marie Guilloteau

1 Week 15, Mission N°: 201390
Customer: Restaurant Test, Genève
Consultant: Valérie Lafitte-Barrou, Branch Genève Hotel & Catering

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| **2** Entry | → | Confirmation | → | Validation | → | Wage / Invoice |

Marie Guilloteau — Restaurant Test — Branch Genève Hotel & Catering

3 Indication of hours in: [hrs:min ▼] ⓘ   ⓘ

▶ **Working hours** ⓘ

Hours

		Monday 10.04.2017	Tuesday 11.04.2017	Wednesday 12.04.2017	Thursday 13.04.2017	Friday 14.04.2017	Saturday 15.04.2017	Sunday 16.04.2017	Total hours decimal	hrs:min
Total hours worked										
Normal hours	ⓘ									
Reason for absence		▼	▼	▼	▼	▼	▼	▼		

Benefits and expenses

			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Extra amount 25%	ⓘ	Quantity								
Extra amount 50%	ⓘ	Quantity								

Message to: Restaurant Test

From: Marie Guilloteau

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Message to Consultant Valérie Lafitte-Barrou

From: Marie Guilloteau

| Back | Print | | Reset | Save without sending | Send |

1 **Normal hours**

After having chosen the input format (hours/minutes or decimal system):

- Either you enter the hours for each day (i.e. 8 = 8 hours)

- Or you enter the week hours (i.e. 40 = 40 hours): the hours will automatically be spread on the week days, from Monday to Friday.

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2 **Overtime**

- The extra hours are entered in « Benefits and expenses »: Extra amount 25%, Extra amount 50%.

Benefits and expenses

- Enter transport charges (i.e. 10 = 10 km).
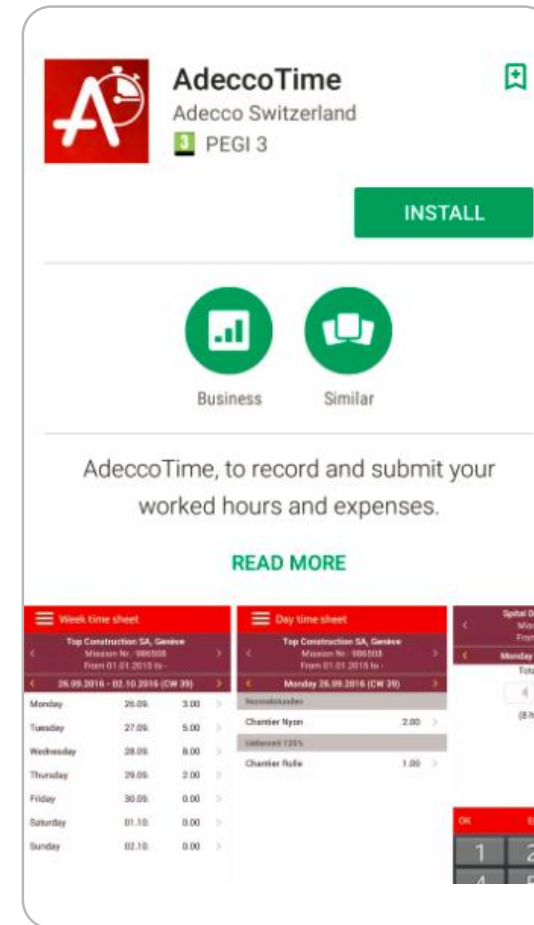
- Enter food charges (i.e. 1 = 1 meal).

3 **Save, Send**

- [Save without sending] your entries are saved but not sent: you have more time to adjust if neccesary.

- [Send] your entries are saved and sent: the timesheet must be transfered once it has been perfectly checked (for the entire week).

- [Back] allows you to go back to the overview.

- [Reset] erases the data.

App Store
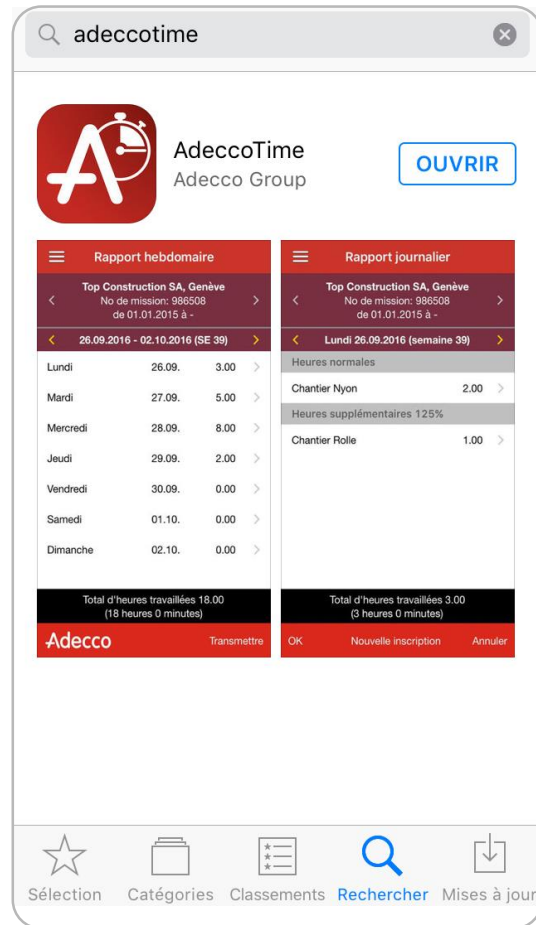
Google Play

Enjoy your experience with AdeccoTime!

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