

# Submitting a Timecard in Creative Circle Portal - CA

You will create one timecard in this portal for each week of work through Creative Circle, with that singular timecard reflecting all hours for the one or more assignments you are assigned to that week.

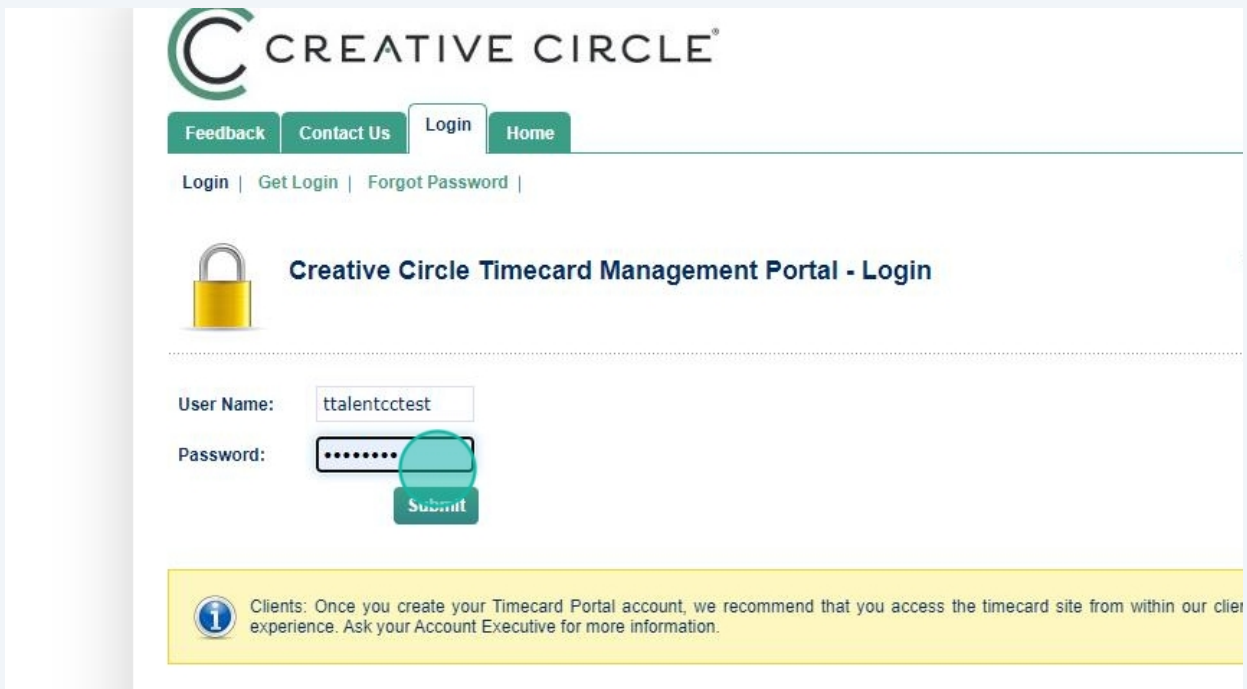
This guide provides a detailed walkthrough for submitting a California based timecard in the Creative Circle Portal. By following the step-by-step instructions, individuals can track their time worked and manage their timecard submissions, which is crucial for accurate payroll processing.

- 1 Creative Circle requires its California-based employees to take rest breaks and meal periods in accordance with the timing and schedule in the below policy:

[California Breaks & Meal Periods Policy](#)

- 2 To log into Creative Circle's Timecard Portal, enter your chosen Username and Password combination and click **Submit**.

Use [this resource guide](#) to set-up your account.



The screenshot shows the Creative Circle Timecard Management Portal login page. At the top, there is the Creative Circle logo and navigation links for Feedback, Contact Us, Login, and Home. Below the navigation, there are links for Login, Get Login, and Forgot Password. The main heading is "Creative Circle Timecard Management Portal - Login" with a padlock icon. The login form includes a "User Name:" field with the text "ttalentctest" and a "Password:" field with masked characters. A "Submit" button is located below the password field. At the bottom, there is a yellow information box with an "i" icon and text: "Clients: Once you create your Timecard Portal account, we recommend that you access the timecard site from within our client experience. Ask your Account Executive for more information."

3

Before entering and submitting your time, you will need to **View & Accept** your assignment.

If you have already accepted your assignment, jump to step 6.

The screenshot shows a web interface for a 'Candidate Portal'. At the top, there is a header bar with 'Candidate ID: 35057377' and 'Name: Terry Talent'. Below the header, there is a blue bar with the text 'View & Accept' in white. A red circle highlights this button. To the left of the button, the word 'Schedule' is partially visible. Below the button, there is a large empty space, likely for a schedule or assignment details.

4

Review the assignment details including Creative Circle's timecard and payroll information.

The screenshot shows a page with instructions for timecard submission and contact information. The text is as follows:

If you need to submit a timecard but the system does not list the appropriate week:

- Please contact your recruiter immediately. They will then adjust the dates on your assignment to match your and the client's expectations.

If you need to submit more hours on a timecard you've already submitted:

- You will not be able to edit prior rows that you had submitted (contact the Payroll Team if an edit is required), but you are able to add additional rows as needed. Once you have added the rows you need, click **Submit** and the additional hours will route to the Payroll Team and to the relevant Authorizer(s).

If you work in Maine and your assignment has ended:

- Please contact your payroll representative immediately. They will ensure any accrued PTO is paid out.

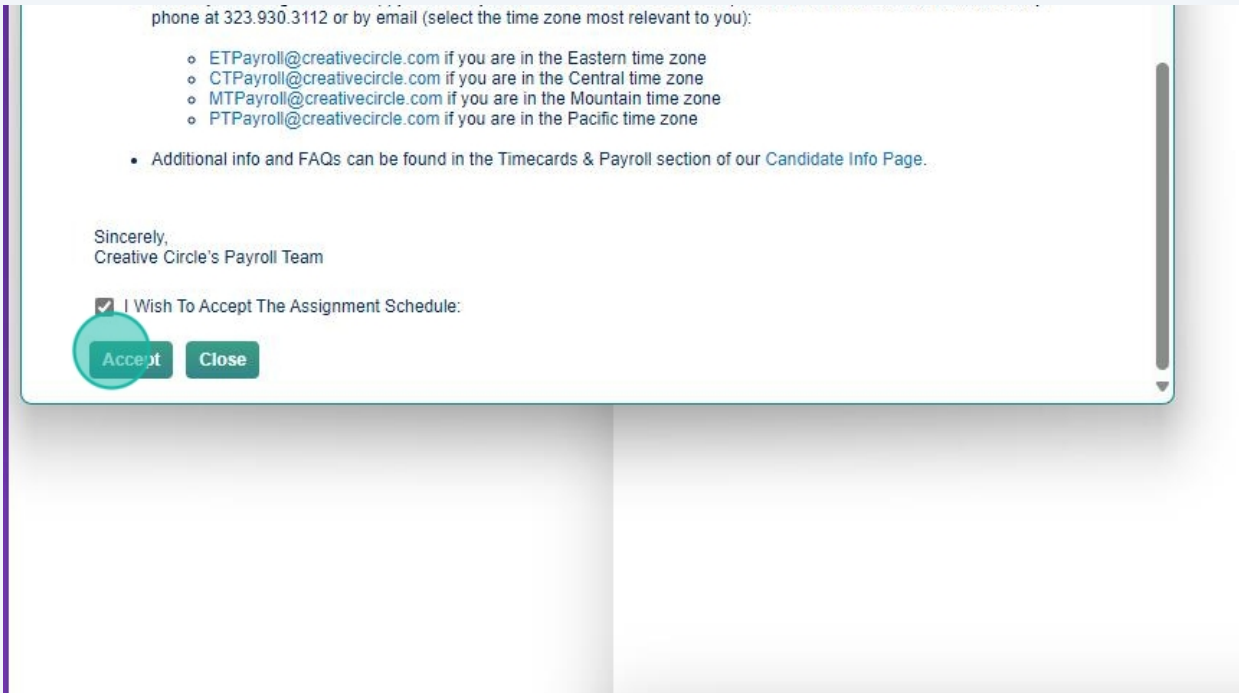
**CONTACT US:**

Please contact Payroll if you have any questions about your timecards, payroll checks/direct deposits, sick leave or PTO.

- Our Payroll-Billing Team is happy to assist you between 8:30 a.m. and 5:30 p.m. Pacific Time. We can be reached by phone at 323.930.3112 or by email (select the time zone most relevant to you):
  - [ETPayroll@creativecircle.com](mailto:ETPayroll@creativecircle.com) if you are in the Eastern time zone
  - [CTPayroll@creativecircle.com](mailto:CTPayroll@creativecircle.com) if you are in the Central time zone
  - [MTPayroll@creativecircle.com](mailto:MTPayroll@creativecircle.com) if you are in the Mountain time zone
  - [PTPayroll@creativecircle.com](mailto:PTPayroll@creativecircle.com) if you are in the Pacific time zone
- Additional info and FAQs can be found in the Timecards & Payroll section of our [Candidate Info Page](#).

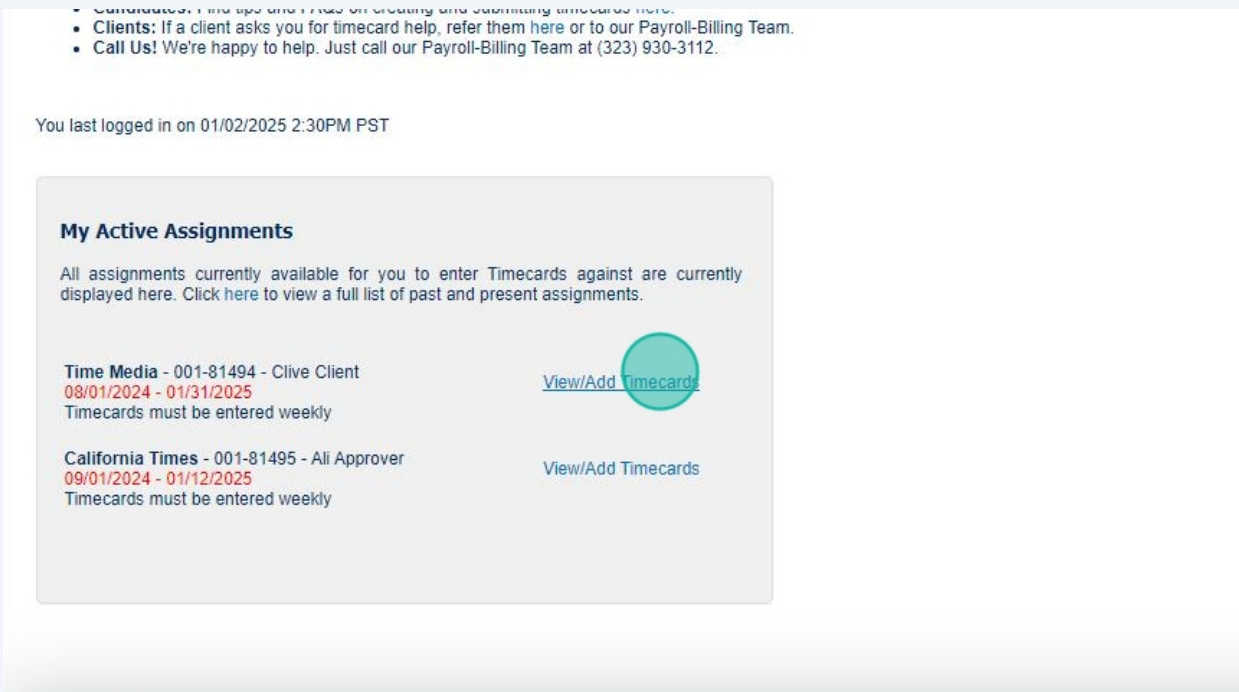
5

Check the option to **Accept the Assignment Schedule**. If the information is correct, click **Accept**. If it is not correct, click **Close** and reach out to your recruiter for further information/next steps.



6

From the **Home Tab** scroll down to the **My Active Assignments** section and click the **View/Add Timecards** link next to the assignment you are logging time for.



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Once you are in the **My Timecards** section, use the **Select Assignment** drop down to access the assignment you are entering time for, then select the relevant **Week Ending Date**.

Note: Timecards must be submitted in chronological order, and you cannot skip a week. [Click here if you need to log a Not Worked timecard for any assignment\(s\)](#).

[Click here if you need to adjust time in a timecard that you've already submitted.](#)

### My Timecards

The list below shows Timecards you have already entered for the selected assignment

Select Assignment: Time Media - 001-81494 - Clive Client --- 08/01/2024 - 01/31/2025

Select Week Ending: Sunday - 08/04/2024 ▼

Timecard Status: All ▼

8

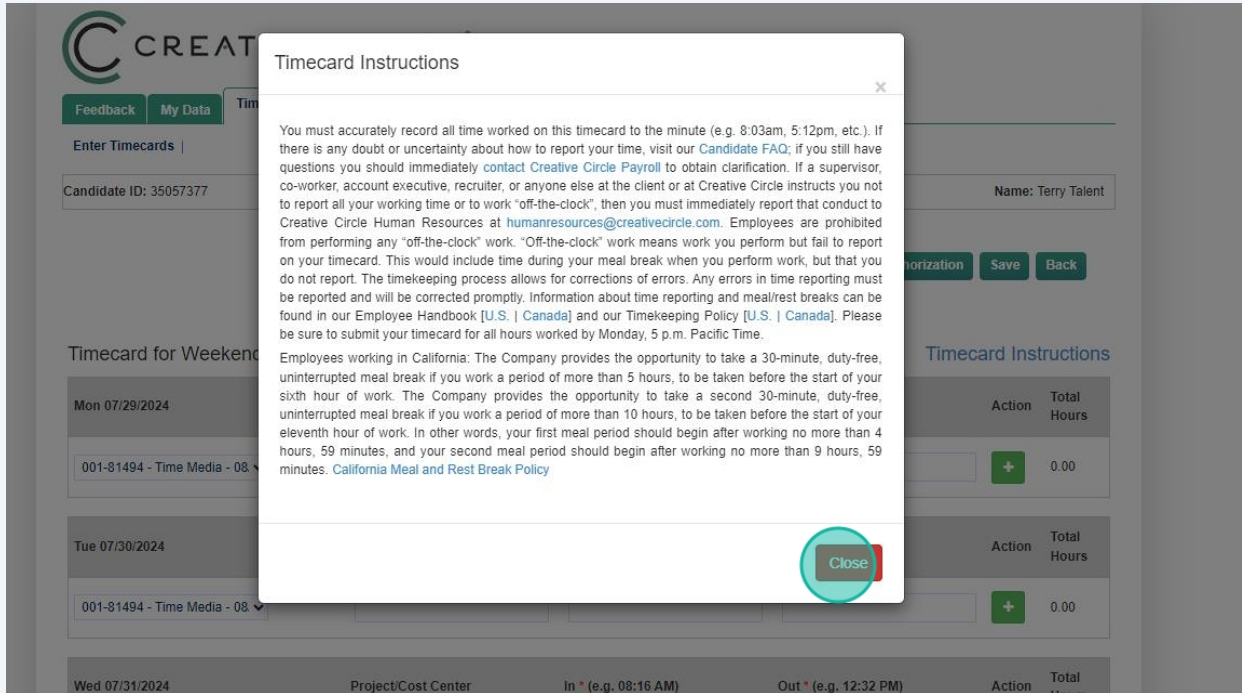
Click the **Add New Timecard** button to create a new timecard for the Assignment.

4/2024 ▼

BACK ADD NEW TIMECARD

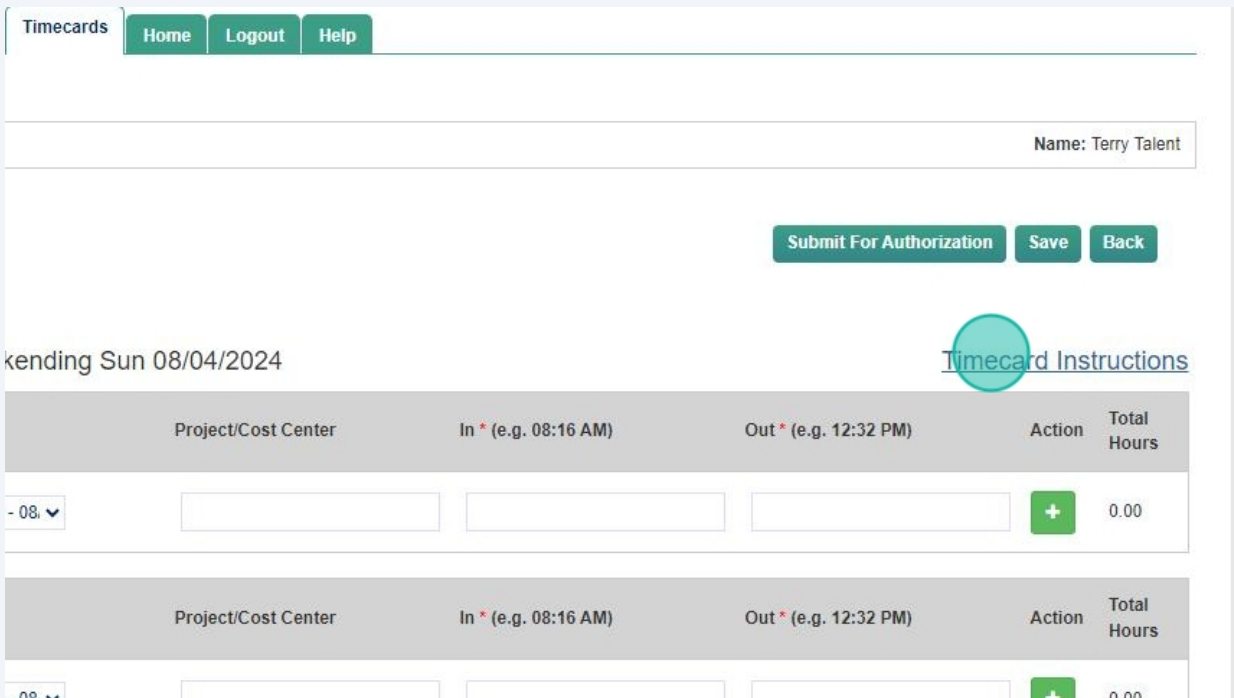
9

Take a moment to review *all* the timecard instructions in the pop-up message. This information will be displayed each time you open/edit a timecard. Click the **Close** button to begin editing the timecard.



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You can access these instructions at any time by clicking the **Timecard Instructions** link in the top right corner of the timecard entry page.



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Use the dropdown in each/any day's area to select the assignment related to your first shift.

[For logging sick leave \(when applicable\), click here.](#)

Timecard for Weekending Sun 08/04/2024

Mon 07/29/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81494 - Time Media - 08. ▾			
001-81494 - Time Media - 08/01/2024 to 01/31/2025			
Paid Sick Leave			
Tue 07/30/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81494 - Time Media - 08. ▾			
Wed 07/31/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81494 - Time Media - 08. ▾			

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Optional: [Click here to learn more about the Project/Cost Center field.](#) (24-character limit)

Submit F

Timecard for Weekending Sun 08/04/2024

Mon 07/29/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81494 - Time Media - 08. ▾	Design 123		
Tue 07/30/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81494 - Time Media - 08. ▾			
Wed 07/31/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)



# Entering Time and Meal Breaks

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**California Meal Break Policy:** Creative Circle requires its California-based employees who work **5+ hours in a workday to take a 30-minute meal period before the end of their fifth hour of work.** These unpaid, off duty and uninterrupted meal periods should be scheduled by the employee and confirmed with their supervisor. [Review the California Meal Break Policy in detail here.](#)

Further, Creative Circle requires its California-based employees who work 10+ hours in a workday to take an additional 30-minute meal period before the end of their tenth hour of work. The second meal period has the same requirements as the initial one outlined above.

14

To complete your timecard, enter your **In and Out time to the exact minute** for each shift. Timecards are based upon a 12-hour clock beginning at 12:00 AM and ending at 11:59 PM. (Be sure to type all time(s) as **HH:MM AM/PM**, e.g. 10:32 AM. See Creative Circle's Timekeeping Policy [for the US](#) and [for Canada](#).)

- **"In"** column: Indicate the time you begin work.
- **"Out"** column: Indicate the start of your meal break. (Depending on your assignment, "Out" could also indicate the end of your working hours for the day, or the switch to another assignment.)
- Click the **green (+) button or click Save in the top right corner** to save the times entered. This will create a new blank line to continue adding time as needed.
- **"In"** column: Indicate the time you return to work after your meal break.
- **"Out"** column: Indicate the time you finish working for the day.
- Click the **green (+) button or click Save in the top right corner** to save the times entered.

1/2024 Timecard Instructions

Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
123	08:59 AM	12:16 PM		
123	12:50 PM	5:30 PM		7.95
Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
				0.00

15

If, through step 14, you did not indicate a timely required meal period(s) for any day worked, the timecard will automatically prompt you to complete a **Meal Period Certification**.

- Select **Yes** if you were given the opportunity to take a meal break(s) but for example, chose on your own to shorten it, take it later, or skip it.
- Select **No** if you were unable to take a timely 30-minute meal period; use the **dropdown menu** to provide a reason.

If this is not applicable, it will say *No Relevant Dates*.

### Meal Period Certification

On the below dates, were you given the opportunity to take timely, duty-free, uninterrupted 30-minute meal period(s) in accordance with [Company Policy](#)?

Mon 07/29/2024

Yes



No



--Please Select Reason--

--Please Select Reason--

I lacked sufficient coverage

My supervisor instructed me not to take it

Other

### Rest Break Certification

For any dates on which you were not given the opportunity to take timely, duty-free, uninterrupted rest breaks of at least 10 minutes each in accordance with the [California Meal Break Policy](#), please list them below and provide an explanation.

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The timecard also allows you to tell us if you were not afforded the opportunity to take rest breaks in accordance with the [California Meal Break Policy](#).

If there are any dates on which you were not given the opportunity to take rest breaks, indicate them here in the **Rest Break Certification**, by clicking the **green (+) button and then selecting the date and reason**.

Note: Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. Human Resources can be contacted at [humanresources@creativecircle.com](mailto:humanresources@creativecircle.com) and 323-930-2333.

### Rest Break Certification

For any dates on which you were not given the opportunity to take timely, duty-free, uninterrupted rest breaks of at least 10 minutes each in accordance with the [California Meal Break Policy](#), please list them below and provide an explanation.

Add Row



Candidate: For Your Reference



17 Optional: To record a **Purchase Order** or **Notes** for the week, [follow these steps](#).

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	0.00

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Purchase Order:  No work this week

Notes:

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Purchase Order:  No work this week

Notes:

18 If you are not yet ready to submit your timecard, use the **Save** button to return to your timecard later.

Note: The timecard portal will log you out after 20 minutes of inactivity.

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Timecards

Name: Terry Talent

Timecard for Sun 08/04/2024 [Timecard Instructions](#)

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
<input type="text" value="Design 123"/>	<input type="text" value="8:59 AM"/>	<input type="text" value="12:16 PM"/>	<input type="button" value="+"/> <input type="button" value="🗑"/>	3.28

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Once all hours have been entered and are ready for approval, click the **Submit for Authorization** button in the top right corner of the screen.

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
Design 123	08:59 AM	12:16 PM		
				3.28

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
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Read the Timecard Certification pop-up and confirm **Yes** or **No** to the terms outlined. (If you click **No**, please go back and make any necessary corrections to your timecard so that you may then certify it. Reach out to the Payroll Team if anything is preventing you from accurately indicating your time.)

**Timecard Certification**

By clicking "Yes" below, I certify that:

- My timecard reflects all the hours I worked during this period and that my time entries are complete and accurate, and
- I did not work off-the-clock (e.g. work I performed but did not report through the company's timekeeping system), and
- I have been instructed to correct any errors in my timecard before final certification and confirm that the time and hours recorded on this timecard accurately and fully reflect all time that I have worked during this pay period. (Click "No" to return to your timecard for edits, if required.)
- I had the opportunity to take my duty-free, uninterrupted rest breaks of at least 10 minutes each and was able to take my duty-free, uninterrupted 30-minute meal breaks pursuant to Company Policy, or, in the time submittal process, recorded that I was not given the opportunity to do so.

**DO NOT CLICK "YES" TO THIS CERTIFICATION IF THE ABOVE STATEMENTS ARE NOT ACCURATE.**

No Yes

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You'll know your timecard has been successfully submitted for approval once you see the **Timesheet has been submitted for online authorization** notification at the top of the screen.

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar contains several buttons: 'Feedback', 'My Data', 'Timecards', 'Home', 'Logout', and 'Help'. Below the navigation bar, there is a header area with the text 'Enter Timecards |'. The main content area is mostly blank, but at the bottom, there is a yellow notification banner. The banner contains an information icon (a lowercase 'i' inside a blue circle) followed by a bullet point and the text 'Timecard has been submitted for online authorization'.

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If you need to add hours to your timecard after you have submitted it, [follow these steps](#).