

Submitting a Timecard in Creative Circle Portal

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 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 If you are working in the State of California, please refer to our [California-specific guide](#).

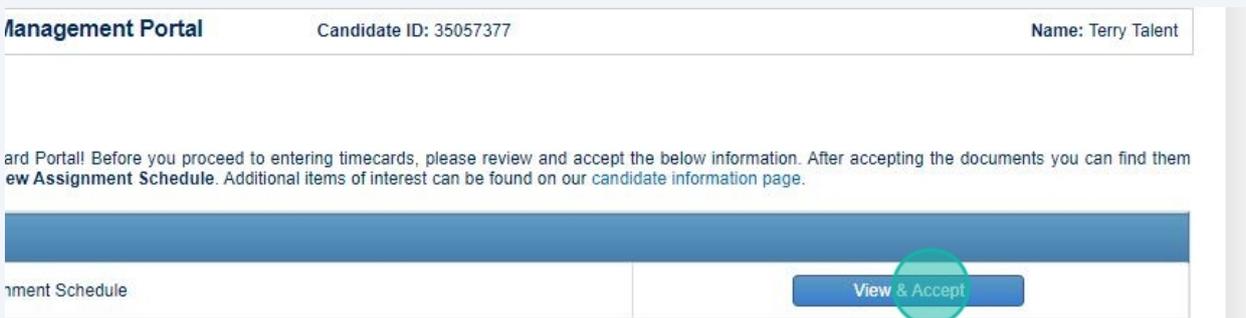
2 To log into Creative Circle's Timecard Portal, enter your chosen Username and Password combination and click **Submit**.

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



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.



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

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 if you are in the Eastern time zone
 - CTPayroll@creativecircle.com if you are in the Central time zone
 - MTPayroll@creativecircle.com if you are in the Mountain time zone
 - 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](#).

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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.

- ETPayroll@creativecircle.com if you are in the Eastern time zone
- CTPayroll@creativecircle.com if you are in the Central time zone
- MTPayroll@creativecircle.com if you are in the Mountain time zone
- 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](#).

Sincerely,
Creative Circle's Payroll Team

I Wish To Accept The Assignment Schedule:

Accept

Close

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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.

My Active Assignments

All assignments currently available for you to enter Timecards against are currently displayed here. Click here to view a full list of past and present assignments.

Time Media - 001-81494 - Clive Client
08/01/2024 - 01/31/2025
Timecards must be entered weekly

[View/Add Timecards](#)

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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

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

ing timecards here.
here or to our Payroll-Billing Team.
Team at (323) 930-3112.

the selected assignment

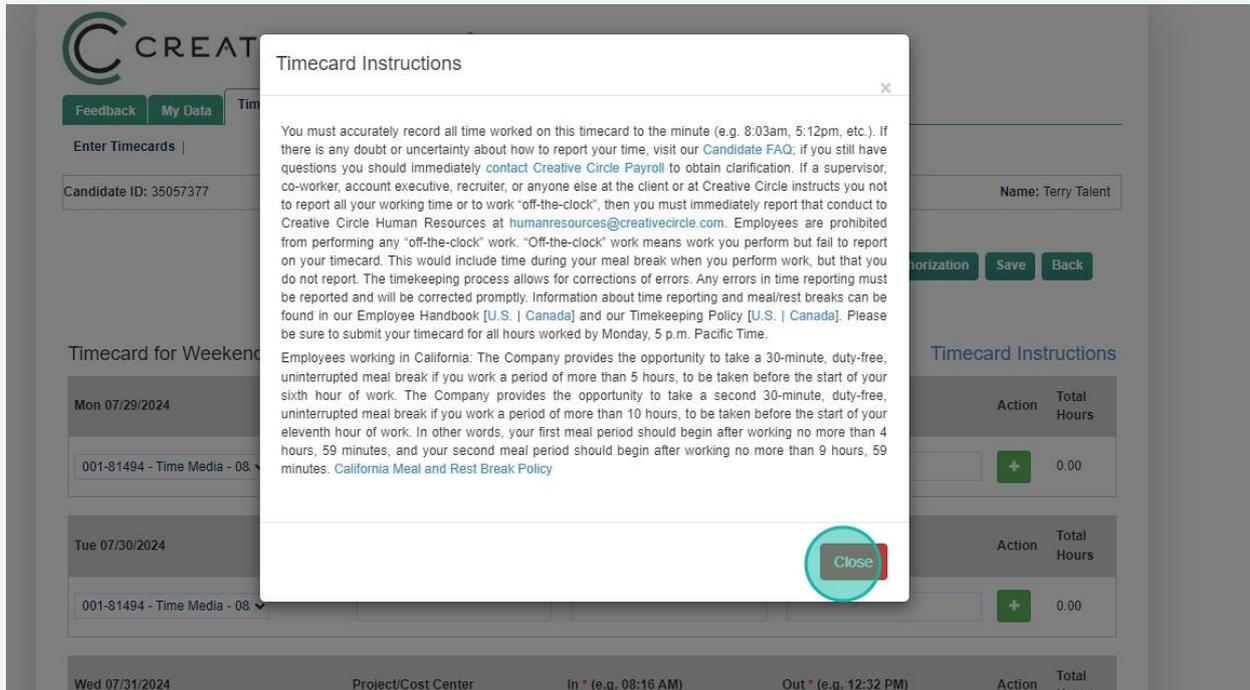
--- 07/29/2024 - 10/04/2024

BACK ADD NEW TIMECARD

Management Portal | Terms Of Use Home | Contact Us | Feedback | Logout

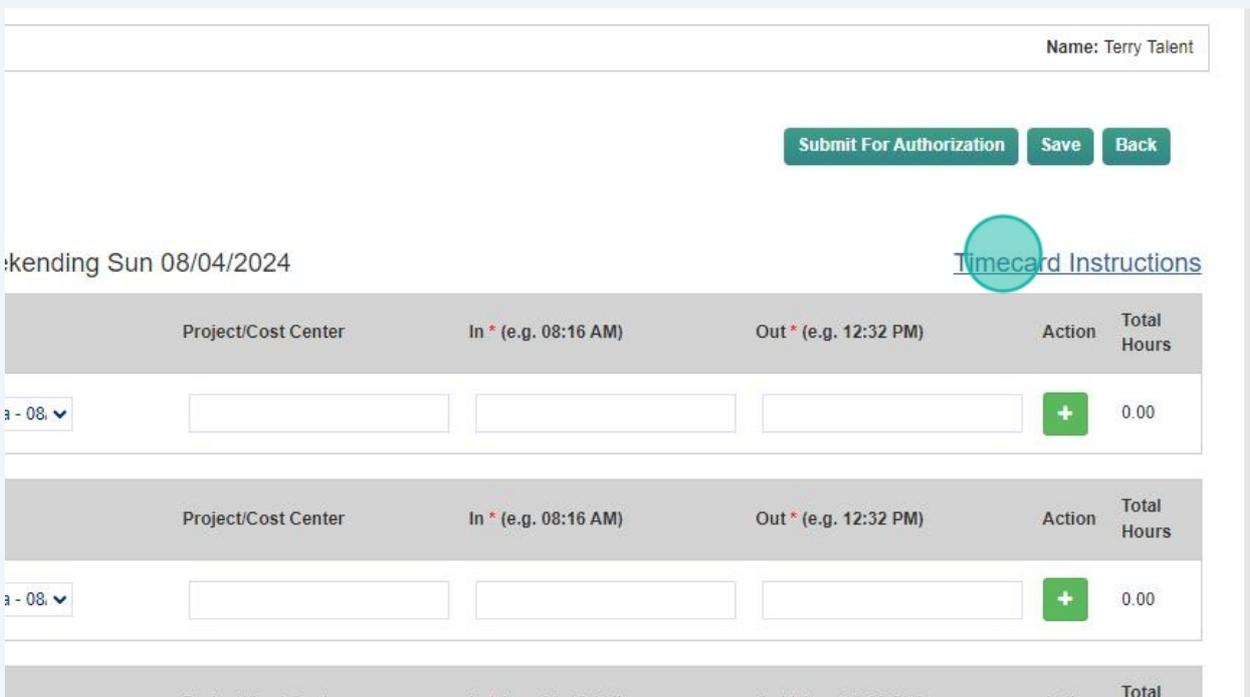
9

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 Tir

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. ▾			
Thu 08/01/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)

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

Timecard for Weekending Sun 08/04/2024 Tir

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)
001-81494 - Time Media - 08. ▾			

Entering Time and Breaks

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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.

g: Sun 08/18/2024

[Timecard Instructions](#)

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

14 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

Purchase Order: No work this week

Notes:

Purchase Order: No work this week

Notes:

15 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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ecards

Name: Terry Talent

ling 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 checked="" type="checkbox"/> 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:

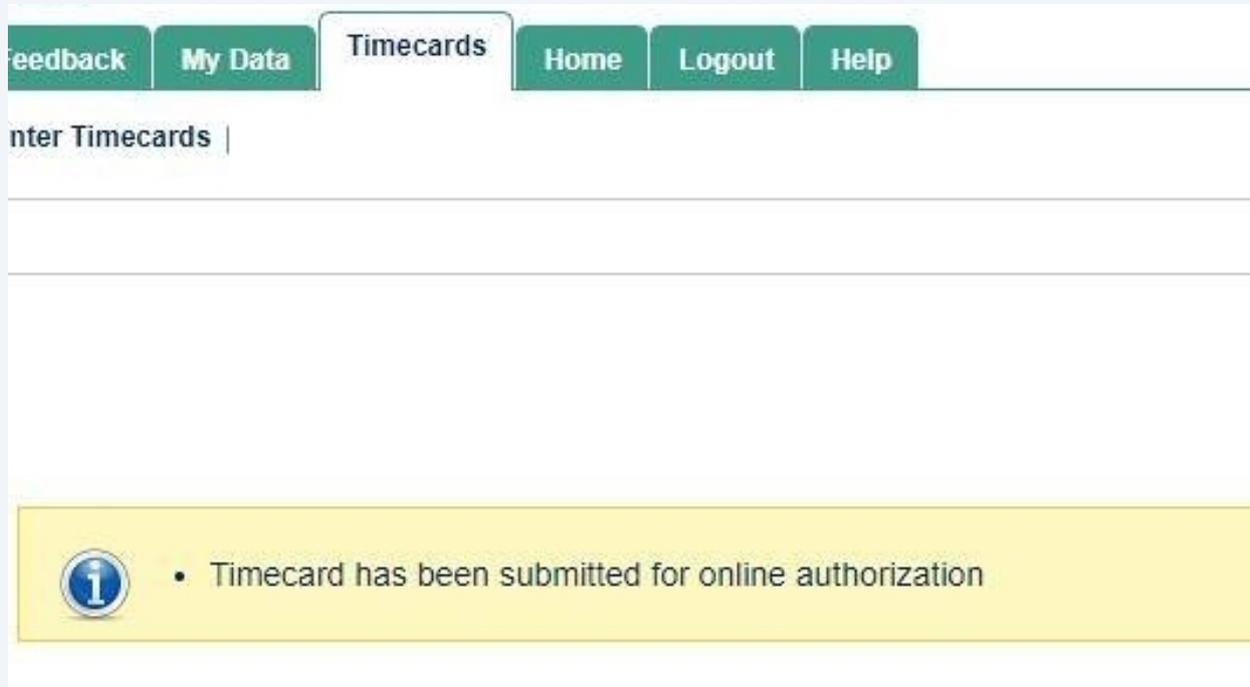
- My timecard reflects all the hours I worked during this period and that my time entries are complete and accurate, and
- I did not work off-the-clock (e.g. work I performed but did not report through the company's timekeeping system), and
- I have been instructed to correct any errors in my timecard 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 navigation bar with buttons for Feedback, My Data, Timecards, Home, Logout, and Help. Below the navigation bar is a header area with the text "Enter Timecards |". The main content area is mostly blank, but a yellow notification banner is visible at the bottom. The notification banner contains an information icon (a lowercase 'i' in a blue circle) and a bullet point followed by 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](#).