

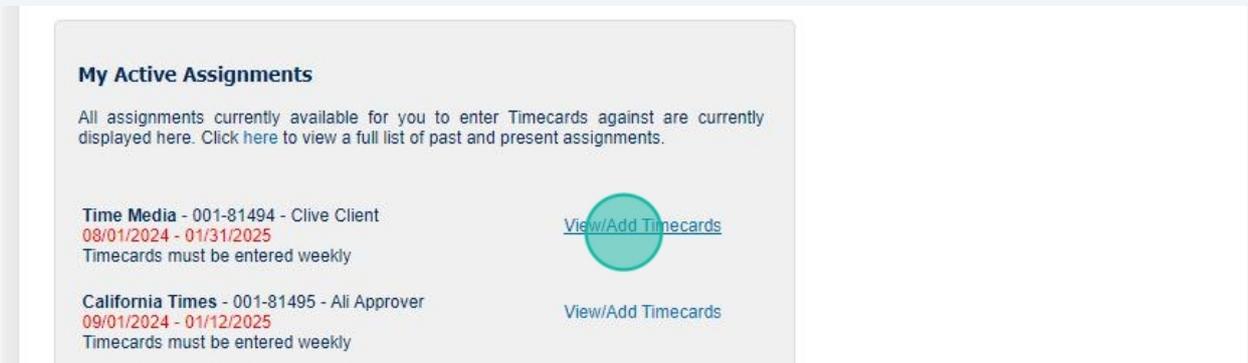
Submitting a "No Work" Timecard

If, mid-assignment, you do not work for any reason, you will still need to submit a timecard or you will otherwise continue to receive timecard email reminders.

Follow the steps below to enter a "No Work This Week" timecard.

If, on the other hand, all work is finished for the assignment, please communicate your final work date to your recruiter so they can update the end date of your assignment.

- 1 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.



- 2 Once you see the **Selected Assignment**, choose the relevant **Week Ending Date**.
Note: Timecards must be submitted in chronological order, and you cannot skip a week.



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

s you have already entered for the selected assignment

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

Sunday - 08/11/2024

All

Total Units	Purchase Order	Status	Submitted Date	Payroll Sent Date	Authorized Date	Action
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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.

You must accurately record all time worked on this timecard to the minute (e.g. 8:03am, 5:12pm, etc.). If there is any doubt or uncertainty about how to report your time, visit our [Candidate FAQ](#); if you still have questions you should immediately [contact Creative Circle Payroll](#) to obtain clarification. If a supervisor, co-worker, account executive, recruiter, or anyone else at the client or at Creative Circle instructs you not to report all your working time or to work "off-the-clock", then you must immediately report that conduct to Creative Circle Human Resources at humanresources@creativecircle.com. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you perform but fail to report on your timecard. This would include time during your meal break when you perform work, but that you do not report. The timekeeping process allows for corrections of errors. Any errors in time reporting must be reported and will be corrected promptly. Information about time reporting and meal/rest breaks can be found in our Employee Handbook [U.S. | Canada] and our Timekeeping Policy [U.S. | Canada]. Please be sure to submit your timecard for all hours worked by Monday, 5 p.m. Pacific Time.

Employees working in California: The Company provides the opportunity to take a 30-minute, duty-free, uninterrupted meal break if you work a period of more than 5 hours, to be taken before the start of your sixth hour of work. The Company provides the opportunity to take a second 30-minute, duty-free, uninterrupted meal break if you work a period of more than 10 hours, to be taken before the start of your eleventh hour of work. In other words, your first meal period should begin after working no more than 4 hours, 59 minutes, and your second meal period should begin after working no more than 9 hours, 59 minutes. [California Meal and Rest Break Policy](#)

Close

Name: Terry Talent

Authorization Save Back

Action	Total Hours
+	0.00
Action	Total Hours
+	0.00

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Scroll down below the Monday-Sunday breakdown and check off the **No work this week** box next to the relevant assignment.

08/11/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action
-81494 - Time Media - 08. ▾				<input type="checkbox"/>
<hr/>				
1-81494 - Time Media	Purchase Order:	<input type="text"/>	No work this week	<input type="checkbox"/>
Authorizer: Clive Client client@timekeeping.com)	Notes:	<input type="text"/>		

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?](#) (on relevant dates)

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Scroll back to the top of the page and click **Submit for Authorization**. This action will skip the client approval step, since the total hours are 0.00.

Name: Terry Talent

[Timecard Instructions](#)

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

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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.)

g system), and
i instructed to correct any errors in my timecard before final certification and confirm
e and hours recorded on this timecard accurately and fully reflect all time that I have
ing this pay period. (Click "No" to return to your timecard for edits, if required.)
portunity to take my duty-free, uninterrupted rest breaks of at least 10 minutes each
le to take my duty-free, uninterrupted 30-minute meal breaks pursuant to Company
the time submittal process, recorded that I was not given the opportunity to do so.

**"YES" TO THIS CERTIFICATION IF THE ABOVE STATEMENTS ARE
E.**

No Yes

Cost Center In * (e.g. 08:16 AM) Out * (e.g. 12:32 PM) Action Total Hours
+ 0.00

Cost Center In * (e.g. 08:16 AM) Out * (e.g. 12:32 PM) Action Total Hours
+ 0.00

Authorization Save Back

Timecard Instructions

Action	Total Hours
+ 0.00	
Action	Total Hours
+ 0.00	
Action	Total Hours
+ 0.00	

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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.

Feedback My Data Timecards Home Logout Help

Enter Timecards |

Candidate ID: 35057377

 Timecard has been submitted for online authorization

Timecard for Weekending Sun 08/11/2024

Mon 08/05/2024	Project/Cost Center	In *
001-81494 - Time Media - 08. ▾		