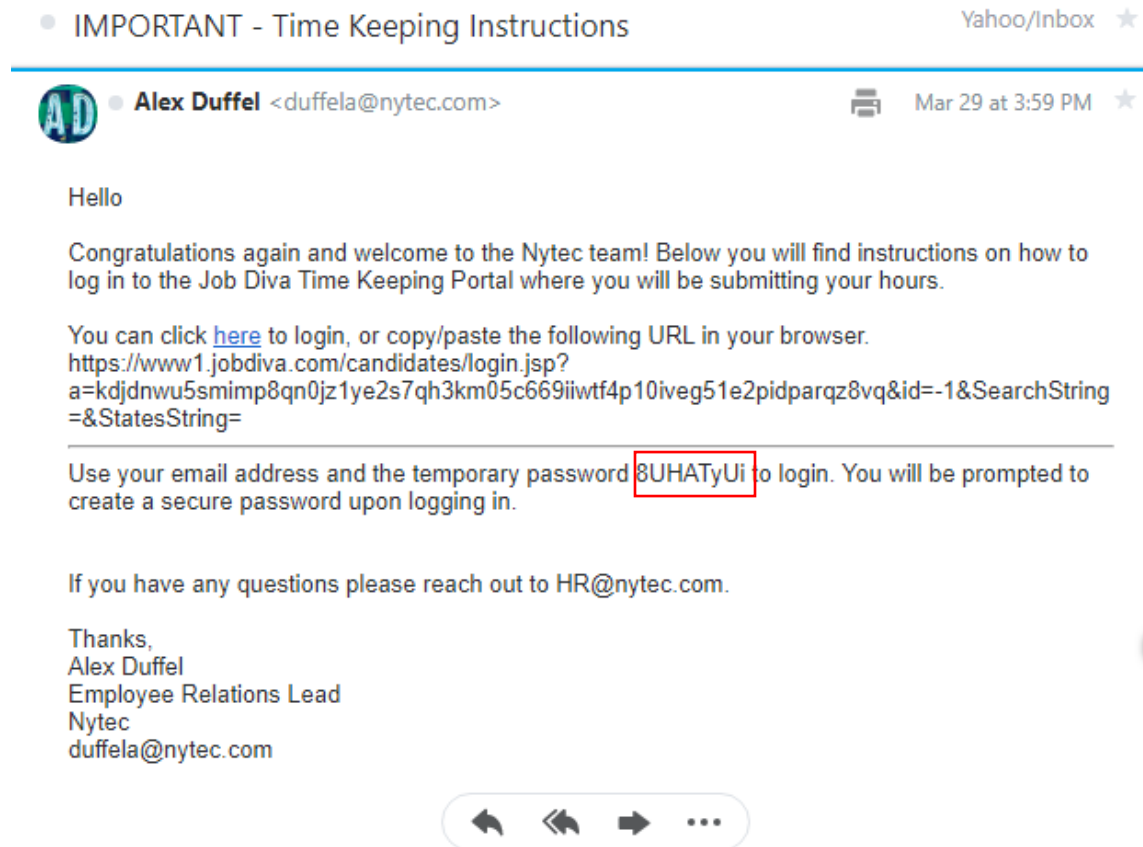


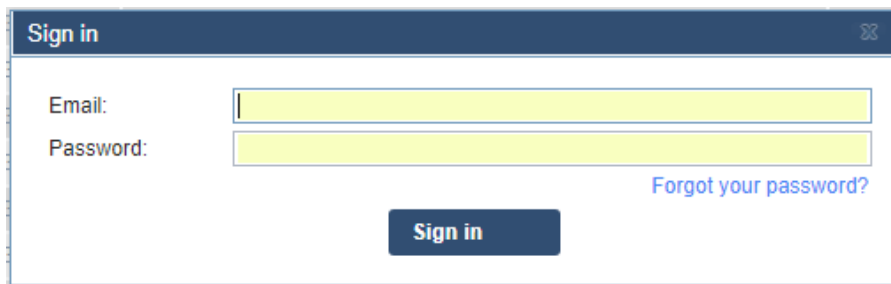
## JOB DIVA TIME KEEPING INSTRUCTIONS

This guide will help you login and submit your time in the Job Diva portal.

You will have received an email from our HR department or Alex Duffel with a link to the portal and a temporary password.



When you click through the link you will be prompted to login with your email and the temporary password provided. When you sign in, it will then allow you to change your password to something you can easily keep track of.



The screenshot shows a "Sign in" form with the following fields and elements:

- Form title: "Sign in"
- Email field: A text input field with a yellow background.
- Password field: A text input field with a yellow background.
- Link: "Forgot your password?"
- Submit button: "Sign in"

You must use the email address at which you received the time keeping email to login in. Each temporary password is unique and the above is just an example, so please make sure you use the temporary password assigned to you.

After you have successfully changed your password you will be taken to the timesheet page.

Welcome G. Tester My Timesheets My Profile Language Log out

### My Timesheets

Week Ending	Hour	Regula	O	D	Submitted Date	Company	Job#	Job Title	Manager/Approver	Statu	O	Timesheet Instructions
04/01/2018	0	0	0			MICROSOFT	18-00706	TEST ONLY				No Hours

1/1 20

To submit your hours, click on the appropriate week.

Welcome G. Tester My Timesheets My Profile Language Log out

Week Ending	Job#	Status	Hours
04/01/2018	18-00706	TEST ONLY	

04/01/2018

Save as Draft **Submit for Approval**

Company: MICROSOFT  
Job: #18-00706 (TEST ONLY)  
Timesheet Instructions:

Hour Types	Mon 03/26 (Hours)	Tue 03/27 (Hours)	Wed 03/28 (Hours)	Thu 03/29 (Hours)	Fri 03/30 (Hours)	Sat 03/31 (Hours)	Sun 04/01 (Hours)	Total Hours
Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
PTO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
<b>Total Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Employee Comments:

1/1 20

Enter the hours you worked or took PTO and include any comments you may have, and then select the "Submit for Approval" button.

The link may take you to the homepage of the candidate/employee portal. If this occurs, you can login in or find your time sheets in the upper right-hand corner of the webpage.

[HOME](#)
[LANGUAGE](#)
[SIGN IN](#)
[REGISTER](#)

ARRANGE BY **Date** DESCENDING

DATE	TITLE	JOB #	LOCATION
04/02/2018	SDE 2	18-00717	Redmond, Washington
04/02/2018	SDE 3	18-00716	Redmond, Washington
03/30/2018	SDET 2	18-00712	Redmond, Washington
03/29/2018	PCB Engineer/Librarian	18-00709	Kirkland, Washington
03/28/2018	Firmware Engineer 2	18-00700	Redmond, Washington
03/28/2018	SDET 1	18-00693	Redmond, Washington
03/28/2018	Account Director	18-00692	Kirkland, Washington
03/28/2018	Marketing Manager	18-00691	Kirkland, Washington
03/27/2018	PCB CAD Engineer	18-00332	Sunnyvale, California
03/27/2018	Principal Mechanical Engineer Lead	18-00330	Seattle, Washington
03/27/2018	Sr. Technical Program Manager	18-00329	Seattle, Washington
03/27/2018	SDET 1	18-00326	Redmond, Washington
03/27/2018	C++ Developer	18-00325	Minden, Nevada
03/27/2018	SDE 3	18-00324	Redmond, Washington
03/26/2018	SDET 2	18-00319	Redmond, Washington
03/26/2018	SDET 2	18-00318	Redmond, Washington
03/26/2018	Production Assembler	18-00313	Redmond, Washington
03/26/2018	SDE 2	18-00312	Redmond, Washington
03/26/2018	Electrical Engineer - Sensors 1	18-00311	Redmond, Washington
03/23/2018	HW Test Engineer 2	18-00309	Redmond, Washington
03/23/2018	Mechanical Engineer 1 - Drafting	18-00308	Redmond, Washington

Page: 1 | 1 to 30 of 30 result(s)  records per page

**KEYWORDS:**

Keywords can include skills or job titles. If using multiple keywords, insert 'or' or 'and' between for best results (e.g. Java or Oracle)

**JOB TYPE:**

----- Select All -----

- Direct Placement
- Contract
- Right to Hire
- Full Time/Contract
- Part Time

**STATE:**

---- Select All ----

- Alaska
- Alabama
- Arkansas
- American Samoa
- Arizona
- California
- Colorado
- Connecticut

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[MY TIMESHEETS](#)
[MY PROFILE](#)
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[LOG OUT](#)

ARRANGE BY **Date** DESCENDING

DATE	TITLE	JOB #	LOCATION
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**KEYWORDS:**

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**JOB TYPE:**

----- Select All -----

- Direct Placement
- Contract
- Right to Hire
- Full Time/Contract
- Part Time

If you have any questions or need assistance with this process, please email our HR department at [HR@nytec.com](mailto:HR@nytec.com)