



## quick guide



### Getting Started

Registration is initiated by Solomon Page. You will receive an email from [webtime@solomonpage.com](mailto:webtime@solomonpage.com) with your user name. Follow the enrollment steps by resetting your password with the link provided,



### Login

Access the Webtime Portal at <http://webtime.solomonpage.com> and enter your username and password.



### Create Timesheet

Click **Create New** and select the correct week ending date. Enter start and end time including lunch breaks, under fields In 2 and Out 2.



### Enter Time Daily

**Save** after each entry if entering hours daily.  
**Add** additional entry lines if necessary.  
**Cancel** if you do not wish to save.



### Submit for Approval

Record all hours and submit your timesheet.

**SUBMISSION DEADLINE: MONDAY AT 9:00AM**

Once approved you will receive an email notification. No further action is required.



### Rejected Timesheets

If your timesheet is rejected, you will receive an email with the reason(s) stated. You must make the necessary adjustments by editing your rejected timesheet in Webtime. After the changes have been made, **submit** for approval.



### Questions?

If you have any questions or require assistance with Webtime, please contact your assigned HR Staffing Coordinator.