Employee Payroll /Cambridge Connect
Internet Based Time Tracking System
www.cambridgeconnect.com

Cambridge Professional Group

Three Easy Steps!

Step 1 – Set up your user ID and Password at Cambridgeconnect.com
Step 2 – Log in to enter your time daily or weekly
Step 3 – Click "Submit" at the end of the week or your assignment

Cambridge uses an on-line time system to track time worked. This system will allow you to log in under your secure profile and enter your time and submit your time for approval. You will also have access to view time record history by various criteria and communicate with us through the system. No more having to physically sign and fax time sheets. It is all on line, just follow the instructions below to get started and look for more benefits coming at www.cambridgeconnect.com .

Once you have completed your assignment or at the end of each week you will submit your time for approval via our on-line system.

If your client has opted to participate on-line, once you submit your time an email will automatically go to your working supervisor and they will approve your time on-line. Once the client approves it your time will automatically be submitted to Cambridge for payroll*.*

If your client has opted not to participate on-line, you will be prompted to print out the time sheet for signature and faxing when you click submit.

It is very simple and you will have access to all your timesheet history with Cambridge. You can view up coming assignments and download your Assignment Orientation Sheet with the profile information of your assignment. Below are instructions on how to get started and help is available when you log in.

Getting Started - Setting up your account!

1. Go to www.cambridgeconnect.com through any internet browser
2. Enter your email address as your user ID (*email address Cambridge has in our system*)
3. Create and enter a password (minimum of six character, including at least one number)
4. Click the "submit" button and an email will be sent to your email address with a key code.
5. Go back to www.cambridgeconnnect.com and enter your user ID, password and the key code. This will set your password permanently and allows you access to the system. You only need the key code for the initial set up.

What you will see!

- Home Tab – Your profile information
- Assignment Tab – Listing your current assignments
- Time Sheet Tab – List of time record for your assignments

Assignment Tab (Viewing your assignment information)

- This tab will display a list of current assignments for which you are scheduled. The buttons at the top can be clicked to see "past" or "future" assignment.
- Put your cursor over an assignment and ***left click* will show the options you have.** Currently you can download your Assignment Orientation Profile if available.

Time Sheet Tab (Creating a time sheet and entering time worked)

- On this tab you will manage your time sheets. You can create a time sheet, open and edit a time sheet and submit it for approval. For each assignment you will see a time record holder listed. You will need to create a time sheet for each record holder (pay period and assignment).
- **Putting the cursor over a record and *left clicking* will display the options you have:**
  - **Create – Makes a time sheet for the pay period /assignment**
  - **Open – Edit the time sheet, add / change time entered**
  - **Submit - Send time sheet to my supervisor for approval**
  - **Delete – Deletes time sheet, I did not work or need to start over**
- You can enter your time daily or at the end of the week. Once you have created and saved your time record initially you can open and make changes throughout the week. Just left click and select "open", enter your time changes and save the record.
- **Important: At the end of your assignment, or for each pay period, make sure the time record is accurate and submit it for approval (left click select "submit"). Once it is submitted you cannot change it!** So review each time record carefully before submitting. If the time record is submitted and there is a problem contact Cambridge.
- You can also see you time history by clicking the "History" link. You can search for time records by various criteria.
- ***If a client requires a Manual time sheet*** (paper time sheet) at the point you click "submit" your time record will prompt you to print it out for signature and faxing to Cambridge
- All time records must be entered and processed through the on-line system

Contact us if you have questions or need help!
Cambridge Payroll 1-800-563-6101