**KELLY.**

**GENUS®**

Genus Hours for Kelly Services

# User Guide

# to

# Time Reporting for Employees

## 1. Logon

The web application Genus Hours is used for time reporting to Kelly Services for all employees working on a temporary or permanent basis on assignments for Kelly Services Norway. Using this application requires a username (your email address) and password received by email. Those of you with a username and password for the old time reporting application "Web Time" (before April 28th 2013) may still use this for logon.

Please contact your responsible Kelly Services consultant if you have not received an email with logon information, or you may try the "Forgot password?" feature is you are uncertain of your password.

Your username is the same as the primary email address that has been registered at Kelly Services.

The username does not have to be changed even if you work at assignments as different employers – you report hours for all assignments once logged in to Genus Hours. If you have chosen to use an email address received from your employer as username, it is important that you change this once your assignment has ended.



The first time use log on to Genus Hours, you need to accept the Privacy Policy of Kelly Services.

## 2. Overview



### Hours

This is where you report your hours. You may also view previous timesheets.

### Statistics

View the sum of your reported hours on a yearly, quarterly or monthly basis. Choose year, quarter or month from top calendar, and view your hours in a table or graph.

### Pay slips

All pay slips may be downloaded here as pdf-documents. Click a document in order to download or view your payslip.

### Profile



In the top-right section you have the menu for language selection, help documentation, sign out and profile modification (username, password and bank account number).

### Messages



In the top-right section a message box will display messages such as assignment evaluation inquiries, or messages sent from Kelly Services to you. A counter will display the number of unread messages.

## 3. Time reporting

### General: Menus and time reporting



An overview of the main elements of time reporting is given in the screenshot above. The fields of each timerow are as follows:

- From: From hour, e.g. write «8» or «08» in order to enter 08:00 AM.
- To: To hour
- Break: Break given in number of minutes. 30 is a normal break. Write 0 if you haven't had any break.
- Hours: Displays the sum of hours for the timerow.
- Profile: If you have multiple shifts etc. set up for your assignment, you may select from this dropdown.
- Type: Enter the hour type. «Normal» is regular hours. Overtime is registered by entering to code «Overtime». If you are sick or have other absence, enter one of the absence codes available in this dropdown.

Some assignment has the possibility to enter number of kilometers (mileage), disbursements and comments for each timerow.

A set of validation rules validates your time-entries on the fly. Some of these are warnings (orange) and others are errors (red, not possible to save).

**Note**: It is also possible to copy a timerow be clicking the «copy» icon to the right if a timerow. Once you've clicked "copy", you will be able to paste this row to other dates by clicking to "paste" icon to the right of the empty rows repeatedly.

## Save, Submit or Comment a timesheet

Once you have done changes to the timesheet, the "Save" button will be enabled. We recommend reporting hours (save) at the end of every day.

The deadline for submitting a timesheet is the 15th and the end of each month. Submit your timesheet by clicking the "Submit" button. Note that changes to the timesheet are not possible once you've submitted the timesheet.



Submitted timesheet will be available for the employer for approval. If the employer does not agree with the reported hours, a complaint will be received, and your responsible Kelly consultant might reopen the timesheet in order for you to perform the necessary corrections.

At the bottom of your timesheet it is possible to add comments to the payroll department. This will result in the timesheet being manually inspected by the Kelly responsible consultant.

## Normal hours



## Overtime

Add a new row if you have worked overtime in addition to normal time for a given date (by clicking the «+» sign to the right of the row), and select hour type "Overtime".



If you have worked overtime on a Saturday etc. outside normal hours, simply enter a single row for this date with hour type "Overtime".

## Sick leave and other absence (a whole day)

Enter hours (from – to – break) as if you worked a normal day, but enter an absence code in the «Type» column.



## Sick leave and other absence (an interval within a day)

Enter from and to hour for the given absence, and select a relevant absence code in the «Type» column.



## Shift work

Choose the relevant shift in the «Profile» dropdown.



## Shiftwork crossing midnight

Enter hours *To* midnight for the day your shift started, and *From* midnight to the end of the shift on the date the shift ends. Note that midnight is given by entering "0" or "00" or "24".



## Shiftwork crossing midnight with overtime

Enter hours with hour type «Overtime» with From hour and To hour the date of which the overtime started. If the overtime crosses midnight, follow the same procedure as above ("Shiftwork crossing midnight" section) but the Type "Overtime" instead of "Normal".

In the given example, an evening shift from 16:00 to midnight is followed by 2 hours of overtime (from midnight to 02:00). The warning may be ignored.

| Wed 20. | 16:00 | 00:00 | 30 | 7:30 | Kveld 16 - 00 ▾ | | Normal ▾ | | 🗋⊗⊕ |
| Thu 21. | 16:00 | 00:00 | 30 | 7:30 | Kveld 16 - 00 ▾ | | Normal ▾ | | 🗋⊗⊕ |
| Fri 22. | 00:00 | 02:00 | 0 | 2:00 | Kveld 16 - 00 ▾ | | Overtid ▾ | | 🗋⊗⊕ |

You have registered too few hours normal time to register overtime.

## Time entry with multiple assignments

The timeline at the top displays your assignments the next month and 10 months back. You can choose for which assignment you want to report hours simply by clicking the assignment/line. In the example below, the employee has only 1 assignment in parallel, but multiple parallel assignments may appear in this section. The uppermost assignment for the current month is selected by default when you log in and select the "Hours" menu.

## 4. Questions and answers

**I do not have a username and password**

Contact your responsible Kelly consultant in order to receive a password by mail. Your mail address (registered at Kelly Services) is also your username.

**I have forgotten my password**

Select the «Forgot password?» from the logon page.

**I want to change my username or password**

Select the menu in the upper right corner, and choose «My profile». You may change your email, username or bank account number from this page.

**Days or weeks are missing / not enabled for time reporting**

Only days within the duration of the assignment are available for time reporting. If some of the days of your assignment are not enabled for time reporting, this is possibly a configuration error in the Kelly systems. Please contact your responsible consultant, and this will be fixed.

**I have work for different employers or at different locations – how do i report hours?**

Timesheets has to be submitted, and hours have to be reported, per assignment.

Your assignments are displayed in the uppermost section, in the timeline below the month selection. Choose the month and the assignment for which you want to report hours.

**Can schemas for disbursements and mileage be delivered via web?**

You are able to report number of kilometers (mileage) and disbursement in separate columns for each timerow when entering hours (to the right of the "Type" column *if* this feature has been enabled in the Kelly systems for your assignment). This will simplify the process of processing your mileage and disbursements. But, the documentation must be submitted manually. Contact your responsible consultant for further questions.

**I have to correct an error on my timesheet, but is has already been submitted**

Contact your responsible Kelly consultant. If the timesheet has not been processed for payroll / invoice, it might be reopened for editing. If the timesheet has already been processed, the correction has to be entered manually by a consultant in the Kelly systems.