eRecruit Contractor Timesheet & Expense Instructions

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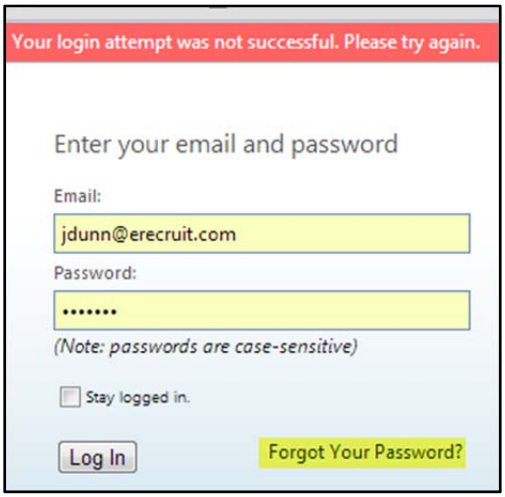
Contractor Login

Logging in as a Contractor

- Login to the Timesheet portal (erp.pinnacle1.com) using the username and password that was sent to your email address on record.
    - If you need to update the email address you have on file, please update your user profile once logged in or send and email request to timesheets@pinnacle1.com.

Password Assistance

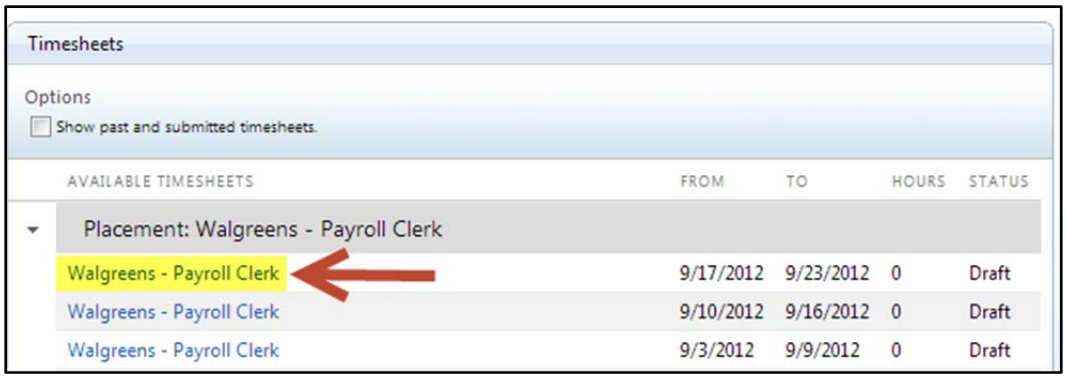
- If you have forgotten your password, click on the "Forgot Password" link and you will be sent the password via email.



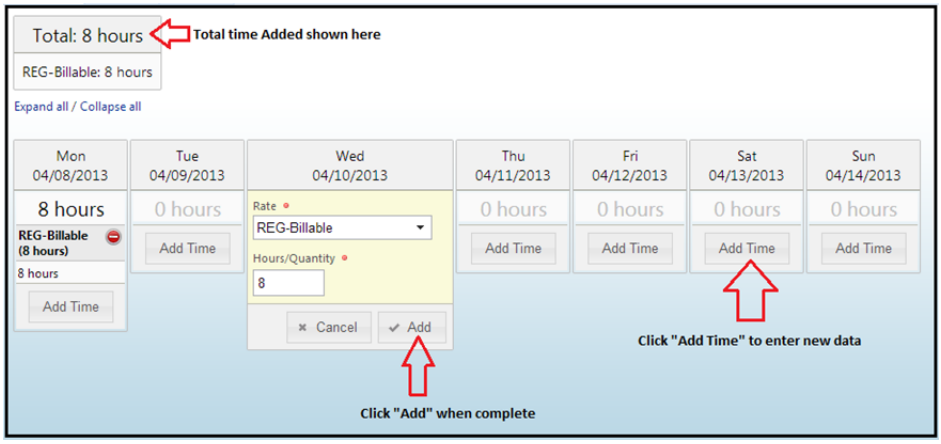
Please note, if you need to enter both time and expense, please make sure to enter both prior to submitting anything.

Entering time

- *All available time sheets will be displayed upon logging in.* Click on the appropriate time sheet for the week worked, by clicking on the name of the company and position (example is highlighted in yellow below).



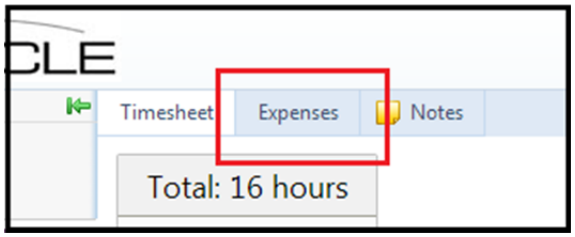
- Navigate through each day that work was performed, entering in the total time worked.
  - Click “Add Time” for each day worked to enter hours.
  - Use the “Rate” drop down to select the correct Rate Class (such as Regular, Overtime, Holiday, etc).
  - If displayed, use the other drop downs such as “Cost Center” and “Dept” as appropriate.
  - When done entering all hours, click “Add” for each day.



Submitting Timesheet

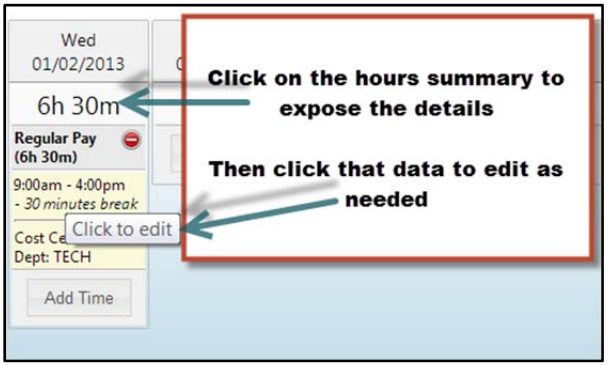
- Once all hours have been submitted and reviewed click “Submit.” If you wish to save the timesheet and enter additional hours on a future date, you can click “Close” and all hours will be saved.

*Please note, if you need to enter Expenses, you will select the “Expenses” tab at the top of the timesheet to enter, and then once all hours and expenses have been entered, you will click “Submit.”

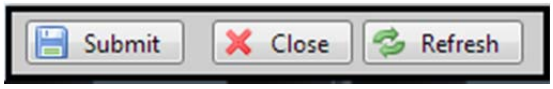


Resubmitting a Rejected Timesheet

- If you receive notification that your Timesheet has been rejected, please login and correct your data.



- When finished click – "Submit":

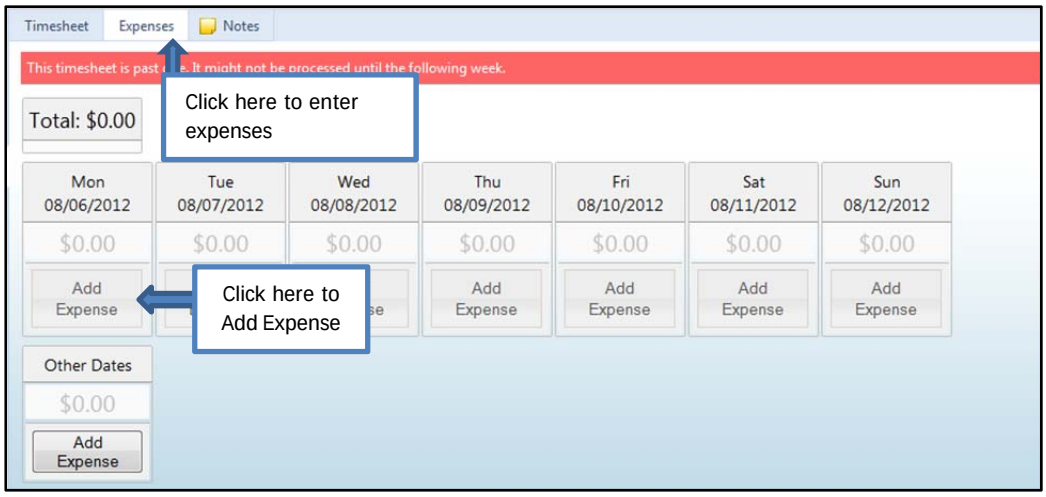


Questions?

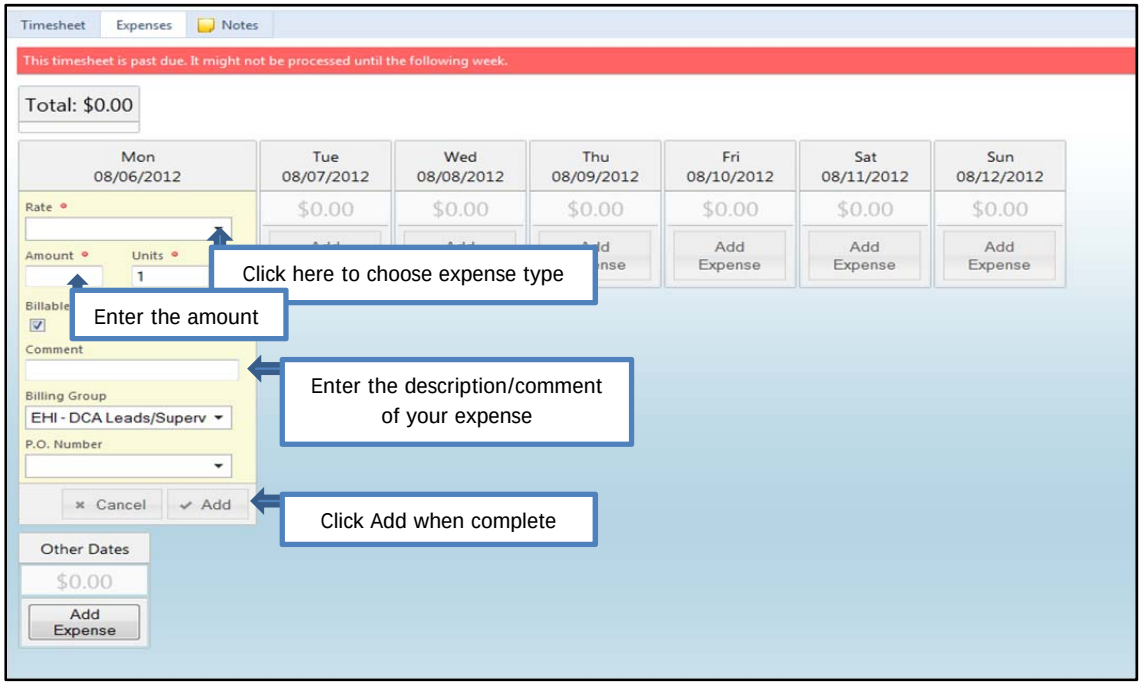
- For any questions or assistance please contact:
  - Pinnacle Timesheets Department at timesheets@pinnacle1.com or (214) 740-2432 ext. 4660

Entering an expense

- Select 'Expenses' tab to begin entering your expenses
  - Select 'Add Expense'

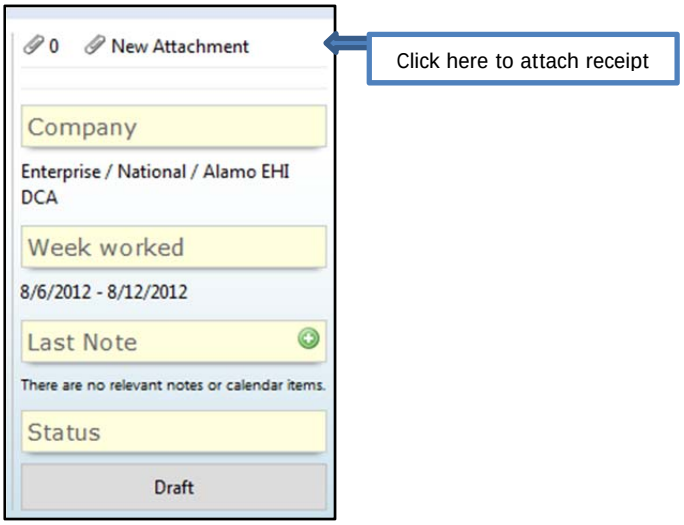


- Navigate through each day that expense was incurred.
  - Use the “Rate” drop down to choose the expense type (such as Airline, Meals, etc).
  - Enter the amount of expenses
  - Enter the descriptions of expenses in ‘Comment’ box
  - When done entering all expenses, click ‘Add’

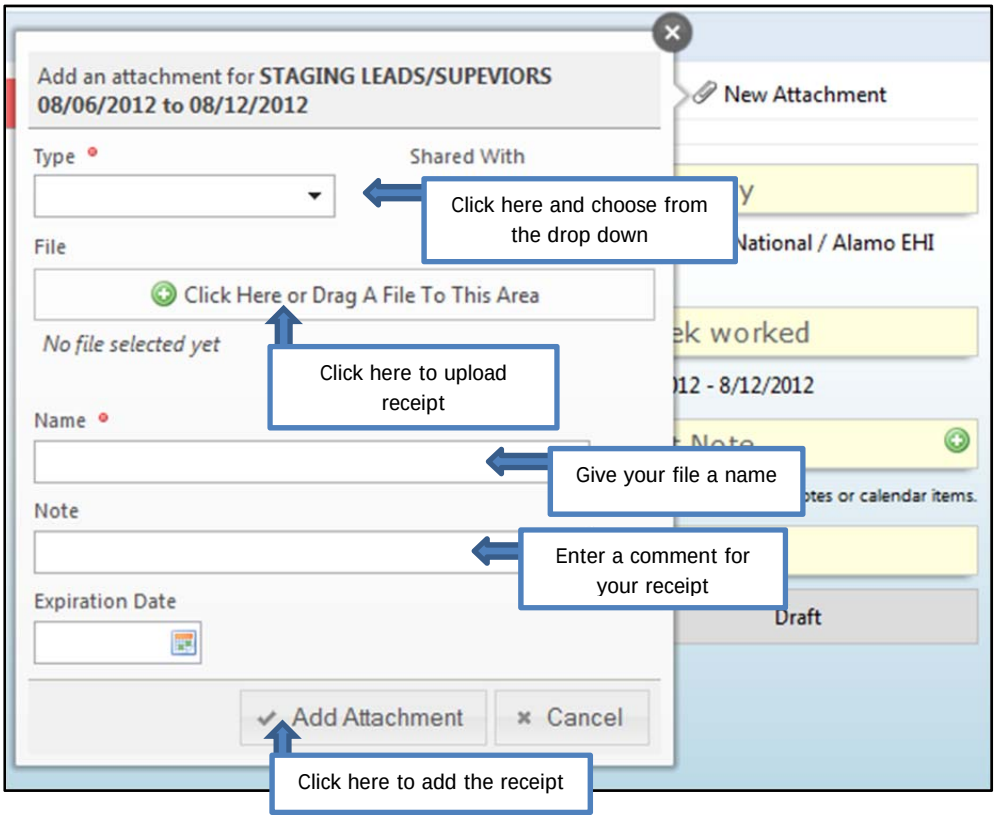


Attaching receipts

- Click on ‘New Attachment’, found on the right-hand side of your expense screeen

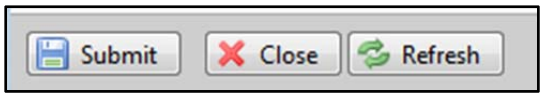


- Use the "Type" drop down menu to choose the attachment type.
- Click on 'File' to select the receipt.
- Enter a name for the attachment.
- Enter comments/descriptions under 'Note' section.



Submitting Expense

- Review your data. Once fully satisfied, click "Submit".



Please note that you need to enter both time and expenses then click 'submit'. Please make sure to enter reimbursable expenses (if any) before you submit your timesheet.

Questions on Expenses?

- For any questions or assistance please contact:
  - Pinnacle Expenses Department at expenses@pinnacle1.com