

Encadria eConnect : Welcome

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to: Robinson, Darius M.

Welcome! As part of our commitment to you, we offer eConnect, a web based tool that provides customers and employees with valuable day-to-day information, such as web based time sheets and online timesheet approval. To access eConnect, you'll need to register your account using the provided registration code below.

Registration Code: E5VHG02-000025-2016

You can access the registration page using:

https://apps.gp.com/econnect/application/register.aspx?register_code=E5VHG02-000025-2016

Employees also have the ability to review assignment history, view check history, view and/or print check stubs.

Step 1. You will receive an email entitled "Encadria eConnect: Welcome"

Step 2. Follow the link below

Complete your registration by clicking the Register button.

By clicking the Register button you are stating that you are eligible for an account, have the legal right to view the information associated with this account, and are at least 18 years old.

I agree and consent to the [Terms Of Service](#).

Register

Visit the [Account Maintenance](#) page to have your account information sent to your email address. You can also use this page to enter a different registration code.

Step 3. Create account on the registration page

New Web Timecard

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment (select an assignment)

Weekending (there are no weekendin

Step 4. Select your assignment

Under New Web Timecard select "Weekending"

Day	Date	Time In			Time Out			Breaks	
Monday	2/22/2016	05 ▾	: 00 ▾	PM ▾	05 ▾	: 00 ▾	AM ▾	00 ▾	: 30 ▾
Tuesday	2/23/2016	05 ▾	: 00 ▾	PM ▾	05 ▾	: 00 ▾	AM ▾	00 ▾	: 30 ▾
Wednesday	2/24/2016	05 ▾	: 00 ▾	PM ▾	05 ▾	: 00 ▾	AM ▾	00 ▾	: 30 ▾
Thursday	2/25/2016	05 ▾	: 00 ▾	PM ▾	05 ▾	: 00 ▾	AM ▾	00 ▾	: 30 ▾
Friday	2/26/2016	05 ▾	: 00 ▾	PM ▾	05 ▾	: 00 ▾	AM ▾	01 ▾	: 30 ▾
Saturday	2/27/2016	-- ▾	: -- ▾	-- ▾	-- ▾	: -- ▾	-- ▾	-- ▾	: -- ▾
Sunday	2/28/2016	-- ▾	: -- ▾	-- ▾	-- ▾	: -- ▾	-- ▾	-- ▾	: -- ▾

Step 5. Input your time in and timeout. Be sure to input your breaks correctly, they are calculated by minutes. Example: If you took a 30 minute break you would input "00:30" See example to the left.

Click the Save button to save your changes and save your timecard entries.
 Click the Save and Submit button to save your changes and submit your timecard for approval.
 Click the Cancel button to ignore your changes and return to the previous screen.

Step 6. It is suggested that you select "save" first and verify that your total hours are correct. Once you have verified your hours, select "Save and Submit."

Once you select "save and submit" you will not be able to edit your timecard.