



## Timesheet Instructions (Quick Guide)

Please submit your timesheet each week by Monday, 12:00 PM.

Need Assistance? Email [timesheets@vivoinc.com](mailto:timesheets@vivoinc.com)

URL: <https://vivoinc.force.com/login>

**Step 1** You will receive an auto-generated email notification with your username and temporary password. Contact your recruiter or send an email to [timesheets@vivoinc.com](mailto:timesheets@vivoinc.com), if you do not receive your login information within your first week.

Hi Donald,

Welcome to Vivo Timesheet! To get started, go to

[https://vivoinc.force.com/login?](https://vivoinc.force.com/login?c=G.9MgfDQKJ8PNXFBSg_nzdfezbmDuQKSV1I51Br90AzqGfTI5BFI1YqWxfwn4OiUd3M3CC0G68QPPce9dOU9wLe4kr20F4k6aEMrBY1vRM1Sc9oo.HVM62XFC11PStoAMqol.J9)

[c=G.9MgfDQKJ8PNXFBSg\\_nzdfezbmDuQKSV1I51Br90AzqGfTI5BFI1YqWxfwn4OiUd3M3CC0G68QPPce9dOU9wLe4kr20F4k6aEMrBY1vRM1Sc9oo.HVM62XFC11PStoAMqol.J9](https://vivoinc.force.com/login?c=G.9MgfDQKJ8PNXFBSg_nzdfezbmDuQKSV1I51Br90AzqGfTI5BFI1YqWxfwn4OiUd3M3CC0G68QPPce9dOU9wLe4kr20F4k6aEMrBY1vRM1Sc9oo.HVM62XFC11PStoAMqol.J9)

Username: [a.manalo@vivoinc.com](mailto:a.manalo@vivoinc.com)

Thanks,  
Vivo

**Step 2** Once you click on the link, you will be asked to change your password.

**Step 3** Click "View" for the week ending you will be entering time for.

Open Timesheets						
	Week Ending	Timesheet Type	Consultant	Client	Status	Hours
<input checked="" type="checkbox"/> <a href="#">View</a>	1/8/2017		Draper, Donald	Acme	Unsubmitted	0.00
<input type="checkbox"/> <a href="#">View</a>	5/24/2015		Draper, Donald	Acme	Unsubmitted	0.00

**Step 4** Enter in hours as whole or half numbers in the "Daily Hrs" column. Ex: 8 or 7.5

	DAY	DATE	Daily Hrs	Accomplished work
<a href="#">Clear</a>	Monday	1/2/2017	<input type="text" value="8"/>	Whitelist project
<a href="#">Clear</a>	Tuesday	1/3/2017	<input type="text" value="8"/>	Change Management
<a href="#">Clear</a>	Wednesday	1/4/2017	<input type="text" value="4"/>	Change Mgmt

**Step 5** Prior to submitting your timesheet, the "Assignment Continuing" field will prompt you to enter 'Yes' or 'No'. Please only select 'No' if your assignment has ended. Once you have confirmed your hours and entered your selection, click "Submit Timesheet" for approval.

**Step 6** Once you click "Accept," the timesheet status will change to "Submitted". Your timesheet is now being routed to your Manager for approval.

Open Timesheets						
	Week Ending	Timesheet Type	Consultant	Client	Status	Hours
<input type="checkbox"/> <a href="#">View</a>	1/8/2017		Draper, Donald	Acme	Submitted	36.00
<input type="checkbox"/> <a href="#">View</a>	5/24/2015		Draper, Donald	Acme	Unsubmitted	0.00