

# WEB PORTAL GUIDE FOR EOR SERVICES



**STREAMLINING TIMEKEEPING, REPORTING, AND INVOICING**

**2025**

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Welcome to Adaptive Workforce Solutions' web portal. This guide will walk you through the process of electronically reviewing and approving timesheets for Employee of Record Contractors assigned to your organization.

All contractors are required to enter their hours through our web-based timekeeping system to help reduce timesheet errors, miscalculations, and the potential for fraud. Please read this entire guide before using the portal to ensure a smooth and efficient experience.

## Payroll Process Overview

- All timecards are submitted through the Adaptive WFS web portal.
- The workweek runs from Sunday at 12:00 AM through Saturday at 11:59 PM.
- Timecards must be submitted weekly, no later than Monday at 5:00 PM EST.
- Once submitted, timecards are automatically routed to the designated approving manager.
- Managers must approve or reject timecards by close of business on Wednesday.
- Email notifications will be sent for both approved and rejected entries.
- Invoices are generated and emailed each Friday for the prior week's approved time.

## Timesheet Submission Process

Each contractor will:

- Enter their hours on a weekly basis.
- Submit the completed timesheet at the end of each workweek.

Upon submission:

- An email notification will be sent to the approving Manager, including a link to review the timesheet.
- Approvers can review and approve the timesheet either via email or by logging in to the web portal.

## Web Portal Login Instructions

Portal Link: [AWS Customer Portal](#)

Username: Your assigned username

Password: Your assigned password



**Customer Portal: Login**

Welcome to our customer login area. Please enter your user name and password to access your information. If you do not have a password, please contact your local office.

Username

Password

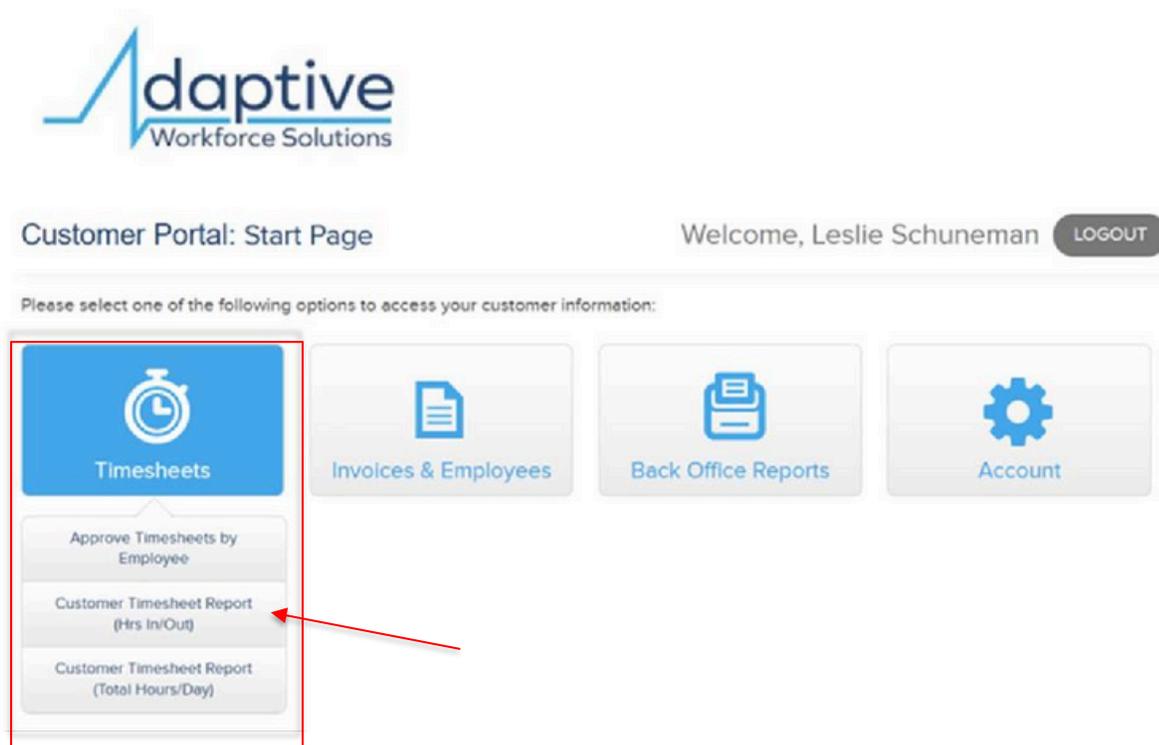
[Forgot your password?](#)

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## Approving Timesheets via Web Portal

1. Click on “Timesheets”, then select “Approve Timesheets by Employee.”
2. Enter the relevant date range (e.g., 05/04/2025 to 05/10/2025 for the week ending 05/10/2025).
3. Select the employee whose timesheet you wish to review.
4. You may:
  - Click “Approve All” or “Reject All” for the entire timesheet.
  - OR
  - approve/reject each day individually.
5. If a paperclip icon appears, the employee has attached a document (e.g., for expenses).  
Click the icon to review the attachment before approving.
6. Once reviewed, click “Submit Timesheet” to finalize the approval.

Note: If a timesheet or entry is rejected, the employee will receive a notification and may edit and resubmit it.



## Approving Timesheets via Email

When a PSC submits a timesheet, you'll receive an email with: -  
A snapshot of the timesheet, including all shifts worked. - Two  
action links at the bottom of the email:

- Click to Approve the timesheet
- OR
- Click to Reject the timesheet

These links allow you to complete approvals without logging into the portal.

### Employee Timesheet Submission

Employee Name: Buggs, Ashley  
Client Name: CETECHS  
Time Card Period Ending: 9/25/2021

Sample: E-Mail Notification: Applicant: Message Header

Date	Type	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
09/19/2021	Regular					0.00	0.00	
09/20/2021	Regular	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	0.00	
09/21/2021	Regular	07:00 AM	11:00 AM	11:30 AM	03:30 PM	8.00	0.00	
09/22/2021	Regular	07:00 AM	12:30 PM	01:00 PM	03:30 PM	8.00	0.00	
09/23/2021	Regular	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	0.00	
09/24/2021	Regular	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	0.00	
09/25/2021	Regular					0.00	0.00	
Totals						40:00	0.00	

Hours Totals:  
Regular 40.00

[Click here to approve this timesheet](#)

[Click here to reject this timesheet](#)

IMPORTANT FOR CLIENT: BY EXECUTING THIS EMPLOYEE TIME CARD, CLIENT CERTIFIES THAT: THE HOURS DESCRIBED ABOVE ARE TRUE AND CORRECT; THE SERVICES PROVIDED BY THE EMPLOYEE WERE COMPLETED IN A SATISFACTORY MANNER; AND THE CLIENT AGREES TO THE TERMS AND CONDITIONS OF ITS CONTRACT WITH AB STAFFING WHICH REMAINS IN FULL FORCE AND EFFECT AS OF THE DATE OF THE CLIENT'S EXECUTION OF THIS EMPLOYEE TIME CARD.

Employee Comments:  
Client Comments:

## Reporting Options

### Back Office Reports

- Temp Hours Worked by Employee: View by individual or all employees, by date range.
- Client Bill Report: View all billing activities or filter by date range.
- Total Hours Billed: Shows cumulative hours billed per employee since assignment start.

Please select one of the following options to access your customer information:

 Timesheets	 Invoices & Employees	 Back Office Reports	 Account
 Job Orders		<ul style="list-style-type: none"><li>Total Hours Billed</li><li>Temp Hours Worked by Employee</li><li>Client Billing Report</li><li>Client Billing Report by Purchase Order Number</li><li>Client Billing Report by Bill Department</li><li>Client Billing Report by Month/Year</li></ul>	

### Viewing and Printing Invoices

- List Open Invoices: Click on an invoice number to view details.
- PDF Access: Click to open or print invoice
- Search by Date Range: View all invoices within a specified timeframe.

Please select one of the following options to access your customer information:

 Timesheets	 Invoices & Employees	 Back Office Reports	 Account
 Job Orders	<ul style="list-style-type: none"><li>Find Invoices</li><li>View Open Invoices</li><li>Working Employees</li></ul>		

Sample Invoice:



INVOICE

Attention of:

BILL TO:

CONTRACT #:

BPA #:

PO #:

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:	
PERIOD	DESCRIPTION & EMPLOYEE		HOURS	RATE	AMOUNT

I hereby certify that this invoice correctly reflects the actual date(s) services were provided.  
"Services have been received and acceptable with the terms of the contract."

\_\_\_\_\_  
Project Officer Date

"I hereby approve this invoice for payment,"

\_\_\_\_\_  
Contracting Officer Date

PAY THIS AMOUNT >	TOTAL	
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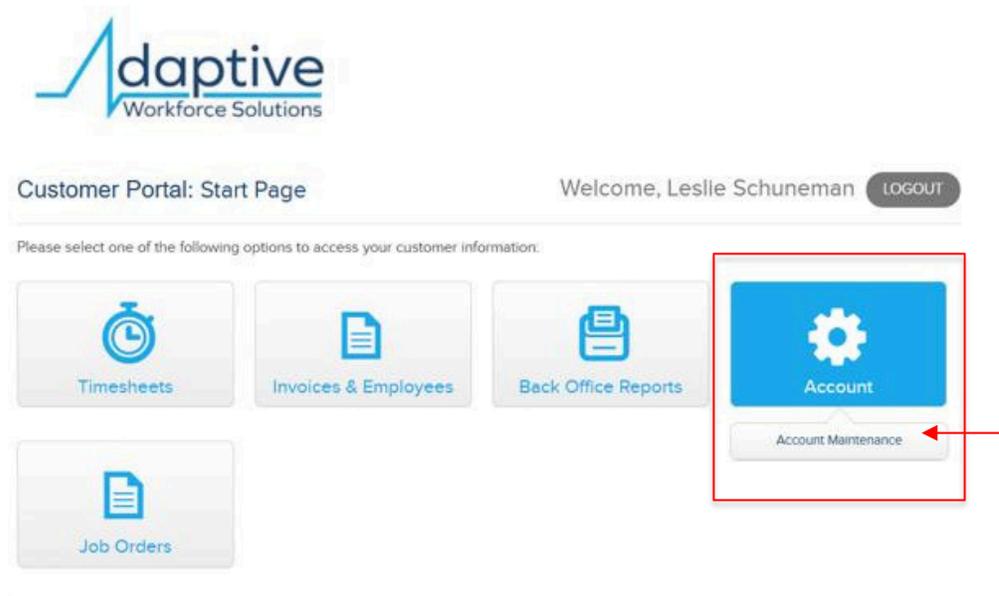
## Account Maintenance

### Time Approval Delegates

We recommend having at least 1 alternate approver assigned to approve timecards when the main approver is not available. Delegate users can be added or removed at any time. Please reach out to AWS Billing and Payroll team at [accounting@adaptivewfs.com](mailto:accounting@adaptivewfs.com).

### Username and Passwords

Customers can change their assigned username or password at any point by using the account maintenance feature.



### User Administration: Customer Account Maintenance

← BACK

You may use this screen to change your User Name, Password or both.

To Change	Do The Following
User Name	Fill in the <b>New User Name</b> field, leave all other fields empty.
Password	Fill in the <b>New Password</b> and <b>Confirm New Password</b> fields. Leave all other fields empty.
Both	Fill in the <b>New User Name</b> , <b>New Password</b> and <b>Confirm Password</b> fields.

Current User Name: Ischuneman

New User Name:

New Password:

Confirm New Password: