

Adecco WebBase.

Online Timesheets for Associates & Contractors

A guide on how to use WebBase, the Adecco Group's online time management system.

If you have any queries please contact your consultant, or local branch.

1. Visit the Adecco website at www.adecco.co.nz
2. Select the tab WebBase and click the link "Associate Login"
3. Log in using details supplied by your branch consultant. This will consist of a user id (a 9 digit number), your user name (first letter of your first name and first three letters of your surname), and the password 'Adecco'. Your password can be changed the first time you log in to use the system.
4. Select the Timesheet icon at the top left hand side of your screen. Click on the word 'add' beside the appropriate week ending date to bring up timesheet.
5. Input hours worked remembering to stop and start before and after your lunch break. The total column will automatically calculate the hours. You can enter any additional claims you are entitled to for that week in the first text box. The second text box is for any comments you wish to make to the client. The third text box is for any comments you wish to make to the Adecco Group.

Adding timesheet for Joe Bloggs

Adecco Personnel Ltd GST: 485-319-46

Week Ending : 1/18/2009 Status : Add

Please enter time in 24 hour format hh:mm ie. 18:30 means 6:30pm.
Shifts can be entered over multiple days but cannot overlap.

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 1/12/2009	08:00	12:00	12:30	17:00					08:30
Tue 1/13/2009	08:00	12:00	12:30	17:00					08:30
Wed 1/14/2009	08:00	12:00	12:30	17:00					08:30
Thu 1/15/2009	08:00	12:00	13:00	17:30					08:30
Fri 1/16/2009	08:00	12:00	12:30	17:00					08:30
Sat 1/17/2009									
Sun 1/18/2009									
Total									42:30

Additional Claims

Comment to Flowers Are Us

Comment to Adecco Personnel Ltd

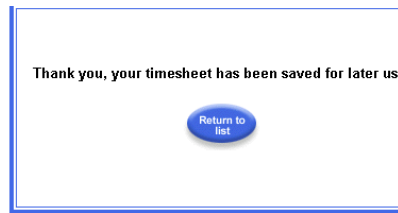
6. Click Save button.
7. Click 'Yes submit timesheets' if your timesheet is completed for the week. You will receive a thank you message and return to the main timesheet screen. Click 'No save for later use' if you are keying in your hours as you go. Upon acceptance of a submitted timesheet you will receive notification in your inbox that the hours have been approved and will be paid.

Submit timesheet

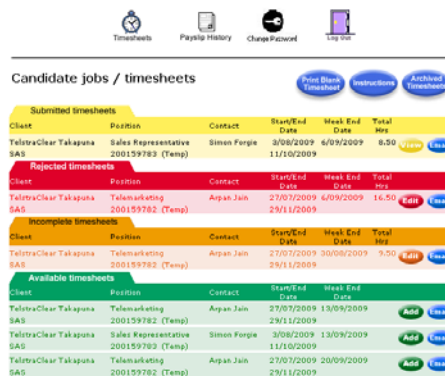
?

Do you wish to submit this timesheet
for a total of **42:30 hours**
to Flowers Are Us?

If you select 'No save for later use' the following screen will appear:



When you click on Return to list you will return to all timesheets under your name. Incomplete Timesheets will appear in orange. You can edit timesheets shown in orange at any stage. Available timesheets still show as green. Rejected timesheets show as red. Submitted timesheets that have not yet been approved by the Client show as yellow. Should you wish to email the client you can do so from the appropriate timesheet line.



- You will be notified via email of any rejected timesheets and can review the reasons for this so that you can make the necessary amendments. If you are unable to resolve any queries with the client, please contact your Consultant at your local branch.



Client Name	Position	Contact	Start / End	Week	Total	Status
Stevens A&L	Administrator	Amanda Smith	1/12/2009	1/18/2009	42.50	Submitted
Adecco Personnel	Call Centre - Outbound	James Adecco	30/2/2008	1/11/2009	42.00	Submitted
Contact Centre	200144348 (Temp)		2/1/2009			

- Timesheets previously submitted can be accessed via Archive Timesheets.