

All Web Time entries are completed through the Web on our Intranet — KnowledgeSpring.

- Internet Explorer 5.0 or Netscape 6.2 or higher are required to run Web Time Entry.
- Adobe Acrobat Reader 4.0 or higher is required to print the web-generated time sheet or fax cover sheet. You can download Adobe Acrobat Reader from KnowledgeSpring.

CREATING AN ACCOUNT

As a first-time user of KnowledgeSpring, you will need to create a login and password for the site.

1. Go to **<https://my.knowledgespring.com>**
2. Select the **Create Account** link.
3. Select **Consultant/Associate or Independent Contractor/1099s** from the drop down menu.
4. Enter your most recent or current **Assignment #**. This can be obtained from your branch representative.
5. Enter your unique **Employee ID** (Independent Contractor must enter their full Vendor Contractor #). This can be obtained through your branch representative.
6. Select the **Next** button.
7. Create a password for your new account using the password guidelines listed on the page.
8. Enter your E-mail address.
9. Select the **Create Account** button to complete the account creation process.
10. Select the **Continue to Site** button if you are ready to access the Web Time link and enter time.

Once your KnowledgeSpring account has been created, you will receive a confirmation message through E-mail with your username.

Important — Write down your username and password for your records. You will need this information every time you log into KnowledgeSpring to access the Web Time Entry system.

Once your account has been created, you can log into KnowledgeSpring to access the Web Time Entry system.

LOGGING INTO KNOWLEDGESPRING

Users who do not have a valid KnowledgeSpring account and password will be denied access. The steps listed below should be followed once you have obtained account information.

1. Go to **<https://my.knowledgespring.com>**
2. Enter your username in the Username field and your password in the Password field. ***Passwords are case sensitive.**
3. Select **Login**.
4. Once you are logged into KnowledgeSpring, select **Web Time** from the menu options on the left.
5. Select **New Time Sheet** to begin entering time.

Save for Later - You should select this option if entering hours on a daily basis. You should not select Submit and Print until the work week has been fully completed and the time entry submission for the week is ready to be submitted for processing.

Submit and Print – You should select this option if you have completed time entry for the work week. This option will generate the printable/faxable timesheet. Print the timesheet document, obtain the approving signatures, also ensuring that you sign the timesheet, and fax to (877) 337-7286.

Delete – This option can only be used if your timesheet is in a **Not Submitted** or **Submitted** status. You should only use this option if you have created a timesheet in error.

If you have any questions on how to complete a Web Time Sheet, please contact your local branch representative. For technical support and questions regarding your KnowledgeSpring account, please contact our Service Desk at 1-800-793-7657, select option 1 and then option 1 again.