

## Employee Registration

Welcome to the HRO Webstation / [register](#) / [learn more](#)

HRO Webstation log-in

username:

password:

[forgot your login info?](#)

Forms and Docs

[applications](#)

[employee docs](#)

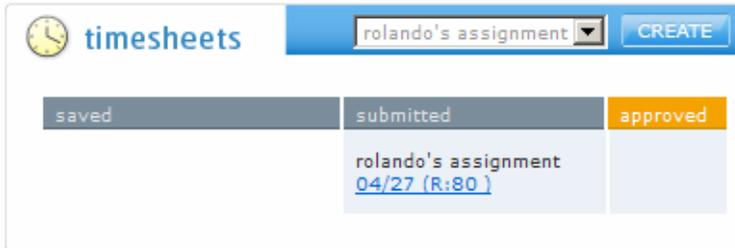
messages | timesheets | expenses | checks | employee info | [preferences](#)

[log-out](#)

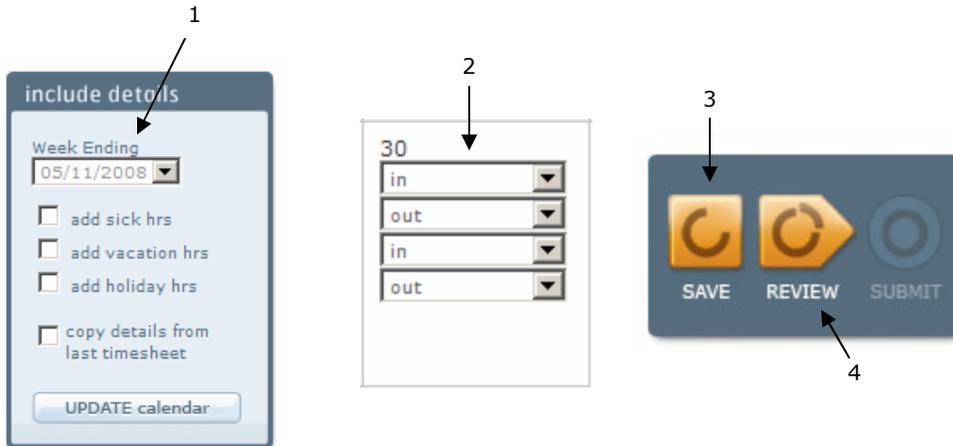
email reminders	yes
Receive e-mail notice upon supervisor timesheet approval	<input checked="" type="checkbox"/>
Receive Webstation messages upon supervisor timesheet approval	<input checked="" type="checkbox"/>
Receive Webstation messages upon supervisor timesheet rejection	<input checked="" type="checkbox"/>

- ❖ Go to: <https://webstation.hroptions.com/login.cfm>
- ❖ Click on register.
- ❖ Click on 'I am an Employee'.
- ❖ Enter the information requested including the HRO ID. This can be found in your email invitation or by calling HR Options at 800-777-8944.
- ❖ Create a username and password between 8 and 12 characters. Alpha-numeric only with at least one number.
- ❖ Click on "preferences" and make sure the option to "Receive e-mail notice upon supervisor timesheet approval" is checked. You will receive an email once your supervisor approves your timesheet.

## To enter your time



- ❖ In the 'timesheets' section on your home page, click on 'create'.



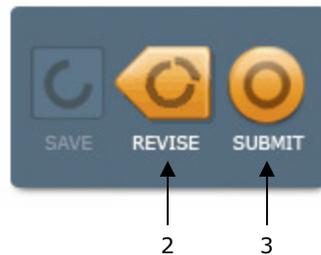
1. Change the week ending date, if applicable.
2. Enter your 'in' and 'out' times. Please use the inner 'out' and 'in' fields to record your meal time.
3. Click 'save' to save your timesheet so you can go back to it later.

- ❖ **Please note that saving a timesheet DOES NOT MEAN SUBMITTING IT. Saving allows you to get back to an open timesheet so you can enter your time each day.**

4. Once you have completed your timesheet, click 'review.'

**Continues on next page...**

## To enter your time (CONTINUED)

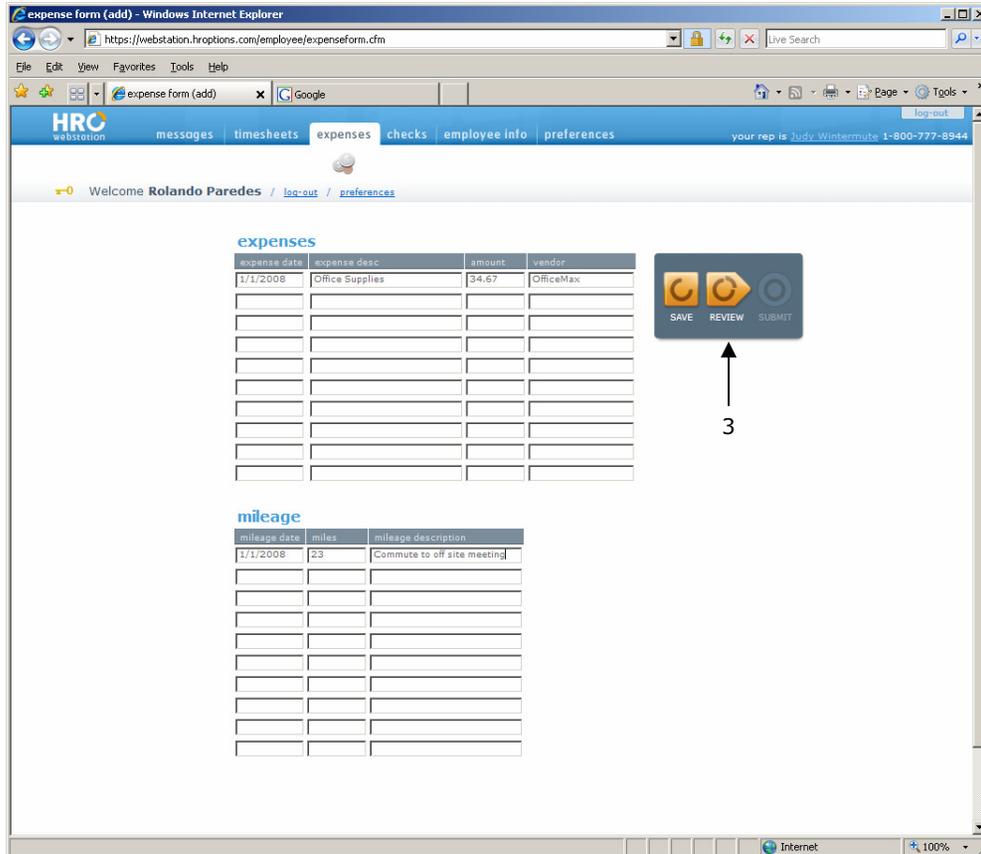


1. Review your timesheet to make sure your hours and totals are correct.
2. Click 'revise' if you need to make changes.
  - ❖ **Clicking on 'revise' simply sends you back to the previous form.**
3. Click 'submit' to release to your supervisor for approval.
  - ❖ **Clicking on 'submit' releases the timesheet to your supervisor for approval.**
  - ❖ **If you realize something is missing or incorrect in your timesheet after you have submitted it, you can ask your supervisor to 'reject' your timesheet. This will 'send' it back to you for changes and resubmission.**

## To enter Expenses



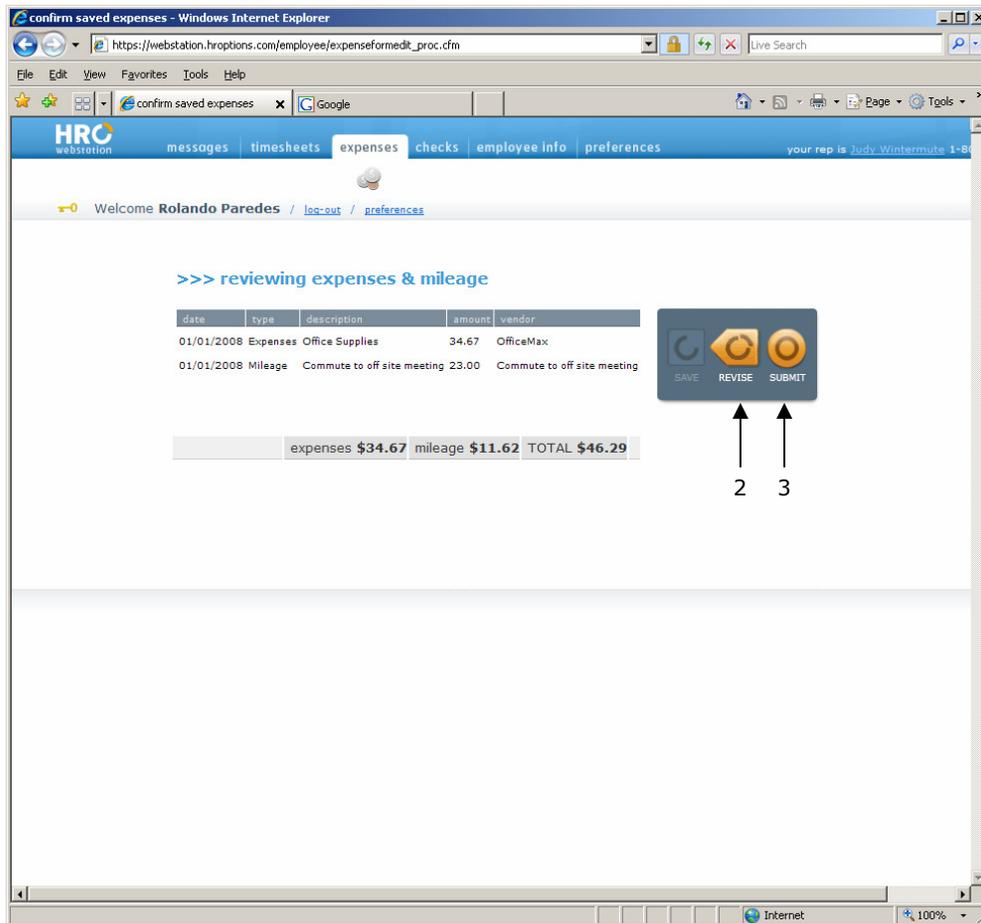
- ❖ In the 'expenses' section on your home page, click on 'create'.



1. Enter expenses
2. Enter mileage (if applicable)
3. Once you are done entering your data, click 'review.'

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## To enter Expenses (CONTINUED)



1. Review your expense report to make sure the information is correct.
2. Click 'revise' if you need to make changes.
  - ❖ **Clicking on 'revise' simply sends you back to the previous form.**
3. Click 'submit' to release to your supervisor for approval.
  - ❖ **Clicking on 'submit' releases the timesheet to your supervisor for approval.**

**NOTE:** Please don't hesitate to call us at **1-800-777-8944** or email us at **service@hroptions.com** with any questions.

## Tips

**include details**

Week Ending  
05/11/2008

add sick hrs

add vacation hrs

add holiday hrs

copy details from last timesheet

UPDATE calendar

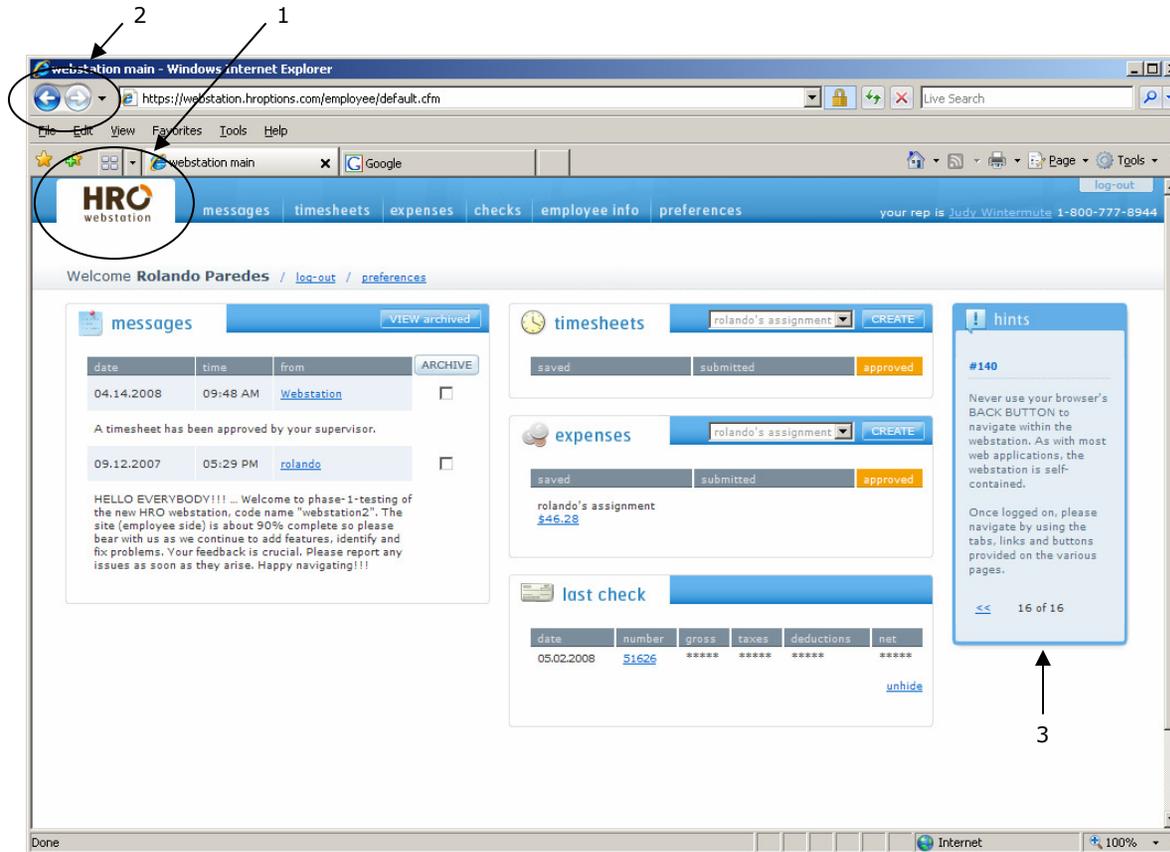
**comments**

### ***Timesheet Tips***

1. To copy a timesheet from the previous pay period, click on 'copy details from last timesheet'
2. Click on the 'UPDATE calendar' button. Adjust times on the timesheet as necessary.
3. To enter comments for your supervisor, type your notes into the 'comments' field.

**NOTE:** Please don't hesitate to call us at **1-800-777-8944** or email us at **service@hroptions.com** with any questions.

## Tips (CONTINUED)



### More Tips

1. Click on the HRO Webstation icon to get back to your home page.
2. Never use your browser's back and forward buttons while logged on to the webstation. Avoid unintentional logouts and other unintended issues by always navigating the site using the buttons and links provided.
3. The hints box on your home page can be very useful. Feel free to browse through the information at your leisure.

**NOTE:** Please don't hesitate to call us at **1-800-777-8944** or email us at **service@hroptions.com** with any questions.