

GETTING STARTED WITH YOUR WEB-TIMESHEET

1 Go to the Multi-Services Website
www.multiservicessolutions.ca

2 Click on
 □ **TIMESHEET**
black bar, top left corner of screen

3 Enter your
**USERNAME
 & PASSWORD**

4 Click on the text that says
Kraft Canada Inc.

NOTE:
 You will now see a
MENU
(left side of screen)

FIRST TIME LOG IN ?
 Go to **Change Password**
 → *set your access password
 to one of your choosing**
 * *Be sure to memorize or write it down !*

5 Click on
Timesheet Current

Click on the
period number (#)
under Pay Period

NOTE:
 The screen will refresh
 & reload at each step;
 a new page will appear

Click
ADD NEW DATE
(grey button)

Select the correct
DATE from the
 drop down menu.

Select the
SERVICE
 from the drop
 down menu

Merch / Reline
 (1) Click the BANNER
 (2) Click the Store from
 the drop down menu
 (3) Click OK

Sales Relief
 (1) Click the Territory #
 being covered from the
 drop down menu
 (2) Click OK

Warehouse
Audit or Pick-Up
 (1) Select the Warehouse
 from the drop down menu
 (use the correct city)
 (2) Click OK

Kraft Office
 or any Admin hours
 (1) Select Kraft Admin
 (2) Select Kraft Offices
 in your city
 (3) Click OK

Search will open a
**POP-UP
 Window**

To select the STORE
 Click on **SEARCH**
(grey button)

cont'd
 next page

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Enter the quantity of **HOURS WORKED** to the nearest 15 minutes **11**

READ ME! Full hour value must be entered in the first box. 15 MIN increments are entered in the second box with the drop down menu.
NOTE THAT: 15 min = ¼ hour, or "0.25"
30 min = ½ hour, "0.50" ♠ 45 min = ¾ hour "0.75"

Enter the quantity of **KM's TRAVELLED** **12**

12 NOTE= If there was no KM travel for the line; you must enter a "0"

Enter **COMMENTS** in the comments box **13**

13 NOTE= Comments are **REQUIRED** for every entry. Detail any problems or changes. If all went as per the work request, enter "NC" for *No Comment*

Click on **ADD** (grey button) **14**

14 NOTE= After "ADD"ing, you should see the new line at the bottom of the timesheet. If it is not there, you will need to re-enter the information by repeating steps 7 to 14

MADE A MISTAKE? You will see an [e] [d] on the the left for "edit" and "delete"
You can "edit" at any time to make corrections to entries.

15 - REPEAT REPEAT THE PROCESS FOR EACH TIMESHEET ENTRY
Your entries are stored on the website, and will not be lost when you log out.

WHEN YOU HAVE EXPENSES

- (1) Click "No" under Exp
 - (2) Click "Add new date"
 - (3) Enter a description
 - (4) and the numeric cost (NO "\$" SYMOBL!)
- *Always enter "1" for Qty*
- (5) Click the "Add" button
 - (6) Scroll down, click on "<Back to Timesheet" text

16 - Final Step! At **PERIOD END*** submit your Timesheet by clicking the **SUBMIT** button

Multi-Services
RETAIL SOLUTIONS

*Refer to your Pay Cycle Calendar for submission dates & deadlines