

Instructions for setting up electronic timesheets

For all employees

1. **Enroll in CheckWriters.** You will receive an email from donotreply@checkwriterspayroll.com. Follow the instructions provided in that email. Note that you will need to initiate your account using your social security number. When asked for your username, please provide your _____@fivecolleges.edu email address. For assistance with this step, view this video: www.checkwriters.com/videos/login.html.
2. **Record your username and password.** Save this information in a secure place, wherever you store your other account credentials.
3. **Bookmark the CheckWriters page.** You'll be going to this page often, so save yourself some time and brain space.
4. **Test your account.** Go to www.checkwriterspayrollhr.com and enter your username (i.e., your email address) and password. Select LOGIN or ESS LOGIN.
5. **Try entering your first timesheet for the current week.** View this video for instructions: www.checkwriters.com/videos/timesheet-total-hours.html. **But DO NOT CLICK SUBMIT FOR APPROVAL!!** It is best to submit timesheets at the end of the pay period.
6. **To view your biweekly pay stub, access the Employee Self Service (ESS) section.** For instructions on how to use the Employee Self Service feature, watch this short video tutorial: www.checkwriters.com/videos/checkview-ess.html.
7. **You may also choose to download the free Checkwriters app:** www.checkwriters.com/app.html. In the App Store select "CheckWriters ESS."

For supervisors (i.e., anyone who approves another employee's timesheet)

1. **Log in to your CheckWriters account using the steps described above.** Go to www.checkwriterspayrollhr.com and enter your username (i.e., your email address) and password. Select COMPANY LOGIN.
2. **Familiarize yourself with the timesheet approval process.** View this video for instructions: www.checkwriters.com/videos/timesheet-managers.html. Review the list of employees assigned to you and verify that it is accurate. **DO NOT APPROVE ANY SUBMITTED TIMESHEETS!!** It is best to approve timesheets at the end of the pay period.
3. **Be sure to always check the time off calendar for time off requests awaiting your review.** Time off requests should be approved (or denied) before timesheets are submitted.