



Online Timesheet Access

Below are instructions to submit your online timesheet. Please read thoroughly.

Step 1: Go to Alliant's Employee Login Page. *Please change your password to something more secure of your choosing when logging in for the first time in the top right hand of the screen by clicking 'Change Password.'*

*Your Username and Password info should have been emailed to you. Contact your Alliant Primary Contact if there is any question.

Step 2: Click 'Profile' and you will see the option to click 'New Timesheet' on the right side. Select 'Regular' unless required otherwise for your assignment. Click that and a window will pop up allowing you to fill in the hours for the week.

- Please fill out hours for each day worked, not just a cumulative figure for the week.
- If you are working for two different clients, complete **two separate timesheets** for each assignment in your assignment drop down list.

Step 3: You can 'Save' to save data and come back later, or when you are done click 'Submit' and you are done. ****You must click 'Submit', or your hours cannot be viewed and processed from our end.**

***POP UP BLOCKER-** If you have trouble getting the timesheet to open, you may have a pop-up blocker on your browser. You would want to make that site 'Always allow popups from this site.'

Please submit your hours each week you work by 10 PM each Sunday to ensure your payroll is run for that week. If you do not have internet access or have an out of the ordinary situation, just let us know so we can assist you.

Please contact your Primary Contact if any questions come up at **712-794-7939**.

We are glad to help!