

Web Portal Employee Directions

IQ Resource Group, Inc.

Welcome to IQ Resource Group Employee Web Portal.

Employee Web Portal Login

- Go to <http://iqresourcegroup.com/employee/> and select the “Online Timekeeping” link
- Enter User name and password given to you
- If you were not issued a user name and password, select “Create Account”

Online Timesheet Entry

- Once logged in, from the Timesheet menu choose “Enter Time”.
- Click on the appropriate assignment to open the timesheet.
- Enter the In/Out times for the day including meal period/unpaid time. e.g. In 8:00, Out 12:00, In 1:00, Out 5:00. If there is no break, enter out time in “out” column right next to “in” column. **Do not skip columns.**
- If there are additional expenses that need to be added to a date, click on the “More Button”. Click on “Select” and choose the appropriate expense item and then complete the time necessary or the flat amount that needs to be entered. If there are supporting documents that need to be added, click on the “Paperclip” and attach the necessary documents. All documents need to be in a PDF format. Click on the “Up Folder” to save the supporting document.
- CLICK “**SUBMIT TIMESHEET**” ONCE AT END OF WEEK, WHEN DONE.

Policy information

*Hours need to be submitted no later than Monday at 12:00pm for hours worked the previous week.
To report a problem entering your hours please call (920) 738-0020.*

Reporting Options

Payroll Check History

To view and/or print any paycheck stub:

- Click on “View your Payroll Checks history”
- Click “PDF” following any payroll check you would like to view or print (requires Adobe 10.x to open PDF)

Timesheet Report

To view and/or print

Tips

- Internet Explorer is the recommended browser for entering time.
- Use the **Navigation Menu** along the top of the page to navigate through the site.
DO NOT USE THE BROWSER BACK BUTTON.
- Use the “**LOGOUT**” link at the top of the page.
- All time should be entered on a daily basis for each day worked and **ONLY** select **Submit** once at the END of EACH WEEK.

If you have any questions or concerns, please don’t hesitate to call us at 1-920-738-0020.