

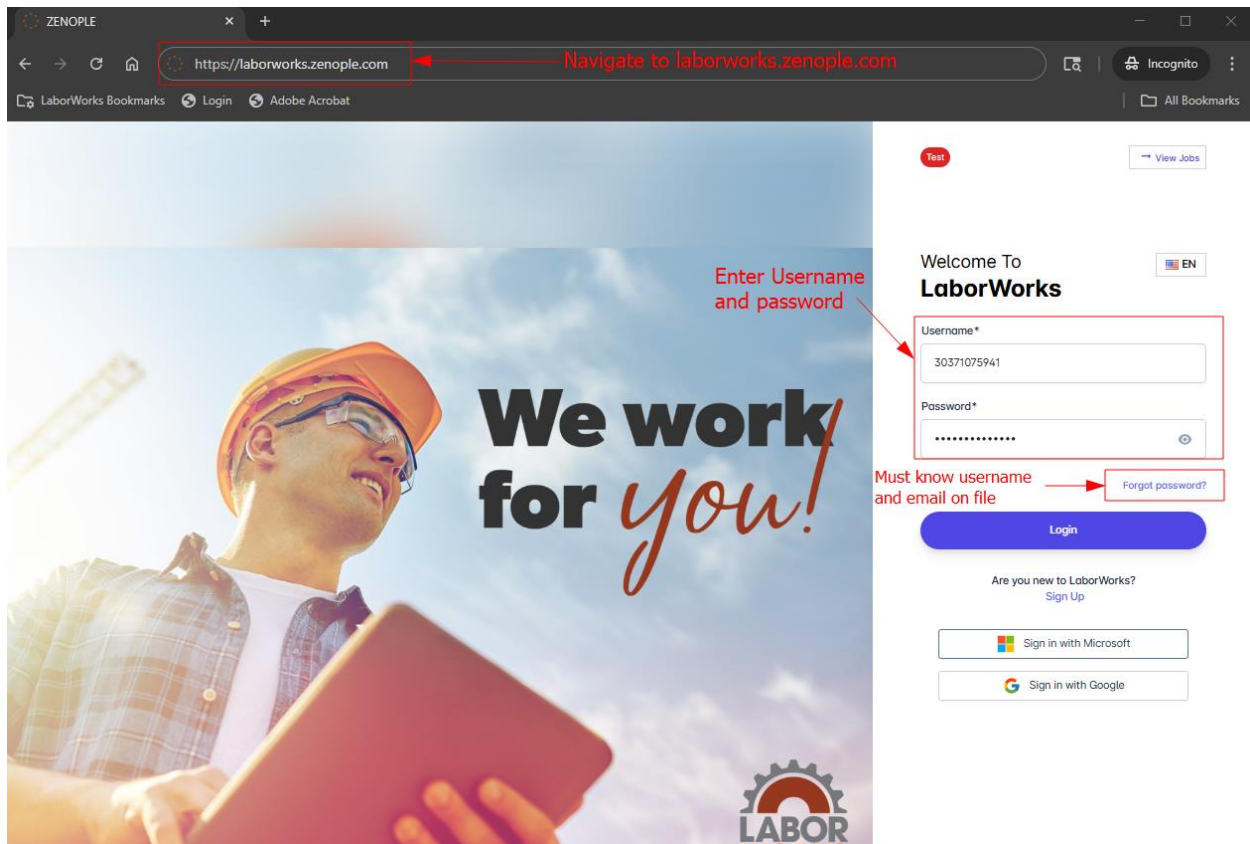


## Welcome to Electronic Time and Attendance!

We're excited to introduce you to our streamlined electronic timekeeping system. This guide will make managing and approving employee time straightforward and efficient.

### Logging Into the Customer Portal

- Navigate to [laborworks.zenople.com](https://laborworks.zenople.com).
- Log in with your provided username and password.
- Forgot your password? Click the "Forgot Password" link if you have your username and email registered. Need help? Contact your local LaborWorks branch for assistance.



### Accessing Timesheets

- Once logged in, select **Timesheet** from the main menu.
- Your current week's data appears by default.

- Multiple job positions? Use the dropdown menu to toggle between them.

💡 **Tip:** Easily review previous weeks by selecting the desired date week.

The screenshot shows the ZENOPLE by Alore interface. On the left is a dark sidebar with navigation options: Jobs, Time Clock, Timesheet (highlighted with a red box), Task, and Invoice History. The main area displays a table of timesheet entries. At the top of the table, there are two filter dropdowns: 'Accounting Period: 07/06/20...' and 'Job Position: General Labor'. Red arrows point to these filters with the text 'Defaults to Current Week' and 'If you have multiple Job Positions you can change it here'. The table has columns for Status, Employee, Job Title, Department, Worksite, Work Date, Shift, and Appro. The data rows show entries for 'General Labor' at 'Corporate' in 'Commerce City CO' for dates 07/08/2025, 07/09/2025, 07/10/2025, 07/11/2025, and 07/12/2025, all with a shift of '4:00PM - 6:00PM' and a status of 'new'.

## Using Filters to Navigate Data

Your weekly overview can be extensive, but filters simplify the view:

- **Work Date:** View assignments for specific days.
- **Employee:** Quickly find all entries related to a single employee.
- **Worksite:** Narrow down data to particular locations.
- **Status:** Track timesheet status at various stages.

💡 **Tip:** Apply multiple filters at once to find exactly what you're looking for faster.

Accounting Period: 07/06/20... | Job Position: General Labor

Status	Employee	Job Title	Department	Worksite	Work Date	Shift	Apprc	Code	Pay Unit
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	RT	0.00
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	OT	0.00
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	RT	0.00
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	OT	0.00
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	RT	0.00
New	[Redacted]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM   new	>	OT	0.00

## Understanding Status Definitions

Status	Description
New	No time entered yet; assignments awaiting time entry.
Pending	Employee-entered time awaiting submission. Approval still possible.
Pending Approval	Submitted for approval; editable only by approvers.
Approved & Submitted	Time approved and submitted for payroll processing; edits still allowed.
Completed	Payroll completed; no further edits permitted.

## Editing Time Entries

- To edit straight time or punch data, click the **pencil icon** in the top-right.
- If you can't find the pencil, click the **star icon** to open the action menu, then select and star the **edit option** to keep it handy.
- Once in Edit Mode, expand **RT Hours** next to the desired employee.
- Enter or adjust hours directly in the **Pay Unit** field.
- Changes save automatically; status updates to **Pending Approval** immediately.

Accounting Period: 07/06/20... x Job Position: General Labor x

Click Pencil Icon to Edit

Status	Employee	Job Title	Department	Worksite	Work Date	Shift
New	[Employee ID]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM
New	[Employee ID]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM
New	[Employee ID]	General Labor	Corporate	Commerce City CO	07/08/2025	4:00PM - 6:00PM

To add to the task bar, click the star, then click the star next to Edit

- Add Code
- Approve
- Delete Code
- Edit
- Export
- Refresh
- Reject

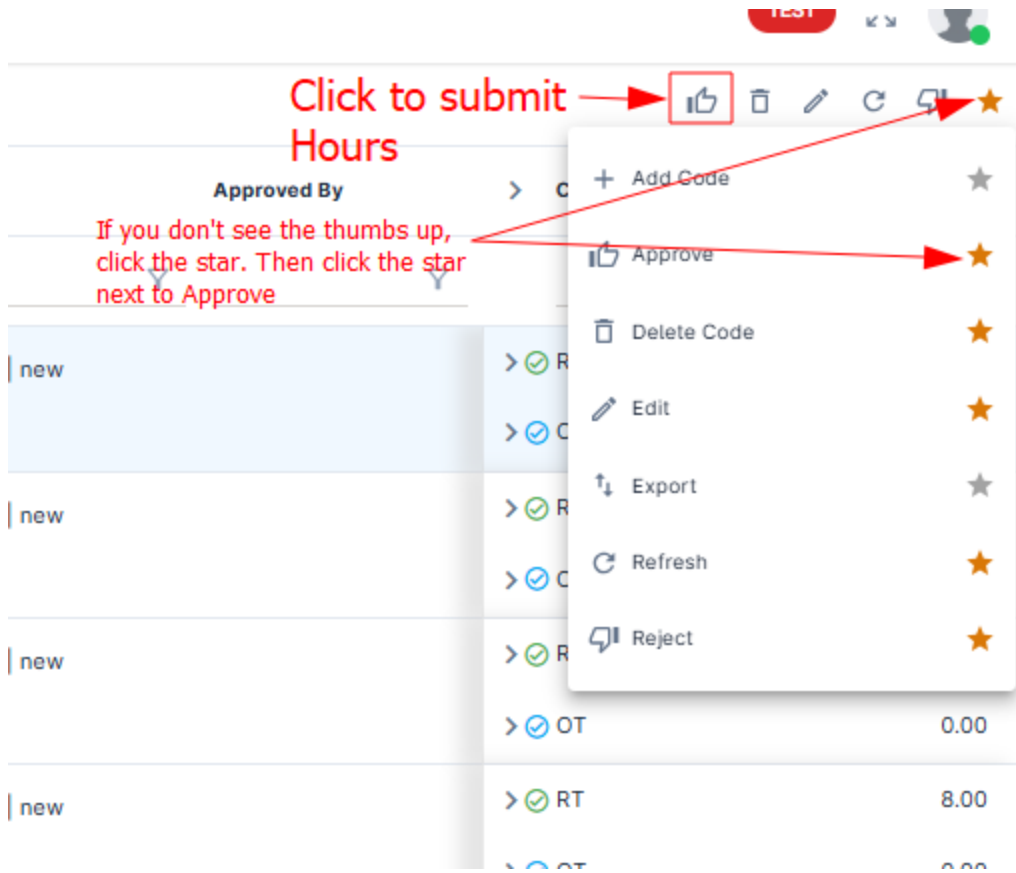
**Tip:** Use the **note icon** to communicate important details to employees and LaborWorks—such as future assignment requests.

Status	Employee	Job Title	Department	Worksite
PendingForApproval	[Employee ID]	General Labor	Corporate	Commerce City

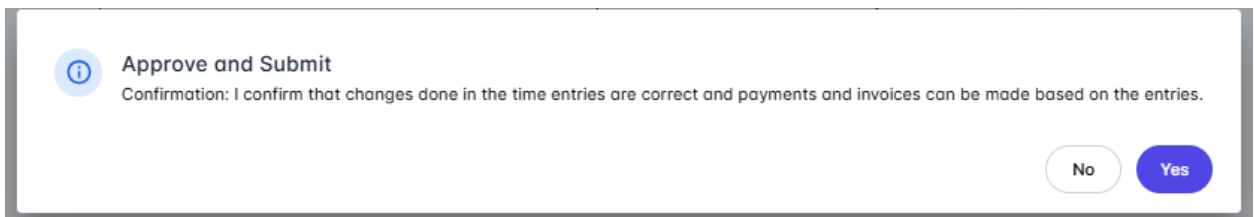
Click to add a note for the employee and LaborWorks

### Approving and Submitting Time






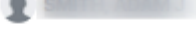


- After reviewing and editing, click the **thumbs-up icon** in the top-right corner.
- If not visible, use the **star icon** to locate and highlight the thumbs-up option.
- A new screen will display all pending entries; select the times you'd like to approve.
- Click **Approve and Submit** in the top-right corner.



- Confirm your selection by clicking **Yes**, or click **No** to make further changes.



- Once confirmed, the status updates to **Approved and Submitted**.

Accounting Period: 07/06/202... X ▾		Job Position: General Labor X ▾	
Status	Employee	Job Title	
⋮  ApprovedAndSubmitted		General Labor	
⋮  ApprovedAndSubmitted		General Labor	
⋮  ApprovedAndSubmitted		General Labor	
⋮  ApprovedAndSubmitted		General Labor	

**Thank you for using our electronic time and attendance system. We're here to help ensure a smooth experience!**