

TeamPersona

Online Tools Guide for Candidates



Congratulations! You now have access to the TeamPersona Career Center!

1. Go to <http://www.teampersona.com/>
2. View the “Career Center” on the left side of the Home Page

In the Career Center you may:

- View and Apply for Jobs
- Update your Contact Information and Resume
- Obtain Employment Documents & Benefits Information
- Enter Your Timesheet Online

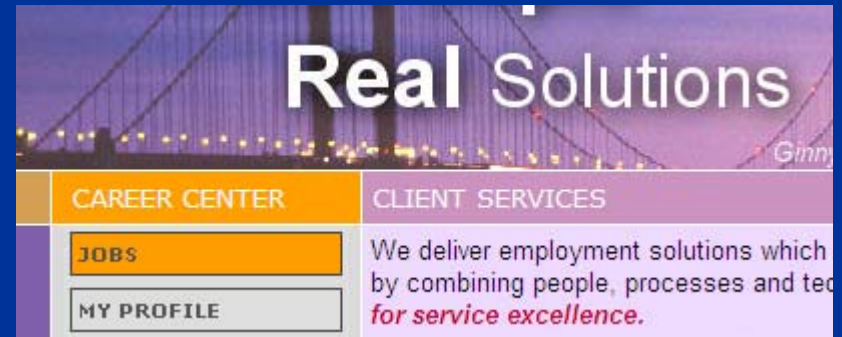
The screenshot shows the TeamPersona website's Career Center section. At the top left is the logo "TEAM PERSONA Staffing Solutions". To the right are navigation links for "Home" and "News". Below the logo is a banner with the text "TEAMPERSONA IS A NATIONAL S". The main heading reads "Real People Real Solutions" over a background image of a bridge. Below this, there are two main columns. The left column is titled "CAREER CENTER" and contains a vertical list of buttons: "JOBS", "MY PROFILE", "EMPLOYEE CENTER", "BENEFITS", "TESTIMONIALS", "FAQ", and "ONLINE TIMEKEEPING". The right column is titled "CLIENT SERVICES" and contains text: "We deliver employment solutions which by combining people, processes and technology for service excellence." followed by "TEMPORARY • TEMP-TO-HIRE • DIRECT". Below this is a section titled "Learn more about our specialty divisions" with a list: "INFORMATION TECHNOLOGY STAFFING", "ADMINISTRATIVE STAFFING (Office)", "PROFESSIONAL STAFFING (Marketing)", and "CONSTRUCTION & ENGINEERING". At the bottom of the right column is a section titled "See what we do for these industries" with a list: "UTILITY" and "HEALTHCARE (HIPAA)".



1. Under Career Center, click JOBS
2. Search all jobs listed, or:
 - a) Select a specific State to search Jobs only in that state
 - b) Enter “Keywords” to search for a specific Job Title or Skill Required

For Example:

- “Project Manager”
- Receptionist
- Accountant
- “Unix Administrator”



Staffing Solutions Home News About Us Site Map Contact Us

CAREER CENTER You are here > Home > Job Search

Jobs

State:

Keywords:

Your search returned 9 results.

Date	Title	Location	Job ID
10-29-2008	35305 - Help Desk Support (2) - San Antonio	San Antonio, TX	5459
10-29-2008	Administrative Assistant	San Francisco, CA	5458
10-28-2008	Conference Center Coordinator - Columbus, OH	Columbus, OH	5456
10-28-2008	Receptionist/Front Desk Security - Columbus, OH	Columbus, OH	5455
10-28-2008	35267 - Accounting/Business Analysis (2) - Chicago, IL	Chicago, IL	5453

Internet

1. To View a Job, click on the Job Title
2. To Apply for the Job, enter your email address and click "Apply" at the bottom of the screen
3. If you have already received your TeamPersona online access information from a TeamPersona representative, your resume will be submitted to the Recruiter immediately
4. If you do not have a TeamPersona Candidate Profile, you will be asked to create a profile
5. Enter your name and other information in the required fields
6. You may either Upload a Microsoft Word resume, or copy and paste your resume
7. Click Apply

State: CA

Date	Title	Location	Job ID
10-29-2008	Administrative Assistant	San Francisco, CA	5458
08-20-2008	6136 - Sr.Paralegal-Patent - Foster City, CA	Foster City, CA	5214

Jobs

Date Posted: October 29, 2008
Administrative Assistant
 San Francisco, CA

[Back to Job Board](#) [Email to Friend](#)

Job Description

Job ID: 5458

Job Title: Administrative Assistant

Job Length: 3 months

Location: San Francisco

Position Type: Contract-W2

To Apply:

Please enter your email address below and the system will check for an existing user profile.

User Profile

First Name*

Last Name*

Address*

Address 2

City/Town*

State / Province*

Zip / Postal Code*

Email Address*

Telephone*

Cell Phone

Upload Resume* C:\Documents and Setting\

To upload your resume (Microsoft Word ".doc" files), click "Browse" and select the file you wish you upload -- Or Copy and Paste your resume in the space below.

* Required Fields

Jobs

Thank you for your submission!

Click [here](#) to return to the job board.

1. Under CAREER CENTER, click MY PROFILE
2. Log into My Profile
 - a) If you have an existing TeamPersona Candidate Profile, enter your Email Address and Password (your TeamPersona representative can provide this to you)
 - a) If you are a New Candidate, create your profile by entering your Email Address
 - a) Click Submit

A screenshot of the 'My Profile' update form on the Real Solutions website. The form is titled 'My Profile' in red. It is divided into two sections: 'Existing Candidate' and 'New Candidate'. The 'Existing Candidate' section has a heading 'Existing Candidate:' and a sub-heading 'To retrieve your profile information please input your information below:'. It contains three input fields: 'Email:' with the value 'sfbeth33@gmail.com', 'Password:', and 'Forgot your password?'. The 'New Candidate' section has a heading 'New Candidate:' and a sub-heading 'To create your profile please input your information below:'. It contains one input field for 'Email:'. At the bottom of the form is a 'Submit' button.

1. Update your profile:

- Address
- Email
- Phone Number
- Resume

2. Click Submit

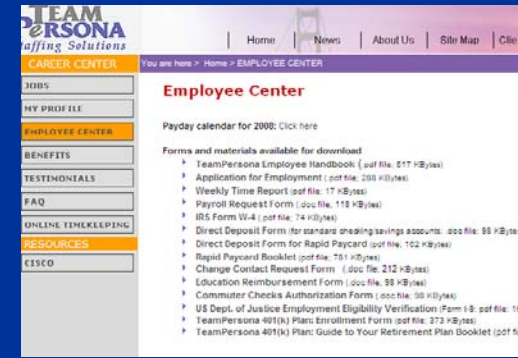
Upload Resume:

To upload your resume (Microsoft Word '.doc' files), click "Browse" and select the file you wish you upload. Or Copy and Paste your resume in the space below.

First Name*	<input type="text" value="Job"/>
Last Name*	<input type="text" value="Seeker"/>
Address*	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>
City/Town*	<input type="text" value="Anywhere"/>
State / Province*	<input type="text" value="US"/>
Zip / Postal Code*	<input type="text" value="12345"/>
Email Address*	<input type="text" value="sfbeth33@gmail.com"/>
Telephone*	<input type="text" value="415.982.3400"/>
Cell Phone	<input type="text"/>

* Required Fields

1. Under CAREER CENTER, click on EMPLOYEE CENTER
2. View and/or Download Employment Documents
 - Employee Handbook
 - Payday Calendar
 - Application for Employment
 - Etc...



1. Under CAREER CENTER, click on BENEFITS
2. View Benefits Information



Employee Benefits

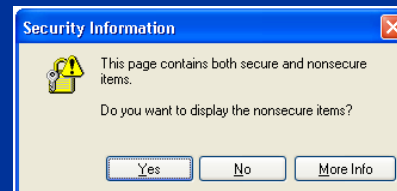
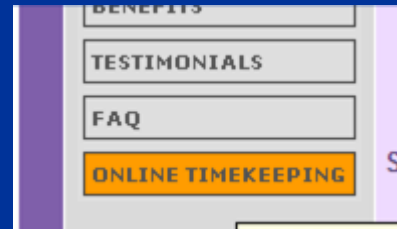
TeamPersona understands that our employees are our greatest asset. We are committed to providing you with the most comprehensive benefits * possible .

TeamPersona Benefits Snapshot

Benefit	Overview
Medical, Dental, Life, Vision & Disability	Individual health plans
Retirement Plan	ADP's 401(k) 14 funds to choose from; Both pre-tax and after-tax options
Service Bonus	Compensation award for years of service
Education	Up to \$500 annually
Commuter Checks	Pre-tax payroll deductions up to \$110 per month
BeyondWork.com	Discounts on entertainment, shopping, travel and more!
Direct Deposit	Available after one full pay cycle

Medical, Dental, Life, Vision and Disability Insurance

1. Under CAREER CENTER, click on ONLINE TIMEKEEPING
2. Login to the Online Timekeeping page using the access information provided by TeamPersona.
 - Enter Username
 - Enter Password
 - Click Login
3. When asked “Do you want to display the nonsecure items?” click “Yes”



1. From the Online Timekeeping Home Page, click TIME CARDS
2. The Timesheet for the current week ending displays. To enter your hours for the day and/or week, click Enter Time



The screenshot shows the 'Timecards' section of the website. It includes a table with columns for Hours, Status, Placement, Title, Company, Pay Rate, Start Date, and End Date. The current row shows 0.00 hours for a Recruiter at TeamPersona. There is an 'Enter Time' button and a 'Get Timecards' button.

Hours	Status	Placement	Title	Company	Pay Rate	Start Date	End Date
0.00		1137	Recruiter	TeamPersona	\$20.00	08/31/2008	12/31/2008

Timecards: 10/27/2008 - 11/02/2008

Pay Period Ending: 11/02/2008

Enter Time

Get Timecards

Small text at the bottom: BHAS: websenver0081:BULLHORN_LG451:BULLHORN273: 266

- In the appropriate Pay Period fields do the following:
 - In the daily fields, enter the total number of hours you worked each day
 - Select "Save Draft" each day until you are ready to submit your time for approval

Times And Expenses: Placement #1137 Job Seeker @ TeamPersona

Time Card

Pay Period: 10/27/2008 - 11/02/2008 [Print](#)

Status: Draft

	10/27/08 (Mon)	10/28/08 (Tue)	10/29/08 (Wed)	10/30/08 (Thu)	10/31/08 (Fri)	11/01/08 (Sat)	11/02/08 (Sun)	Total
Hours Worked	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="7.50"/>	<input type="text" value="9"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40.5"/>
Show Comments								
Timecard Comments:	<input type="text"/>							Total: 40.5

[Save Draft](#) [Submit for Approval](#)

Notes:

- Your timecard remains editable until it is approved by your manager
- Use "Save Draft" to indicate that your timecard is not ready for approval

Time Cards | Logout

Timecards: 10/27/2008 - 11/02/2008

Pay Period Ending: 11/02/2008 [Get Timecards](#)

Hours	Status	Placement	Title	Company	Pay Rate	Start Date	End Date
40.50	Submitted	1137	Recruiter	TeamPersona	\$20.00	08/31/2008	12/31/2008

BHAS: webserver001 BULLHORN_LG431 BULLHORN273 219

Online Timekeeping



1. Review your timecard for accuracy
2. When all hours for the week are entered, Print your timesheet
3. Click Print

Times And Expenses: Placement #1137 Job Seeker @ TeamPersona

Time Card

Pay Period: 10/27/2008 - 11/02/2008

Status: Draft

10/27/08 (Mon)	10/28/08 (Tue)	10/29/08 (Wed)	10/30/08 (Thu)	10/31/08 (Fri)	11/01/08 (Sat)	11/02/08 (Sun)	Total
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4. Obtain your supervisor's signature approving your hours
5. Fax the Timesheet to Payroll at 866-881-3737

Candidate Information:
Job Seeker
123 Main Street
Anywhere, US 12345

Client Information:
TeamPersona
225 Montgomery Street Suite 950
San Francisco, CA 94104

Contact Information:
Beth Hill
564 Market Street Suite 510
San Francisco, CA 94104

Type	Mon 10/27/2008	Tue 10/28/2008	Wed 10/29/2008	Thu 10/30/2008	Fri 10/31/2008	Sat 11/01/2008	Sun 11/02/2008	Total
Time								
Regular	8.00	8.00	7.50	8.00	8.00	0.00	0.00	39.50
Overtime	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Double Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lunch Penalty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	7.50	9.00	8.00	0.00	0.00	40.50
Expense								
Billable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Billable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Signature
Before signing below, please make sure that all hours and totals are correct. I certify that the hours shown are correct.

Supervisor's Signature
By signing below, I certify that I understand and agree to the terms of this document and that I am authorized to sign on the company's behalf. I will be billed for the hours listed above. I certify that the hours shown are correct and authorize payment.



Online Timekeeping

View your timecards for the past 14 weeks by clicking the Pay Period drop-down.

Time Cards | Logout

Timecards: 10/27/2008 - 11/02/2008 Pay Period Ending: 11/02/2008

Hours	Status	Placement	Title	Company	Pay Rate	Start D	End D
<input type="button" value="Enter Time"/>	40.50	Submitted	1137	Recruiter	TeamPersona	\$20.00	08/31/2

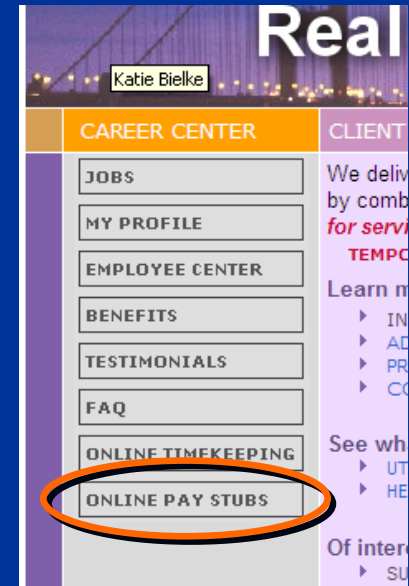
BHAS: websen0081BULLHORN_LG431BULLHORN273: 219

- 10/27/2008 - 11/02/2008
- 10/20/2008 - 10/26/2008
- 10/13/2008 - 10/19/2008
- 10/06/2008 - 10/12/2008
- 09/29/2008 - 10/05/2008
- 09/22/2008 - 09/28/2008
- 09/15/2008 - 09/21/2008
- 09/08/2008 - 09/14/2008
- 09/01/2008 - 09/07/2008



Online Pay Stubs:

- Go to: www.teampersona.com
- At the homepage click the “Online Pay Stubs” button on the left hand side of your screen.
- You will be taken to the below log in screen on PayChex eServices:
- Enter TeamPersona’s Company ID (0400 7639), your User Name, and Password.



Paychex
eServices


Please enter your company ID, username and password to log in.

Company ID:

Username:

Password:

SECURE LOGIN




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Online Pay Stubs:

- If logging in for the first time, you will be prompted to change your temporary password into something specific to you.



Change Your Password

Note: For increased security, you are required to change your password. Please re-enter your current password and select a new password below.

*Please Note: To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *.*

Click [here](#) to view additional password requirements.

Username:

Current Password:

New Password:

Confirm New Password:

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Online Pay Stubs:

- After a successful log-in you will be taken to your home page where you can view pay stubs and access other features.

0400-7639-2009 / Employee Access Online by Paychex - Windows Internet Explorer

https://eservices.paychex.com/secure/index.aspx

File Edit View Favorites Tools Help

Logged in as JENNIFER PRYOR (0400-7639)

PERSONA COMPUTING INC

August 25, 2009

HELP | LOGOUT

employee

Payroll

- Check History
- Calculators
- Print Tax Forms
- Blank Forms

Preferences

- E-Mail Address
- E-Mail Preferences

Security

- Change Password

Check History

Year: 2009

Check Date	Check #	Batch #
08/25/2009	DIRDEP	1
08/10/2009	DIRDEP	1
07/24/2009	DIRDEP	1
07/10/2009	DIRDEP	1

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If you have any additional questions please contact:
TeamPersona Human Resources
866-982-8367 or hr@teampersona.com