

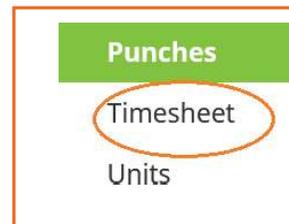
TIME KEEPING SYSTEM

TO ACCESS THE ELECTRONIC SYSTEM:

1. Go to <https://www.timestar.insperity.com/bsv>
2. Your username is your first initial and your last name (If your name is John Doe, your username is **jdoe**)
3. Your temporary password is your first initial and your last name

INSTRUCTIONS TO ENTER YOUR HOURS:

1. Select Daily Procedures and then Data Entry
2. Select Timesheet



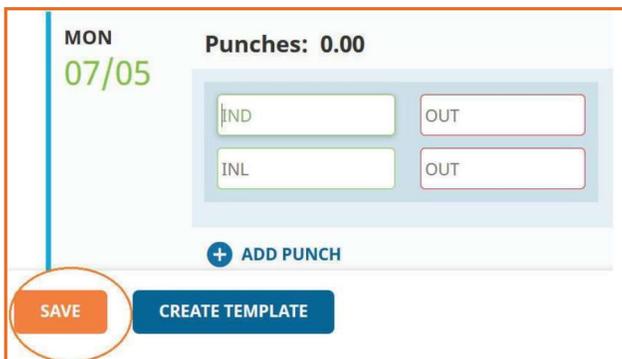
3. IMPORTANT: Select the corresponding work period dates and then enter hours.

InD Box – The time you arrive to work – Format 09:00AM

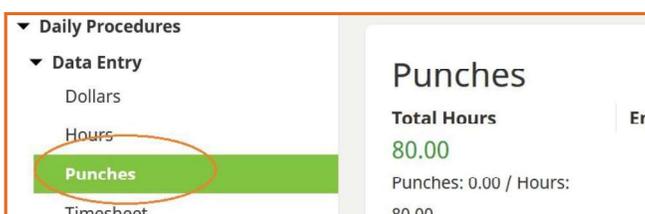
Out Box – The time you leave for lunch – Format 12:00PM

InL Box – The time you come back from lunch – Format 12:30PM

Out Box – The time you leave for the day – Format 05:00PM



4. **Select the Save button after you've entered your hours.** To close the screen, select the x on the Insuperity tab.
5. To review the hours you entered, select Daily Procedures, Data Entry, and Punches



Once you input your hours, your supervisor will log in and approve your hours.

To download PDF copy of your time sheet

1. Select Reports and then Generate Reports



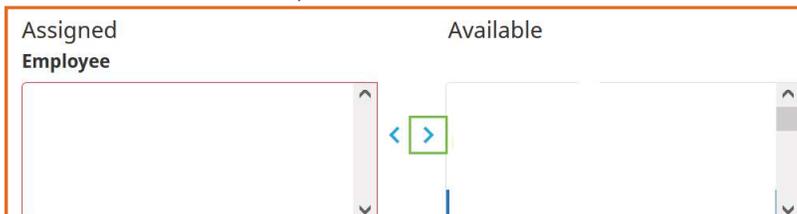
2. Select Timesheet - Timecard 2 from the drop-down menu



2. Select the corresponding dates from the Date Range section



3. Then select your name and then the Add arrows button



4. Select the Generate button



MISSING PUNCHES

If "Missing punch" appears after entering your hours, it usually means duplicate hours/entries are in the system, and one has to be deleted. To delete the duplicate entry, select Daily Procedures, Data Entry, Punches, please select the garbage can icon next to the duplicate entry Missing Punch in **BLUE**. When you attempt to delete one of the duplicates, a "You are about to Permanently Delete these hours" message will appear. Select **OK**.

If you have any questions, or need assistance, please contact the payroll department at payroll@beattys2.com

Thank you,
Beatty's Services