Entering Timesheets into Akken

- Go to https://login1.akken.com/ and login with credentials supplied.
- Once logged in select "My Profile" and then "Timesheets"



• Select from the New Timesheet drop down box, located on the right hand side, time in & time out.

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Contact Information	Time S	Sheets			Following are the	e TimeSheets from 02/2	2/2015	то 02/28/201	5 🐊 view
Personal Information	💆 Time	Sheets				🛸 New Timesheet 🖬	🗸 🗸 Approv	ed Timesheets	X Delete
Dependents		Start Date	End Date	In & Out	Total Hours	Regular			
Status						Time In & Time Out	~		
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Tax Deductions									
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• Enter in the time in and time out. ***Make sure the date range is correct in top right hand corner. ***

https://appserver4.akken.com/?module=MyProfile - TimeInTimeOut - Internet Explorer												
С	reate Timesheet			Create a Tin	ne Sheet From	03/22/2015	📺 то 03/2	28/2015	view	^		
	Create Timesheet		5	Add Row	X Delete Ro	w 🤻 Save	e 💴 Sub	mit 🕔Ca	ncel			
	Date	Assignments		Time In	Time Out	Lunch/Break	Time In	Time Out	Regu			
									Hour			
	03/16/2015 Monday 🗸 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
	Click to Add Task Details											
	03/17/2015 Tuesday 🗸 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
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	03/18/2015 Wednesday 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
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	03/19/2015 Thursday 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
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	03/20/2015 Friday 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
	Click to Add Task Details											
	03/21/2015 Saturday 🗸	(ASGN100127) (03/16/2015 - No End Date) 3	- Chen Medical - Network Sec 🗸	HH:MM AM	HH:MM AM		HH:MM AM	HH:MM AM				
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• Once done, select submit towards the bottom right of the page.