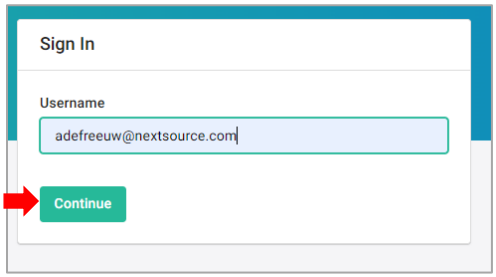
QUICK REFERENCE GUIDE:

Submitting Timesheets

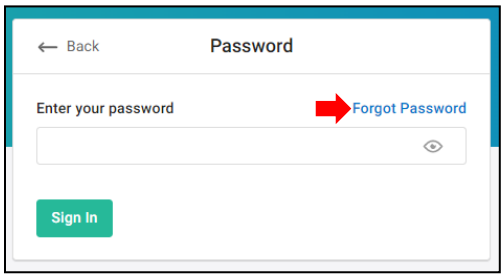
VNDLY Log in

Log into VNDLY: You will receive an Email for access into VNDLY. To reset your password, enter your username and click continue.

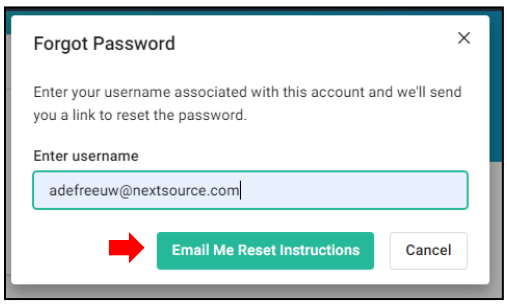
(For optimal performance, Chrome is recommended.)



Click on Forgot Password.

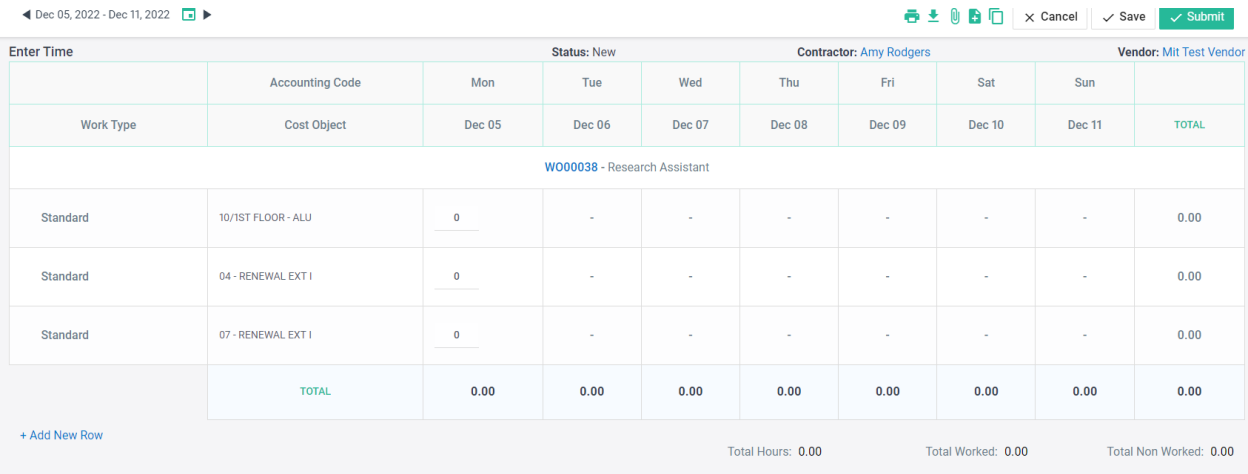


Enter in your username, then click Email Me Reset Instructions. This will prompt an email to be sent to your registered email address with a link to reset your password. Password resets can be completed at any time. Should you not receive the email immediately, be sure to check your junk or spam folder. This email comes directly from a noreply@vndly email address.

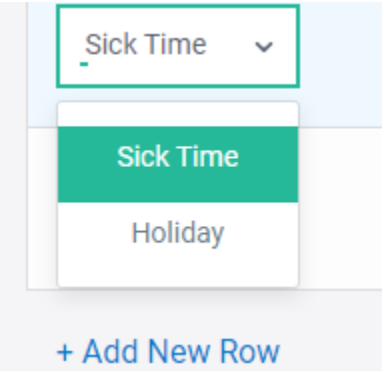


Submitting a Timesheet

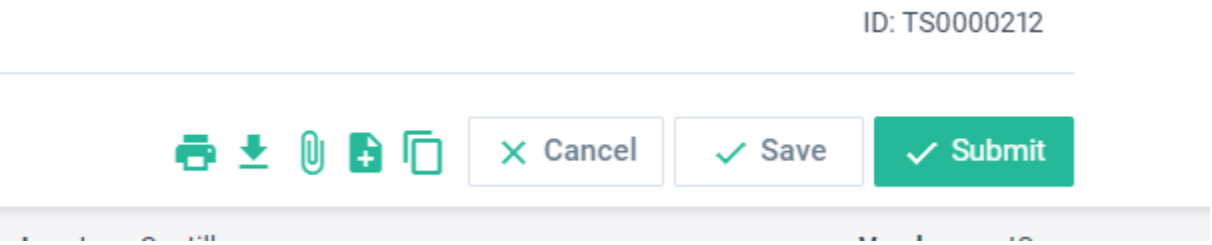
Once logged into VNDLY the associate will see their current time sheet. This will include multiple codes.



+ Add New Row button to the bottom left of the displayed timecard, this will allow selection of non-working hours. A sick or holiday row will then be added into the timecard.



After completing the entries, you may select “Save,” in order to save the current information on the timecard, or “Submit,” to close out the timecard and submit for approval.



Due to limitations, we are unable to automatically allocate cost objects for hours or assignments. It is the Associate's responsibility to put their hours under the appropriate cost objects. When the Associate is entering their timesheets, there will be a row with their new cost objects for them to choose on their timesheets.

- For each cost object/charge number allocation, please allocate the hours to the correct code row on the timesheet.
- If you are instructed to allocate a % of your hours across multiple charge #/cost objects, please calculate the cost object allocation and then connect with your manager to confirm calculations.