

TIME ENTRY

Instructions

Below are detailed instructions on how to enter your time in our portal.
Time is due by 12:00 PM EVERY Monday and payday is every FRIDAY.

Step 1:
Click on the link below to get started and enter your email address for username.
<http://tpistaffing.myavionte.com/staff>
Click ForgotPassword to get logged in.

Step 2:
Check your email for a temporary password, and create a new password to log in.

Step 4:
Select the correct week ending. A timesheet table will be available to enter the hours worked.

Step 3:
Once you enter your log in info, click on the Timesheet tab, click on View timesheet.

Step 5:
Enter your time for each day you worked. Make sure you are entering AM or PM correctly. System will default as PM.

Step 6:
*Click "Save and Submit Timesheet" button sends your timecard information to your supervisor for approval.

Select timesheets and view timesheet



myDashboard

Timesheets

Profile

Pay History

View Timesheet

Make sure to select the correct week ending:

Week Ending **Jul 02 2023** [Notes](#)

A timesheet table will be available to enter the hours worked.

Monday Jun 19 2023	Tuesday Jun 20 2023	Wednesday Jun 21 2023	Thursday Jun 22 2023	Friday Jun 23 2023	Saturday Jun 24 2023	Sunday Jun 25 2023
Mon In	Tue In	Wed In	Thu In	Fri In	Sat In	Sun In
Break Start	Break Start	Break Start	Break Start	Break Start	Break Start	Break Start
Break End	Break End	Break End	Break End	Break End	Break End	Break End
Mon Out	Tue Out	Wed Out	Thu Out	Fri Out	Sat Out	Sun Out

Regular Hours

0.00

[Save Timesheet](#)

[Save & Submit Timesheet](#)

[Submit Zero Hours](#)

Enter your time for each day

Monday Jun 26 2023 [Clear](#)

Mon In	7:30 AM
Break Start	12:00 PM
Break End	1:00 PM
Break Break	
Mon Out	5:00 PM

8.5 Regular

Tuesday Jun 27 2023 [Clear](#)

Tue In	7:00 AM
Break Start	12:00 PM
Break End	1:00 PM
Break Break	
Tue Out	5:00 PM

9 Regular

[Save Timesheet](#)

[Save & Submit Timesheet](#)

[Submit Zero Hours](#)