



## Web Based Timesheet Enrollment Instructions

Orion ISO, Inc. is pleased to offer the convenience of allowing employees to fill out and submit their timesheets through Orion's online time reporting system. This portal will allow you, the Employer, to approve or deny all your employees timesheets. If you use this application, no paper timesheets are needed for payment.

**Note: if you choose this method of submitting timesheets, all of your employees must use this method.**

To enroll in our time reporting system you, the Employer, will need to provide Orion ISO with your email address. The email address you provide will be the address that is used by the time system to alert you when you have a timesheet to approve for payment.

When Orion ISO receives your request to enroll in the Time Reporting system, an email will be sent to you, using the Employer email address you have provided. Included in this email will be your employer and your employee login credentials as well as detailed User and Approval instructions.

You and your employees will need to have access to the internet and have established email accounts. The employer email address must be different from any of the employee addresses. If you are both the Employer and Employee, you can use the same email address, but will be given different login credentials for each function.

Please notify Orion ISO of any changes to the email addresses.

[payroll@orionassoc.net](mailto:payroll@orionassoc.net)

Thank you,

Orion ISO



## Web Based Timesheet Portal Enrollment Form

### To be completed by Employer

I want to enroll myself and my employees in Orion ISO's Web Based Timesheet Portal. I have provided both my email address and the email addresses of each employee below.

_____	_____
Employer Name	Client Name (person receiving services)
_____	_____
Employer Signature	Date

**Employer Email Address: This is the person responsible to sign the employee's timesheets.**

\_\_\_\_\_ @ \_\_\_\_\_

### **Employee Email Addresses:**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_

*Please print and verify your email address before submitting. Incorrect addresses will delay enrollment!*

Return to the Orion ISO Payroll Department by:

Fax: 1-877-677-3314

Scan and Email: [payroll@orionassoc.net](mailto:payroll@orionassoc.net)

Mail To: 9400 Golden Valley Rd, Golden Valley, MN 55427