

User Guide to JobDiva Timekeeping



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Click <u>here</u> to login to the JobDiva Timekeeping portal. <u>To ensure that your timecard is approved and processed in a timely</u> <u>manner, make sure all hours are entered and submitted no later than</u> <u>5:00pm on Sunday.</u>

Below is your sign in page, fill in your email and password. Your temporary password will be sent via e-mail from Ferretti Search. If you are unable to locate your temporary password, please contact admin@ferrettisearch.com.

ferretti						
Create Job Alert	Search Jobs	My Applications	My Profile	My Onboarding packages	Language +	Log out
	Sign in					
	Email					
	Enter your email address					
	Password					
	Pasoword					
	Forgot your password?					
	Sign in					
	Don't have an account yet? Register					

After logging in, you will be prompted to change your password. See Example 1 below.

Change Your Password	
Your password must be at least 8 characters, and c lowercase letter, number, and special character.	ontain at least one uppercase lette
Current Password	
	0
New Password	
	0
Confirm New Password	
	0

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If you are not prompted to change your password, reference Example 2 below. Select "Set Password" it will prompt you to create a new one.

ferretti	EXAM	PLE 2	
Create Job Alert			My Timesheets My Expenses My Profile My Onboarding packages Language - Log out
lo Home		Welcome to your career portal, Jana	
Personal Info Onboarding		Copen Jobs 81 openings	Timesheets 6 missing
 Timesheets Expenses 	(8)	Expenses 1 approved	Onboarding
Resumes Set Password			

To edit your time sheets, click on My Timesheets at the top right of the Job Diva home screen and select the week ending date you need to fill in.

Veek Ending	 Hours ¢	Regular	¢ 0	TΦ	DT ¢	Submitted Date	Φ	Company	Φ	Job#	Φ	Job Title	Ф N	lanager/Approver	. 0	Status	Φ	On ¢	Timesheet Instructions	Φ.	
5/18/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
5/11/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
5/04/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
4/27/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
4/20/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
4/13/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
4/06/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
3/30/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
3/23/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours
3/16/2025		0	0		0			Ferretti Search		24-02419		Test Job									No Hours



In your timesheet, enter the number of hours worked per day or the times that you clocked in and out throughout the day. If needed, you can add any comments regarding the hours you worked in the bottom, left-hand corner labeled "Employee Comments." At the end of the week, click the "Save" or "Submit for Approval" button, which ever is applicable, highlighted below. Once your timesheet is saved, there is no further action required from you. Ferretti Search will promptly reach out to you should there be any questions related to your timecard.

esheet Instructions:															۳ <u>ا</u>
	Mon 05/1	2	Tue 05/13	3	Wed 05/1	4	Thu 05/1	5	Fri 05/16		Sat 05/17		Sun 05/1	6	Total
'ime In Hour:Min)	8:00	AM ~	8:00	AM V	8:00	AM ~	8:00	AM V	8:00	AM ~		AM ~		AM ~	
Meal Break Out Hour:Min)	12:00	PM ~	12:00	PM V	12:00	PM V	12:00	PM V	12:00	PM V		PM V		PM V	
Meal Break In Hour:Min)	01:00	PM V	01:00	PM v	01:00	PM v	01:00	PM v	01:00	PM V		PM V		PM v	+ Add Meal Break
f ime Out Hour:Min)	5:00	PM v	5:00	PM v	5:00	PM v	5:00	PM V	5:00	PM v		PM V		PM v	
tegular Hours	0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
Grand Total	8.0		8.0		8.0		8.0		8.0		0.0		0.0		40.0

If you need additional assistance with your Job Diva Timekeeping account or time entry, please reach out to our team at admin@ferrettisearch.com.