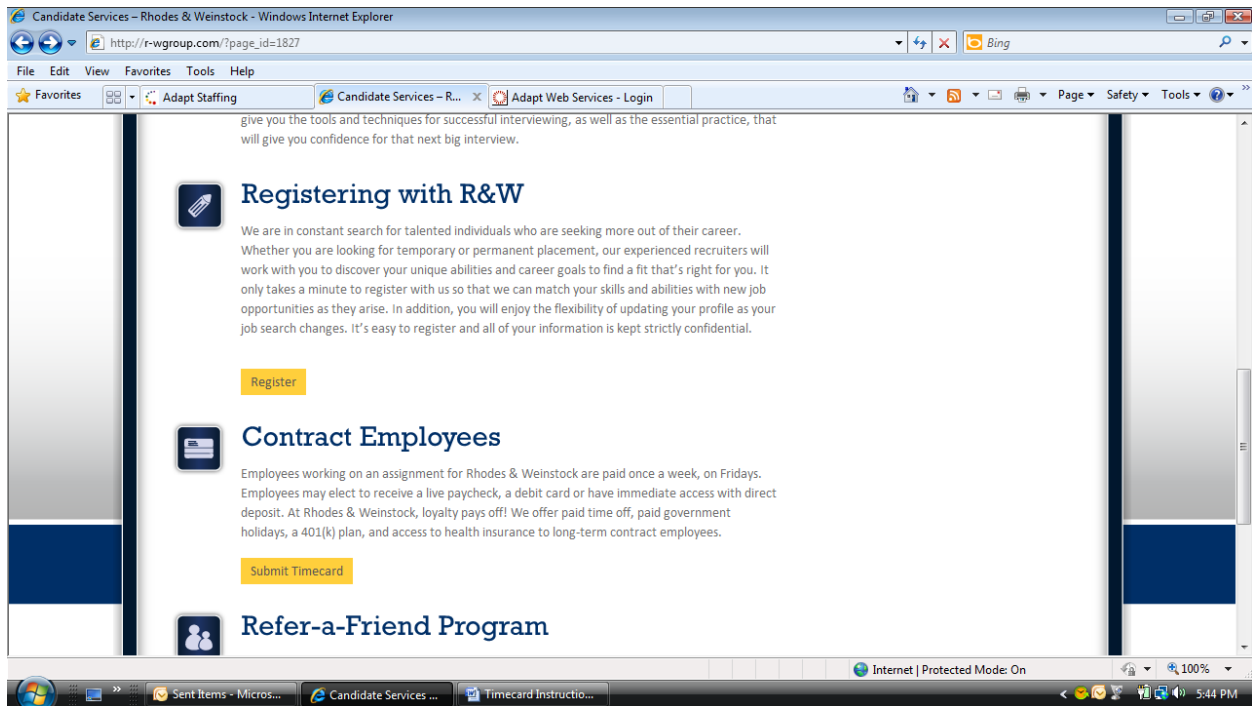


Timecard Instructions for Candidates

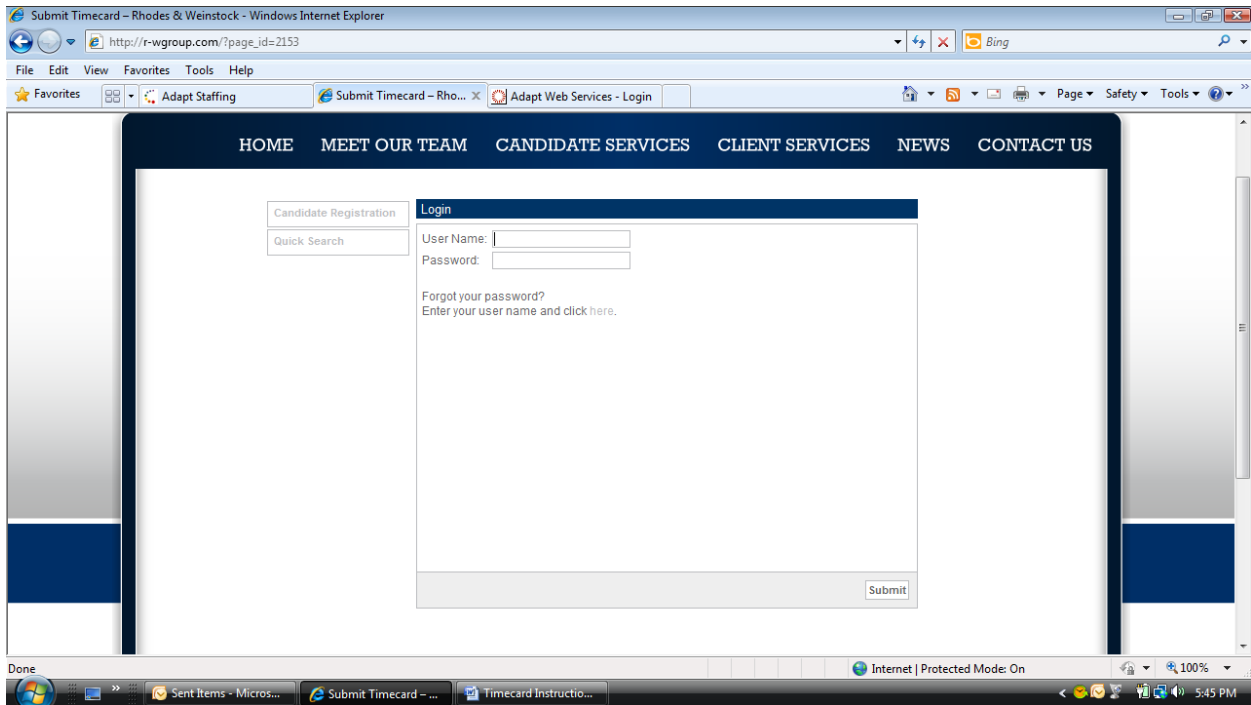
R & W Group is pleased to use an electronic timecard system. This will make inputting your time easy, efficient, and secure, while allowing you to obtain payroll information 24/7.

In order to use our e-time system and be paid for your work, follow these steps:

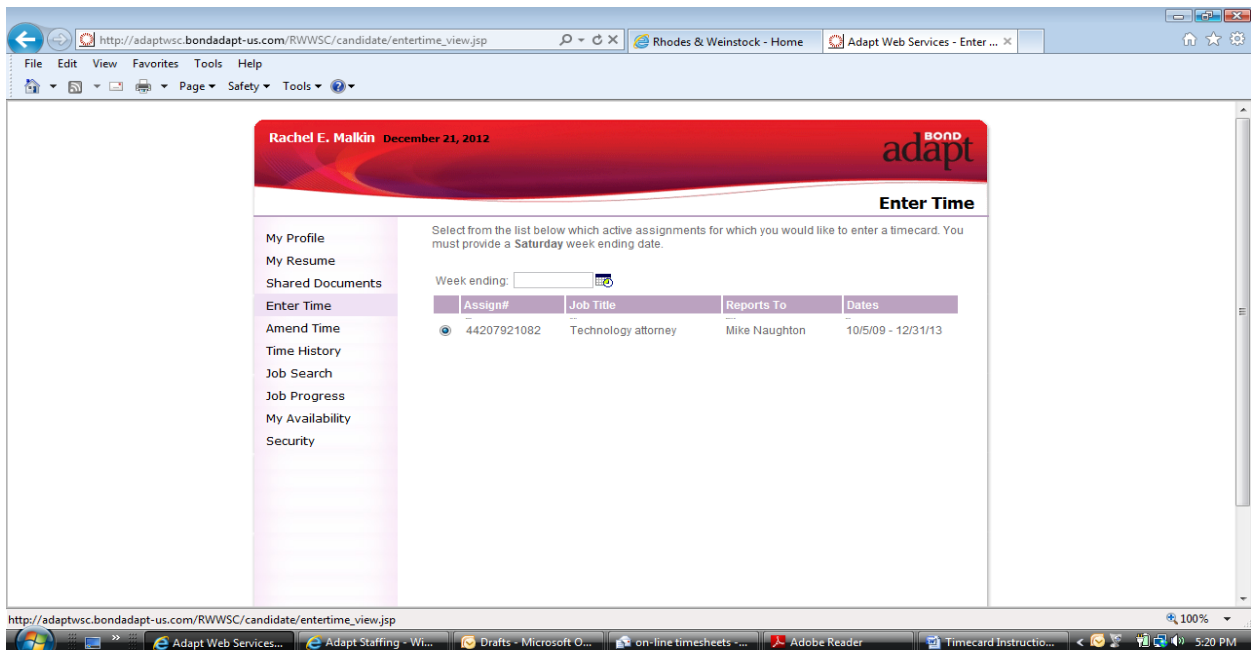
- 1) If you have not registered with us yet, go to our website, www.r-wgroup.com. On the “Candidate Services” page, towards the bottom, click on the button to register with us. Complete the registration form (which will be auto-populated if you download your resume) and choose a username and password at the very end. You can then login.
- 2) If you have already registered with us, go to the “Candidate Services” page and click on “Submit Timecard.”



3) Enter your username and password and click “submit” in the lower right corner.



4) On the left-hand side of the page, click on the button “Enter time”.



- 5) Choose a week ending to start a new timecard or select the timecard you want to either review or enter additional time.
- 6) Input your starting and ending times and the total amount of your breaks (including lunch) for the day. Your regular and OT hours will calculate automatically.
- 7) Once you have entered your time, if it is **not** your final work day that week click on “Save for later.” If you will have no additional time for the week, click “Submit.” A notification will be sent automatically to your supervisor to review and approve your timecard.
- 8) Once your timecard is approved, your check will be cut and you will be paid through your requested means, by direct deposit, debit card, or live check.

NOTE: our pay week is Sunday through Saturday. Please submit your time no later than midnight on Saturday for the prior week. Supervisors have until Noon on Monday to approve your time. If your supervisor rejects your timecard, we will contact you to discuss the reason. If everything is in order, you will be paid on the Friday following your work week.

*Thank you for placing your trust in R & W Group.
If you have any questions, please contact us at 202.558.7660.*