



TimeTracker Training Transcripts

Video 1: How to Set Up an Account and Sign into TimeTracker (For members and site staff with an esd.wa.gov email address)

Hello, and welcome to how to set up an account and sign into Washington Service Corps' (WSC) and Washington Reading Corps' (WRC) TimeTracker timesheet system.

In this training, we will review how to set up a TimeTracker account and log into the TimeTracker system. If you are a returning member or site staff and already have an account, you do not need to watch this training; however, please re-watch whatever trainings on TimeTracker you would like a refresher on. For everyone else new to TimeTracker, this video is for you.

Today's training is part of WSC's core required training. Serve Today for a Better Tomorrow.

The information about and link to access the TimeTracker system can be found on our website, washingtonserviceworks.org. Site staff will click on the "Site Staff Resources" menu, and members will click on the "Member Resources" menu. For the purposes of this training, I will click on "Member Resources", but once you click on either link, a webpage will load and you can scroll down to the "TimeTracker" section of the webpage.

Once you get to the TimeTracker section of the webpage, you will see an icon you can click, which will take you to the TimeTracker sign-in page. You will use this link to sign in to the TimeTracker system. I definitely recommend saving this link to your Favorites as you will be using it a lot this year. But we're not ready to sign in yet, because we need to set up an account.

On this page of our website, there will be instructions on how to sign up for TimeTracker. First, you will see a text box listing the two browsers that are needed to use the TimeTracker system. You can either use Internet Explorer [Microsoft Edge] or Google Chrome; however, if possible, we recommend using Chrome.

Below this information you'll see, "New to TimeTracker? Follow the steps below." Let's take a look at these steps. There are two options. The first drop-down menu, "For members who do not have an esd.wa.gov site email address", contains the instructions most staff and members will fall under. The drop-down menu under that titled, "For members with an esd.wa.gov email address", is for ESD staff or members. Let's look at that process first.

The "ESD" here stands for Employment Security Department. If you are staff or a member with the Employment Security Department – generally at a WorkSource office – you will have an esd.wa.gov email address. If you are with ESD, your next step is to email your ESD email address, site name and location to your current WSC Coordinator. This will be the WSC staff person who helped you through enrollment, and you can find their contact information on the webpage here.

Your WSC Coordinator will make sure you have an account set up in TimeTracker. It will take approximately three to five business days from the time you send an email to your Coordinator to receive confirmation from WSC that your TimeTracker account is now set up. At that point, you can then use the TimeTracker sign-in from our website and access your account and first timesheet. For ESD staff and members, this is all the information you need, and you can end this video now and email your Coordinator. When you receive your email confirmation from WSC and set up your account, return to the training and watch the rest of the videos that will take you through using the TimeTracker system.