

DarwiNet Client Login

Go to: <https://d3.darwinet.com/dnet429/client.asp>

Unique HR
HUMAN RESOURCES

Client Login

Welcome to the UniqueHR & Unique Employment Services DarwiNet Information Center

Please enter your User ID and Password.

Your recorded IP address is: 24.130.140.210

This site uses : 6.0+ Get ADOBE READER 8.0+

Log In

Forgot Password

Ver. 10.00.000

Input the User ID and password provided by Unique

*Note: Any personal or client information on the following screens is fictional.

Main Login Screen:

To enter time, click on the Time Reports menu heading then select the Time Sheets sub menu.

Unique HR
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Harry's Side Running Boards | Refresh | Hide menu | Home | Contact Us | Help | About | Logout

Welcome to Unique's DarwiNet Information Center

Welcome & News
Welcome Client Admin to the Employee Leasing Company Client Service Center for Harry's Side Running Boards. Please make your selection from the menu on the left. If you encounter any problems, or if you have questions or suggestions, please [e-mail a message](#) or call .

Data Status
Last invoice dated [UNKNOWN](#)
Last TimeSheet submitted on [UNKNOWN](#) .
0 pending change requests.

- Home
- Company
- Employees
- Attachment Documents
- Time Reports
- Invoices
- Report Writer
- Other Reports

Remember to click the LOGOUT button when you are finished - this is important to protect the privacy of your data. If you encounter any problems, or if you have questions or suggestions, please contact your payroll administrator.

Time Sheet Submenu Screen:

Click on the **Profile Name** corresponding to your payroll entry.

The screenshot shows a web browser window with the URL <https://d3.darwinet.com/dnet429/client>. The page title is "Unique HR HUMAN RESOURCES". The main content area is titled "ADD New TimeSheet (select profile)". Below the title, it says "Page: 1 of 1 (2 records)". A table with the following data is displayed:

ProfileName	NextPayPeriodFrom	NextPayPeriodTo
DEPT2	1/2/2012	1/8/2012
REG	6/10/2007	6/16/2007

A red arrow points from the text above to the "ProfileName" column header of the table. The left sidebar contains a navigation menu with the following items: Home, Company, Employees, Attachment Documents, Time Reports (expanded), Time Sheets (highlighted), Invoices, Report Writer, and Other Reports.

After selection of the Profile Name or *If you only have one Profile Name associated to your company* this screen will automatically open. Adjust pay period dates or enter comments to your profile processor as needed. Click Save when finished.

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New TimeSheet (set parameters)

Save Exit

You are creating a time sheet using profile REG for Client 001:

Pay Period From	6/10/2007	Create	1	row(s) per Employee.
Pay Period To	6/16/2007	Display	10	Employees per page.
Sort By	Employee Name	Employee max hours	0	(0 = no max hours)
Auto Save	Automatically save the time sheet every 3 minutes. (0 = no autosave)			
Employee Entry	This time sheet profile does not use employee time entry.			
Additional Comments to the Payroll Admin:	<input type="text"/>			

Set the parameters for your timesheet, then click Save to create the timesheet.

Weekly time sheet:

Make sure that correct **hours** are filled in for the correct **pay period** and the correct employee.

When finished, click **Save**.

Actions	EmployeeName	Note	HOURWK	OTHRWK	BONUS	UNIFOR	PIECE	SISAWK	VASAWK	Var Code	Days	Weeks	Actions
	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Hastings, Mallory				0.0000	0.0000		0.0000	0.0000		5.00	1.00	
	Kingsley, Hermoine				0.0000	0.0000					5.00	1.00	
	Lester, Selma				0.0000	0.0000		0.0000	0.0000		5.00	1.00	
	Potter, Harry		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Rockford, Melanie		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Snipes, Horace		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Snipes, Severus		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Trenton, Rick		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Weasley, Jenni				0.0000	0.0000					5.00	1.00	

HOURWK 0.0000 OTHRWK 0.0000 BONUS 0.0000 UNIFOR 0.0000 PIECE 0.0000 SISAWK 0.0000 VASAWK 0.0000

If you need to put multiple lines per one employee click the **duplicate button**. This will create a second line of information for the employee and you can put a portion of hours for one department on one line and another portion of hours for the other department on the second line, as many times as needed per employee.

Reports Total Save Submit Setup Exit Delete

Go to Page: 1 of 2 (15 rows)

Profile REG Pay period: 1/2/2012 - 1/8/2012 Def.Hours 40.0000 Sort by EmployeeName PageSize 10 all Employees displayed

Filter by Employee Name like

Additional comment AutoSave-3 min

Actions	EmployeeName	Note	HOURWK	OTHRWK	BONUS	UNIFOR	PIECE	SISAWK	VASAWK	Var Code	Days	Weeks	Actions
[duplicate]	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	[duplicate]

Duplicated Employee Rows:

Unique HR HUMAN RESOURCES

Harry's Side Running Boards Refresh Hide menu Home Contact Us Help About Logout

EDIT TimeSheet ID #1

Reports Total Save Submit Setup Exit Delete

Go to Page: 1 of 2 (15 rows)

Profile REG Pay period: 1/2/2012 - 1/8/2012 Def.Hours 40.0000 Sort by EmployeeName PageSize 10 all Employees displayed

Filter by Employee Name like

Additional comment AutoSave-3 min

Actions	EmployeeName	Note	HOURWK	OTHRWK	BONUS	UNIFOR	PIECE	SISAWK	VASAWK	Var Code	Days	Weeks	Actions
[duplicate] [X]	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	[duplicate] [X]
[duplicate] [X]	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	[duplicate] [X]

When finished, click Save.

To Switch Between Pages and see more Employees, click the **arrow**:

Unique HR HUMAN RESOURCES

Harry's Side Running Board Refresh Hide menu Home Contact Us Help About Logout

EDIT TimeSheet ID #1

Reports Total Save Submit Setup Export Delete

Go to Page: 1 of 2 (15 rows)

Profile REG Pay period: 1/2/2012 - 1/8/2012 Def.Hours 40.0000 Sort by EmployeeName PageSize 10 all Employees displayed

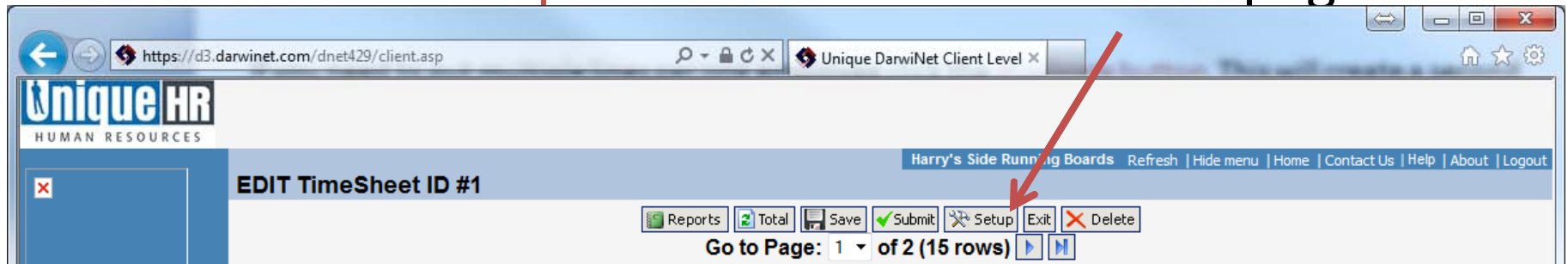
Filter by Employee Name like

Additional comment AutoSave-3 min

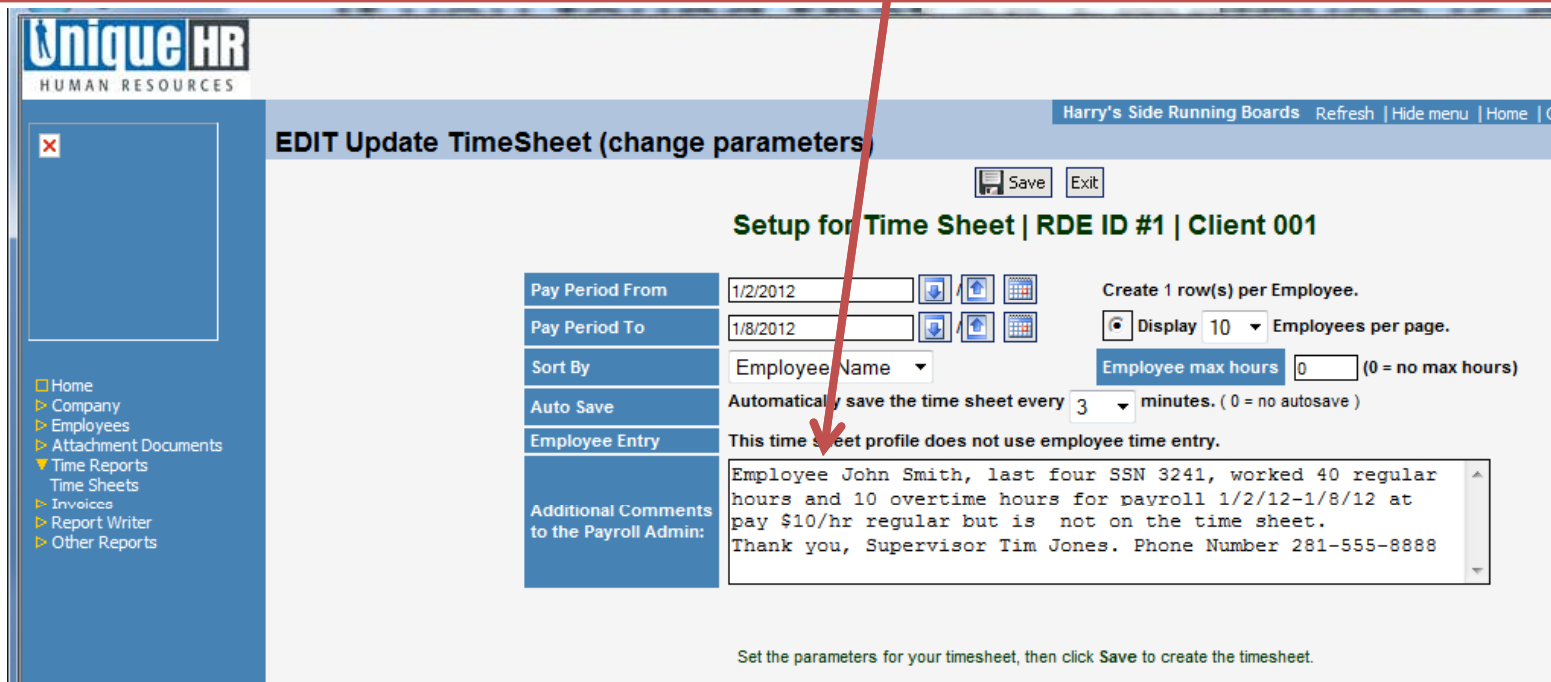
Actions	EmployeeName	Note	HOURWK	OTHRWK	BONUS	UNIFOR	PIECE	SISAWK	VASAWK	Var Code	Days	Weeks	Actions	
		Gray, Bethany	0.0000	0.0000	0.0000	0.0000					5.00	1.00		
		Gray, Bethany	0.0000	0.0000	0.0000	0.0000					5.00	1.00		
		Hastings, Mallory			0.0000	0.0000		0.0000	0.0000		5.00	1.00		
		Kingsley, Hermoine			0.0000	0.0000					5.00	1.00		
		Lester, Selma			0.0000	0.0000		0.0000	0.0000		5.00	1.00		
		Potter, Harry	0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00		
		Rockford, Melanie	0.0000	0.0000	0.0000	0.0000					5.00	1.00		
		Snipes, Horace	0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00		
		Snipes, Severus	0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00		
		Trenton, Rick	0.0000	0.0000	0.0000	0.0000					5.00	1.00		

HOURWK 0.0000 OTHRWK 0.0000 BONUS 0.0000 UNIFOR 0.0000 PIECE 0.0000 SISAWK 0.0000 VASAWK 0.0000

If you found that an Employee is not in the time sheet, click the **setup** icon from the time sheet page.



Leave enough information in the comments to distinguish the Employee, the hours to add, pay rate, and phone number in case there are questions. Click Save when finished.



When ready to submit the time sheet, click **Submit**.

When finished always **Log Out**.

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EDIT TimeSheet ID #1

Reports Total Save **Submit** Setup Exit Delete

Go to Page: 1 of 2 (15 rows)

Profile REG Pay period: 1/2/2012 - 1/8/2012 Def.Hours 40.0000 Sort by EmployeeName PageSize 10 all Employees displayed

Filter by Employee Name like

Additional comment AutoSave-3 min

Actions	EmployeeName	Note	HOURLK	OTHRWK	BONUS	UNIFOR	PIECE	SISAWK	VASAWK	Var Code	Days	Weeks	Actions
	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Gray, Bethany		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Hastings, Mallory				0.0000	0.0000		0.0000	0.0000		5.00	1.00	
	Kingsley, Hermoine				0.0000	0.0000					5.00	1.00	
	Lester, Selma				0.0000	0.0000		0.0000	0.0000		5.00	1.00	
	Potter, Harry		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Rockford, Melanie		0.0000	0.0000	0.0000	0.0000					5.00	1.00	
	Snipes, Horace		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Snipes, Severus		0.0000	0.0000	0.0000	0.0000	0.0000				5.00	1.00	
	Trenton, Rick		0.0000	0.0000	0.0000	0.0000					5.00	1.00	

HOURLK 0.0000 OTHRWK 0.0000 BONUS 0.0000 UNIFOR 0.0000 PIECE 0.0000 SISAWK 0.0000 VASAWK 0.0000

Time Sheet Submitted Page:

To add another time sheet click **Add**. The Time Sheet Profile page will appear and you can choose the profile corresponding to the payroll needing to be entered and submitted.

The screenshot displays the 'Time Sheets List' page in the Unique HR system. The page header includes the user name 'Harry's Side Running Boards' and navigation links for 'Refresh', 'Hide menu', 'Home', 'Contact Us', 'Help', 'About', and 'Logout'. The main content area shows a table with the following data:

<input checked="" type="checkbox"/>	RDE ID	Client ID	Profile Name	Date From	Date To	Status	RDE ID	Actions (quick link)
<input type="checkbox"/>	1	001	REG	01/02/2012	01/08/2012	Released	1	

Annotations on the screenshot include:

- A red arrow pointing to the 'Add' button above the table.
- A red box around the 'Delete' icon in the 'Actions' column with the text 'To delete the time sheet'.
- A red box around the 'Print' icon in the 'Actions' column with the text 'To see an overview of the timesheet'.

When finished always Log Out.