ID Guide to AccessID

We are excited to introduce a new and improved time entry system, AccessID, designed to enhance efficiency and ease of use. When you use AccessID, your time will be accepted and processed in accordance with the normal payroll cycle. Your AccessID credentials are the same credentials as RDS and sent to you from noreply@innovativedriven.com.

Below are some of the new and improved features.

1. Web based login that does not require access to RDS
2. No restrictions on when you can enter time
3. Drop-down menu of hours, billing increments, & AM/PM
4. Time is easier to save and submit

If you have any questions or issues with access, please contact idr_nationalrecruiting@innovativedriven.com.

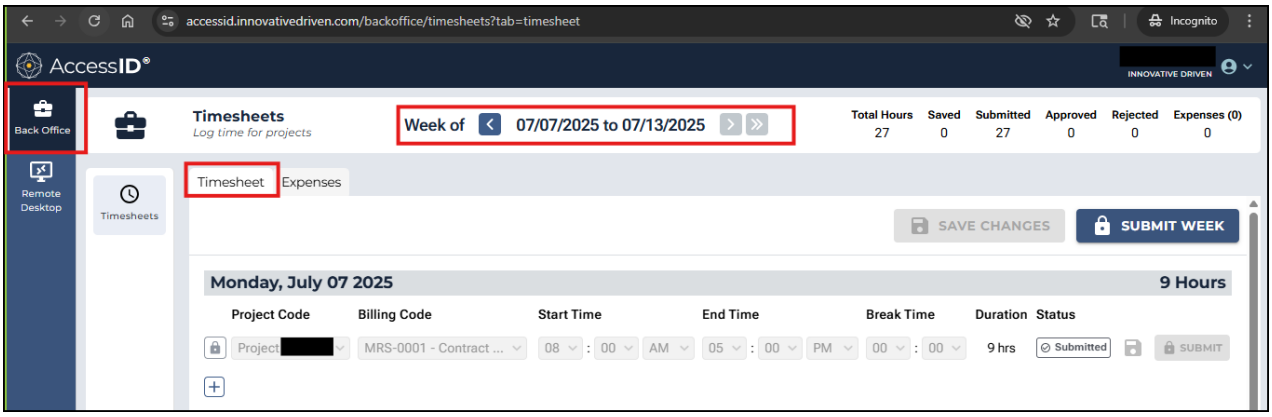
How To Access AccessID

1. Clear your cache
2. Open any browser outside of RDS.
3. Enter the website: https://accessid.innovativedriven.com/ (FEEL FREE TO BOOKMARK IN YOUR BROWSER OUTSIDE OF RDS.)
4. Select Manage Microsoft Work Account

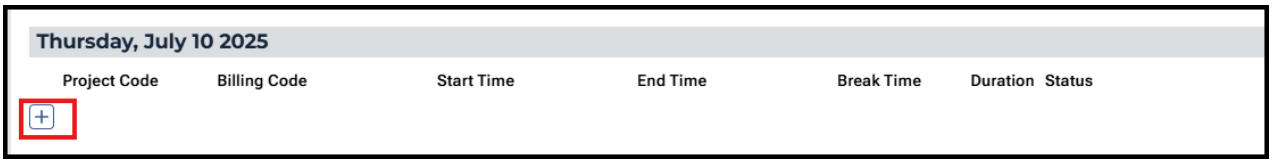
5. Your AccessID credentials are the same credentials as RDS (we recommend that you copy and paste to reduce user error) sent to you from noreply@innovativedriven.com.
6. If unsuccessful, email idr_nationalrecruiting@innovativedriven.com for assistance.

How To Enter Time in AccessID

1. Once the user is logged in, the user will see this panel of choices on the left side of the screen.

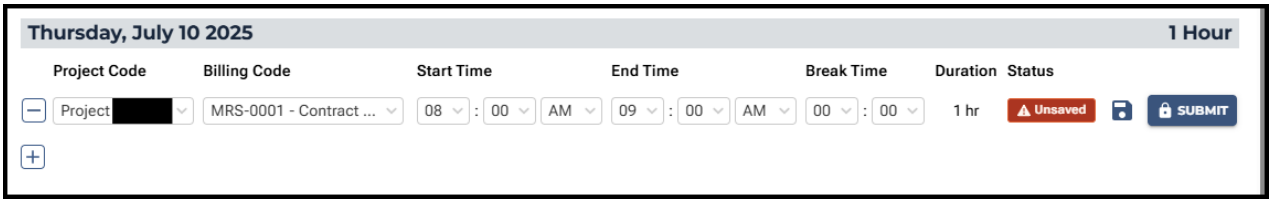


2. To add time to the timesheet, select the plus sign below the date.

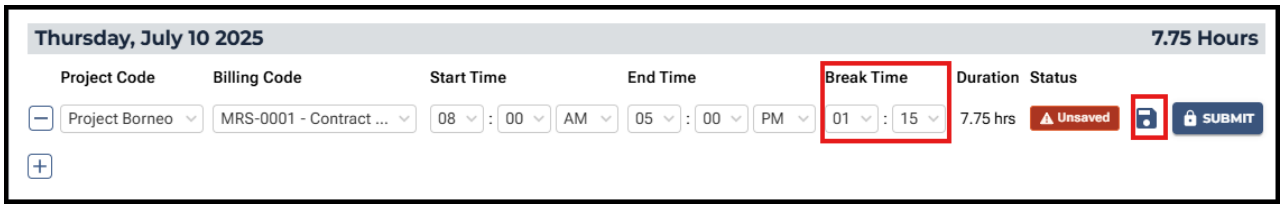


3. Select the project Code Name corresponding to your time entry by clicking on the drop-down box. The user will have access to all the projects they are currently working on in the drop-down box.

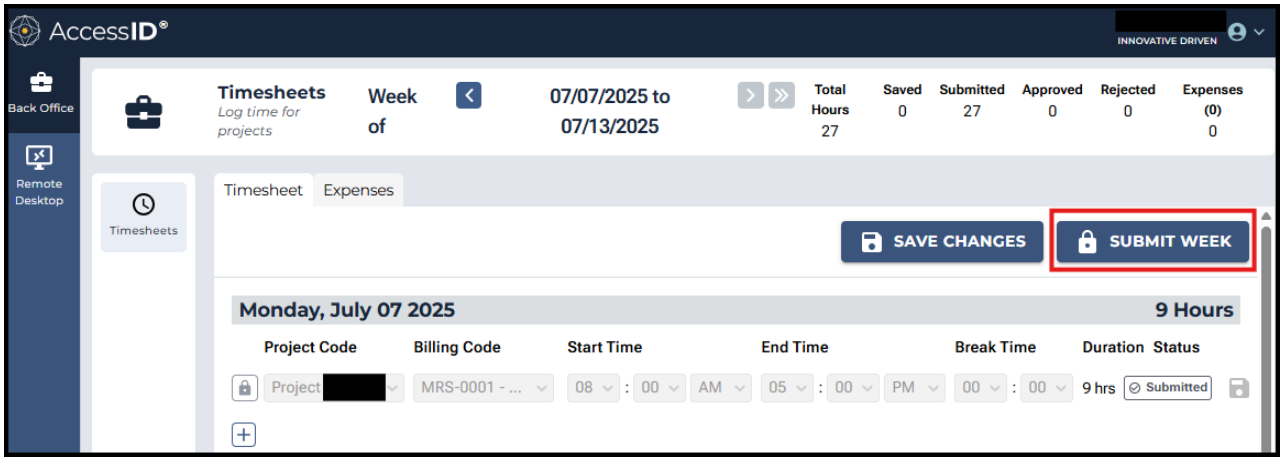
4. Select the corresponding Billing Code or line item for which you wish to enter your time.



5. The Time In and Time Out boxes are where users enter the time to be billed for the corresponding Billing Code.
   Break Hr/Min can also be entered for the total amount taken (i.e., Time In: 9 AM, Time Out: 5 PM, Break Hr/Min 30 minutes).

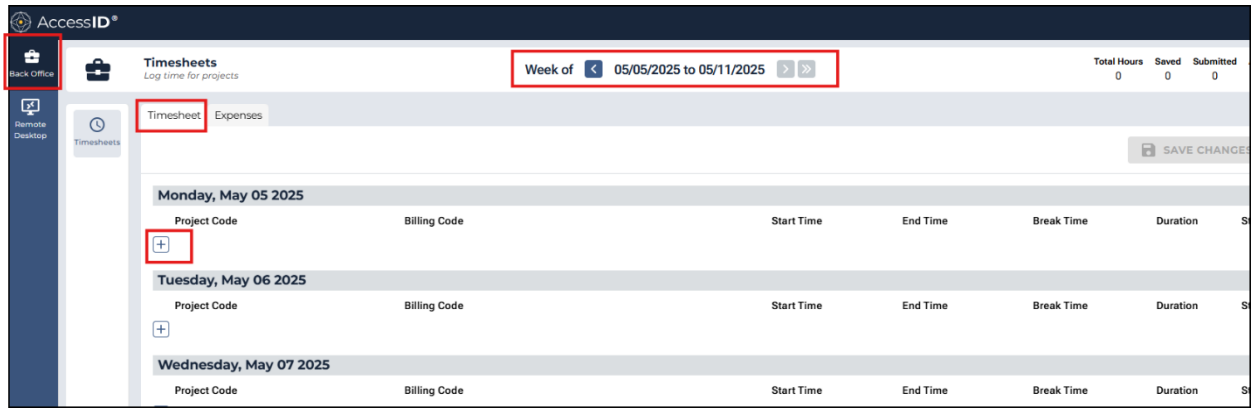


6. Users also have the option to delete the entry by clicking on the minus button.
7. At the conclusion of each work week all users MUST select this box after they have entered AND submitted their daily time for the entire work week. This will signify that the user has no more time for the week.



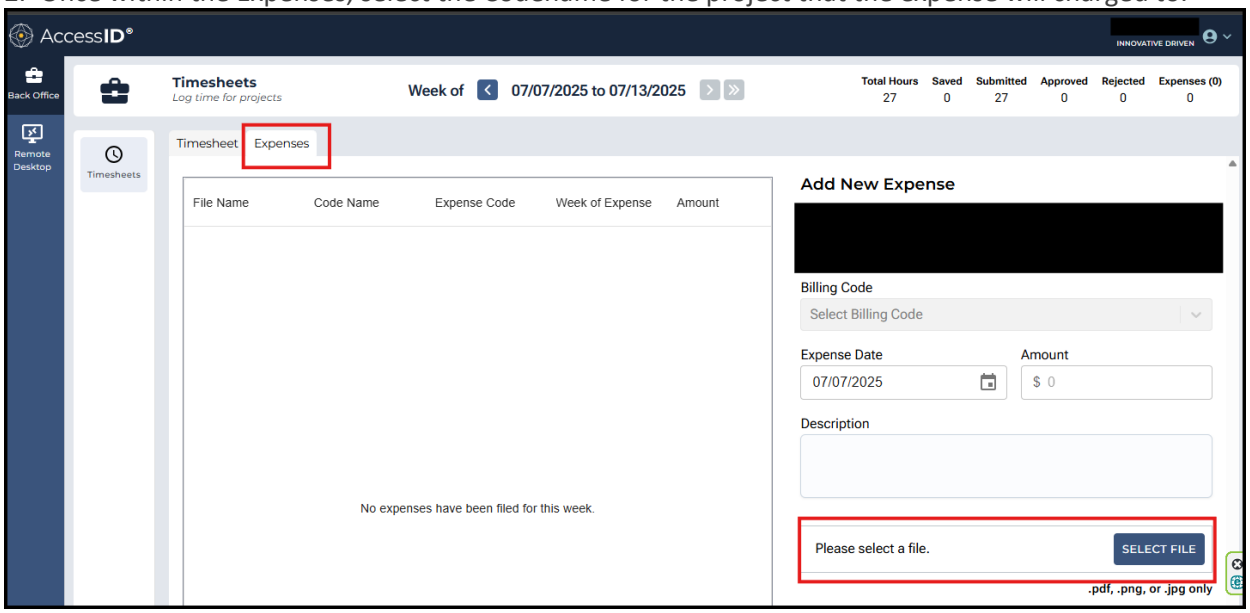
AccessID Tips

1. Once time is “saved” the time is locked. However, you can request time unlock by emailing idr_nationalrecruiting@innovativedriven.com.
2. Your total hours for the week are a new feature to ensure you do not exceed your weekly cap.

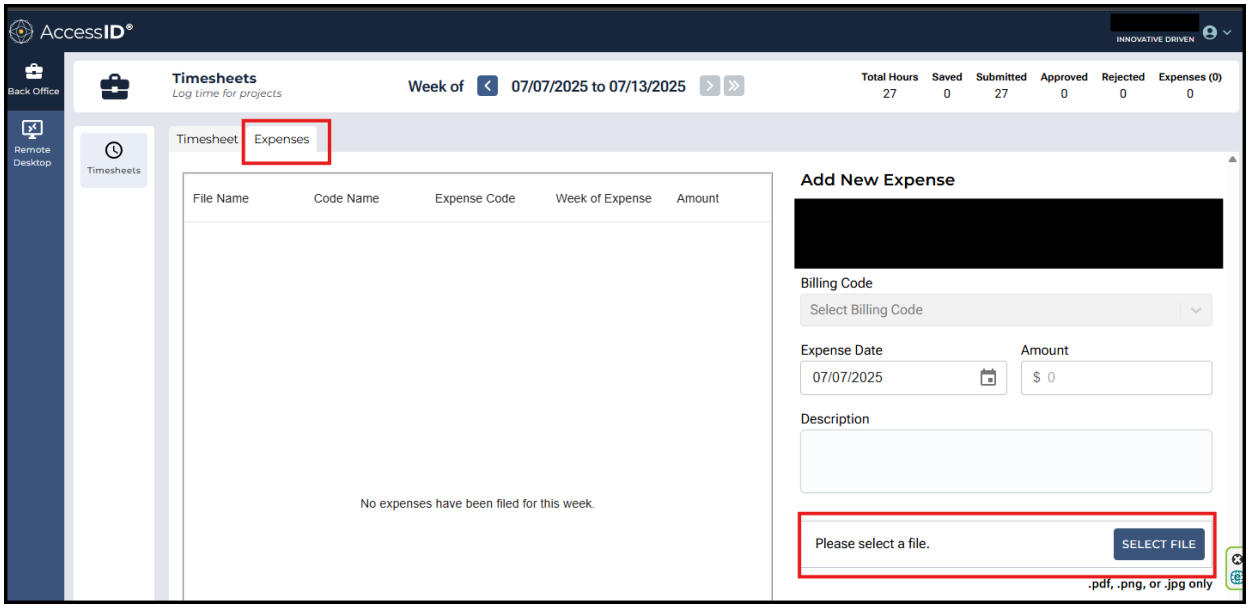
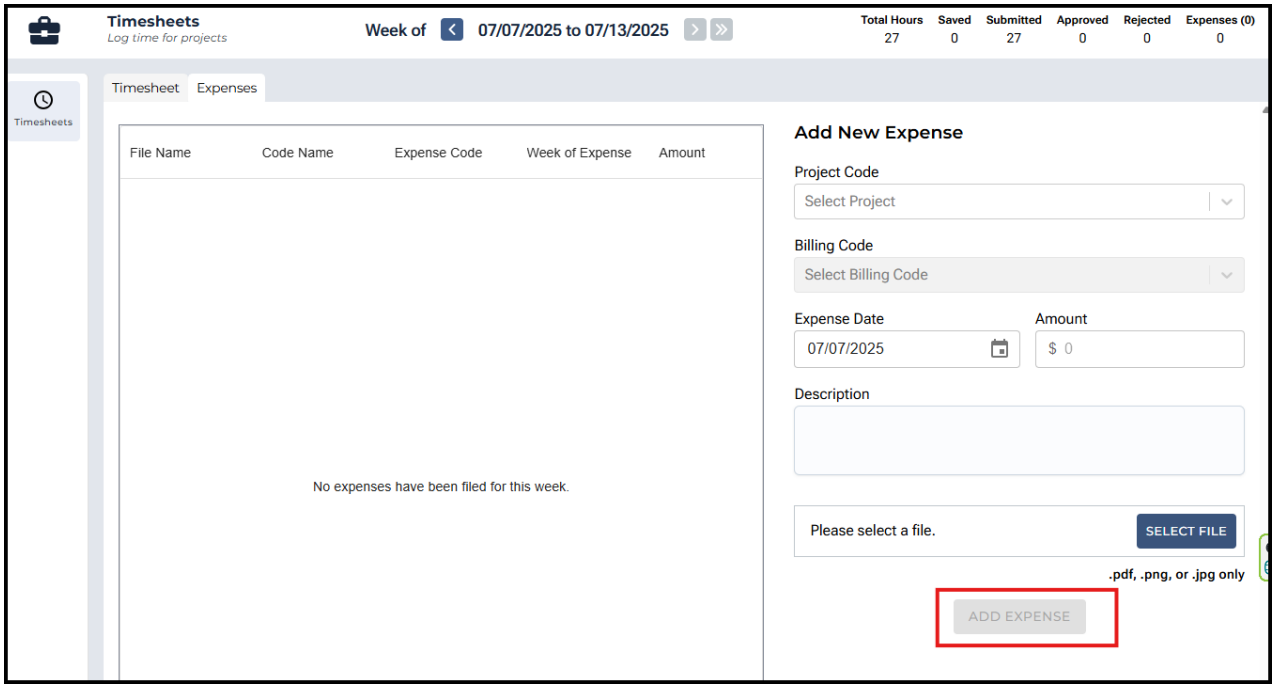


How To Enter Expenses into AccessID (if applicable)

1. To submit a receipt and/or documentation of a reimbursable expense, user will select the Expenses tab.
2. Once within the Expenses, select the Codename for the project that the expense will charged to.



3. Receipts and/or documentation of expenses will need to be attached or selected and dropped into the space highlighted in red.



4. Once receipts and/or documentation of expenses are uploaded, select the Add Expense button.