Contingent Worker User Guide
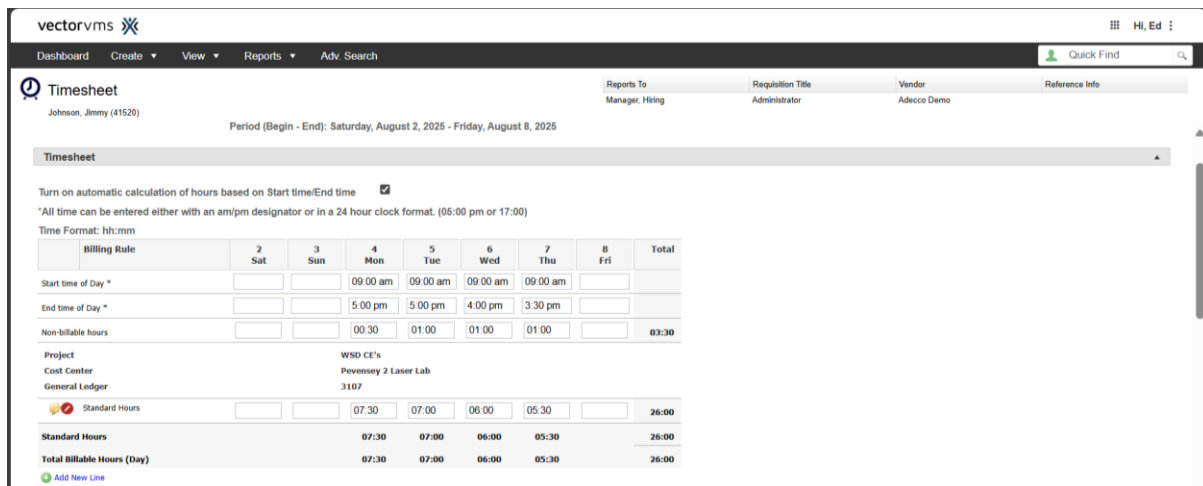
Updated September 2025

For additional support on the topics referenced within this guide, please contact your agency representative

Submitting Time

We recommend that you submit your hours after your final shift of the week

1. Sign in to VectorVMS using your username and password.
2. From the Home dashboard, navigate to the top toolbar, and hover over **Create**
3. Click **Timesheet.**
4. Enter units in the box for each day worked. You should submit this in hh:mm in increments of 15 minutes If entering in days, you should submit this as 0.5 for half a day worked or 1 for a full day worked.
5. Non Billable Hours is where you insert any break/lunch periods you have taken.

6. When you are happy with your timesheet, click **Submit.** This will now be sent to your line manager for approval.

Entering Overtime

(NOTE: The working week runs from Saturday to Friday with Saturday being the first working day and Friday being the seventh working day)
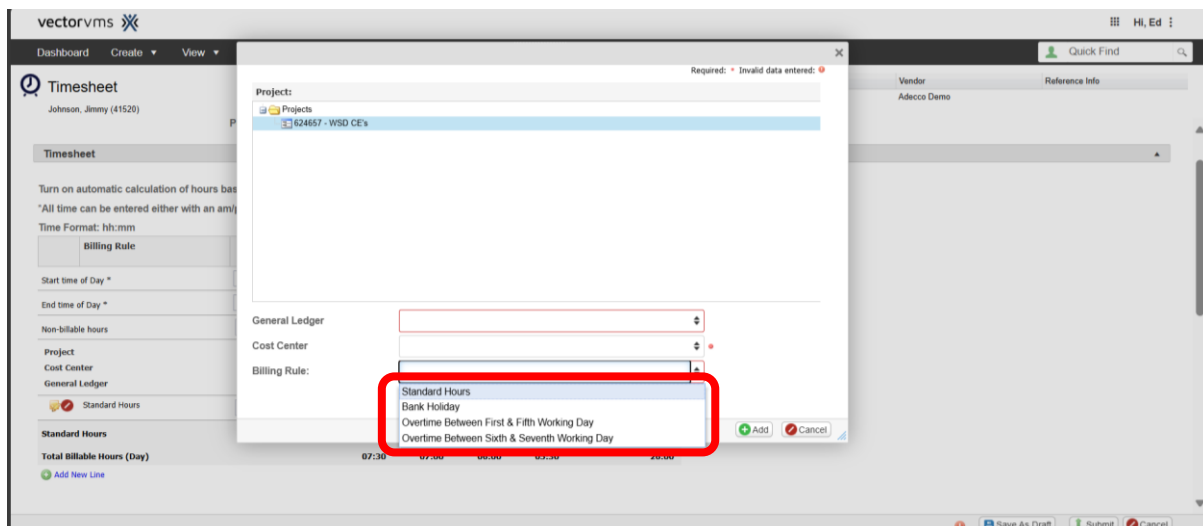
(NOTE: Only certain grades are able to claim overtime as per policy. If you cannot see options for overtime entry, this is because you are not entitled to claim. Please speak to Adecco for support/guidance if you believe this to be incorrect)

1. If you need to enter overtime hours, please click Add New Line as highlighted in red below:

2. Highlight the relevant code from the drop-down list and then in the billing rule, select the relevant overtime rate you would like to add and select the add button
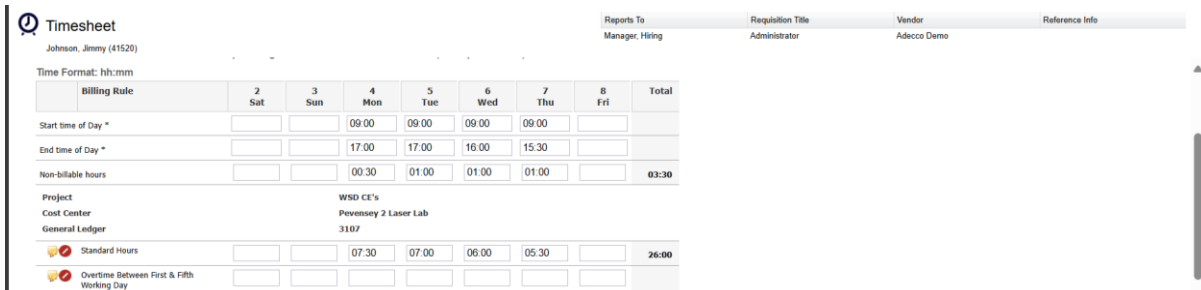
3. You will then have either a standard rate or another line on your timesheet for you to upload your overtime hours against.

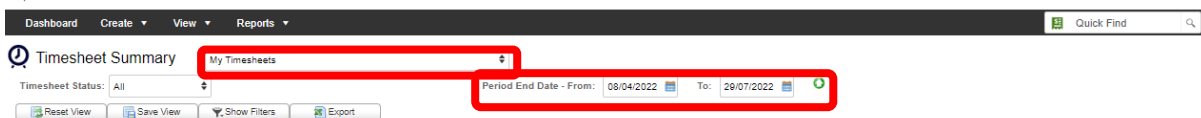**Saving As Draft/Updating A Timesheet**

1. Hover over the view button at the top of the page and select timesheets
2. Change timesheet status to all and amend the date range to include the date of the timesheet you are looking for
3. This will then display all of your submitted or saved timesheets

4. Next, click on the clipboard next to your draft timesheet and click View Timesheet
5. Update your hours and then either save as draft again or submit your hours