MyOK Staffing & Services

Contractor Training Guide

For Active Contractors
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1. Getting Started

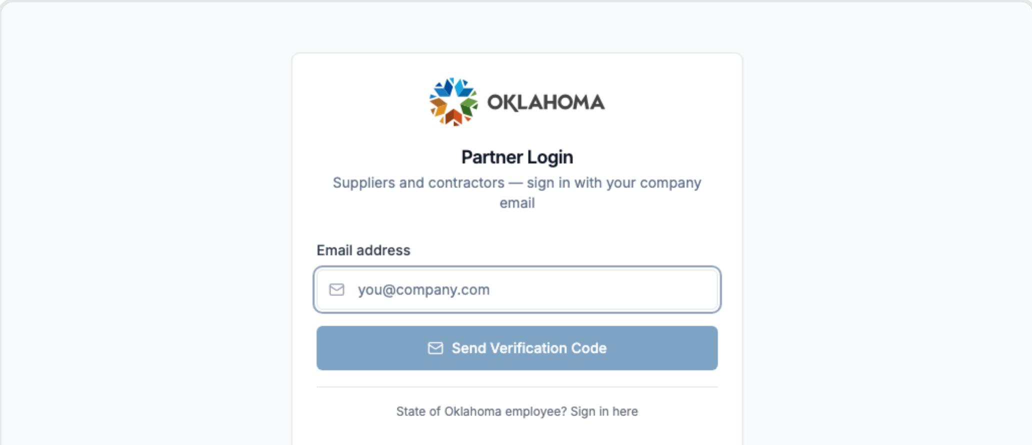
Contractors log in to the MyOK Staffing portal using a one-time passcode (OTP) sent to your registered email address. No state credentials or SSO are required.

Click the right button on the home page. On the MyOK Staffing home screen, click **"Supplier / Contractor Sign In"** — *not* the **"Sign in with Oklahoma SSO"** button next to it. The Oklahoma SSO button is reserved for OMES state employees with @ok.gov credentials and will fail for contractor accounts.

U.S.-only access: MyOK Staffing is only accessible from within the United States and U.S. territories. Connecting from outside the U.S. will show an Access Restricted page instead of the sign-in form.

1. **Navigate to the portal** — open the MyOK Staffing & Services portal in your browser.

2. **Enter your email address** — type the email your supplier registered with your account.
3. **Check your inbox** — you'll receive a 6-digit verification code within a few seconds.
4. **Enter the code** — type the 6-digit code on the verification screen to complete login.



The contractor login page — enter your email to receive a one-time verification code.

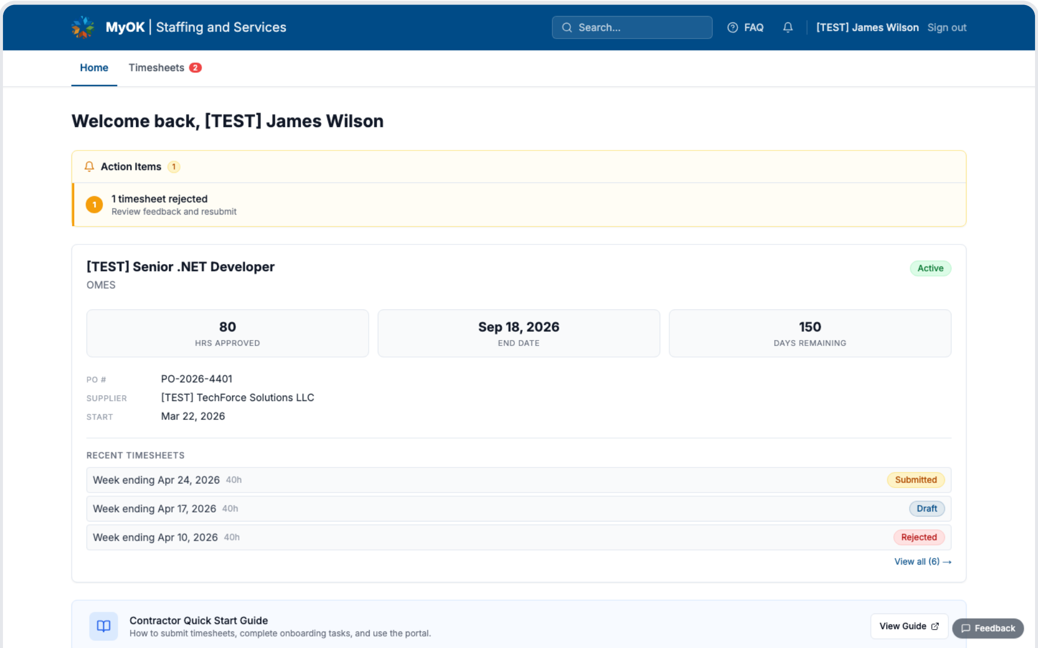
> **First time logging in?** Your supplier sets up your account after an award is made for your engagement. You'll receive an email from the MyOK Staffing portal with instructions to access your account. If you haven't received this email, contact your supplier.

2. Onboarding

Your **supplier contact initiates onboarding on your behalf**. Once your engagement is set to **active**, you'll receive a **welcome email** from the MyOK Staffing portal with your login credentials and a link to your contractor dashboard. If anything is needed from you along the way (background-check forms, document reviews), your supplier will reach out directly.

3. Your Dashboard & Engagement

After logging in, your dashboard provides an overview of your active engagement and any items that need your attention.



The contractor dashboard — your engagement card shows position title, agency, hours approved, end date, and days remaining. Recent timesheets with status badges appear below.

What you'll see:

- **Engagement Card:** Your position title, agency, hours approved, contract end date, and days remaining.
- **Action Items (yellow banners):** Urgent items — rejected timesheets, expiring contracts. Click the action button to go directly there.
- **Recent Timesheets:** Your most recent timesheets with status badges — **Submitted**, **Draft**, **Rejected**, or **Approved**.

Action items need immediate attention. If you see a yellow banner for a rejected timesheet, click it right away. Rejected timesheets must be corrected and resubmitted promptly to avoid delays in your hours being counted.

Engagement & contract details

Click your engagement card to view the full details of your assignment:

- **Position title** and description
- **Agency** you're working with and **supplier** who placed you
- **Rate** — your contracted hourly rate
- **PO number** — the executed purchase order for your engagement
- **Start and end dates** for your current contract period
- **Hours & billing:** Total hours approved and total amount billed to date

> **Multiple engagements?** If you have two or more active engagements, each appears as a separate engagement card on your dashboard. Click any card to view its details.

> **Contract renewals:** Your supplier or hiring manager handles renewals — you don't need to take any action. If your contract is being renewed, you'll receive a notification with the updated dates. Questions about your contract? Contact your supplier.

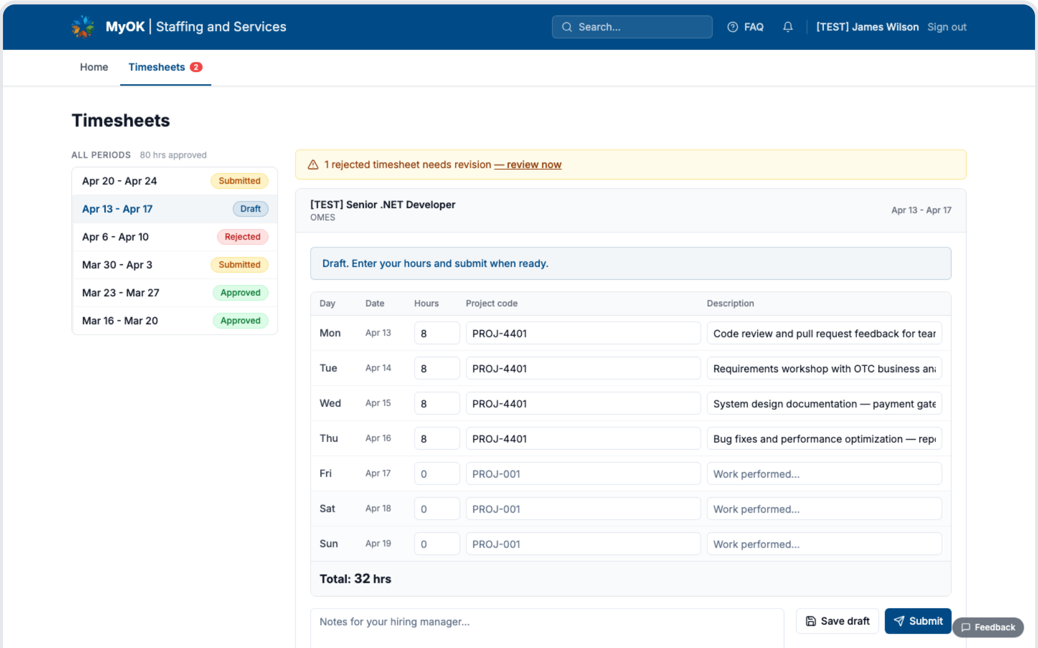
4. Submitting Timesheets

Timesheets are the most important part of your weekly workflow. Accurate, timely submission ensures your hours are tracked and processed correctly.

Your supplier may review your timesheets before they reach the hiring manager. If your supplier’s time administrator spots an issue (hours coded on a holiday, more than 40 hours in a week, missing project codes), they can send the timesheet back to you with notes — see Section 5.

Click the **Timesheets** tab in the navigation. The page has two areas:

- **Left sidebar:** All timesheet periods listed by week (Monday–Friday) with status badges.
- **Right side:** The timesheet entry grid for the selected week — Day, Date, Hours, Project Code, and Description.



The timesheet entry page — select a week from the left sidebar, then enter daily hours, project codes, and descriptions in the grid on the right.

How to submit

1. **Select the week** — click the week you want to fill in from the left sidebar. The current week is auto-selected.

2. **Enter hours for each day** — fill in your hours for Monday through Friday.
3. **Enter the project code** — type the project code for each entry. This field is **required** on every line.
4. **Add a description** — briefly describe the work you performed that day.
5. **Save Draft** — click "Save Draft" to save without submitting. You can come back and edit later.
6. **Submit** — click "Submit" to send to your hiring manager for approval. If you need to make a change before your hiring manager approves, you can click **Recall Submission** on the timesheet to return it to draft, edit it, and resubmit.

Recalling a submission

Submitted a timesheet and noticed something wrong? As long as your hiring manager hasn't approved it yet, you can pull it back. Open the submitted week and click **Recall Submission** on the status banner. The timesheet returns to **Draft** so you can edit and resubmit.

> **Recall window:** You can only recall a timesheet while it's in **Submitted** status. Once it's been approved or rejected, recall is no longer available.

> **Project codes are REQUIRED.** Every entry must include a project code. Timesheets without project codes will be rejected.

> **No overtime.** Maximum 8 hours per day and 40 hours per week. Overtime is not allowed under these contract vehicles and will be rejected.

> **Weekly deadline:** Submit your timesheet by the end of Friday each week. Late submissions may delay processing of your hours.

> **Tip:** Save your draft frequently. If your session times out or you navigate away, unsaved entries will be lost.

5. Timesheet Errors & Resubmission

If your hiring manager rejects a timesheet **or your supplier requests changes**, it will appear with a red "Rejected" badge in the sidebar and a warning banner on your dashboard. You need to fix the issue and resubmit.

Your supplier can also leave notes. If your supplier spots something before the timesheet goes to the hiring manager, they may send it back with comments. You'll see an **amber "Supplier requested changes"** card at the top of the timesheet with their message. Update the entries and resubmit — same flow as an HM rejection, but the status stays Draft or Submitted rather than Rejected.

Timesheet statuses

Status	Meaning	Action Required
Draft	Saved but not yet submitted	Complete your entries and click Submit
Submitted	Sent to your hiring manager, awaiting approval	No action — wait for review
Approved	Approved and counted toward your engagement totals	No action — hours are recorded
Rejected	Sent back with feedback, needs revision	Edit and resubmit immediately

Fixing a rejected timesheet

1. **Click the rejected week** in the left sidebar to open it.
2. **Review the feedback** — your hiring manager's rejection reason is displayed at the top of the timesheet.
3. **Edit your entries** — correct the hours, project codes, or descriptions based on the feedback.
4. **Resubmit** — click "Submit" to send the corrected timesheet back for approval.

> **Don't ignore rejected timesheets.** A warning banner appears on your dashboard whenever you have a rejected timesheet. Correct and resubmit as soon as possible to keep your hours on track.

6. Quick Reference

Common Tasks

Task	Where to Go
Submit a timesheet	Timesheets → select week → fill in hours → Submit
Check timesheet status	Timesheets → view status badges in sidebar
Fix a rejected timesheet	Timesheets → click rejected week → edit → resubmit

Task	Where to Go
View engagement details	Dashboard → click engagement card

Glossary

Term	Definition
Project Code	Required identifier on every timesheet entry for budget tracking
PO (Purchase Order)	The executed purchase order number for your engagement
OTP	One-time passcode sent to your email for login

Getting Help

- **Feedback button:** Use the "Feedback" button in the bottom-right corner of any page to report issues or suggestions
- **Account or contract questions:** Contact your supplier
- **Work-related questions:** Contact your hiring manager
