

VirtualStaff.ph Time Tracker
HOW TO USE
- JOB SEEKERS -

(You should be hired by an employer in VirtualStaff.ph before installing the tracker)
This PDF is to explain how to use the time tracker for job seekers that already hired.

Step #1: Go to the Time Tracker page on the website

<https://www.virtualstaff.ph/time-tracker/>

TRACK YOUR VIRTUAL ASSISTANT IS WORKING
Ideal if you pay salary based on a per hour rate. Use our time tracking software for free!

BENEFITS FOR EMPLOYER

- ✓ Track your employees time
- ✓ Proof your virtual assistant was working
- ✓ No guesswork

BENEFITS FOR JOBSEEKER

- ✓ Proof for getting paid (if paid hourly this proves you worked)
- ✓ Automatic screenshots
- ✓ Automatic proof you were working
- ✓ Tracks your time automatically

DOWNLOAD TIME TRACKER FOR FREE!

Time Tracker App | Time Tracker Manual

Step #2: Choose the appropriate installer (ie. for MacOS or Windows), download and install. Login to the Time Tracker using the same email and password you have in your VirtualStaff.ph account

Time Tracking

VirtuolStaff.ph

Email

Password

Forgot password

Sign In

Step #2: Once logged-in, refer to task list and start the timer
(Tasks are created and assigned to you by your employer)

Time Tracking

Testis Test

Task List | Refresh

Testic

Time Worked:
00:00:07

Stop