

Training Tip

Client Web Portal

Timesheet Approval

When an employee has submitted a timecard for approval, you will be notified by email. You are able to approve time submitted from the email notification or from your web portal.

1. **Approving Time by Email** – When an employee has submitted a timesheet for your approval, you will receive an email notification for the submitted timesheet. Review the time submitted, and select to either **Approve Timesheet** or **Reject Timesheet** from the email.

Dear Test Time Approver,

Test Talent's time sheet has been submitted and is waiting for your approval.

You can use the buttons below to immediately APPROVE or REJECT the timesheet. If you wish to review the timesheet first, please log in to [Avionté](#).

Timesheet Overview

Job Title: Material Handler
Total Hours: 42
Straight Hours: 40
Overtime Hours: 2
Doubletime Hours: 0
Week Ending: 3/8/2020

Timesheet Details

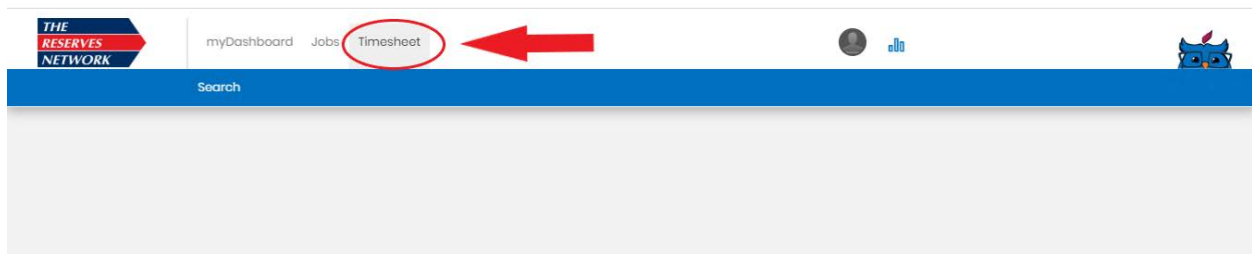
Monday: 8:00 AM - 5:00 PM (Breaks: 11:00 AM - 12:00 PM)
Tuesday: 8:00 AM - 6:00 PM (Breaks: 11:00 AM - 12:00 PM)
Wednesday: 8:00 AM - 5:00 PM (Breaks: 11:00 AM - 12:00 PM)
Thursday: 8:00 AM - 6:00 PM (Breaks: 11:00 AM - 12:00 PM)
Friday: 8:00 AM - 5:00 PM (Breaks: 11:00 AM - 12:00 PM)
Saturday: Didn't Work
Sunday: Didn't Work

Notes

Worked 1 hour over on Tuesday and Thursday



2. **Approving Time From the Web Portal** – Once logged into your portal, click on the **Timesheets Tab** in the main menu to review the timesheets awaiting approval.



Timesheet Manager will display a list of all timesheets awaiting your approval. To review the timesheet and approve, click **View Timesheets**.

The screenshot shows the 'Timesheet Manager' interface. At the top, there is a navigation bar with 'myDashboard', 'Jobs', and 'Timesheet' tabs. Below this is a search bar. The main content area is titled 'Timesheet Manager' with a subtitle 'Submit or review timesheets'. Underneath, it says 'Timesheets awaiting your approval'. A table lists the timesheets with columns: Timesheet, Position, Consultant, Week Ending, Submit Date, Straight, Over, Double, and Total. The first row is highlighted with a red circle around the 'View Timesheet' link. Below the table is a search section for timesheets with filters for Company (Test Customer) and Job Status (All, Active, Expired).

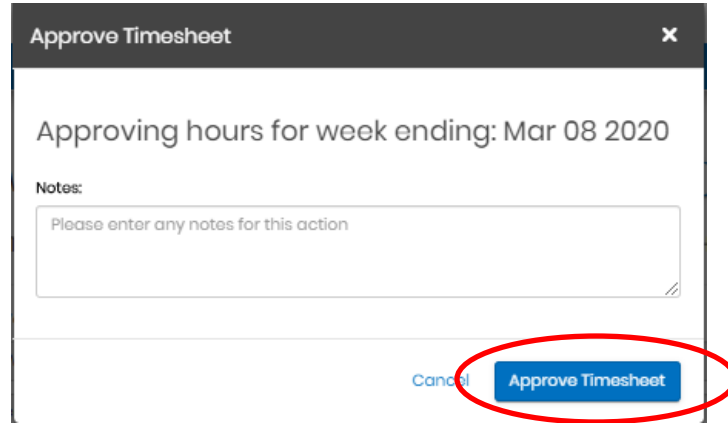
Timesheet	Position	Consultant	Week Ending	Submit Date	Straight	Over	Double	Total
View Timesheet	Material Handler	Test Talent	Mar 8, 2020	Mar 24, 2020 8:44 PM	40	2	0	42

Review daily time entries and week worked dates entered by the employee on the time sheet.

- Click **Approve Timesheet** button to approve the time entered
- Click **Reject Timesheet** button to reject the timesheet back to the employee for corrections and resubmittal if there is a mistake on the timesheet

The screenshot shows a detailed view of a timesheet for the week ending Mar 08 2020. At the top, there is a navigation bar with 'myDashboard', 'Jobs', and 'Timesheet' tabs. Below this is a search bar. The main content area is titled 'Back to Timesheet Manager' and 'Week ending: Sun Mar 15 2020'. The timesheet is for Consultant: Test Talent, Company: Test Customer, Manager: Test Time Approver, Job Title: Material Handler, and Job Dates: 3/2/20 - 2/1/00. The timesheet is displayed as a grid of daily entries from Monday Mar 02 2020 to Sunday Mar 08 2020. Each day shows 'In' and 'Out' times, 'Break Start', and 'Break End'. Below the grid, there are two summary boxes: 'Regular Hours' with a value of 40.00 and 'Overtime Hours' with a value of 2.00. A red box highlights the entire timesheet grid and summary boxes. Below the summary boxes, there is a notification box stating 'This timesheet has been submitted on 3/24/20 8:44 PM and no further updates are allowed.' At the bottom, there are two buttons: 'Reject Timesheet' (with a red arrow pointing to it) and 'Approve Timesheet'.

An Approve Timesheet confirmation box will appear verifying the approval. Enter notes if applicable then click **Approve Timesheet**.



The timesheet will show approved and be locked for changes. Click the **Back to Timesheet Manager** button at the top of the screen to return back to the Timesheet Manager and approve additional timesheets as needed.

