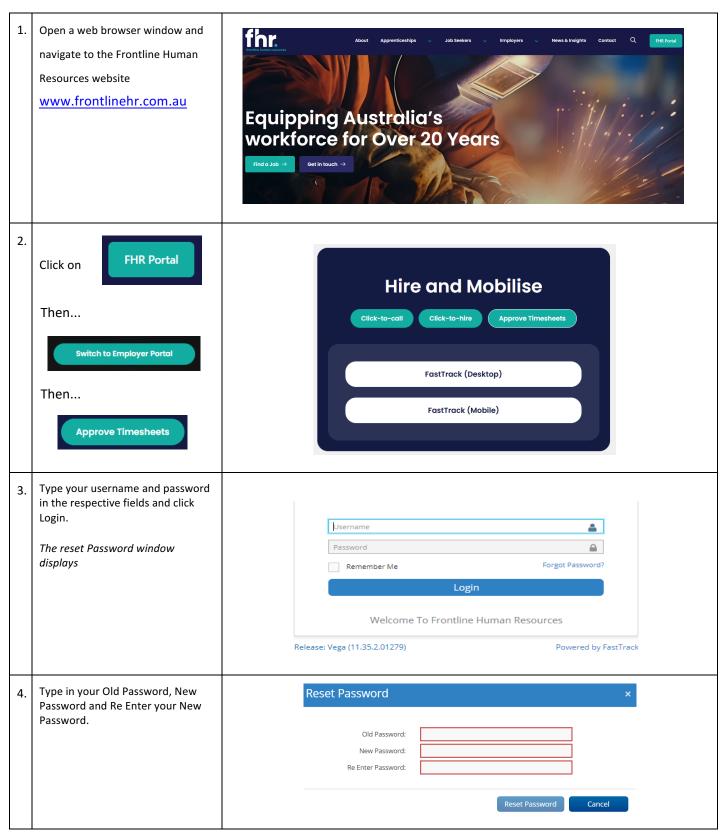


This guide explains how you can access, navigate and how to approve timesheets.

Before you begin using the Time and Attendance system your Consultant will issue you with a link to the Client Portal along with a username and password for logging in.

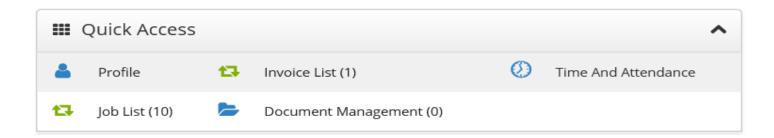
How to Access the Client Portal





Navigation

Once logged in you will be able to navigate to the various sections available on your Portal via the Quick Access menu. The quick access menu is located at the top right-hand corner. To quickly navigate to an available selection, select the link within the quick access menu.



Profile Management - Review and edit personal information such as email, mobile and address details.	Invoice List - ability to access view and print invoices.	Time & Attendance - submit timesheets and reimbursement items for approval and payment
Job List – lists all the job orders you have been filled on	Document Management - provides you with the ability to upload and manage documents	

As you are scrolling through the Portal you can select the black icon with a white up arrow to quickly return you to the top of your Portal.



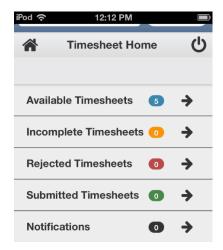


Time And Attendance

Time and Attendance

Navigation

In Timesheet Home Screen timesheets are categorised based on their status or type. You will be able to see the timesheets in your workflow up to the current week end date. You can access the timesheets in each category by clicking on the relevant category on the Timesheet Home screen, as shown in the example below:



Available - Available timesheets are timesheets that have been created for job orders that you have been assigned. These are timesheets that are available for you to enter your hours (timesheets that you are yet to submit for approval by the Client).

Incomplete - Incomplete timesheets are timesheets that have been edited and saved but are yet to be submitted for approval by the Client.

Rejected - Rejected timesheets are timesheets that you have submitted for approval by the Client but have been rejected due to errors, discrepancies or incompleteness. You will need to go in and amend then resubmit again for approval by the Client.

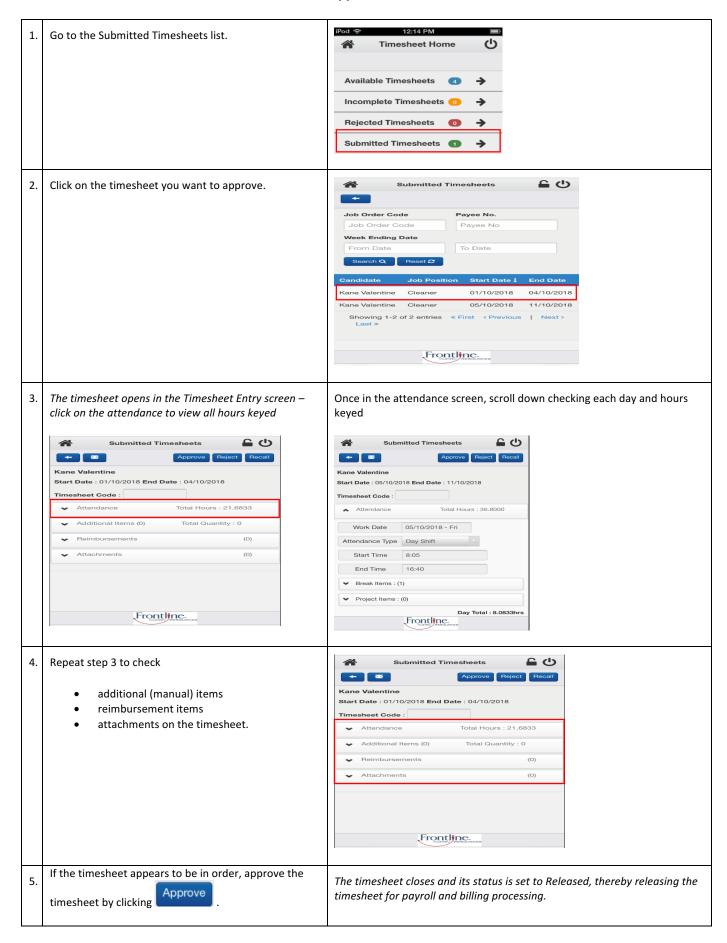
Submitted – Submitted timesheets are timesheets that have been submitted for approval and are awaiting approval by the Client/Timesheet approver.

If you are responsible for approving timesheets, timesheets requiring your approval can be accessed via the Submitted Timesheets screen. You may also be sent an automatic approval notification whenever a new timesheet is submitted for your approval.

To carry out the approval process you need to open the submitted timesheet and check the timesheet entries. If the timesheet has been keyed correctly, you can approve the timesheet. Otherwise, you can reject the timesheet so that the submitter can correct the timesheet and resubmit it for approval.

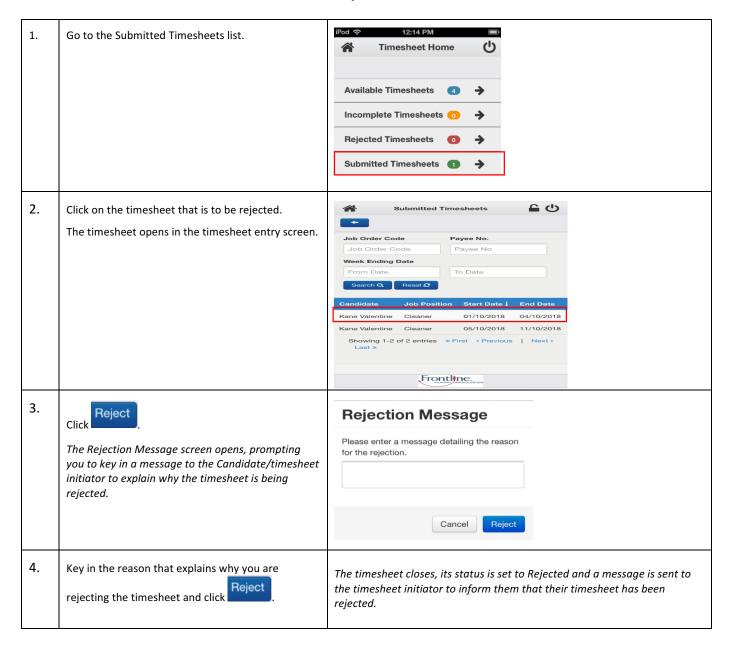


How to Approve a Timesheet





How to Reject a Timesheet



General Navigation & Functions



Select this to return to the Timesheet Home screen at any point (unsaved data will not be retained)



Select this to logout.



Select this to return one page back (unsaved data will not be retained)

ÞΚ

Select this icon to send an email to the selected recipient