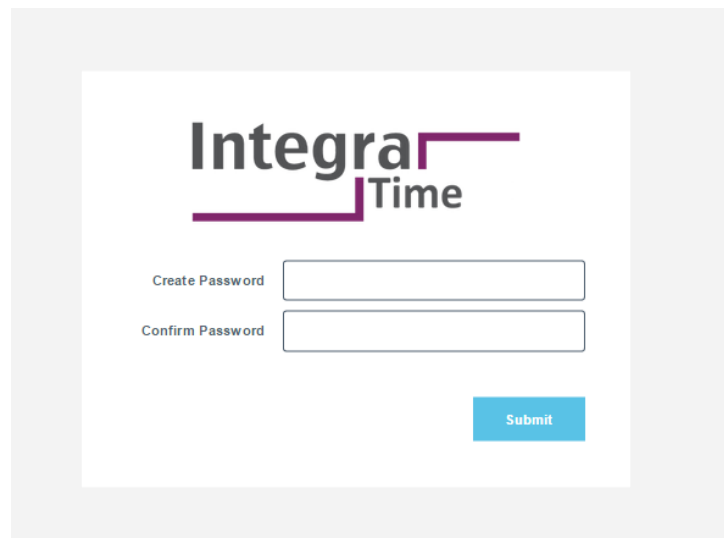


## Approver online timesheet guide

Step1,

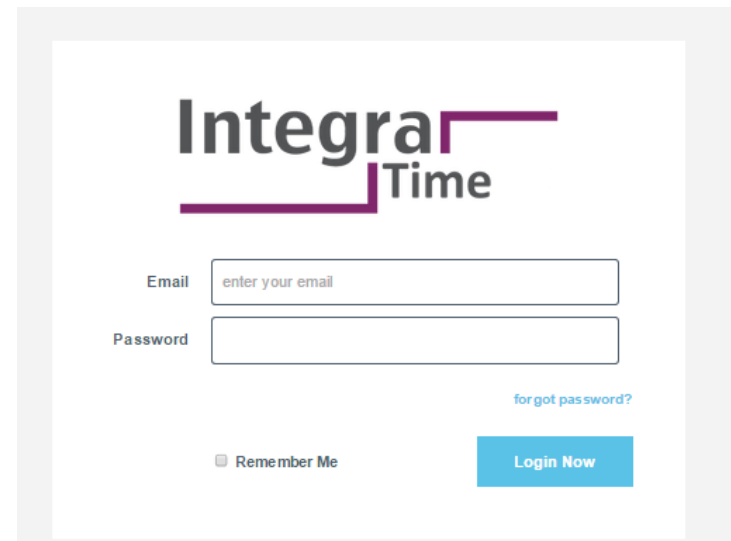
Before you can approve or reject any timesheets you will need to create an online account. You will receive a welcome email from us and if you click the link in the email it will ask you to create a password for your account.

1)



The screenshot shows the 'Create Password' form for the IntegraTime system. The logo 'IntegraTime' is at the top. Below it are two input fields: 'Create Password' and 'Confirm Password'. A blue 'Submit' button is located at the bottom right of the form.

2)



The screenshot shows the 'Login' form for the IntegraTime system. The logo 'IntegraTime' is at the top. Below it are two input fields: 'Email' (with placeholder text 'enter your email') and 'Password'. A blue 'Login Now' button is at the bottom right. There is also a 'Remember Me' checkbox and a 'forgot password?' link.

Step2,

Once you have created your password you will be prompted to log in with your email ID and the password you have just created.

### Step3

Once you log into your online portal, you will be taken to your timesheet list, you will see your timesheets are split into the following tabs.

- 1, Awaiting Approval – These are timesheets which have been submitted and are pending approval.
- 2, Approved – These are timesheets which have been approved.
- 3, Rejected - These are timesheets which have been rejected.

Week	Start Date - End Date	Candidate	Company	PO Number	Location	Hours	Status
Sorry. No Record Found							

Awaiting Approval  
0

Rejected  
0

Approved  
0

You will not see any timesheets here until they have been submitted by the worker.

## Step4

If you click on the blue view button next to the relevant timesheet it will take you into the timesheet screen showing more details of the timesheet, here you need to check the timesheet and if you're happy with the details you need to click on approve. The timesheet will then move to Approved on your main log in screen an email will be sent to the worker to advise their timesheet has been approved. Alternatively if you don't want to approve on line you can press the print PDF button, this will bring up a PDF version which you can print sign and fax to the agency.

Week 5 | 2015 | 04th May - 10th May 2015
Joe Bloggs

8 hrs
🕒 Submitted

Client: Client

Company: Recruitment Agency

PO Number: PO123456

Location: Location

Start Date: 04 - May - 2015

End Date: 10 - May - 2015

Approver Name: Sarah Ainsworth (1st)

Grade: 2

Days	Start Time	End Time	Break Start	Break End	Total Hours	Total Days
Monday	08:00 AM ▼	05:00 PM ▼	12:00 PM ▼	01:00 PM ▼	8.00	1 ▼
Tuesday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Wednesday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Thursday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Friday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Saturday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Sunday	select ▼	select ▼	no break ▼	no break ▼		select ▼
Total Hours / Total Days					8	1

Expenses

Notes

Approve
Reject
Print PDF

## Step5

If you do not agree with the timesheet, you have 2 options, you can either edit the hours/days on the timesheet and then approve once you're happy or you can click on reject, this will then bring up a window for you to log in your rejection reason, once completed you can press reject. This will now move the timesheet to the rejected tab and it will stay there until the worker has changed the timesheet and re-submitted it for your approval again, the worker will get an email to advise them of the rejection and they can then update the timesheet and re-submit.

Week 5 | 2015 | 04th May - 10th May 2015      Joe Bloggs      8 hrs      Submitted

---

Client: Client      Company: Recruitment Agency      PO Number: PO123456      Location: Location

---

Start Date: 04 - May - 2015      End Date: 10 - May - 2015      Approver Name: Sarah Ainsworth (1st)      Grade: 2

---

Days	Start Time	End Time	Break Start	Break End	Total Hours	Total Days
Monday	08:00 AM					1
Tuesday	select					select
Wednesday	select					select
Thursday	select					select
Friday	select					select
Saturday	select					select
Sunday	select	select	no break	no break		select
Total Hours / Total Days					8	1

Expenses:       Notes:

Approve   Reject   Print PDF

---

History

**Reason** ✕

Reject