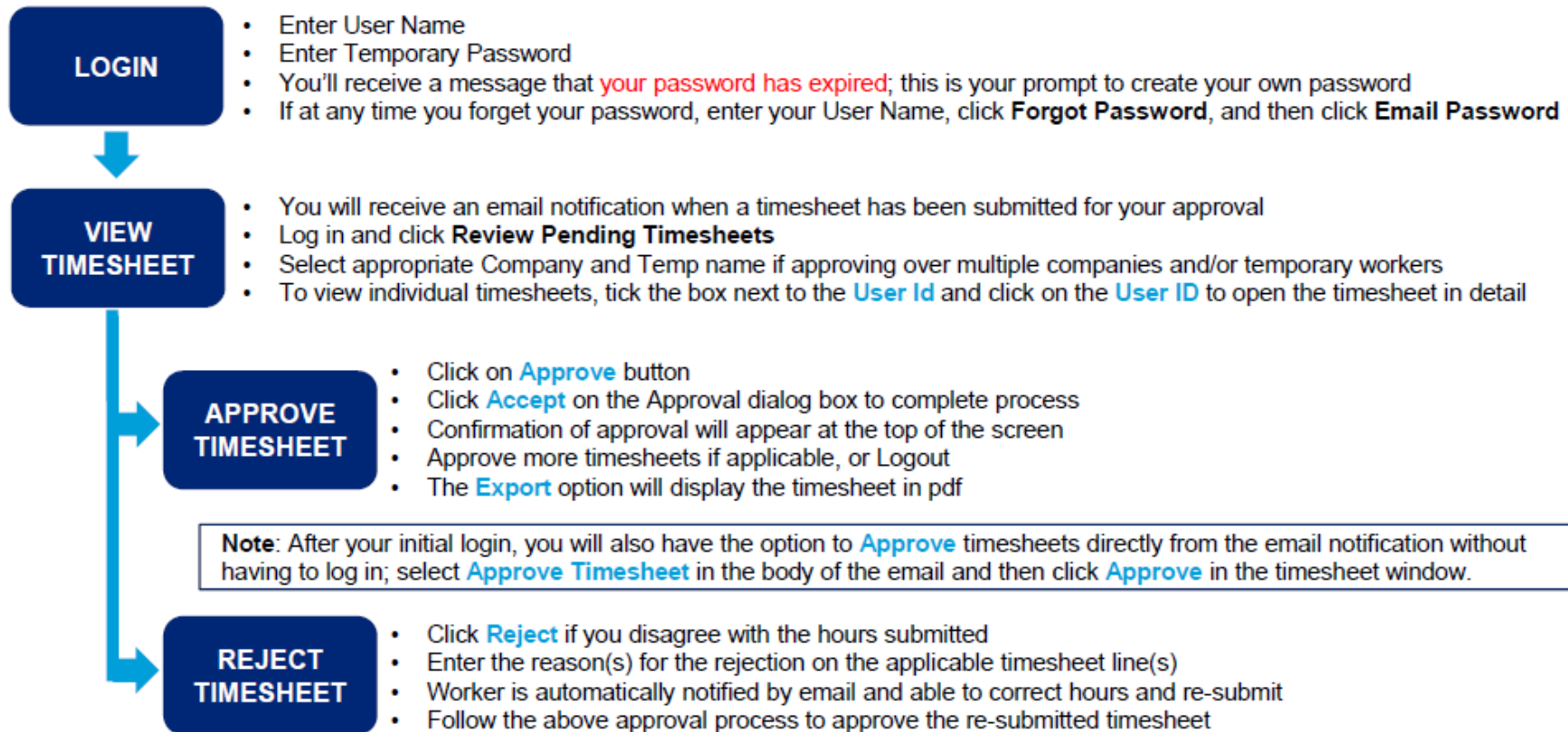


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Note: You may also **Unapprove** a timesheet if it has not yet been processed for payment: 1. From Timesheet History, select applicable timesheet and click **Unapprove** 2. Click ok to confirm the action 3. Select **Reject** and enter a reason.

IMPORTANT: Please note that the deadline for approving hours is Monday at 11:59am ET

Questions? Email us at Webtime@hays.com