

## **WELCOME TO WEBTIME!**

## APPROVER QUICK REFERENCE GUIDE

LOGIN

- Enter User Name
- Enter Temporary Password
- You'll receive a message that your password has expired; this is your prompt to create your own password
- If at any time you forget your password, enter your User Name, click Forgot Password, and then click Email Password

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VIEW TIMESHEET

- You will receive an email notification when a timesheet has been submitted for your approval
- Log in and click Review Pending Timesheets
- Select appropriate Company and Temp name if approving over multiple companies and/or temporary workers
- . To view individual timesheets, tick the box next to the User Id and click on the User ID to open the timesheet in detail

APPROVE TIMESHEET

- Click on Approve button
- · Click Accept on the Approval dialog box to complete process
- Confirmation of approval will appear at the top of the screen
- · Approve more timesheets if applicable, or Logout
- . The Export option will display the timesheet in pdf

**Note**: After your initial login, you will also have the option to **Approve** timesheets directly from the email notification without having to log in; select **Approve Timesheet** in the body of the email and then click **Approve** in the timesheet window.

REJECT TIMESHEET

- Click Reject if you disagree with the hours submitted
- . Enter the reason(s) for the rejection on the applicable timesheet line(s)
- · Worker is automatically notified by email and able to correct hours and re-submit
- · Follow the above approval process to approve the re-submitted timesheet

**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