

WELCOME TO WEBTIME! TIMESHEET 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**

CREATE TIMESHEET

- Under Timesheets click on **Create New**
- Select Date - choose the first day of your work week
- Enter applicable hours for the week (exclude lunch breaks from total daily hours worked)

SELECT YOUR ACTION

- **Save** after each entry if entering hours daily
- **Submit** timesheet when weekly hours have been completed
- **Cancel** if you do not wish to save the most recent action on the timesheet
- **Add Additional Lines** if necessary

Note: Your timesheet is only visible to the approver once you **Submit** it. Changes cannot be made after your timesheet has been submitted, so please take care to ensure accuracy when entering your hours.

TIMESHEET APPROVED

- You will receive an email notification when your hours have been approved
- **If you do not receive notice of approval, please follow-up with your approver**
- Once the timesheet is approved, no further action is required
- **IMPORTANT NOTE: Timesheet approval deadline is 11:59am ET each Monday**

TIMESHEET REJECTED

- You will receive an email notification, including the reason, if your approver has rejected your timesheet
- From the Home page, under Recent Timesheets expand the Rejected Timesheets section, and click on the timesheet
- Make necessary changes to your timesheet and then **Submit** it

NEED HELP?

Email us at Webtime@hays.com