

Timesheet Entry Approvers

Training Document



10 min instructions

I. Login

II. View Timesheets

III. Accept/Submit or Reject Timesheets and Add Comments

IV. Logout

I. Login

Your login information will be emailed to you from the payroll department. Email notification will include a link to login to the timesheet portal and your temporary password. Contact your recruiter if you did not receive your login information.

1) Email notification

From: **Staffing Resource Group Admin**
Date: June 1, 2014
Subject: New Timesheet Login Information
To: sallytest@testemail.com

Hi Sally,

Your new timesheet login password is at the very bottom of this email. You will need this information to complete or approve timesheets.

The password provided is a temporary password. When you first log in it will prompt you to change it to one of your choice, please note it must be 8 characters long and contain one number.

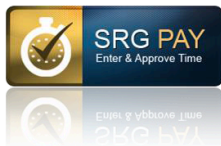
<http://staffingresourcegroup.force.com/timesheet>

Username: sallytest@testemail.com
Password: PYUTRIE8

Login with new credentials.

- 2) Enter your **username**.
- 3) Enter your new **password**.
- 4) Click **Login**.

Login to Timesheet Application



Username:

Password:

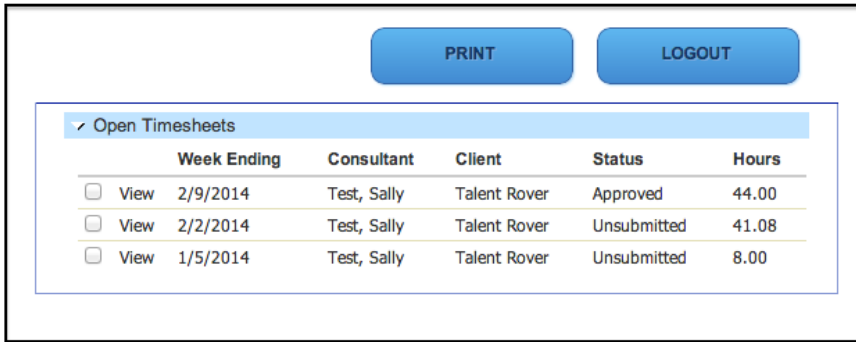
Login

[Forgot Your Password?](#)

II. View Timesheets

On the initial page you will see a listed timesheet(s) for your review.

- 1) Click **View** to see the details of a given time sheet.



PRINT LOGOUT

Open Timesheets						
	Week Ending	Consultant	Client	Status	Hours	
<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00

III. Accept/Submit or Reject Timesheets and Add Comments

In the “**Timesheet Details**” you will see all assignment/job information pertaining to the consultant:

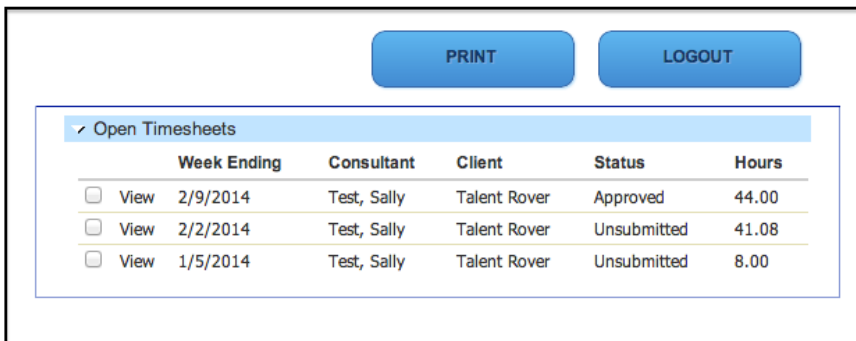
- 1) Verify the following fields are correct for those specific days of the week: **Day, Date, Start Time, End Time** and **Meal Minutes**.
- 2) If timesheet has been rejected, provide all your reasons in the “**Notes**” section. It is recommended for you to provide as much information as possible; these notes will be included in the e-mail to the consultant.
- 3) “**Assignment Continuing**” is a required field, you may choose at this point to “**Approve**” or “**Reject**” the timesheet.

If you decide to reject the timesheet, it will be sent back to the consultant to enter revised information. Once the rejected timesheet has been re-submitted by the consultant you will need to **Accept/Submit Timesheet**.

- 4) The option to “**Cancel**” will bring you back to the timesheet summary page.

IV. Logout

- 1) Click **LOGOUT** when you are done approving timesheet.



PRINT LOGOUT

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<input type="checkbox"/>	View	2/9/2014	Test, Sally	Talent Rover	Approved	44.00
<input type="checkbox"/>	View	2/2/2014	Test, Sally	Talent Rover	Unsubmitted	41.08
<input type="checkbox"/>	View	1/5/2014	Test, Sally	Talent Rover	Unsubmitted	8.00