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Client's Guide  
to  
Approving Timesheets Online

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**encadria**<sup>™</sup>  
staffing solutions

a Georgia-Pacific company



<b>1. WHAT IS E-TIME?.....</b>	<b>3</b>
<b>2. HOW WILL I KNOW I'VE GOT TIMESHEETS TO APPROVE?.....</b>	<b>4</b>
<b>3. LOGGING ON.....</b>	<b>5</b>
3.1. What if I lose my password? .....	5
<b>4. TIMESHEET APPROVAL PAGE.....</b>	<b>7</b>
4.1. Click for Timesheet Details .....	8
4.2. Entering Comments .....	10
<b>5. CONFIRMATION PAGE.....</b>	<b>11</b>
<b>6. PRESERVING A HARD COPY OF THE CONFIRMATION PAGE.....</b>	<b>12</b>
6.1. Printing the Confirmation Page .....	12
6.2. Emailing a Copy of the Confirmation Page to Another Party.....	14
6.2.1. Internet Explorer Users .....	14
6.2.2. Netscape Users .....	16

## 1. What is E-Time?

E-Time is an automated time collection and approval process. Employees enter hours worked each week via the web or telephone. Clients approve timesheets via the Internet on Mondays.

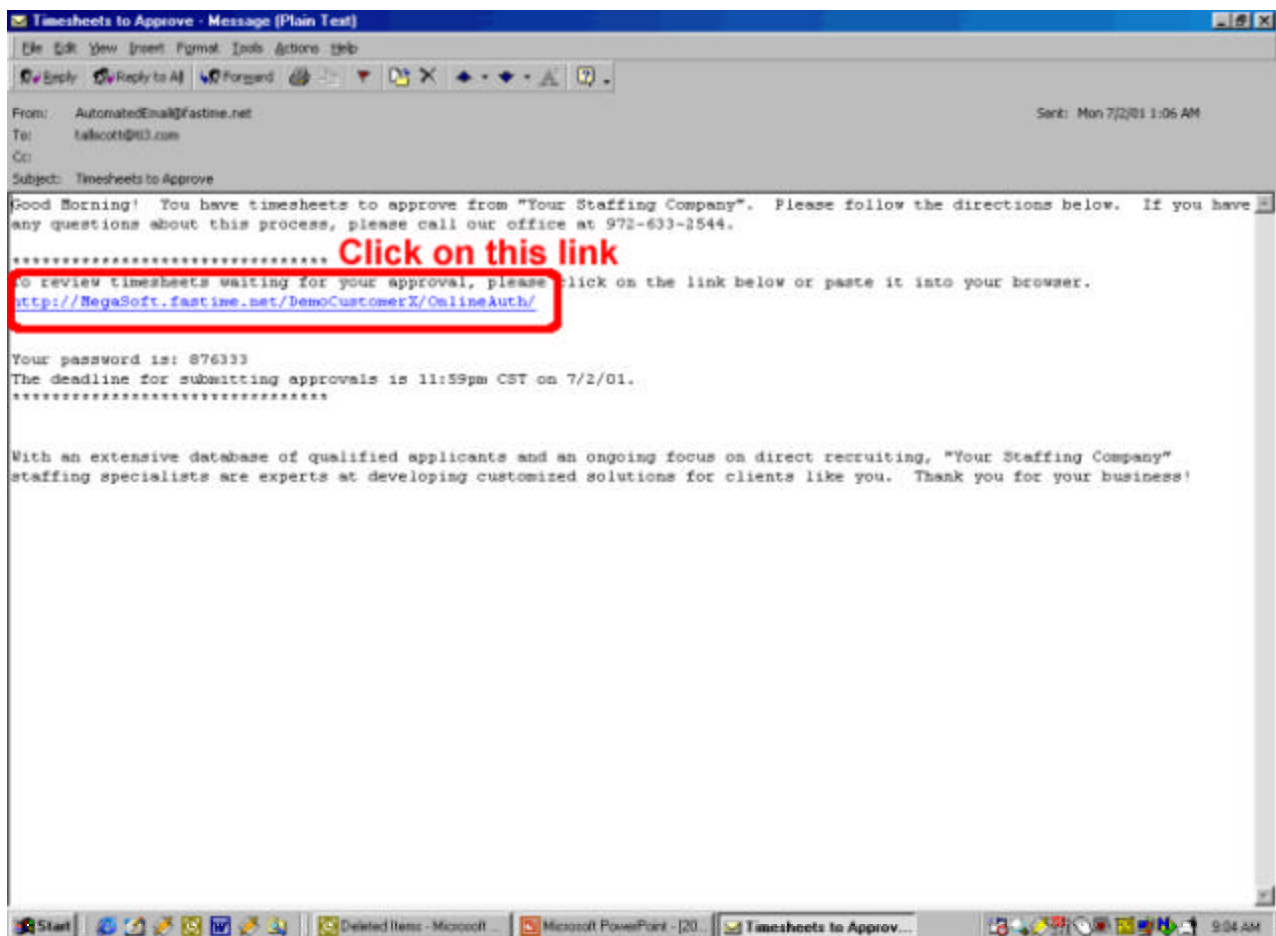
Our system provides you a friendly and fully automated way to both approve timesheets. We are confident it will save you time and effort in addition to enabling us to provide you with 100% accurate billing data.

The new system:

- ?? Groups all employee timesheets for a client (approving manager) into one, easy-to-read online timesheet.
- ?? Allows clients to approve or reject timesheets.
- ?? Automatically totals the hours entered by the employee...there is no longer a need to be sure the employee didn't make a calculation error.
- ?? Eliminates the need to stay late on Friday evenings to approve paper timesheets.
- ?? Automatically imports timesheet and approval information into our billing system to ensure 100% accurate billing!

## 2. How Will I Know I've Got Timesheets to Approve?

Early on Monday mornings, clients responsible for approving timesheets will receive an email containing a link to the online authorization website and a password for that week's authorization period. Clients responsible for approving multiple employees' timesheets will receive one notification email – not one email for each employee.



### 3. Logging On

To review and approve timesheets, follow these steps:

?? **Click on the link contained in the email you received Monday morning.** The following login screen will appear. *Note: Some Internet browsers, such as AOL require that you cut and paste the link into the browser's address bar.*



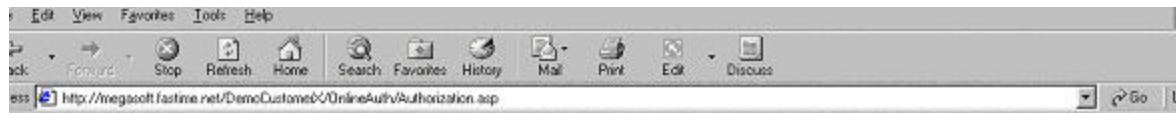
**You login by entering your email address and the password contained in your email. Then click Login.** Please be aware that your password changes each week. For security reasons, there is no provision for “saving” your password for future logins.

#### 3.1. What if I lose my password?

If for some reason you did not receive an email or accidentally deleted your email and password, you can click on the [Send me my password](#) link to request your password. An email will be sent immediately to your email address containing the link to the online authorization site and your password for that week's authorization period.

## 4. Timesheet Approval Page

All timesheets entered will be displayed on the timesheet approval page. **You must approve or reject each timesheet before submitting this page.**



Your Logo!

### Online Authorization Form

Welcome tallscott@t3.com, the following timesheets have been submitted for your approval.

- If applicable, timesheet details can be seen by clicking on the date field.
- [Missing Timesheet Report](#) - A report of people who have not submitted a timesheet.

**Step 1: Select Approve or Reject, Add Comments**

Individuals:											Approve	Reject	Comments
Assignment ID	Name	Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total			
23760	Joan Diaz	7/1/2001	8.25	7.75	8.00	8.00	8.00	0.00	0.00	40.00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
27623	Brad Hendricks	7/1/2001	14:00	0:00	0:00	0:00	0:00	0:00	0:00	14:00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
			Total mileage: 13				Total expenses: \$13.13						
23945	Ben Wheeler	7/1/2001	8:00	0:00	8:00	0:00	0:00	0:00	0:00	16:00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
			Total mileage: 12				Total expenses: \$12.12						
23877	John Williamson	7/1/2001	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>

Page 1 of 1

Please double check your entries. When you are certain that the information is correct, click "Submit" to update the timesheets.

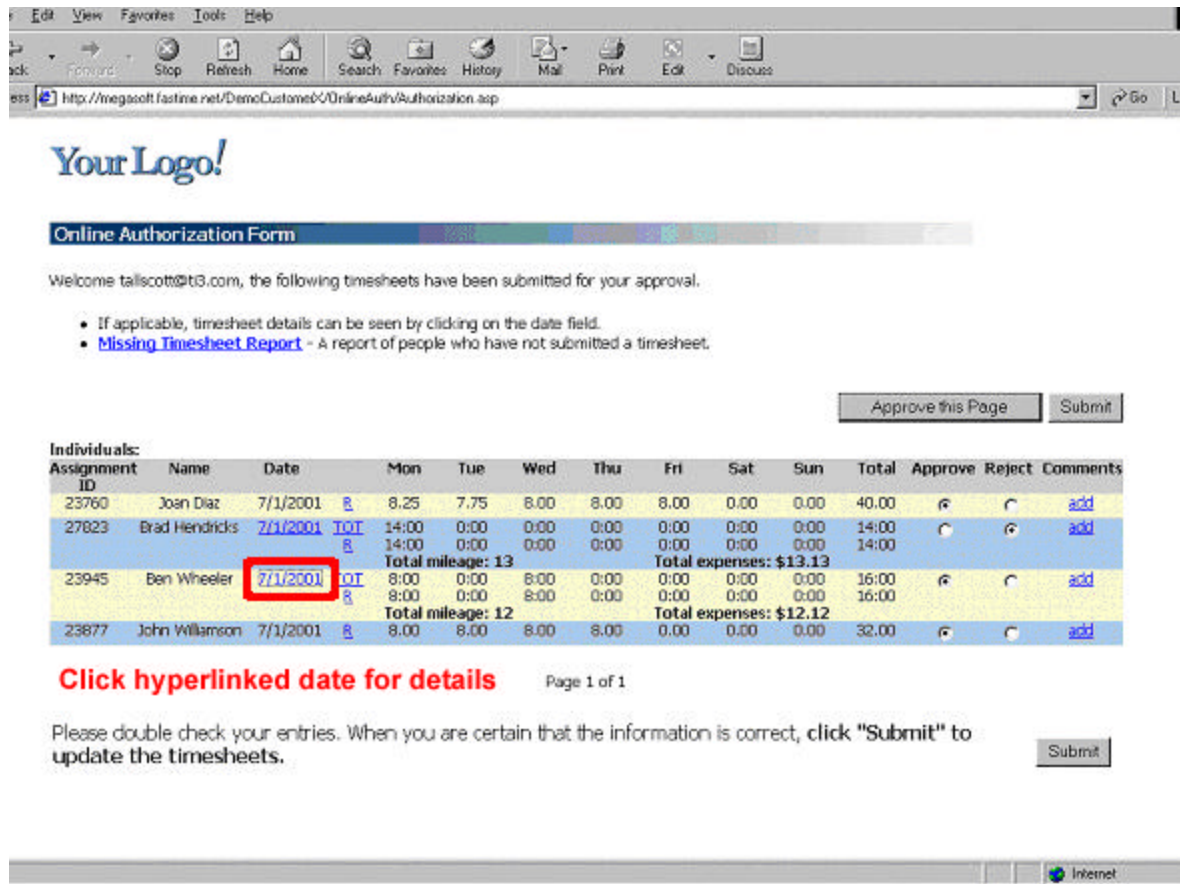


**Step 2: Press Submit**

**Once you have approved or rejected all timesheets, you must press Submit.** There is a submit button at the top and bottom right hand section of the page. You must Submit the page for your approvals/rejections to be processed.

## 4.1. Click for Timesheet Details

When viewing the Timesheet Approval page, a hyperlinked entry in the date column indicates that more timesheet details are available. **Click on the hyperlinked date to show more details for that employee's timesheet.**



Online Authorization Form

Welcome tallscott@t3.com, the following timesheets have been submitted for your approval.

- If applicable, timesheet details can be seen by clicking on the date field.
- [Missing Timesheet Report](#) - A report of people who have not submitted a timesheet.

Approve this Page   Submit

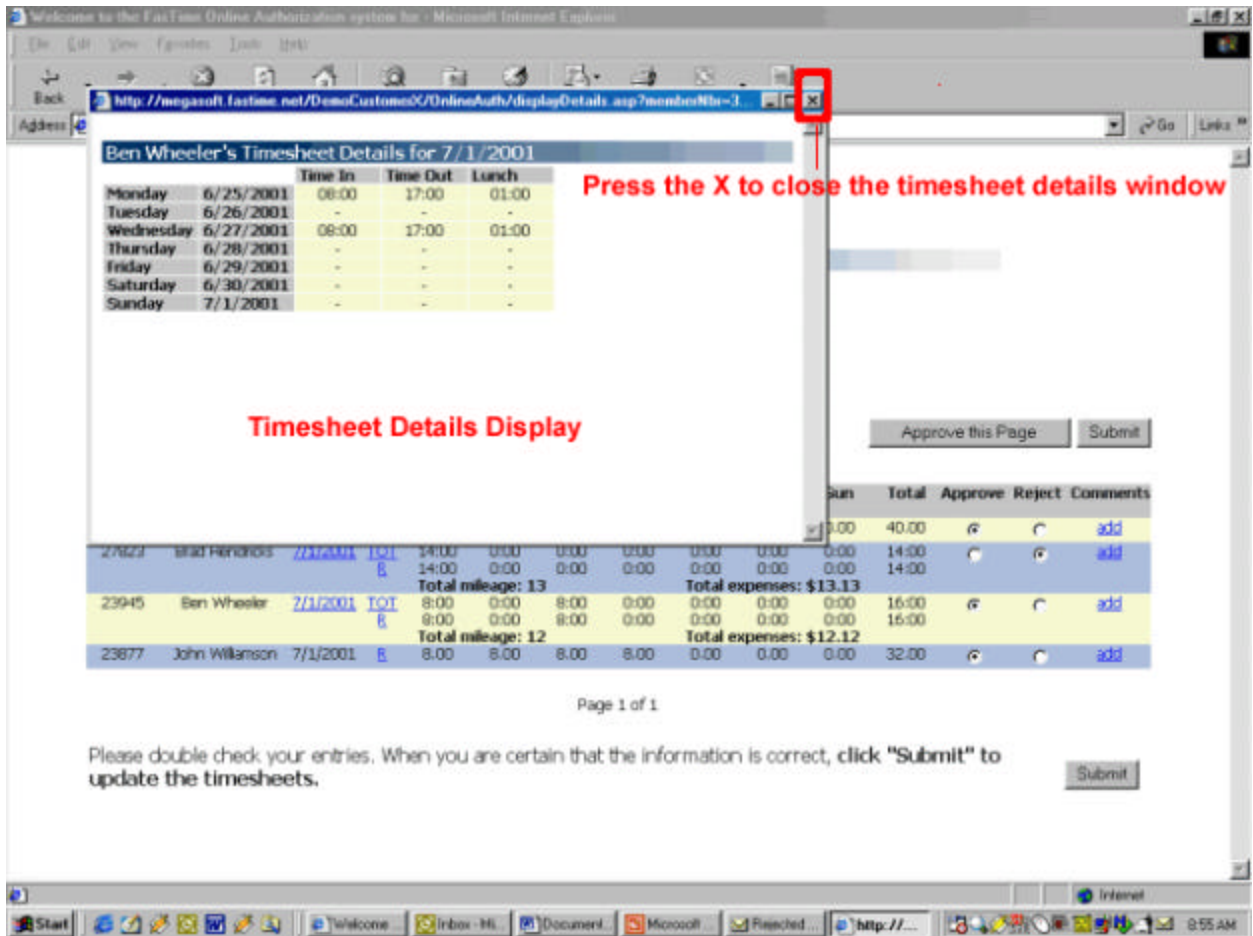
Individuals:			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Approve	Reject	Comments
23760	Joan Diaz	7/1/2001 <a href="#">B</a>	8.25	7.75	8.00	8.00	8.00	0.00	0.00	40.00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
27823	Brad Hendricks	<a href="#">7/1/2001</a> <a href="#">TOT</a> <a href="#">B</a>	14:00	0:00	0:00	0:00	0:00	0:00	0:00	14:00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
			Total mileage: 13			Total expenses: \$13.13							
23945	Ben Wheeler	<a href="#">7/1/2001</a> <a href="#">TOT</a> <a href="#">B</a>	8:00	0:00	8:00	0:00	0:00	0:00	0:00	16:00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>
			Total mileage: 12			Total expenses: \$12.12							
23877	John Williamson	7/1/2001 <a href="#">B</a>	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	<input type="radio"/>	<input type="radio"/>	<a href="#">add</a>

**Click hyperlinked date for details**   Page 1 of 1

Please double check your entries. When you are certain that the information is correct, click "Submit" to update the timesheets.  

The resulting screen is shown on the following page of this guide.

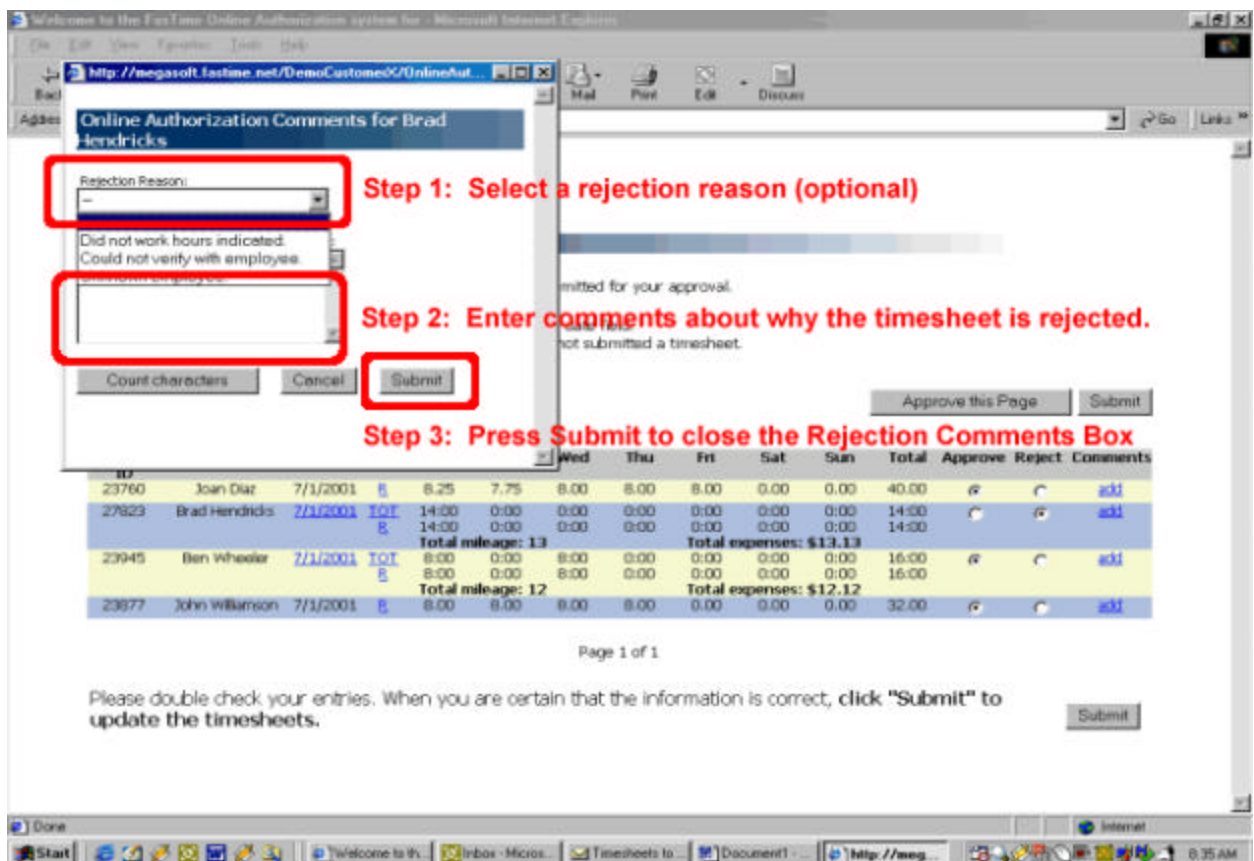
The following screenshot reflects a pop-up box containing timesheet details. The details pop-up box will display the start time, end time and time for lunch for any employee that entered time in that manner.



## 4.2. Entering Comments

Whether approving or rejecting a timesheet, you have the opportunity to enter comments.

?? **If you are rejecting a timesheet, a comments box will automatically display.** You may choose from one of 3 pre-defined rejection reasons and enter customized comments about why you are rejecting this timesheet, or you may choose to just enter custom comments about why you are rejecting this timesheet. *Once the timesheet has been rejected, Encadria Staffing Solutions will be notified immediately by email. Any comments you enter will be reflected in the email.*



The screenshot shows a web browser window with the URL <http://megasoftware.net/DemoCustomer/OnlineAut...>. The page title is "Online Authorization Comments for Brad Hendricks". A red box highlights the "Rejection Reason:" dropdown menu, which is currently set to "--". Below it, two pre-defined rejection reasons are visible: "Did not work hours indicated." and "Could not verify with employee.". Another red box highlights a text input field for entering custom comments. A third red box highlights the "Submit" button. Red text annotations provide instructions: "Step 1: Select a rejection reason (optional)", "Step 2: Enter comments about why the timesheet is rejected.", and "Step 3: Press Submit to close the Rejection Comments Box".

Below the comment box is a table of timesheet entries:

ID	Employee	Date	Day	Start	End	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Approve	Reject	Comments
23760	Joan Diaz	7/1/2001	B	8:25	7:75	8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:00	<input checked="" type="radio"/>	<input type="radio"/>	add
27823	Brad Hendricks	7/1/2001	TOI	14:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	14:00	<input type="radio"/>	<input checked="" type="radio"/>	add
				Total mileage: 13								Total expenses: \$13.13				
23945	Ben Wheeler	7/1/2001	TOI	8:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	16:00	<input checked="" type="radio"/>	<input type="radio"/>	add
				Total mileage: 12								Total expenses: \$12.12				
23877	John Williamson	7/1/2001	B	8:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	0:00	32:00	<input checked="" type="radio"/>	<input type="radio"/>	add

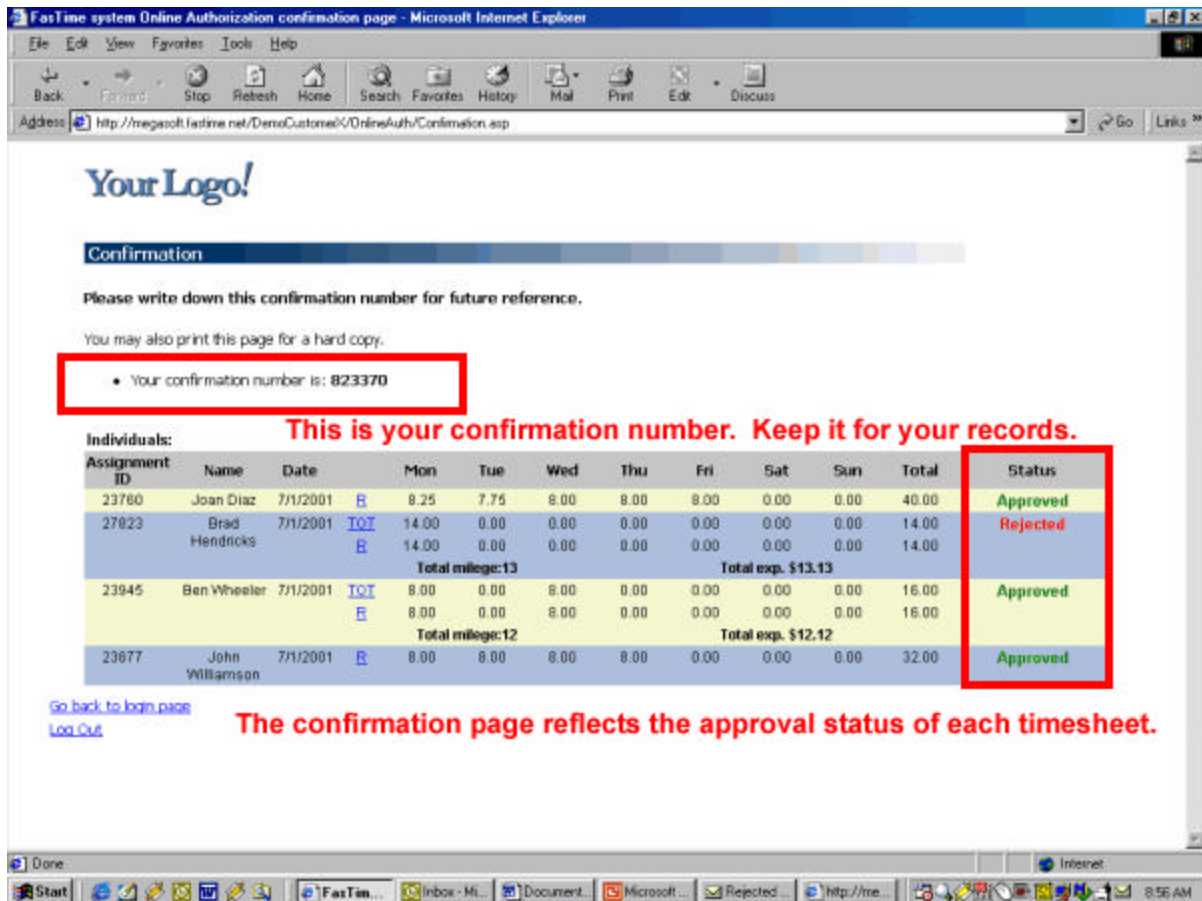
Page 1 of 1

Please double check your entries. When you are certain that the information is correct, click "Submit" to update the timesheets.

## 5. Confirmation Page

Once you have approved or rejected each timesheet, you must press Submit. There is a submit button at the top and bottom right hand section of the page. You must Submit the page for your approvals/rejections to be processed. An approval confirmation page will be displayed.

**Print this confirmation page for your records.**



**Your Logo!**

**Confirmation**

Please write down this confirmation number for future reference.

You may also print this page for a hard copy.

- Your confirmation number is: **823370**

**This is your confirmation number. Keep it for your records.**

Individuals:

Assignment ID	Name	Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status	
23760	Joan Diaz	7/1/2001	B	8.25	7.75	8.00	8.00	8.00	0.00	0.00	40.00	Approved
27823	Brad Hendricks	7/1/2001	TOT	14.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	Rejected
			B	14.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	
				Total mileage:13			Total exp. \$13.13					
23945	Ben Wheeler	7/1/2001	TOT	8.00	0.00	8.00	0.00	0.00	0.00	0.00	16.00	Approved
			B	8.00	0.00	8.00	0.00	0.00	0.00	0.00	16.00	
				Total mileage:12			Total exp. \$12.12					
23877	John Williamson	7/1/2001	B	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	Approved

**The confirmation page reflects the approval status of each timesheet.**

[Go back to login page](#)  
[Log Out](#)

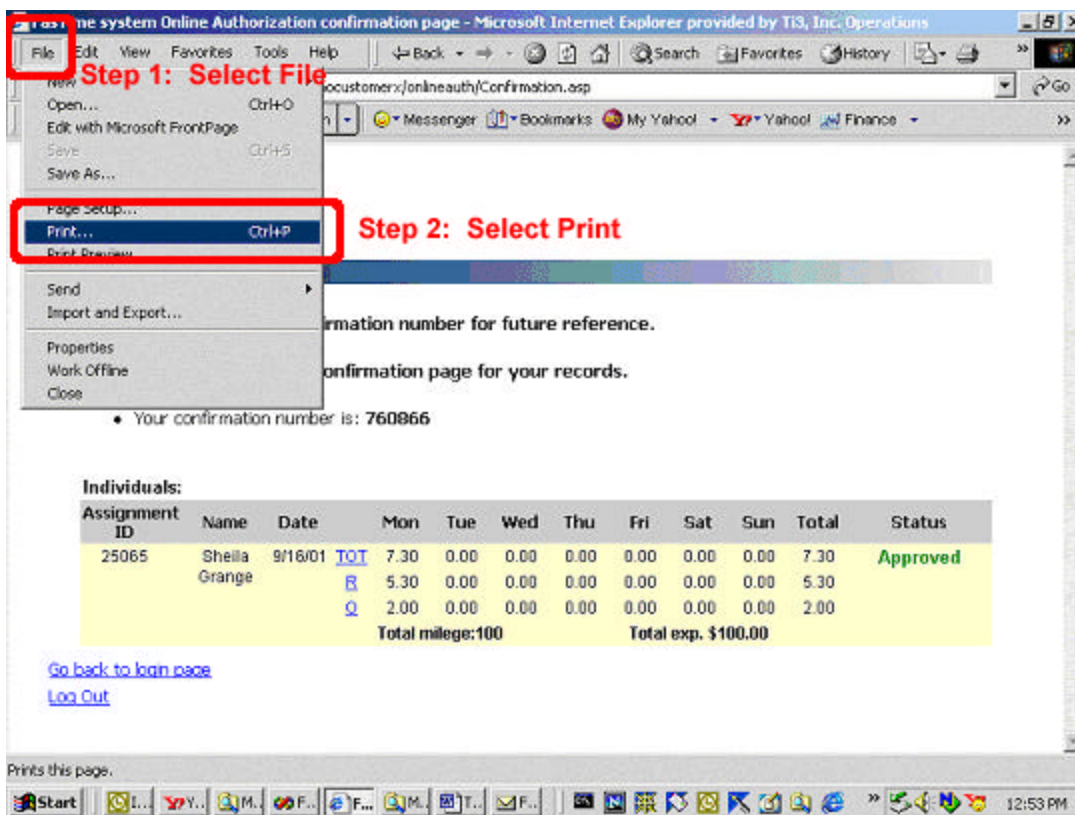
Once you have submitted your timesheet approvals **and printed your confirmation page for your records**, you have completed the timesheet approval process. Please call Encadria Staffing Solutions at 404-652-4012 if you have any questions regarding this process.

## 6. Preserving a Hard Copy of the Confirmation Page

You have two options for preserving a hard copy of the confirmation page.

### 6.1. Printing the Confirmation Page

Step 1: From your Internet Explorer browser tool bar, Select File and then select Print. A print options box will appear on your screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying an online authorization confirmation page. The 'File' menu is open, and the 'Print...' option is highlighted. The page content includes a confirmation number and a table of individuals.

**Step 1: Select File**

**Step 2: Select Print**

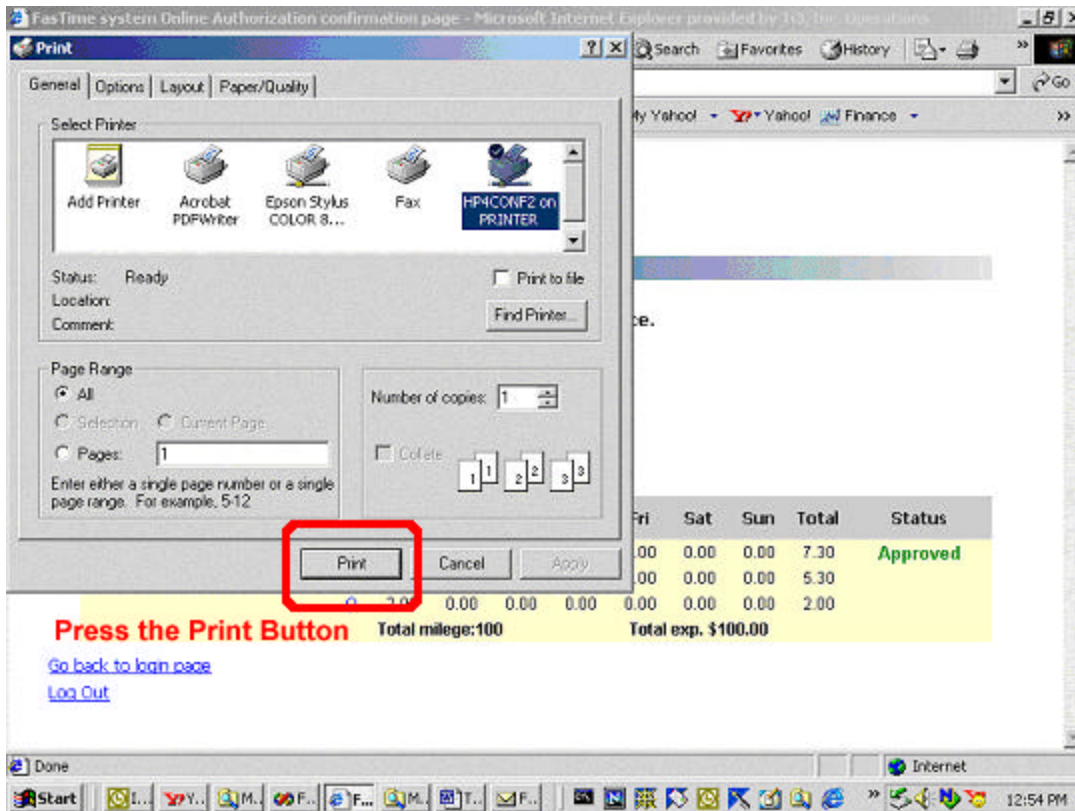
Your confirmation number is: 760866

Individuals:											
Assignment ID	Name	Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status
25065	Sheila Grange	9/16/01	TOT	7.30	0.00	0.00	0.00	0.00	0.00	7.30	Approved
			B	5.30	0.00	0.00	0.00	0.00	5.30		
			Q	2.00	0.00	0.00	0.00	0.00	2.00		
Total mileage:100						Total exp. \$100.00					

[Go back to login page](#)  
[Log Out](#)

Step 1

**Step 2: Press the print button at the bottom of the print options box to print a hard copy of your confirmation page.**



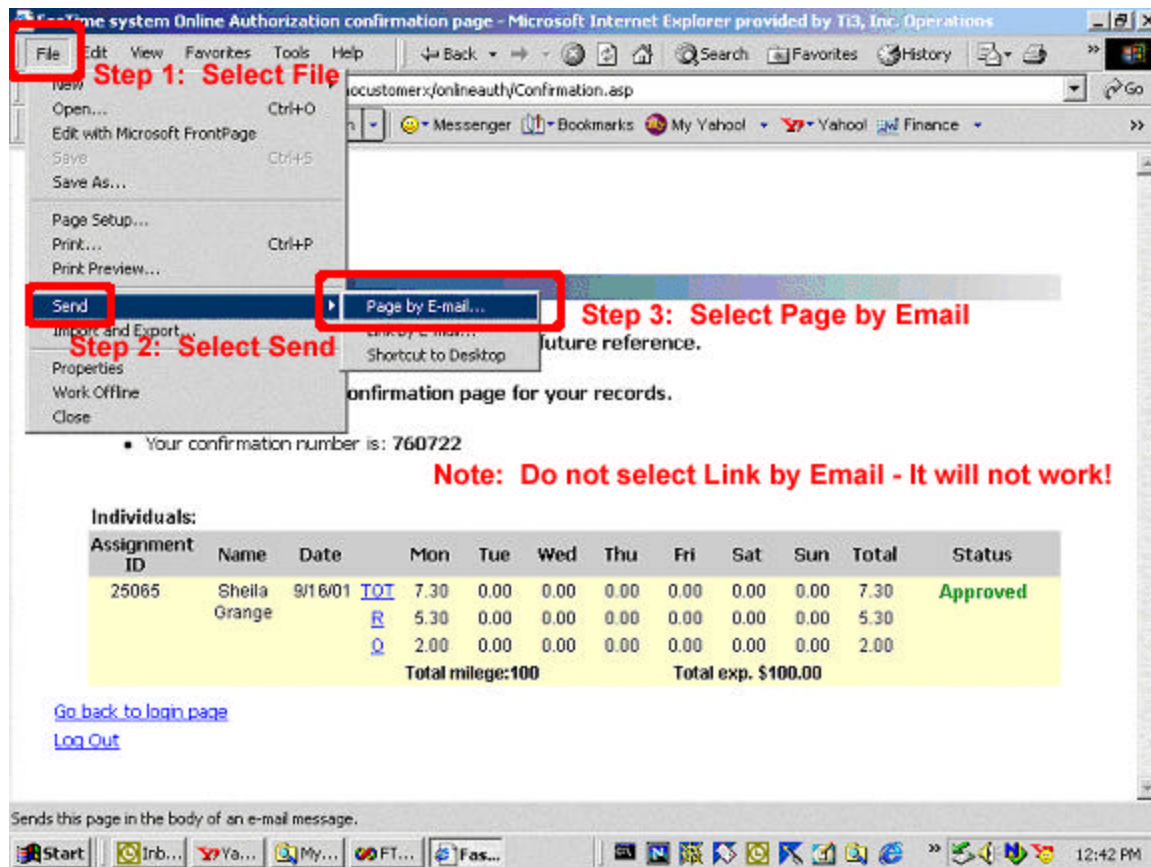
**Step 2**

Note: The steps are exactly the same in the Netscape browser.

## 6.2. Emailing a Copy of the Confirmation Page to Another Party

### 6.2.1. Internet Explorer Users

Step 1: From your Internet Explorer browser tool bar, Select File and then select Send. Another menu will then be displayed. Select Page by Email. (Do not select Link by Email.)



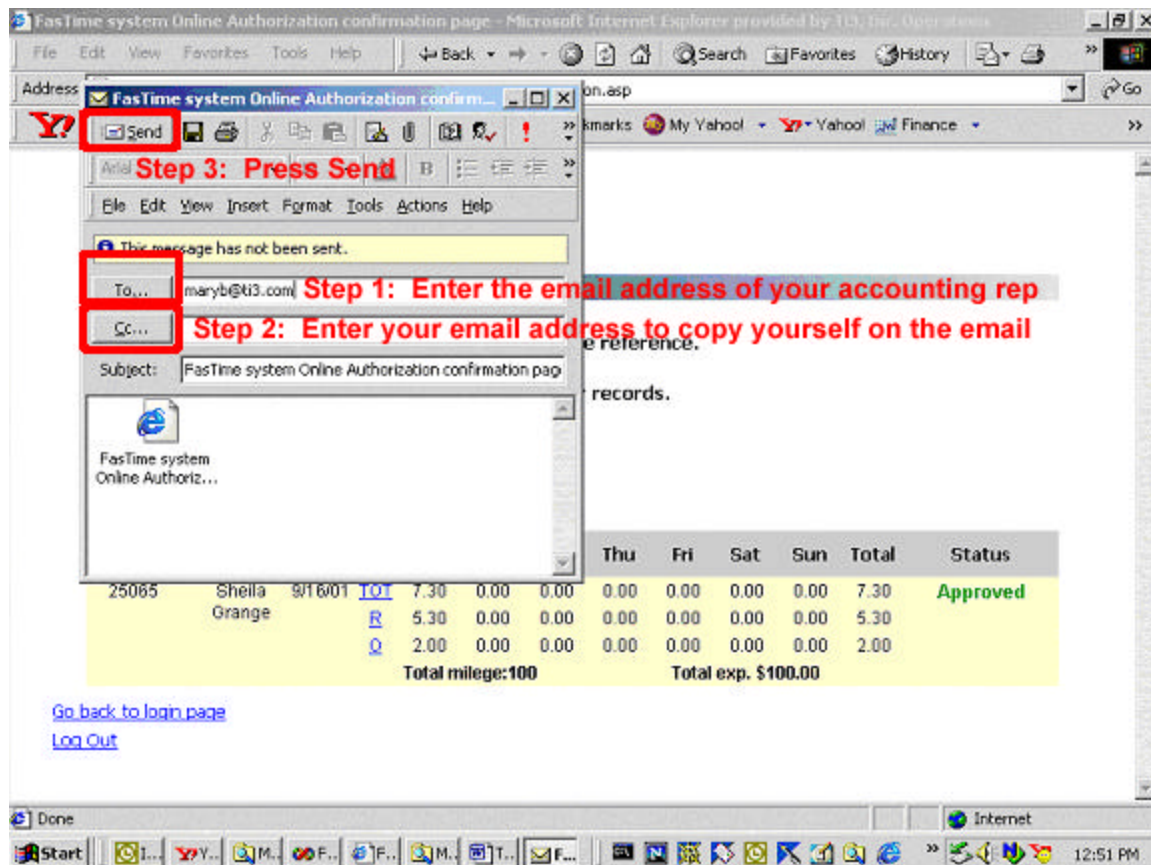
**Note: Do not select Link by Email - It will not work!**

Individuals:												
Assignment ID	Name	Date		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status
25065	Sheila Grange	9/16/01	TOT	7.30	0.00	0.00	0.00	0.00	0.00	0.00	7.30	Approved
			R	5.30	0.00	0.00	0.00	0.00	0.00	5.30		
			O	2.00	0.00	0.00	0.00	0.00	0.00	2.00		
Total mileage:100						Total exp. \$100.00						

[Go back to login page](#)  
[Log Out](#)

Sends this page in the body of an e-mail message.

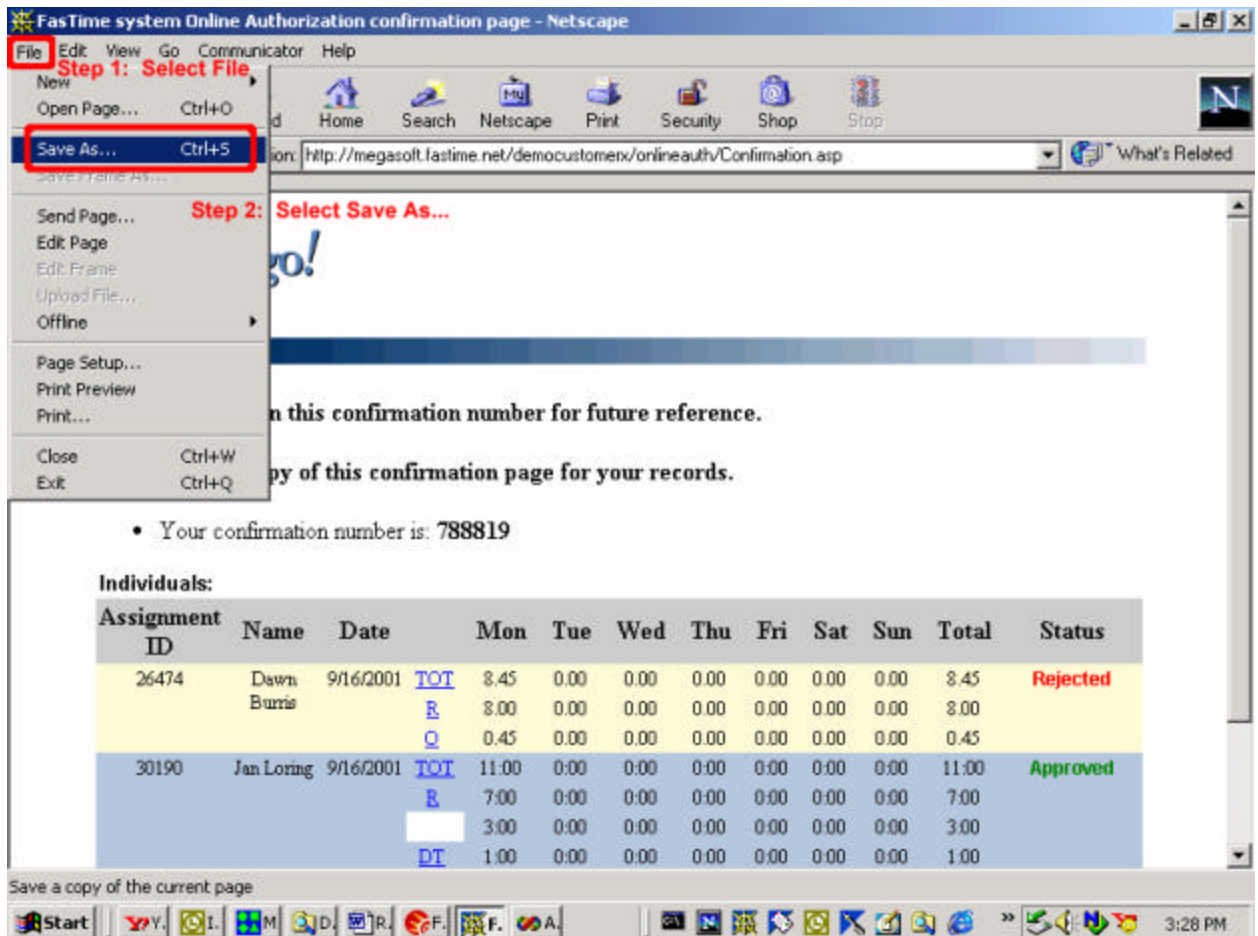
Step 2: An email form will then be displayed on your screen. **Enter the email address of the person in your company that needs a hard copy of the approved timesheet and press Send.** (In most cases, this will be your accounting department.) This person can then print the timesheet confirmation page or save it in their email folders for future reference.



With this option, you can send the page to anyone that requires a hard copy of the timesheet. We recommend that you also copy yourself on the email.

## 6.2.2. Netscape Users

If you are a Netscape user, you must follow different steps in order to email a copy of the confirmation page to other parties. You will need to save the confirmation page onto your computer as an html page. Then, you can attach it to an email and send it to another party. The steps are as follows:



• Your confirmation number is: 788819

**Individuals:**

Assignment ID	Name	Date		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Status
26474	Dawn Burris	9/16/2001	TOT	8.45	0.00	0.00	0.00	0.00	0.00	0.00	8.45	Rejected
			R	8.00	0.00	0.00	0.00	0.00	0.00	8.00		
			Q	0.45	0.00	0.00	0.00	0.00	0.00	0.45		
30190	Jan Loring	9/16/2001	TOT	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	Approved
			R	7.00	0.00	0.00	0.00	0.00	0.00	7.00		
				3.00	0.00	0.00	0.00	0.00	0.00	3.00		
			DI	1.00	0.00	0.00	0.00	0.00	0.00	1.00		

