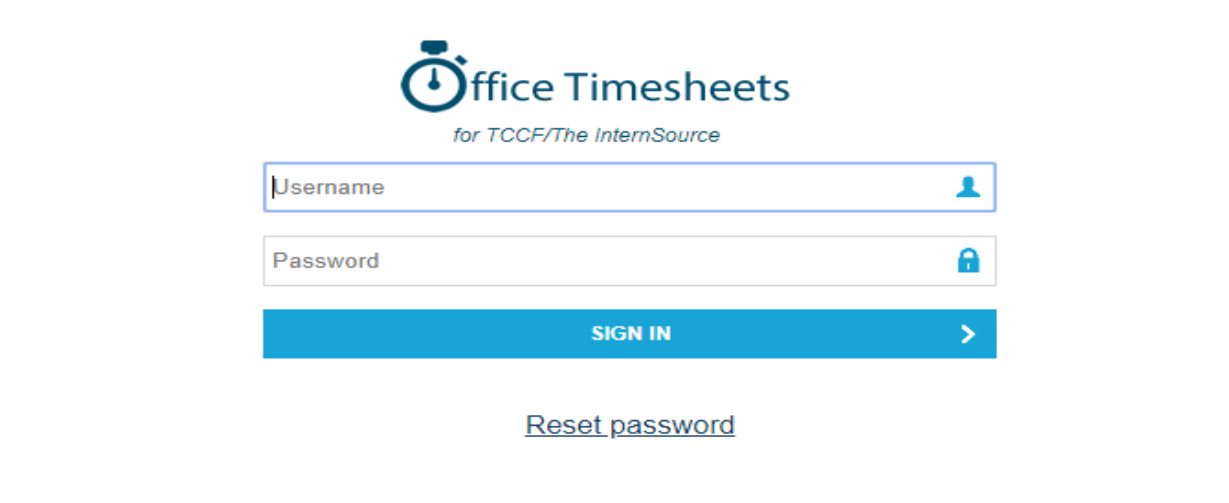


OFFICE TIMESHEETS MANAGER GUIDE

OFFICE TIMESHEET PORTAL

- Log In using the password provided in the Welcome Email



The screenshot shows the login interface for the Office Timesheets portal. At the top center is the logo, which consists of a clock icon followed by the text "Office Timesheets" and the subtitle "for TCCF/The InternSource" below it. Below the logo are two input fields: the first is labeled "Username" and has a person icon on the right; the second is labeled "Password" and has a lock icon on the right. Below these fields is a blue button with the text "SIGN IN" and a right-pointing chevron. At the bottom center of the form area is a link that says "Reset password".

MANAGE EMPLOYEE

- Click the Manager Button:



- Only the employees that you manage will appear

Approval Process

OK Cancel Timesheet View Templates Calculate Pay Delete Approvals Prev Next View

Time sheets for employees managed by **Stedman, Jamie Sue**

{No selection}

Sort **Name** ASC

Name	Status	Start	End	Hours	Action	Notes	Pay	Total	Exceptio
Aceves, Celeste A	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Aceves, Celeste A	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Affonso, Annelise C	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Affonso, Annelise C	Not Due	08/01/2019	08/15/2019	9.00	Leave as is		N/A	N/A	
Ahdnoparven, Zahra	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Ahdnoparven, Zahra	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Arrostuto, Angela D	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Arrostuto, Angela D	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Badwalz, Nimi	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Badwalz, Nimi	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Bairan, Christine A	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Bairan, Christine A	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Beggs, James W	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	
Beggs, James W	Not Due	08/01/2019	08/15/2019	0.00	Leave as is		N/A	N/A	
Chan, Heather C	Not Due	08/16/2019	08/31/2019	0.00	Leave as is		N/A	N/A	

VIEW TIMESHEETS

- Click on the Employee Name
- Click on the Timesheet to View All Hours

Approval Process

OK Cancel Timesheet View Templates Calculate Pay Delete Approvals Prev Next

Time sheets for employees managed by **Stedman, Jamie Sue**

{No selection}


Sort Name ASC

Name	Status	Start	End	HoursAction	Notes	Pay Total	Exception
Aceves, Celeste A	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Aceves, Celeste A	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Affonso, Annelise C	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Affonso, Annelise C	Not Due	08/01/2019	08/15/2019	9.00	Leave as is	N/A	N/A
Ahdnoparven, Zahra	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Ahdnoparven, Zahra	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Arrostuto, Angela D	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Arrostuto, Angela D	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Badwalz, Nimi	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Badwalz, Nimi	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Bairan, Christine A	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Bairan, Christine A	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Beggs, James W	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A
Beggs, James W	Not Due	08/01/2019	08/15/2019	0.00	Leave as is	N/A	N/A
Chan, Heather C	Not Due	08/16/2019	08/31/2019	0.00	Leave as is	N/A	N/A


APPROVE OR REJECT

- You can either Approve the hours or Reject them

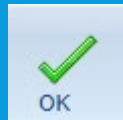
- Approved Hours

Affonso, Annelise C	Submitted	07/16/2019	07/31/2019	0.00	Approved		N/A	N/A
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- Rejected Hours

Affonso, Annelise C	Submitted	07/16/2019	07/31/2019	0.00	Rejected		N/A	N/A
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- Click the OK



APPROVE

- Employee will receive an email similar to this to inform them that their timesheet has been Approved

Timesheet Approval

 administrator@officetimesheets.net <administrator@officetimesheets.net>
11:37 AM

To: Jamie Stedman

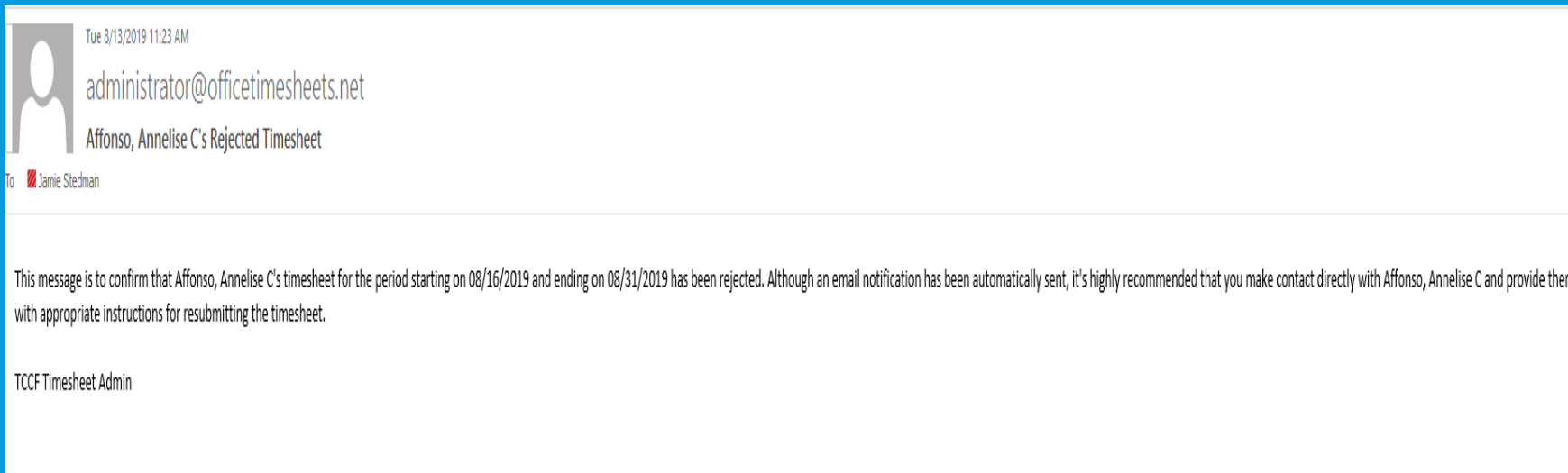
Affonso, Annelise C,

This message is to notify you that the timesheet you submitted for the period starting on 08/01/2019 and ending on 08/15/2019 has been approved. No further action for this timesheet period is required.

TCCF Timesheet Admin


REJECTED

- Employee will receive an email similar to this to inform them that their timesheet has been Rejected



RESUBMITTED

- The employee will fix any errors and resubmit their timesheet
- Resubmitted

Affonso, Annelise C	Rejected	08/16/2019	08/31/2019	0.00	Resubmitted ▼		N/A	N/A
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