OFFICE TIMESHEETS MANAGER GUIDE
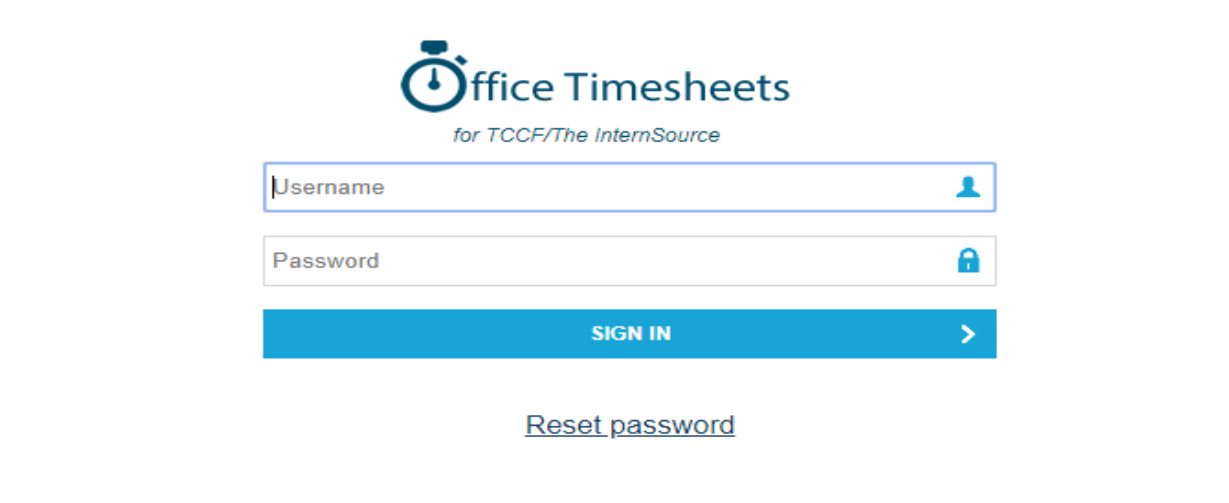
OFFICE TIMESHEET PORTAL

- Log In using the password provided in the Welcome Email

MANAGE EMPLOYEE

- Click the Manager Button:

- Only the employees that you manage will appear

VIEW TIMESHEETS

- Click on the Employee Name

- Click on the Timesheet to View All Hours

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

- Rejected Hours

Affonso, Annelise C	Submitted	07/16/2019	07/31/2019	0.00	Rejected ▼		N/A	N/A

- Click the OK

OK
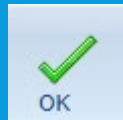
APPROVE

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

Timesheet Approval

A 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
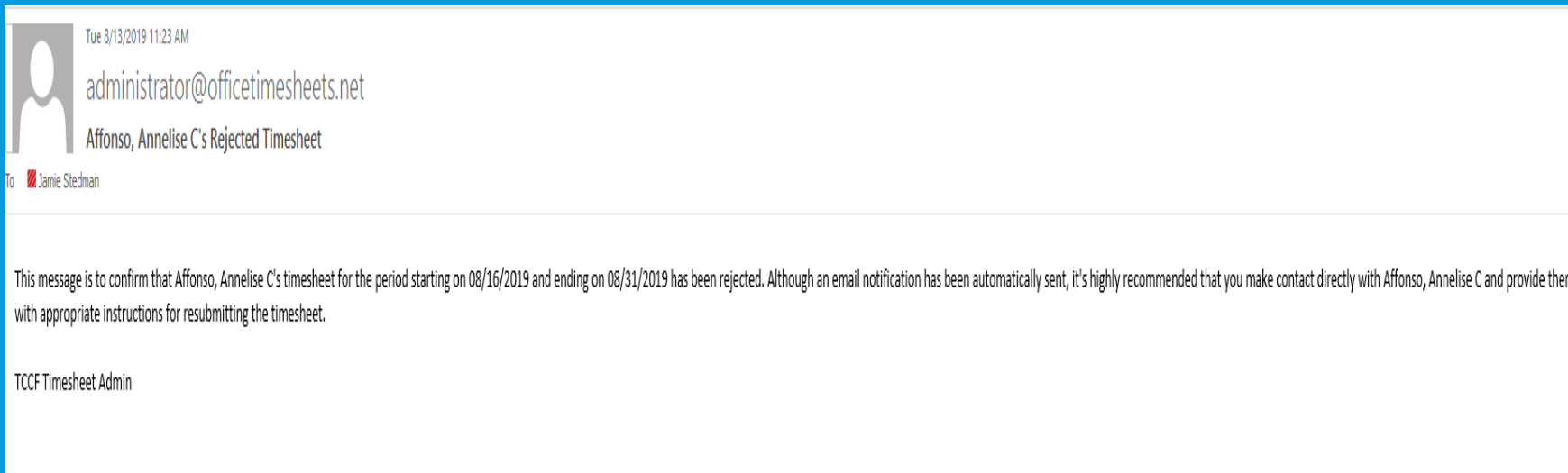
RESUBMITTED

- 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 |