


# Timesheet Entry Approvers

 10 min instructions

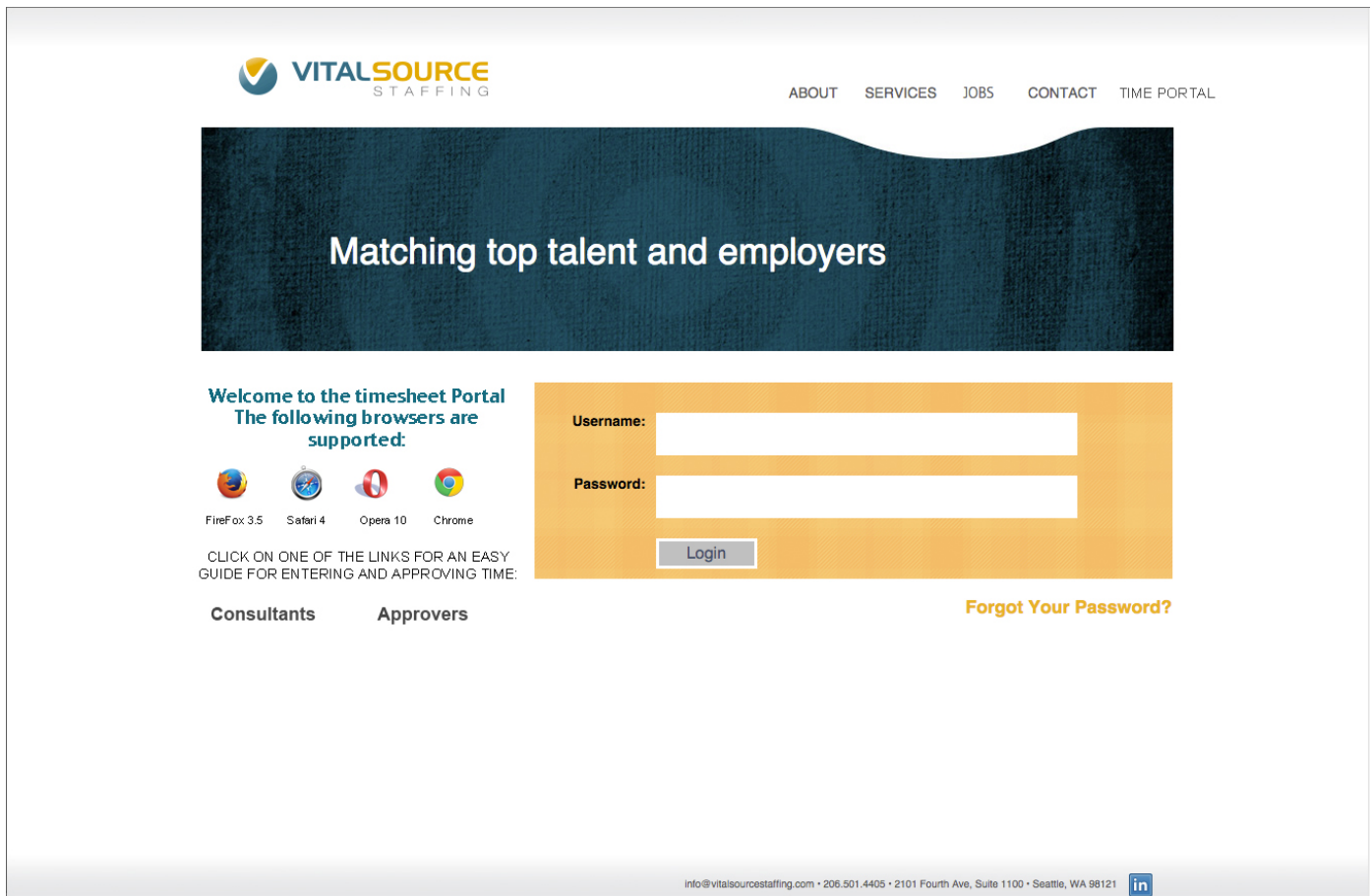
- I. **Login**
- II. **View Timesheets**
- III. **Accept/Submit or Reject Timesheets and Add Comments**
- IV. **Logout**

## 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.

Login with new credentials:

1. Enter your **username**
2. Enter your new **password**.
3. Click **Login**.



The screenshot shows the VitalSource Staffing website's timesheet portal. At the top left is the VitalSource Staffing logo. To the right are navigation links: ABOUT, SERVICES, JOBS, CONTACT, and TIME PORTAL. A large dark blue banner with a wavy top edge contains the text "Matching top talent and employers". Below this banner, on the left, is a "Welcome to the timesheet Portal" message stating that Firefox 3.5, Safari 4, Opera 10, and Chrome are supported. Below the message are icons for each browser. On the right is a login form with "Username:" and "Password:" labels, input fields, and a "Login" button. Below the form is a "Forgot Your Password?" link. At the bottom left are links for "Consultants" and "Approvers". The footer contains contact information: info@vitalsourcestaffing.com • 206.501.4405 • 2101 Fourth Ave, Suite 1100 • Seattle, WA 98121, and a LinkedIn icon.

## II. View Timesheets

On the initial page you will see a listed timesheet(s) for your review. Click **View** to see the details of a given timesheet.



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

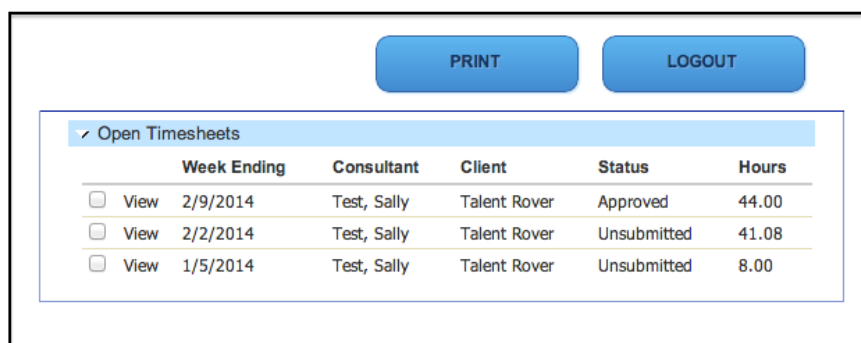
## III. Accept/Submit or Reject Timesheets and Add Comments

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

- Verify the following fields are correct for those specific days of the week: **Day**, **Date**, and **Hours**.
- “**Assignment Continuing**” is a required field; please select “**Yes**” or “**No**”.
- At this point you may choose 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. Please provide all your reasons for rejecting the timesheet 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.
- Once the rejected timesheet has been re-submitted by the consultant you will need to “**Accept/Submit**” the timesheet.
- The option to “**Cancel**” will bring you back to the timesheet summary page.

## IV. Logout

Click **LOGOUT** when you are done approving timesheet.



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