

Timesheet Approvers

1. Timesheet Approver Access

Approvers will be able to View/Approve/Reject Timesheets and Expenses submitted to them by Candidates. They will only have access to the Candidates on whose Assignment Records they are marked as the Approver.

Using the credentials (email address + password) provided to them, they can go to www.jobdiva.com and login to access the Timesheet Approver Portal. It is recommended that they use Internet Explorer to access this portal.

In this portal, they will be able to see all Timesheets and Expenses submitted for their Approval. They will not have access to any Jobs, Candidates, etc.

Timesheet Approvers will have a minimal view of the system, seeing only their own Contact information and Timesheets and Expenses submitted to them.

The view below is one of an actual Timesheet Approver:



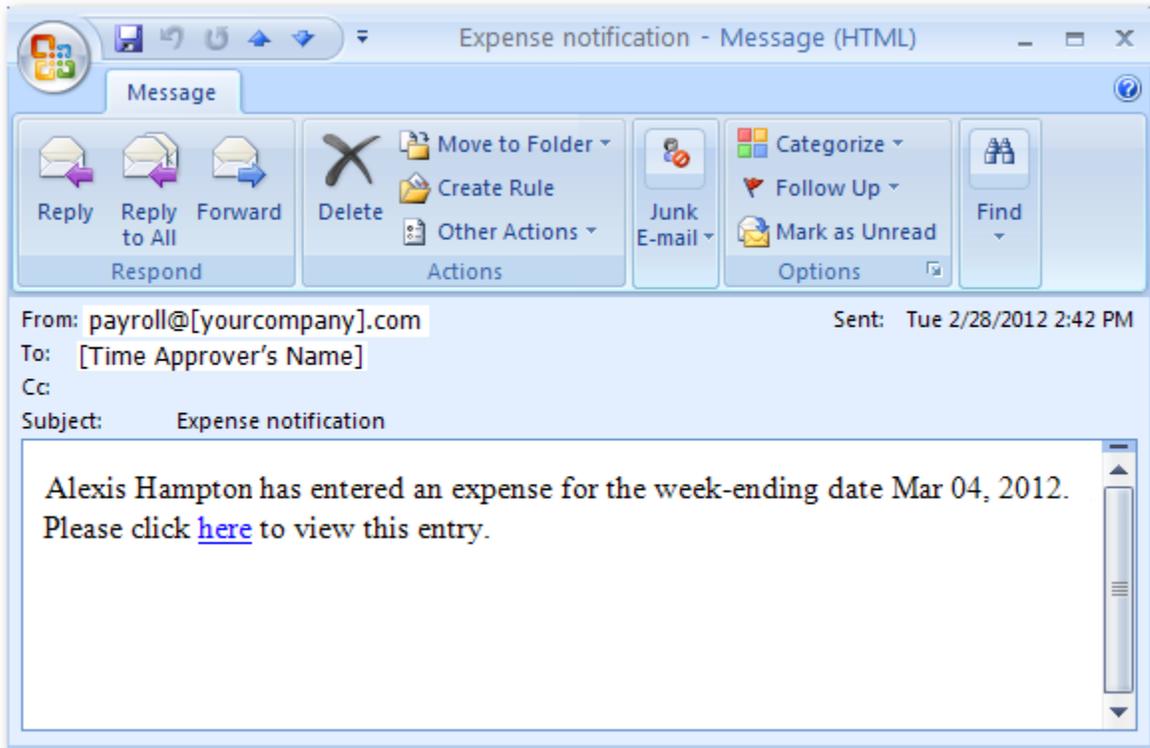
The screenshot shows the JobDiva portal interface for a Timesheet Approver. At the top, the JobDiva logo is displayed. Below the logo, there are three navigation tabs: "Timesheets/Expenses" (highlighted in yellow), "Profile", and "Logout". The main content area is titled "SEARCH TIMESHEETS/EXPENSES" and contains a search form with the following fields:

- First Name:
- Last Name:
- Company:
- Status: (dropdown menu)
- Week Ending: and (calendar icons)
- Include: Timesheets Expenses
- Search:

2. Email Notifications

As Timesheets and Expenses are submitted for their approval, the Approver will receive automatic email notifications which will include links to the specific Timesheets and Expenses pending their Approval. This does not need to be selected as an option; it happens by default. All emails will include a link to that specific Timesheet or Expense. If they are not currently logged into the portal, they will be prompted to login before being redirected to that specific Timesheet or Expense.

An example of an email notifying the Approver of a submitted Expense is below:



3. Searching for Timesheets and Expenses

Within the portal, a Timesheet Approver can search for Timesheets and Expenses submitted to them. This search can be filtered by the name of the Candidate (First and/or Last name), the Company where the Candidate is working, the Status of the entered Timesheets and Expenses (All, Pending Approval, Approved, and Rejected) or the Week Ending date. They can choose to further filter the results to include either Timesheets or Expenses, or both.

JOB DIVA

Timesheets/Expenses Profile Logout

SEARCH TIMESHEETS/EXPENSES

First Name

Last Name

Company

Status Pending Approval

Week Ending 02/01/2012 and 03/02/2012

Include Timesheets Expenses

Search

JobDiva will redirect to a page listing the Search Results. This view will provide the Employee and Approver's names, Status Type, number of hours worked and dates when a Timesheet or Expense was submitted and approved or rejected.

Search Results, Total 4

Approve

<input type="checkbox"/>	Item Type	Employee Name	Company	Week Ending	Total (hrs)	Submitted Date	Manager/Approver	Status	On	<input type="checkbox"/>
<input type="checkbox"/>	Expense	Alexis S Hampton	JobDiva, Inc.	01/14/2012	\$142.00	02/20/2012 10:27 AM EST	Groucho Marx	Approved	02/24/2012 5:33 PM EST	<input type="checkbox"/>
<input type="checkbox"/>	Timesheet	Alexis S Hampton	JobDiva, Inc.	02/18/2012	0	02/27/2012 11:09 AM EST	Groucho Marx	Pending Approval		<input type="checkbox"/>
<input type="checkbox"/>	Timesheet	Alexis S Hampton	JobDiva, Inc.	02/04/2012	46.5	02/27/2012 10:43 AM EST	Groucho Marx	Pending Approval		<input type="checkbox"/>
<input type="checkbox"/>	Timesheet	Alexis S Hampton	JobDiva, Inc.	01/14/2012	45	02/17/2012 01:00 PM EST	Groucho Marx	Rejected	02/24/2012 5:18 PM EST	<input type="checkbox"/>

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4. Approving/Rejecting Timesheets and Expenses

Single Approval

To view a Submitted Timesheet, click on its Week Ending date. The detailed version of the Timesheet will show the hours a Candidate entered in for a specific week. If the user is listed as an Approver on that Candidate's Bill Record, they will see [Approve] and [Reject] buttons. Users who are not listed as an Approver will not see those buttons.

A Timesheet pending approval:

Approve Reject Back to List

TIMESHEET

Week Ending: 02/04/2012 Approver:

Consultant: [Alexis S Hampton](#) Approval Date:

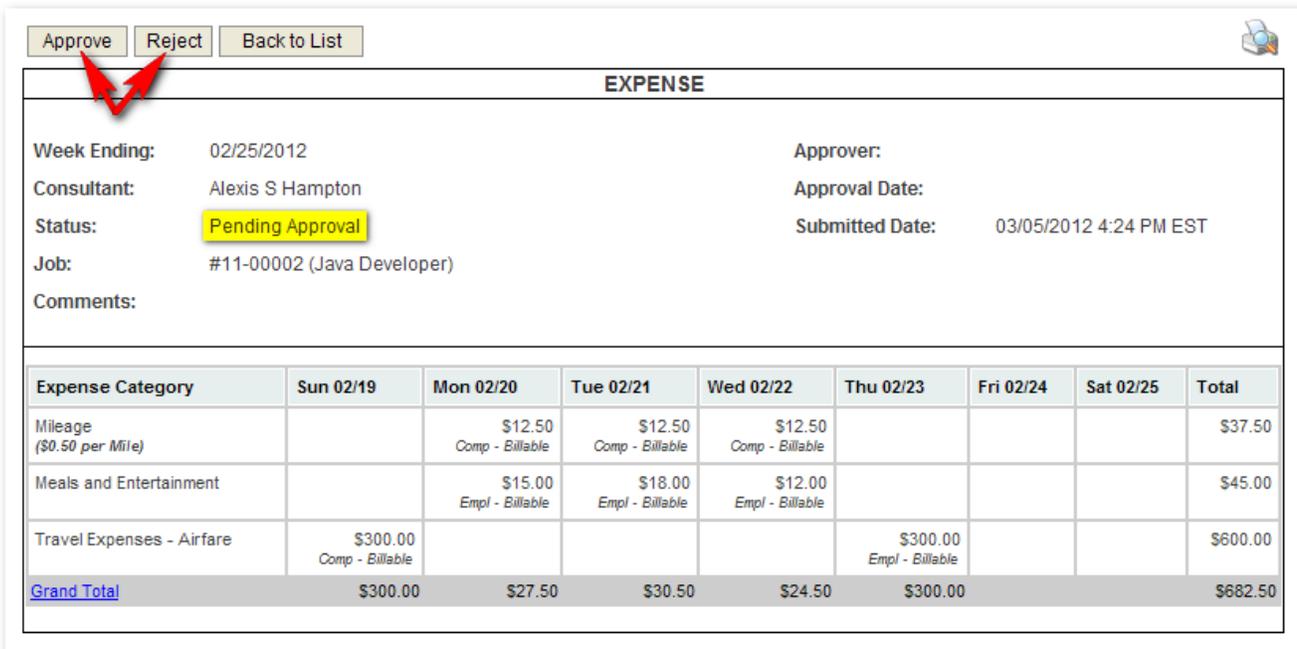
Status: **Pending Approval** Submitted Date: 02/27/2012 10:43:52 EST

Company: JobDiva, Inc. Job: #11-00002 (Java Developer)

Employee Comments:

	Sun 01/29 (Hours)	Mon 01/30 (Hours)	Tue 01/31 (Hours)	Wed 02/01 (Hours)	Thu 02/02 (Hours)	Fri 02/03 (Hours)	Sat 02/04 (Hours)	Total
Regular	0.0	9.0	9.0	9.0	9.0	9.0	0.0	45.0
Overtime	0.0	0.0	1.0	0.0	1.0	0.0	0.0	2.0
Total	0.0	9.0	10.0	9.0	10.0	9.0	0.0	47.0

An Expense pending approval:



Expense form interface with buttons: Approve, Reject, Back to List. The status is 'Pending Approval'.

EXPENSE

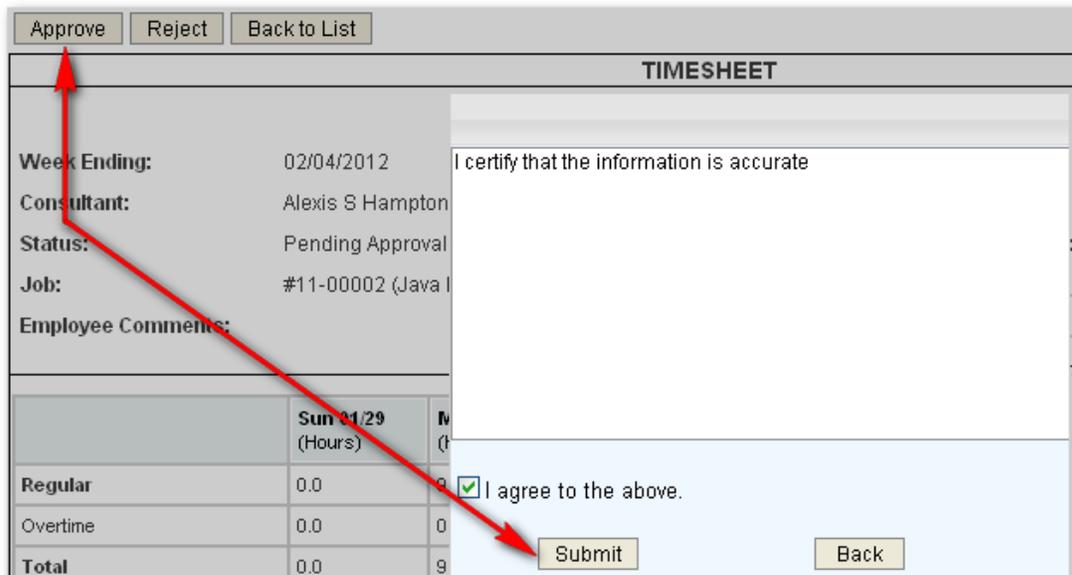
Week Ending: 02/25/2012
Consultant: Alexis S Hampton
Status: Pending Approval
Job: #11-00002 (Java Developer)
Comments:

Approver:
Approval Date:
Submitted Date: 03/05/2012 4:24 PM EST

Expense Category	Sun 02/19	Mon 02/20	Tue 02/21	Wed 02/22	Thu 02/23	Fri 02/24	Sat 02/25	Total
Mileage (\$0.50 per Mile)		\$12.50 <i>Comp - Billable</i>	\$12.50 <i>Comp - Billable</i>	\$12.50 <i>Comp - Billable</i>				\$37.50
Meals and Entertainment		\$15.00 <i>Empl - Billable</i>	\$18.00 <i>Empl - Billable</i>	\$12.00 <i>Empl - Billable</i>				\$45.00
Travel Expenses - Airfare	\$300.00 <i>Comp - Billable</i>				\$300.00 <i>Empl - Billable</i>			\$600.00
Grand Total	\$300.00	\$27.50	\$30.50	\$24.50	\$300.00			\$682.50

Clicking [Approve] will pop-up a window displaying the team's certification message.

The Approver must click [Submit] to continue.



Timesheet form interface with buttons: Approve, Reject, Back to List. The status is 'Pending Approval'.

TIMESHEET

Week Ending: 02/04/2012
Consultant: Alexis S Hampton
Status: Pending Approval
Job: #11-00002 (Java I
Employee Comments:

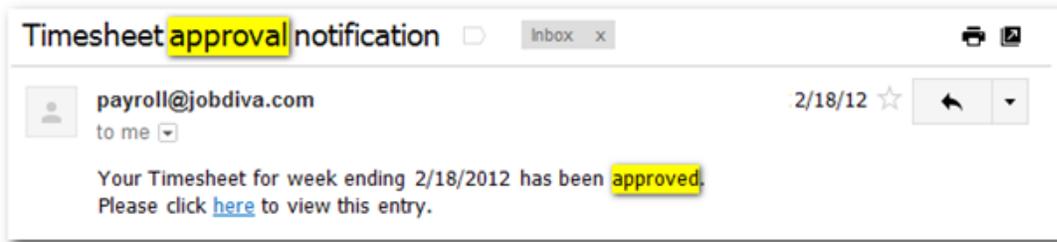
I certify that the information is accurate

	Sun 01/29 (Hours)	Mon 01/30 (Hours)
Regular	0.0	9.0
Overtime	0.0	0.0
Total	0.0	9.0

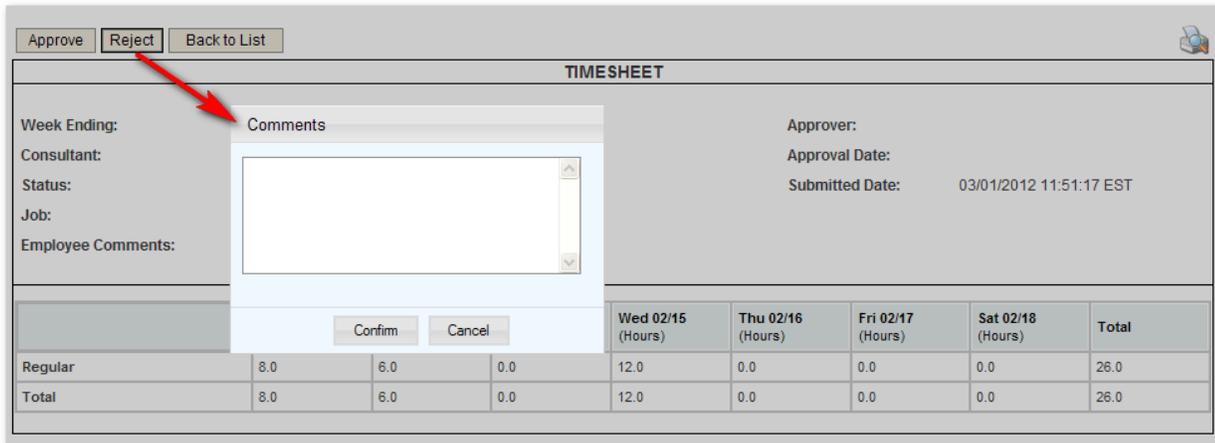
I agree to the above.

Submit Back

An email will be generated to the Candidate, alerting them that their submittal has been approved, such as in the example below:



Clicking [Reject] will pop-up a window to enter a comment which will be stored both there on the electronic Timesheet and will display to the Candidate in the Portal as well.



Rejecting a Timesheet or Expense will generate an email to the Candidate, alerting them that their submittal has been rejected, such as in the example below:

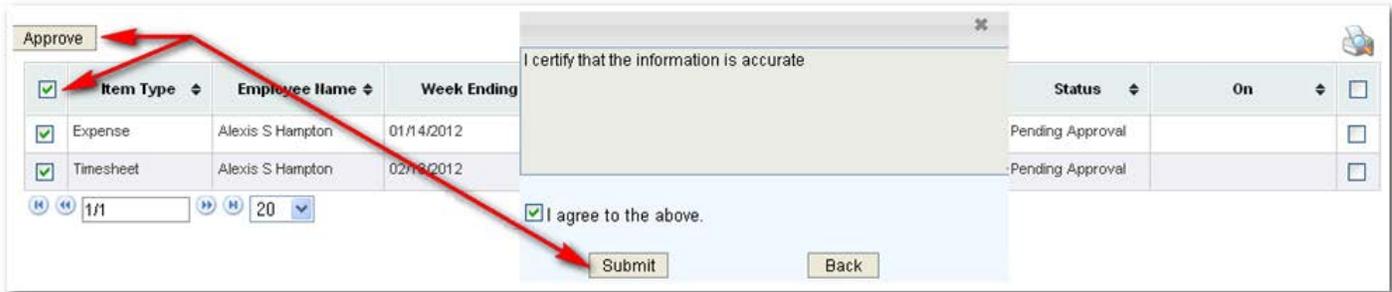


After a Timesheet or Expense has been rejected, the Candidate will be able to re-enter information for that Week Ending and submit again. The Timesheet Approver will be notified again.

Bulk Approval

To perform a bulk Approval, select any Timesheets or Expenses to be included by checking in the boxes on the left side of the screen. Click the [Approve] button.

A pop out window will appear confirming that the information is accurate. Agree to proceed with the bulk approval of Timesheets or Expenses.



5. Printing Timesheets and Expenses for Signatures

The Approver and Users with access to the Timesheet and Expenses module have the ability to print out single and multiple Time and Expenses.

To perform a single print, click the printer  icon at the upper right-hand corner of any Timesheet or Expense detail view.

Back to List


TIMESHEET

Week Ending:	03/04/2012	Approver:	Groucho Marx
Consultant:	Steve Jo	Approval Date:	03/01/2012 09:31:30 EST
Status:	Approved	Submitted Date:	02/29/2012 18:46:38 EST
Job:	#12-00013 (Salesman)		
Comments:	test		
Employee Comments:			

	Mon 02/27 (Hours)	Tue 02/28 (Hours)	Wed 02/29 (Hours)	Thu 03/01 (Hours)	Fri 03/02 (Hours)	Sat 03/03 (Hours)	Sun 03/04 (Hours)	Total
Regular	8.0	4.0	8.0	4.0	8.0	0.0	0.0	32.0
Total	8.0	4.0	8.0	4.0	8.0	0.0	0.0	32.0

This will generate a printable version of the Timesheet or Expense with additional spaces added for dates and signatures:

TIMESHEET								
Week Ending:	03/04/2012	Approver:	Groucho Marx					
Consultant:	Steve Jo	Approval Date:	03/01/2012 9:31 AM EST					
Status:	Approved	Submitted Date:	02/29/2012 6:46 PM EST					
Job:	#12-00013 (Salesman)							
Comments:	test							
Employee Comments:								
	Mon 02/27 (Hours)	Tue 02/28 (Hours)	Wed 02/29 (Hours)	Thu 03/01 (Hours)	Fri 03/02 (Hours)	Sat 03/03 (Hours)	Sun 03/04 (Hours)	Total
Regular	8.0	4.0	8.0	4.0	8.0	0.0	0.0	32.0
Total	8.0	4.0	8.0	4.0	8.0	0.0	0.0	32.0
I certify that the information is accurate				I certify that the information is accurate				
Employee Name:	<u>Steve Jo</u>			Approver Name:	<u>Groucho Marx</u>			
Date:	_____			Date:	_____			
Signature:	_____			Signature:	_____			

To perform a Bulk Print, search for Timesheets and/or Expenses, then check in the boxes on the far right side of the page to select which items should be included in the printing.

Search Results, Total 2

Approve 

<input type="checkbox"/>	Item Type	Employee Name	Week Ending	Total (hrs)	Submitted Date	Manager/Approver	Status	On	<input type="checkbox"/>
<input type="checkbox"/>	Expense	Alexis S Hampton	01/14/2012	\$142.00	02/20/2012 10:27 AM EST	Groucho Marx	Pending Approval		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Timesheet	Alexis S Hampton	01/14/2012	45	02/17/2012 01:00 PM EST	Groucho Marx	Pending Approval		<input checked="" type="checkbox"/>

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Each Timesheet and Expense will print on a separate page.