

Approving Time – A Manager’s Quick Reference Guide

Welcome to your new online timesheet application! This guide will help you get started. For more thorough how-to documentation, please visit <http://managerhelp.timesheasy.com>.

Logging into the Application

In order to log in and start approving and rejecting timesheets, refer to the email you received containing your username, password, and hyperlink. If you did not receive an email, please reach out to your contact directly.

1. Click the link in the email to launch the login page.
2. In the **Username** field, enter your username.
3. In the **Password** field, enter your password.
4. If desired, select the **Remember me on this computer** check box do you don’t have to type your password in each time you want to log in.
5. Click **Log in**.

NOTE: If you forget your password, you can reset it at any time by clicking the Forgot Password link.

Approving, Rejecting, and Viewing the Details of Employee Time

Once logged in, the Awaiting Approval page displays. From this page you can approve or reject timesheets, as well as view more details about a timesheet.

1. Select the check boxes to the left of the timesheets to approve, reject, or view.
2. Do one of the following:
 - To approve the timesheet(s), click **Approve**.
 - To reject the timesheet(s), click **Reject**.
 - To view more details about the timesheet(s), click **View PDF**.

Select	Name	Timesheet Period	Reg. Hours	OT Hours	Expenses	Note
<input checked="" type="checkbox"/>	Employee, Sean	12/04/2011 - 12/10/2011	8.00	0.00	\$0	👍
<input checked="" type="checkbox"/>	Employee, Sean	01/01/2012 - 01/07/2012	40.00	0.00	\$0	👍
<input checked="" type="checkbox"/>	Employee, Sean	01/15/2012 - 01/21/2012	27.00	0.00	\$0	👍
<input checked="" type="checkbox"/>	Employee, Sean	01/29/2012 - 02/04/2012	40.00	0.00	\$0	👍

View Details Select: All | None | Invert Approve View PDF Reject

NOTE: Once all of your employees have submitted their time for the current pay period, you will receive a notification email. You can take all of the actions outlined above directly from that email as well.