

Time Approval Request Email

You will receive a time approval request email based on the schedule set by your company.

You may receive up to three approval email reminders if you are listed as both primary and escalation contact.

You will not receive an email if no time has been entered.

Select **Approve Timesheets** to begin approving time. No logon or password is required.

Please do not reply to this email for approval. Click on the link to open the approval application and follow the instructions in this guide. If you are not the correct approver, contact your agency representative to update their system.

If you do not receive your approval request email, please check your Spam or Outlook Junk folder and add DoNotReply@Peoplenet-us.com to your safe sender list or add as an email contact.

Approve Hours

Individual Approval Option

To approve hours for an individual, select: ✓

View Time Details

Hover over the Total Hours hyperlink to view overtime details. To view the timecard with more detail, select: **click to view**. You may also click on the Project Hours hyperlink to view project details.

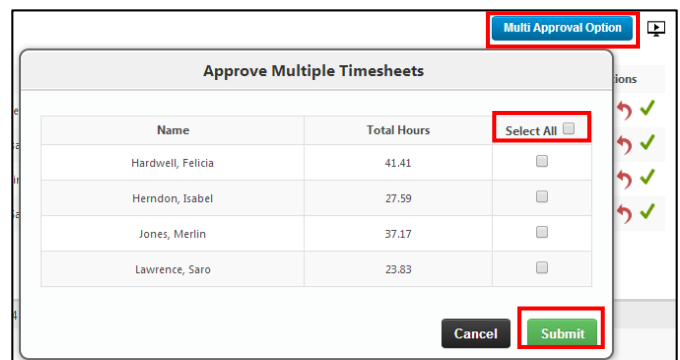
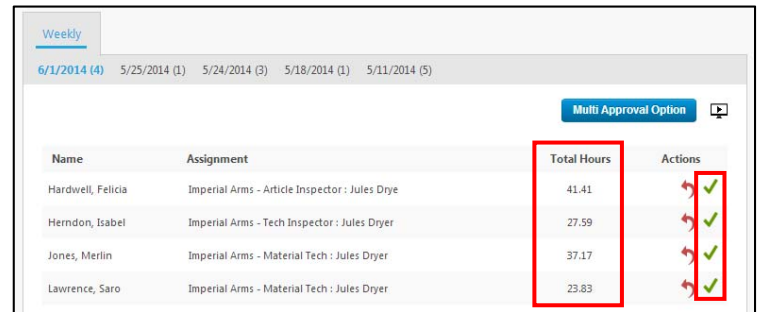
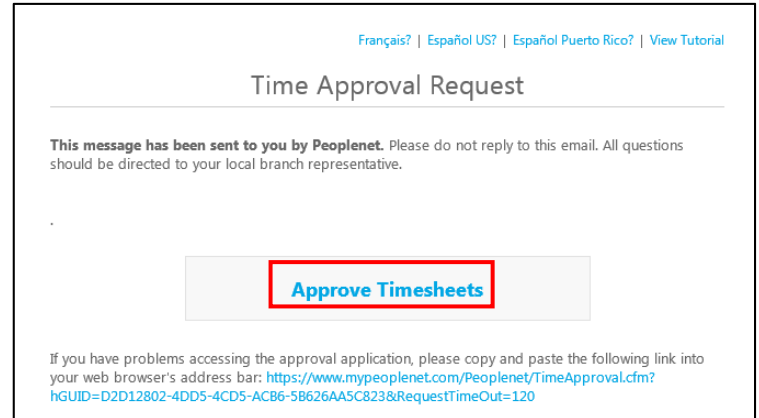
Multi Approval Option

1. To approve hours for multiple employees at once, select: **Multi Approval Option**

2. Select the timecards you wish to approve or use **Select All** to approve all time displayed.

System Compatibility:

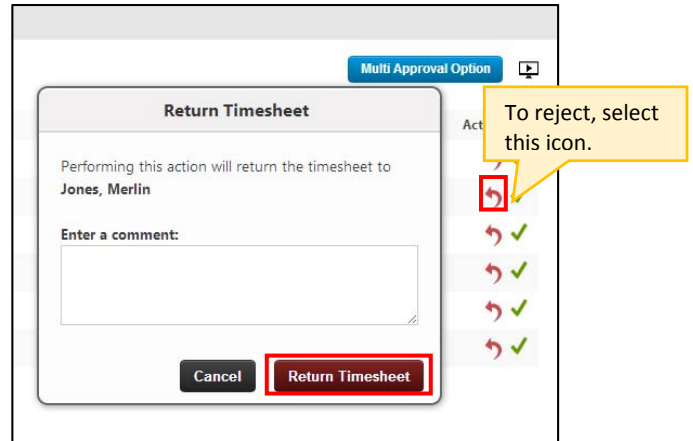
Chrome, Safari 5.5+, Firefox, and Internet Explorer 7+.
Apple, Android, Blackberry, Storm and Torch mobile devices will route to either the mobile site or standard site based on platform.



3. When you have selected all timesheets you wish to approve, select:

REJECT HOURS

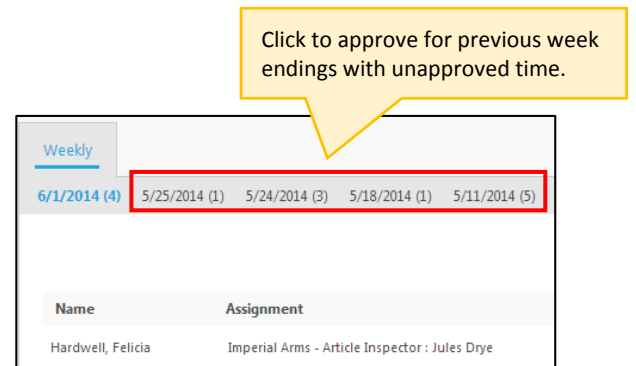
1. To reject an associate's time for the week, select:
2. Enter the reason for the rejection in the comment field. Comments are required when rejecting a timecard.
3. When you are done entering comments, select:
4. The associate will be alerted that time has been rejected for the week and prompted to make corrections and resubmit.



LATE APPROVAL

If you have unapproved time from a previous pay period, you will see those periods listed.

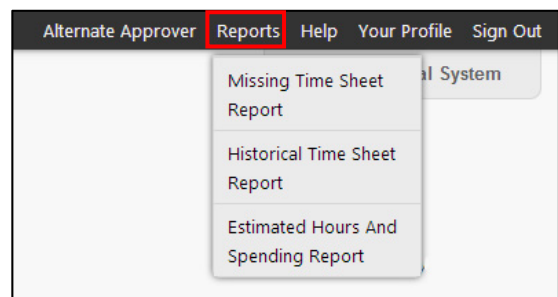
1. Click on week ending date for which you would like to approve time.
2. Follow the same steps to approve time.



GENERATE REPORTS

The approval email provides access to reporting for historical timesheet data and missing timesheets even if you have already approved time for the week.

Hover over **Reports** in the top menu bar on your screen and select the report you would like to run.



ALTERNATE APPROVER

If you know you will not be able to approve timesheets for a time period, select the **Alternate Approver** link in the top menu bar to assign someone to approve for you.

All fields are required except for the option to send a copy of the email to yourself.

Add Alternate Approver

First Name

Last Name

Email

Start Date

End Date

Send me a Copy of the Time Approval Email (optional)

CONFIRMATION EMAIL

You will receive a Confirmation email outlining the time approved.

Time Approval Confirmation


This message has been sent to you by Peoplenet. This message has been sent to you by Peoplenet. Following is a summary of the time that was approved for the period ending 05/11/2014

Name	Assignment(s)	Approved Hours	Disputed Hours
Hardwell, Felicia	Article Inspector : Jules Drye	43.75	0.00
Temple, Adrian	Reman : Jules Dryer	42.50	0.00

THE INFORMATION CONTAINED IN THIS E-MAIL IS CONFIDENTIAL and is intended to be sent only to the recipient(s) identified in the e-mail header above. Any review, dissemination, distribution, or copying of this privileged communication by anyone other than the intended recipients(s) or that person's agent is strictly prohibited. If you are not the intended recipient, please notify our support staff at 1-800-669-9765 immediately and delete it from your system.

Support

For questions, please contact your local company representative.

For a video tutorial of this application, please click on the video icon  on your screen or go to the following link:

<http://www.peoplenet.com/tutorials/videoplayer.cfm?filename=ta/reject>