

Web TimeSheet Quick Start Guide

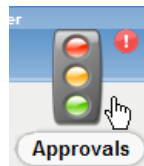
Performing Approvals


If you are a timesheet or time off approver, you will have to approve or reject users' timesheets or time off bookings on an ongoing basis.

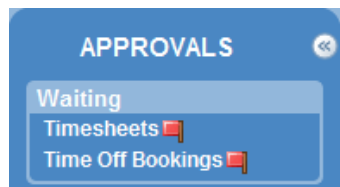
How will I be notified that a timesheet, expense sheet, or time off booking is awaiting my approval?

If a user submits a timesheet, expense sheet, or time off booking for you to approve:

- The **Approvals** entry in the top menu turns red:



- In the **Approvals** side menu (under **Waiting**), a  icon appears next to either **Timesheets**, **Expenses**, or **Time Off Bookings**, as applicable:

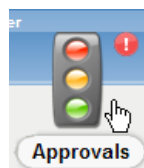


- If enabled, you will receive a **Time off booking is waiting for approval** e-mail notification.


How do I approve a timesheet, expense sheet, or time off booking?


To approve a timesheet, expense sheet, or time off booking:


- Select **Approvals** from the top menu.



- From the **Waiting** side menu; select either **Timesheets**, **Expenses**, or **Time Off Bookings**. An approval page displays.

- If you wish to view the details of a timesheet or expense sheet prior to approving it, select the  icon next to the item.







Menu	User Name	Login	Timesheet Period	Total Project	Total Hours
1.    <input type="checkbox"/>	User1, Training	tuser1	Apr 2, 2011 - Apr 8, 2011	16.00	40.00
Select All: <input type="checkbox"/>	Total			16.00	40.00
<div>Approve Reject Settings</div>					

If you are approving a time off booking, you can view the item in your **Approval Calendar** by selecting the  icon. This allows you to check staff coverage when approving requests for time off.


4. To approve:

An individual timesheet, time off booking, or expense sheet:

- Select the  icon next to that item.










Menu	Name	Tim C
   <input type="checkbox"/>	Brown, Doug	Medica
   <input type="checkbox"/>	Brown, Doug	Person

OR

- Select the  icon next to the item, and then select the **Approve** button on the page that displays.

Multiple timesheets or expense sheets:

Enable the check box next to each item you want to approve, and then select the **Approve** button.

Menu	User
   <input checked="" type="checkbox"/>	Brown, Doug
   <input type="checkbox"/>	Brown, Doug
   <input checked="" type="checkbox"/>	Young, Fran
Select All: <input type="checkbox"/>	
Approve Reject	

Multiple time off bookings:







Ctrl-click each booking you wish to approve (or, click **Select All**), and then select the **Approve** button.

Select All	User
   <input checked="" type="checkbox"/>	Smith
   <input checked="" type="checkbox"/>	Smith
   <input checked="" type="checkbox"/>	Smith


5. To reject:

An individual timesheet, time off booking, or expense sheet:

- Select the  icon next to that item.




Menu	Name	Tim C
   <input type="checkbox"/>	Brown, Doug	Medical
   <input type="checkbox"/>	Brown, Doug	Person

OR

- Select the  icon next to the item, and then select the **Reject** button on the page that displays.

Multiple timesheets or expense sheets:

Enable the check box next to each item you want to reject, and then select the **Reject** button.

Menu	User Name
 <input checked="" type="checkbox"/>	Brown, Doug
 <input checked="" type="checkbox"/>	Brown, Doug
 <input type="checkbox"/>	Young, Fran
Select All: <input type="checkbox"/>	
Approve Reject	

Multiple time off bookings:


Ctrl-click each booking you wish to reject (or, click **Select All**), and then select the **Reject** button.

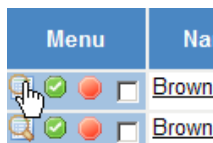
Select All	User
   <input checked="" type="checkbox"/>	Smith
   <input checked="" type="checkbox"/>	Smith
   <input checked="" type="checkbox"/>	Smith

Can I edit a submitted timesheet, or time off booking?

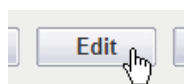
If you have permission to do so, you may edit submitted timesheets or time off bookings rather than rejecting them.

To edit a timesheet, time off booking, or expense sheet:

1. On the **Waiting ... Approvals** page, select the  icon next to the item you would like to edit.

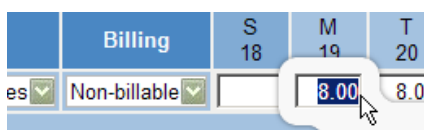


2. Select the **Edit** button on the page that displays.



An editable version of the timesheet or expense sheet displays.

3. Edit the timesheet, expense sheet, or time off booking, as necessary.

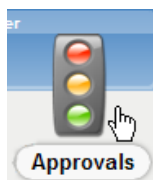


4. Approve or save the timesheet by selecting the appropriate button. Web TimeSheet will send the user an e-mail notifying them of the change, if that notification is enabled for that user.

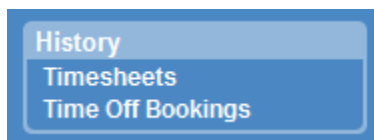
How do I view items that I have already approved or rejected?

To view a timesheet, expense sheet, or time off booking that you have approved or rejected:

1. Select **Approvals** from the top menu.




2. From the **History** side menu, select **Time Off Bookings**, **Expenses** or **Timesheets**, as applicable. The appropriate **Approval History** page displays.






3. If necessary (to help you find the item or items you are looking for), filter the list of approved timesheets or time off bookings using the filters at the top of the page:

Tips on using the filters:

- To filter data, select an item from one or more of the drop-down lists and click the Apply button. The list will refresh with the filtered data.
- To display more filter options, select Advanced Filter. (The Basic Filter and Advanced Filter are saved separately; selections made in one are not transferred to the other.)
- To restore all filters to their default settings, select the Reset button.
- Filter selections are saved for the duration of your Web TimeSheet session.
- You can enter a segment of a user name in the User filter; Web TimeSheet will return all users with first or last names that contain that text segment.
- If you enter a letter, Web TimeSheet will automatically select the first filter entry beginning with that letter.

4. To display details of a timesheet, expense sheet, or time off request, select the  icon next to that item.

Menu	Status	Name	Time
	Approved	Brown, Doug	Vaca
	Approved	Brown, Doug	Medic
	Rejected	Young, Frank	Vaca

Additional Resources

For any further assistance with the Replicon time sheet application, please feel free to email your queries to NEETimeMgmt@cognizant.com