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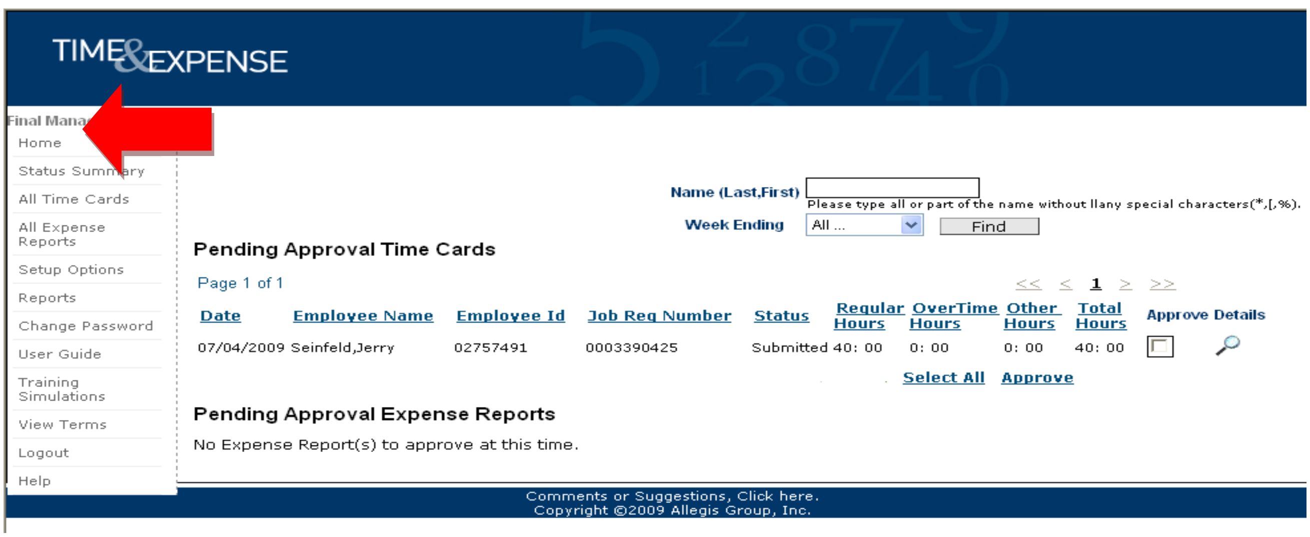
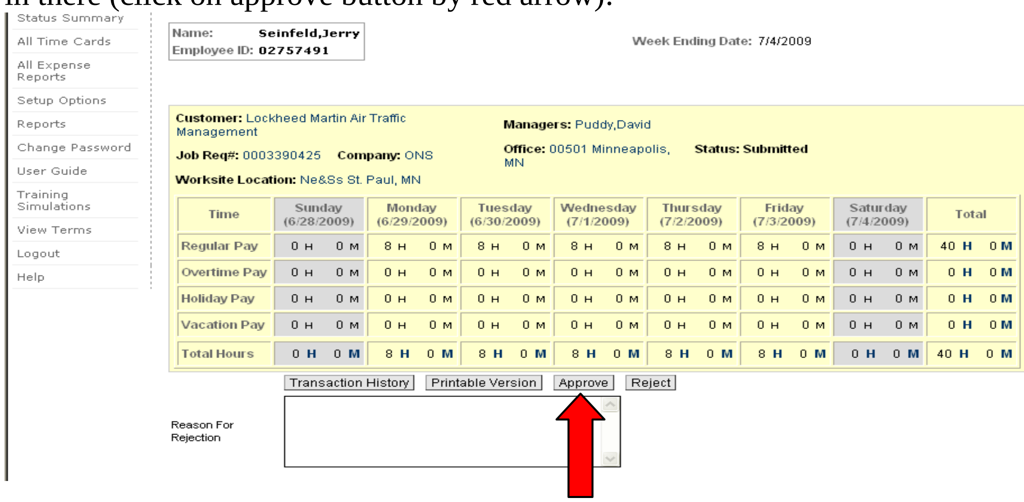
Approving a Time Card

All timecards awaiting approval can be accessed by clicking on the Home link.



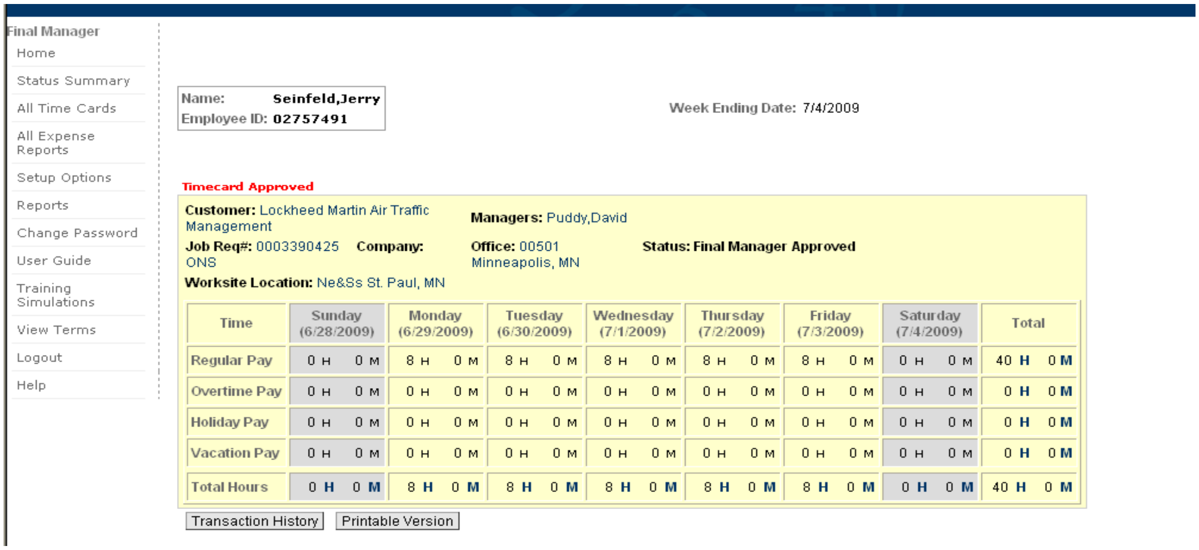
There are 2 ways you can approve. You can either approve here by clicking on the approve box (by green arrow) and then clicking on the approve link (by red arrow)

OR You can click on the magnifying glass to see the details of the timecard and approve in there (click on approve button by red arrow):



***If you reject the timecard, you must provide a reason for rejection in the box above.

If you approve correctly, you will see “Timecard Approved” in red above the timecard. The history below the timecard will also show that the timecard is now in a Final Manager Approved status.


Final Manager
Home
Status Summary
All Time Cards
All Expense Reports
Setup Options
Reports
Change Password
User Guide
Training Simulations
View Terms
Logout
Help

Name: Seinfeld,Jerry
Employee ID: 02757491

Week Ending Date: 7/4/2009

Timecard Approved

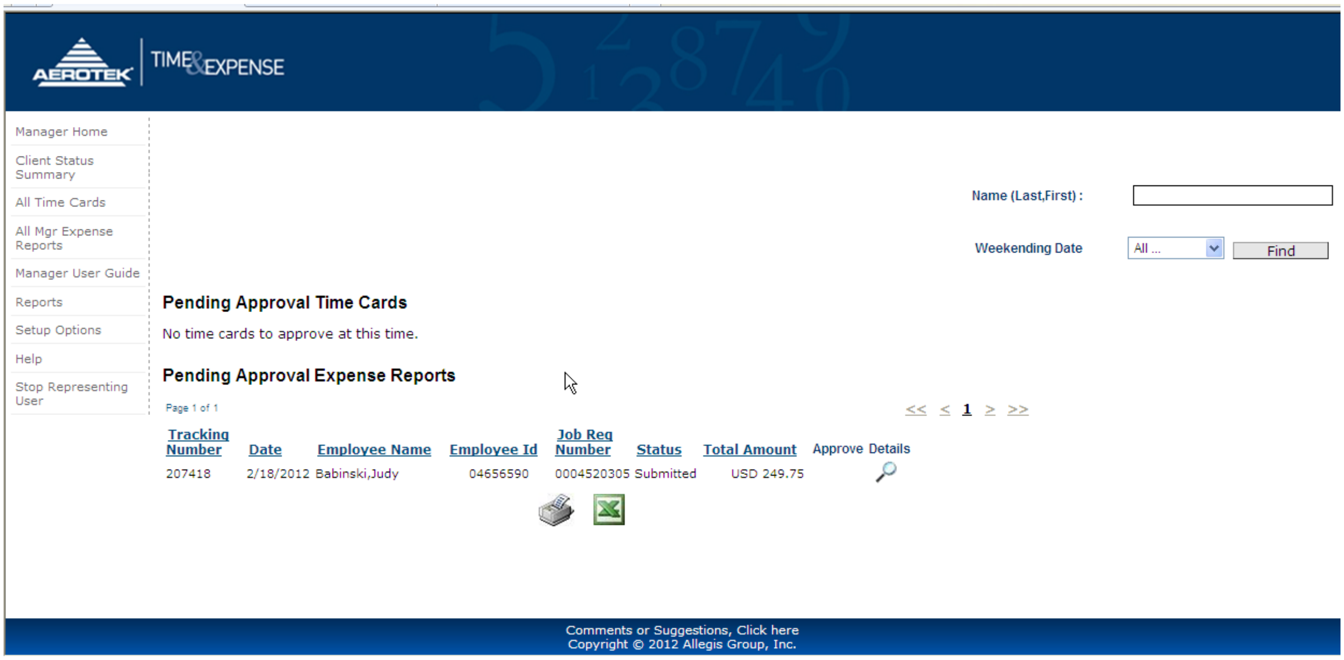
Customer: Lockheed Martin Air Traffic Management
Managers: Puddy,David
Job Req#: 0003390425 Company: ONS
Office: 00501 Minneapolis, MN
Status: Final Manager Approved
Worksite Location: Ne&Ss St. Paul, MN

Time	Sunday (6/28/2009)	Monday (6/29/2009)	Tuesday (6/30/2009)	Wednesday (7/1/2009)	Thursday (7/2/2009)	Friday (7/3/2009)	Saturday (7/4/2009)	Total
Regular Pay	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	40 H 0 M
Overtime Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Holiday Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Vacation Pay	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M	0 H 0 M
Total Hours	0 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	8 H 0 M	0 H 0 M	40 H 0 M

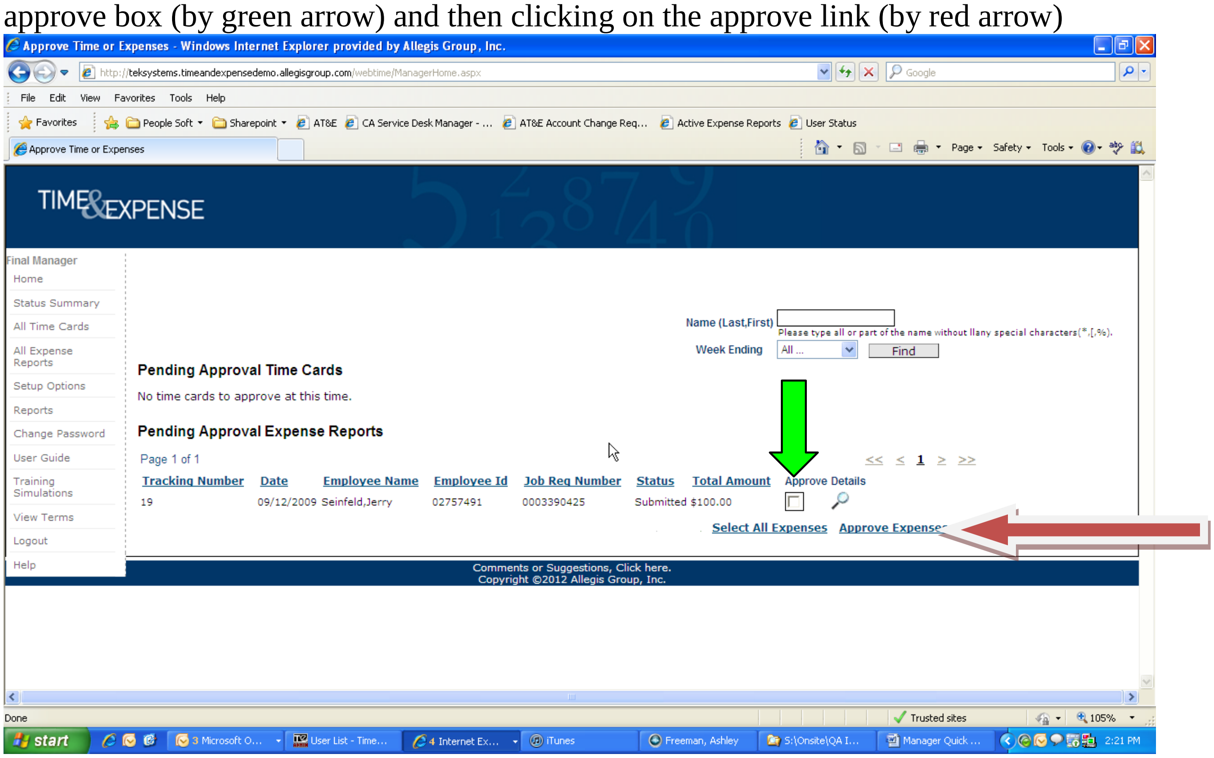
Transaction History
Printable Version

Approving an Expense Report

All expense reports awaiting approval can be accessed by clicking on the Home link.

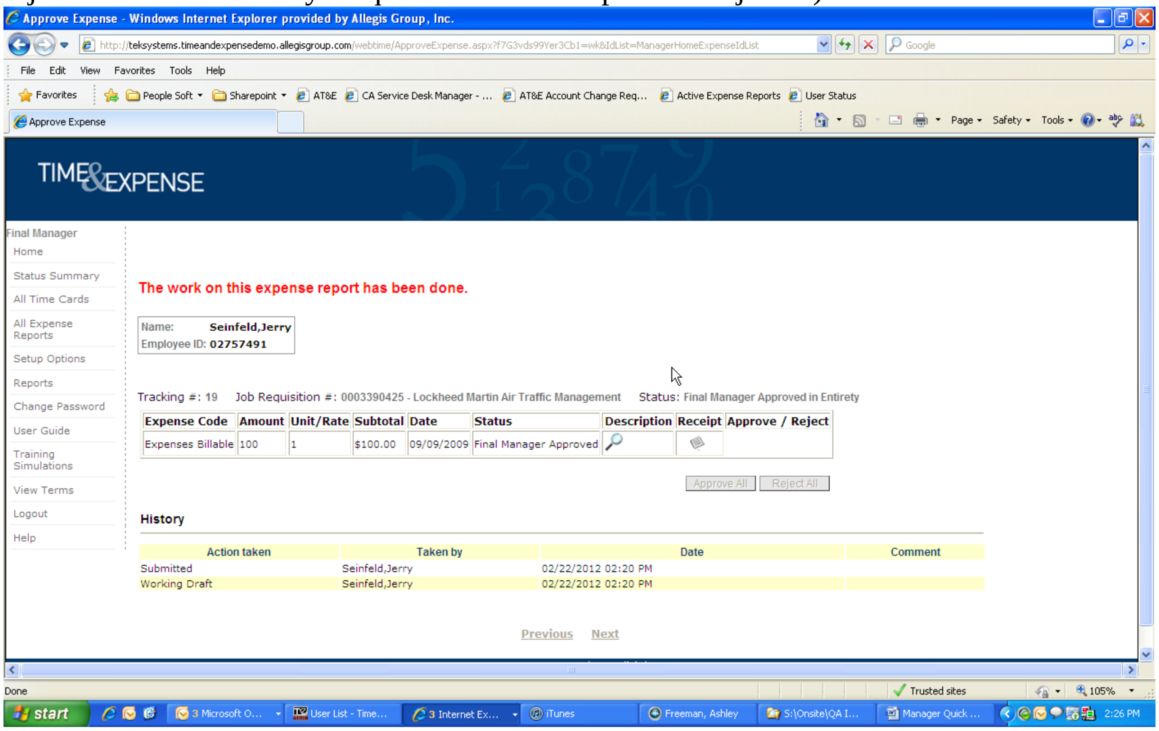


There are 2 ways you can approve. You can either approve here by clicking on the approve box (by green arrow) and then clicking on the approve link (by red arrow)



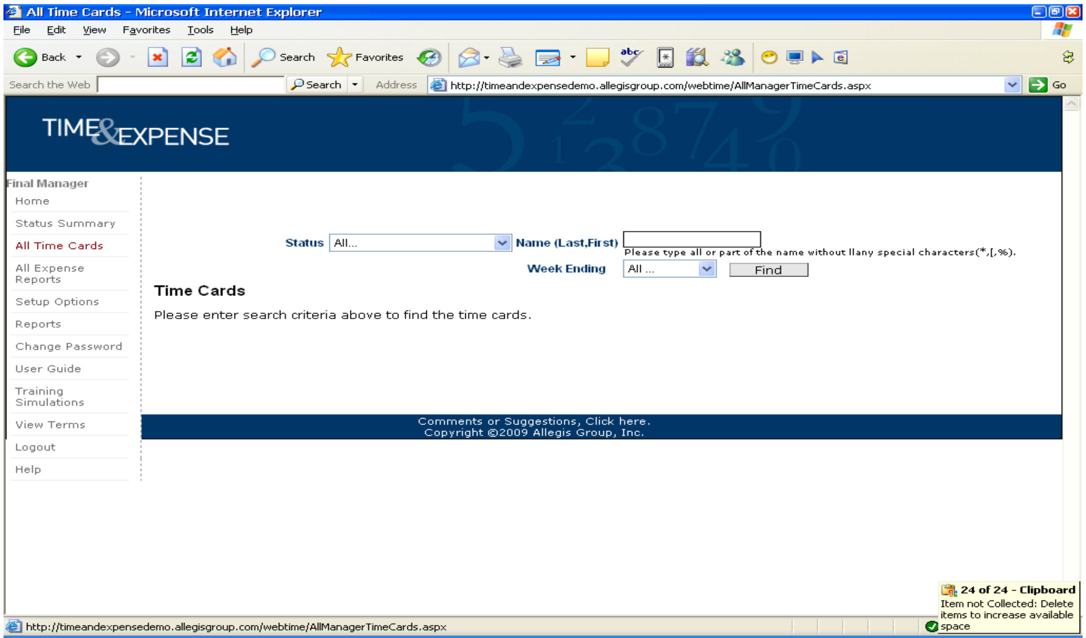
OR You can click on the magnifying glass to see the details of the expense report and approve in there (click on approve button by red arrow):

From here you want to check to make sure the correct receipts are attached, the amount is correct and the expense is entered under the correct code. Once all of these are correct click on the approve button. (If you need to reject the expense you will click on reject, a rejection reason is always required when an expense is rejected)



How to Retrieve Past Timecards

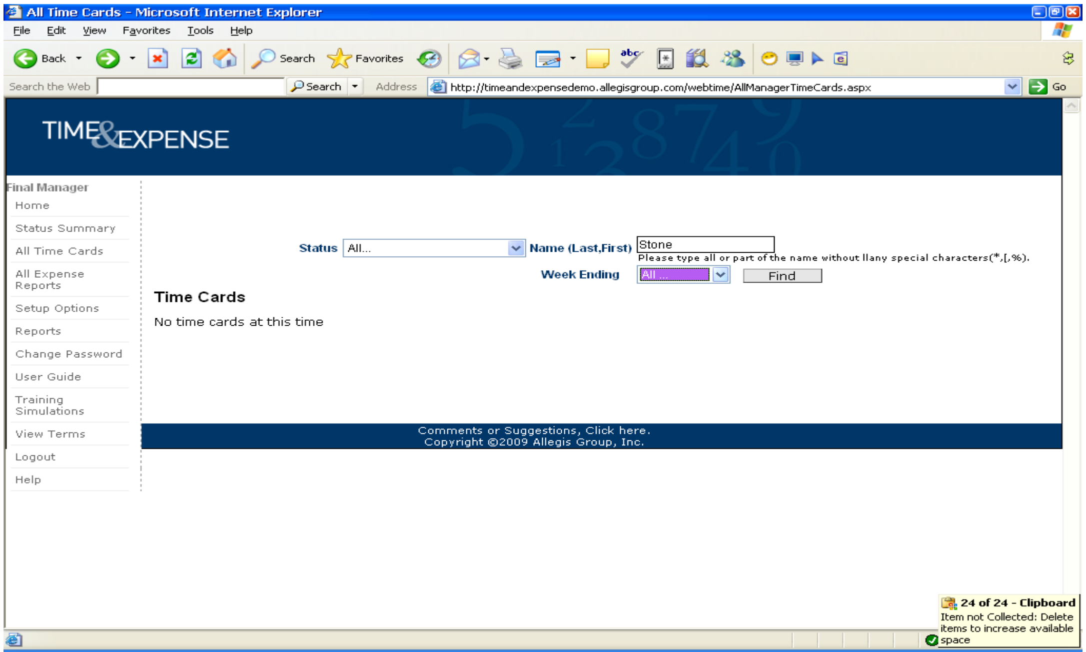
Click on “All Time Cards” on the left hand side. 3rd selection down



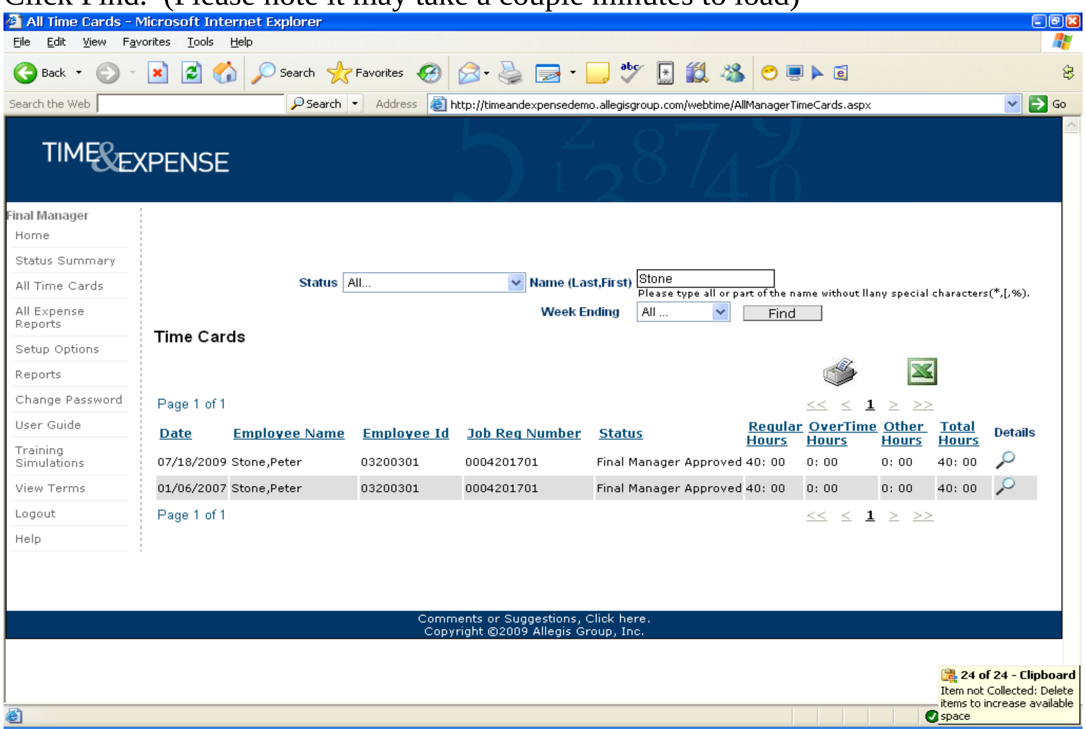
This is what it looks like. From here you can search by:

- Status of timecards
- Contractor Name
- Week ending date of timecards

To search for a contractor, search by last name and the week ending should say “all”. (You can also chose a date if you want just one timecard)



Click Find. (Please note it may take a couple minutes to load)



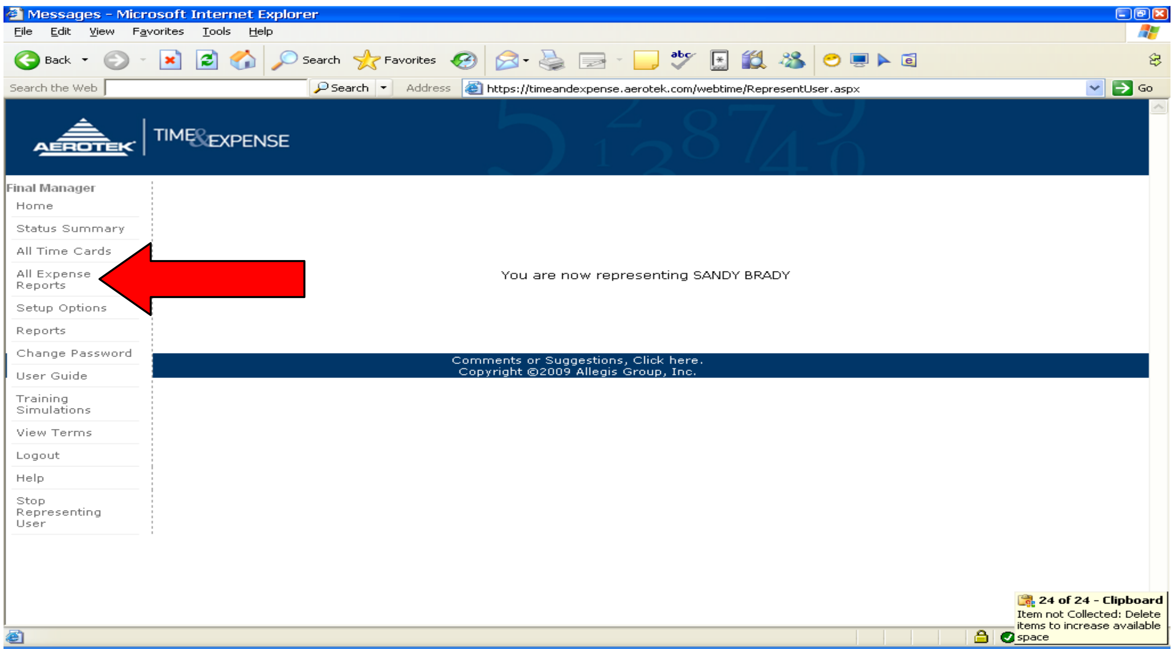
From here you can:

- Export the info to excel by clicking on the excel icon 
- Click the printer icon to print it 

- Click on the magnifying glass on the right hand side to see the detail of the timecard. 

How to Retrieve Past Expense Reports

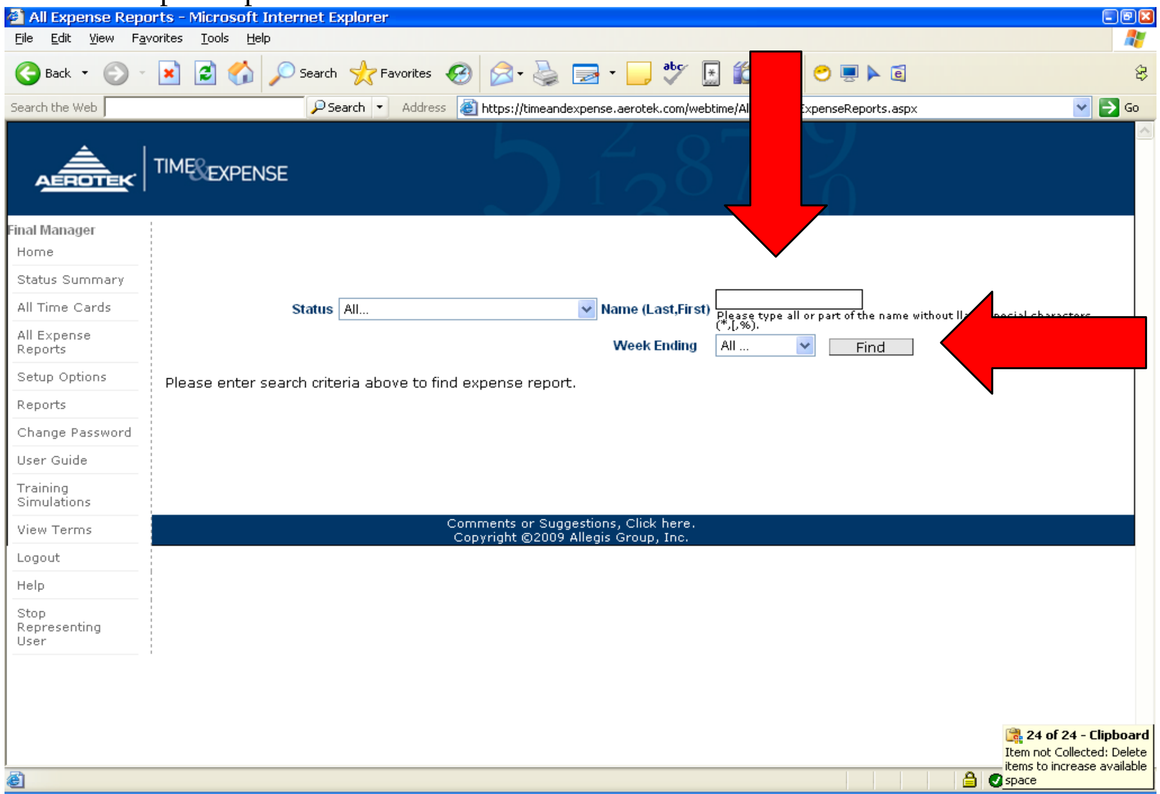
Click on "All Expense Reports"



You can search different ways. Please keep in mind they system is very case sensitive.

- Enter the contractor's last name if you would like to search for one particular contractor. Then click search.

- Enter the week ending date you are looking for, or you can leave it on “all” if you need all the past reports.



It may take a couple minutes to come up.

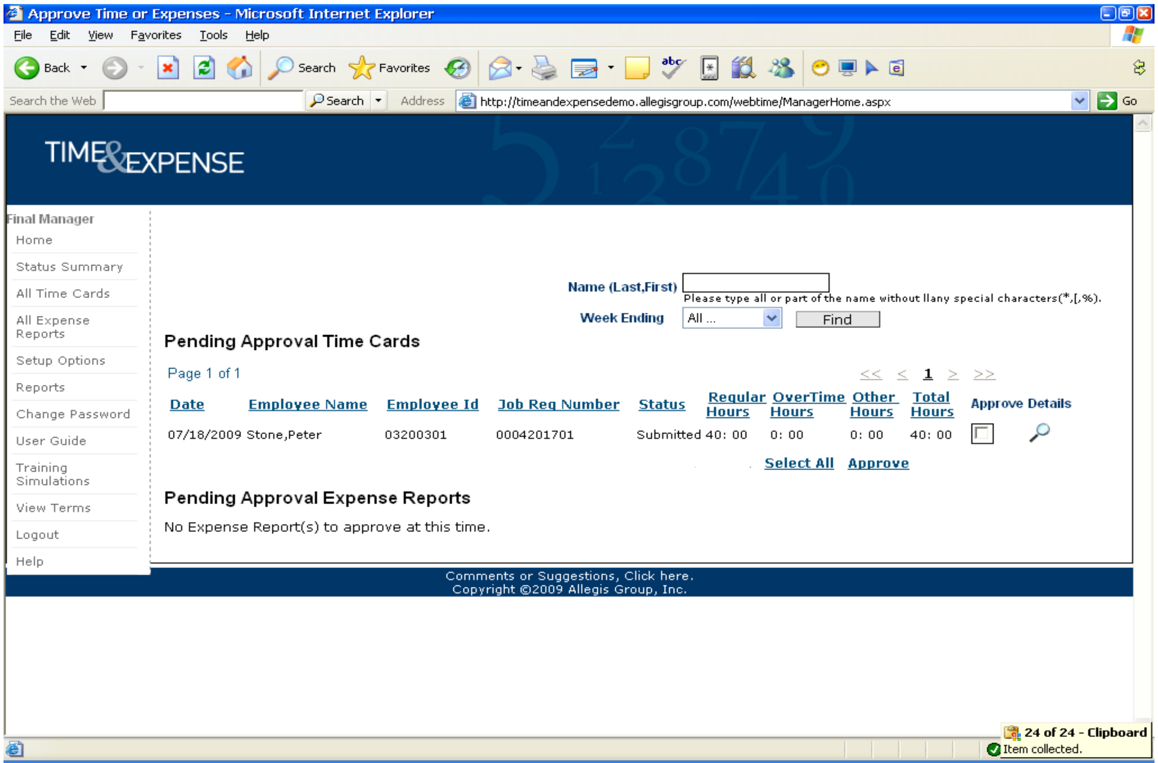
Project Tracking

Your homepage will look like this when a timecard is submitted for your approval.

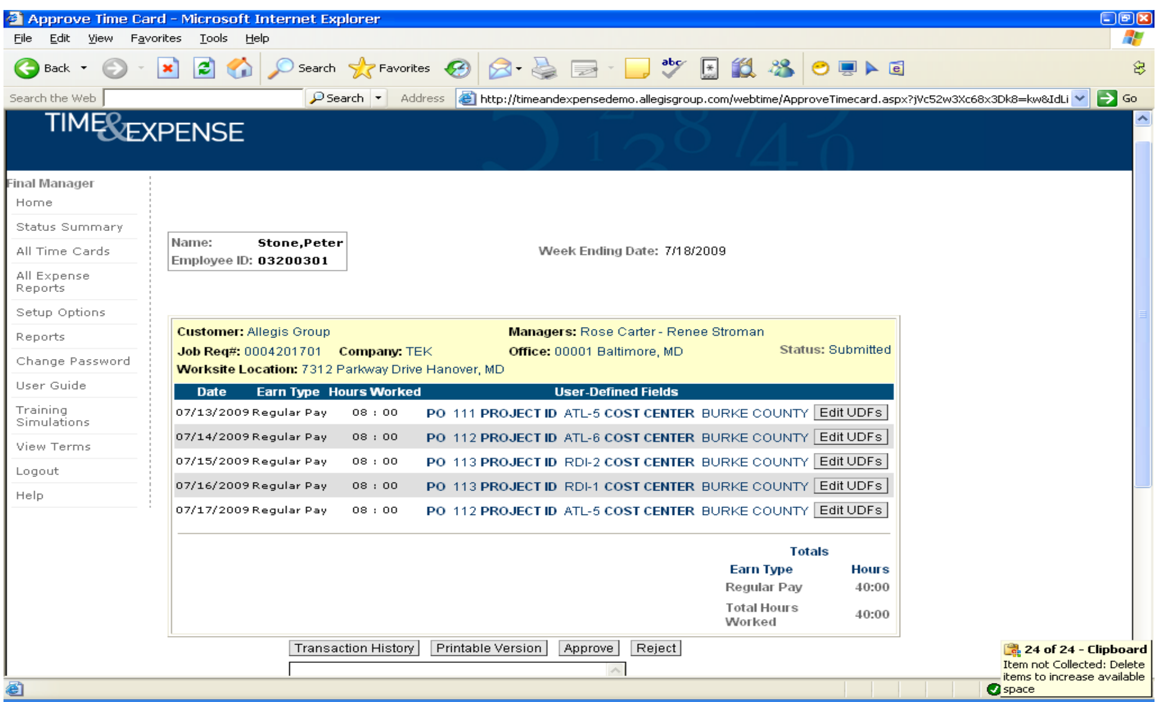
You can either approve here:

- by clicking the box on the left hand side of your screen and then clicking “approve”

- or you can click the “magnifying glass” to see the details:

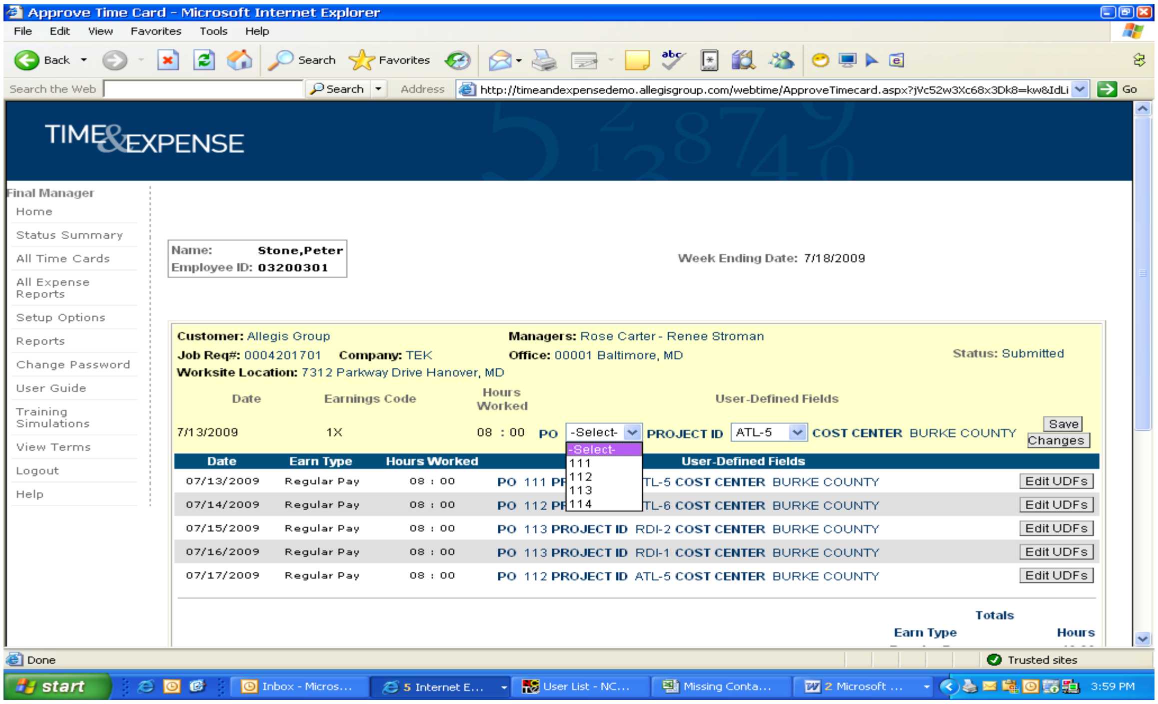


After clicking on the magnifying glass, the timecard will open and look similar to this:

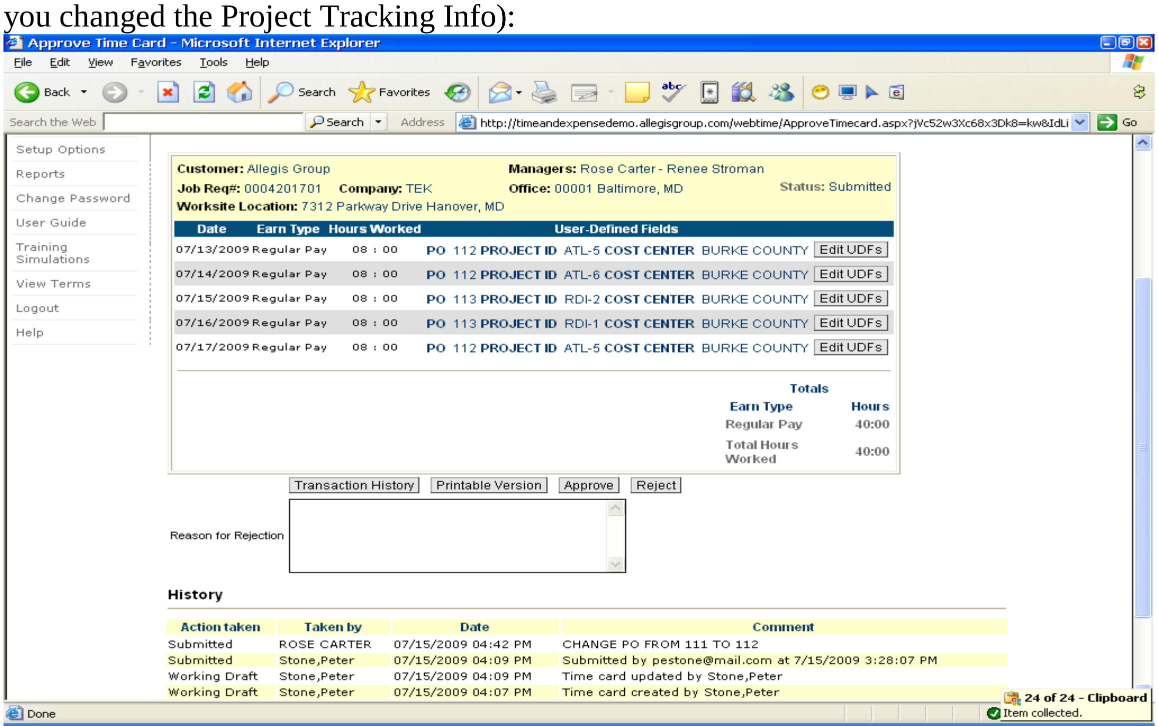


If for whatever reason, the contractor entered the wrong Project Tracking Information, you can edit the timecard and correct it here.

- Click on Edit UDFs and then "Save Changes"

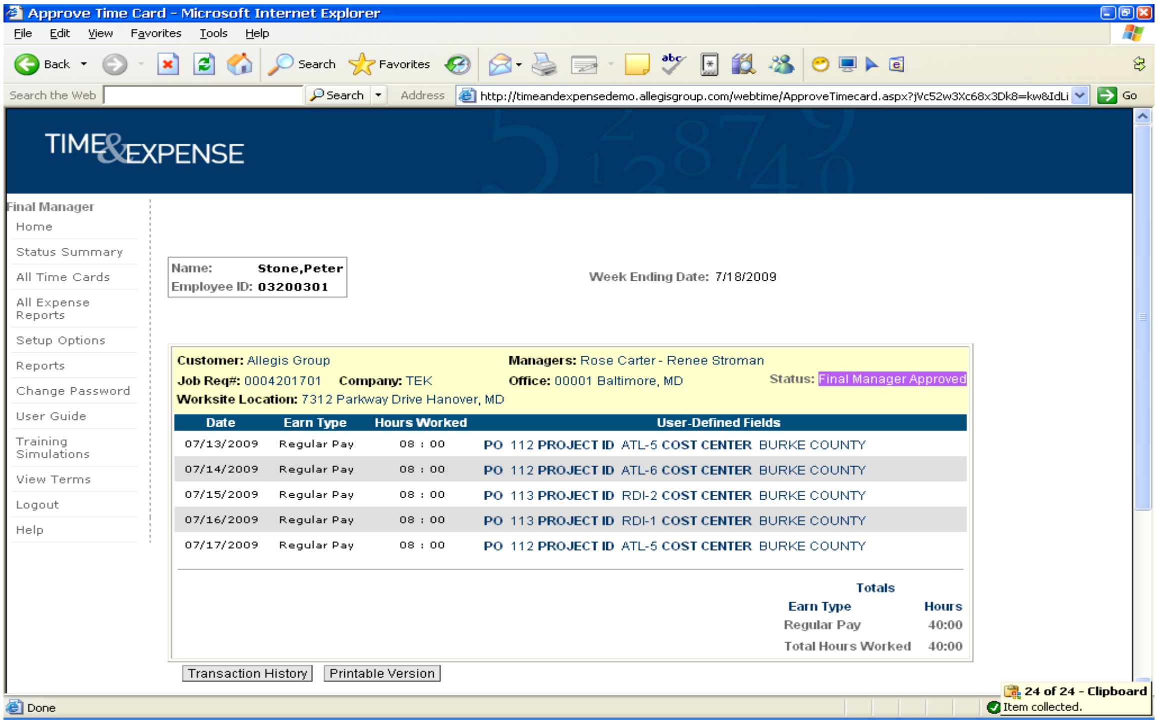


You can scroll down and view the Timecard History as well (This will also state that you changed the Project Tracking Info):



From here, you can approve or reject the timecard. If you reject YOU MUST ADD A REASON FOR REJECTION.

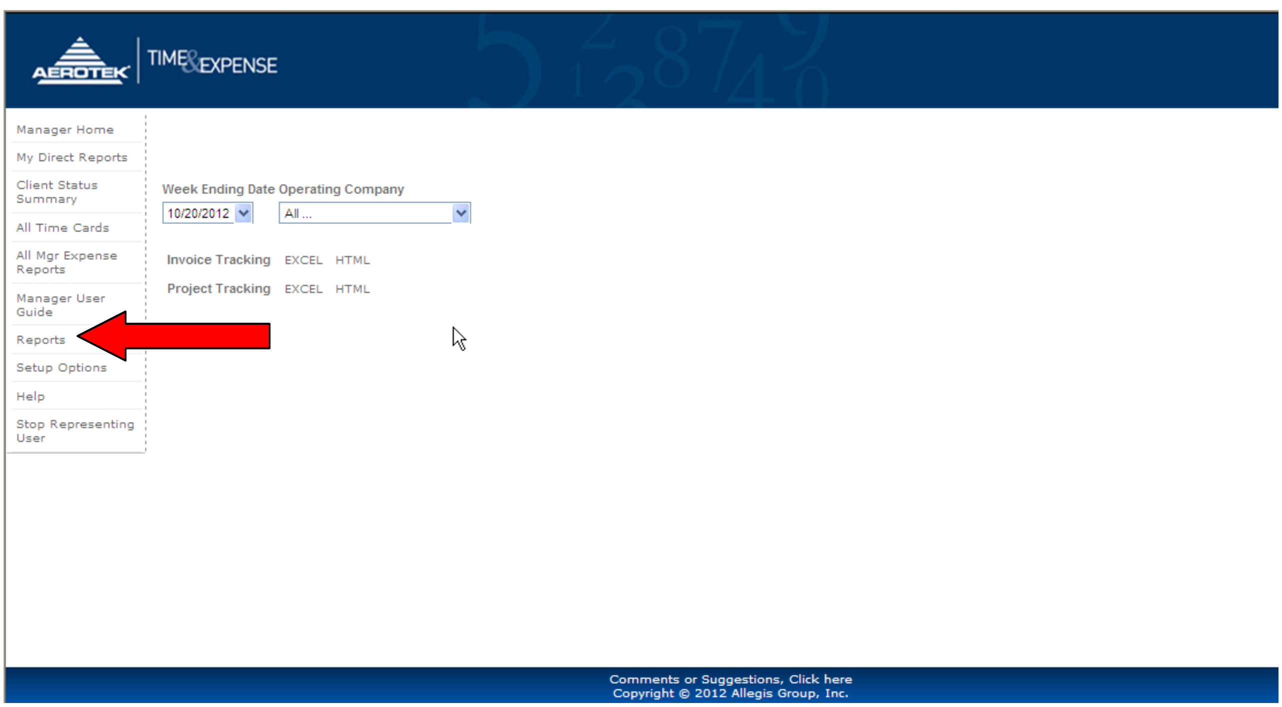
If you approve the next screen will look like this:



The Timecard is approved when the Status says “Final Manager Approved”

Reporting

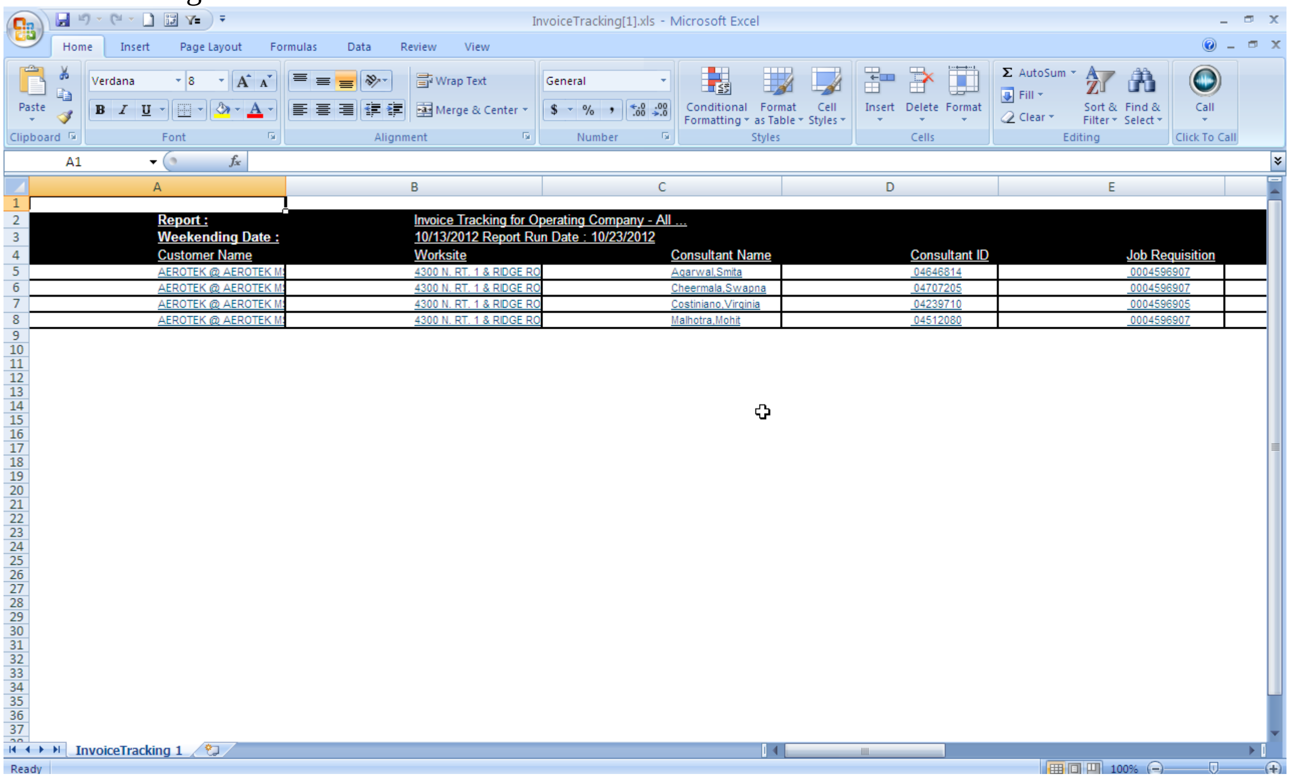
Managers have the capability to pull reports, in order to do this click on “Reports” on the left hand side.



You then have the option to choose the week ending date you would like to pull the report for and whether or not you would like invoice tracking or project tracking

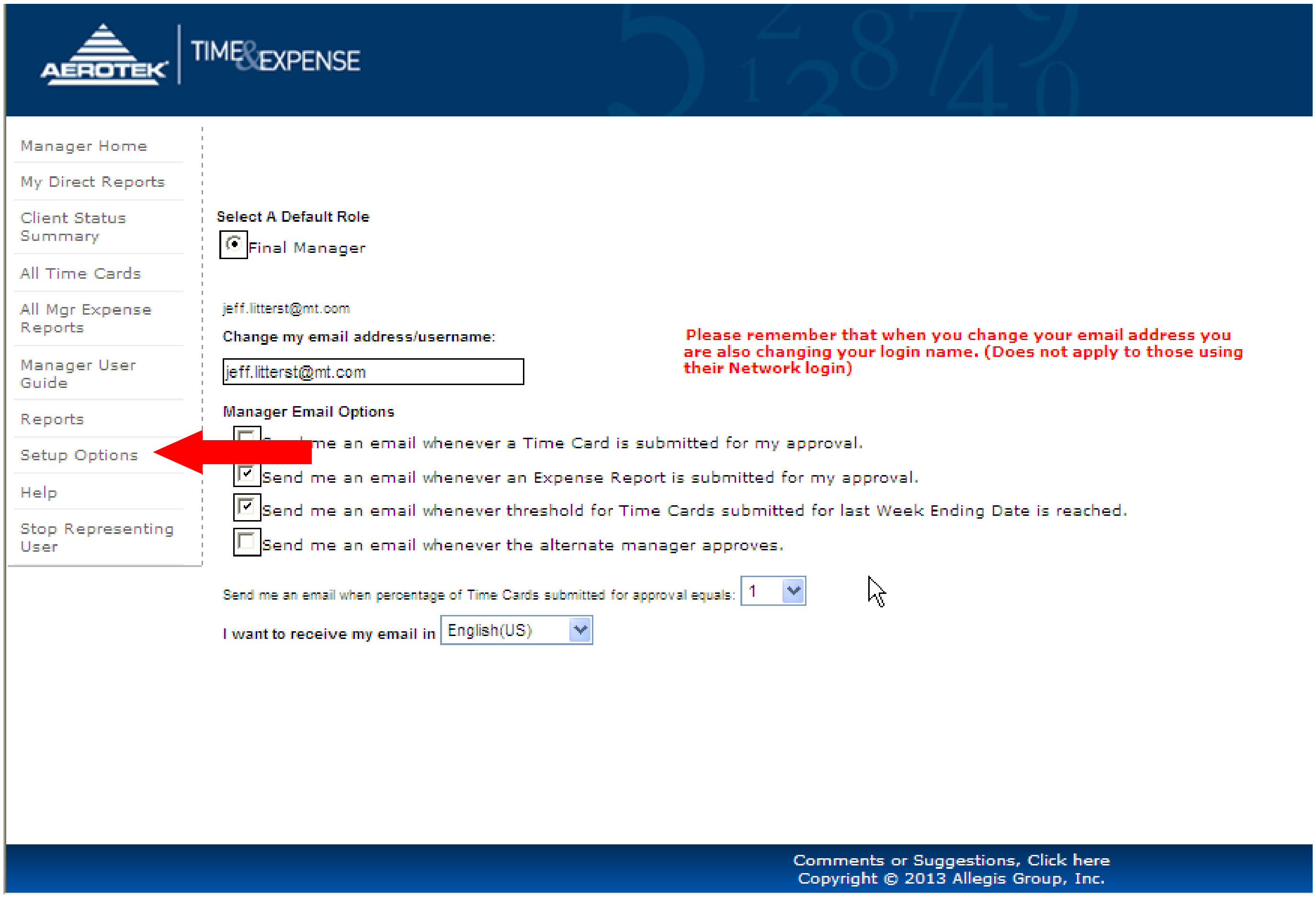
- Project Tracking is pulled when the contractors tied to the manager has project tracking setup on their timecard.
- Invoice Tracking is pulled when the contractors tied to the manager does not have project tracking.

Both reports will be similar; project tracking will have UDF fields in columns O-AO, and look something like this.



Setup Options

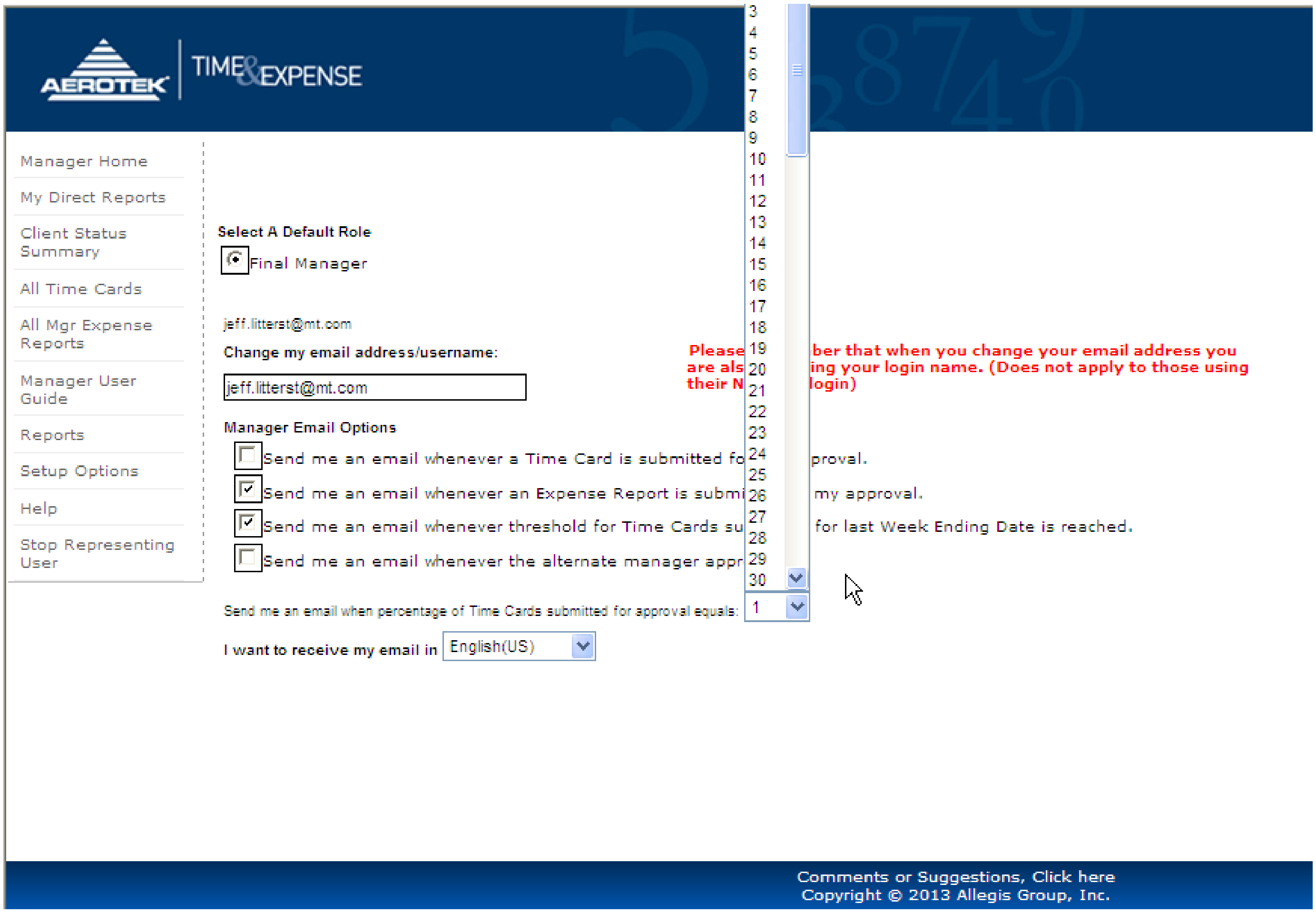
To change your email address or setup options you will want to click on the Setup Options link on the left. (Please note when you change your email address this will change your username as well)



Manager Email Options

- You have the option to receive an email when a timecard is submitted or when a threshold has been met, when an expense report is submitted, and when the alternate approving manager approves the timecard.

- The threshold option will send you an email when your threshold is met. This means when the percentage of timecards you have chosen is met. For instance, if you choose 50 you will receive an email when half of your contractors have submitted their timecard.


AEROTEK
TIME&EXPENSE
Manager Home
My Direct Reports
Client Status Summary
All Time Cards
All Mgr Expense Reports
Manager User Guide
Reports
Setup Options
Help
Stop Representing User
Select A Default Role
Final Manager
jeff.litterst@mt.com
Change my email address/username:
jeff.litterst@mt.com
Manager Email Options
Send me an email whenever a Time Card is submitted fo
proval.
Send me an email whenever an Expense Report is submi
my approval.
Send me an email whenever threshold for Time Cards su
for last Week Ending Date is reached.
Send me an email whenever the alternate manager appr
Send me an email when percentage of Time Cards submitted for approval equals:
1
I want to receive my email in
English(US)
3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Please
are als
their N
ber that when you change your email address you
ing your login name. (Does not apply to those using
login)
Comments or Suggestions, Click here
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