



Approving a Time Card Approving an Expense Report How to Retrieve Past Timecards How to Retrieve Past Expense Reports Project Tracking Reporting Setup Options

#### Approving a Time Card

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

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User Guide	07/04/2009 Seinfeld,Jerry 02757491 0003390425 Submitted 40: 00 0: 00 0: 00 40: 00 厂 🔎
Training Simulations	<u>Select All</u> <u>Approve</u>
View Terms	Pending Approval Expense Reports
Logout	No Expense Report(s) to approve at this time.
Help	
	Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.

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)

TIME	XPENSE
Final Manager Home Status Summary	
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Training Simulations	Select All Approve
View Terms	Pending Approval Expense Reports
Logout	No Expense Report(s) to approve at this time.
Help	
	Comments or Suggestions, Click here. Copyright ©2009 Allegis Group, Inc.

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):

Status Summary																	
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	Reason For Rejection							1	<								

\*\*\*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.

## Approving Manager T&E Quick Guide

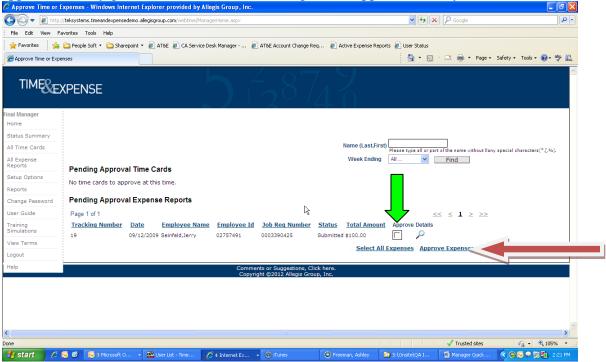
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Approving an Expense Report

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

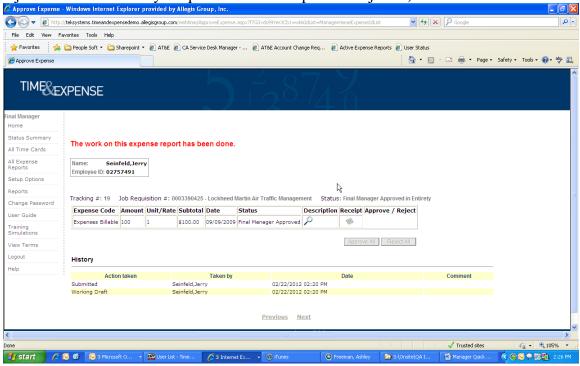
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Reports	Pending Approval Time Cards
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Help Stop Representing	Pending Approval Expense Reports
User	Page 1 of 1 $\leq \leq \underline{1} \geq >>$
	<u>Job Reg</u> Number <u>Date Employee Name Employee Id Number Status Total Amount</u> Approve Details
	207418 2/18/2012 Babinski,Judy 04656590 0004520305 Submitted USD 249.75 🔎
	Comments or Suggestions, Click here Copyright © 2012 Allegis Group, Inc.

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

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	item to increase a item callegisgroup.com/webtime/AllManagerTimeCards.aspx		

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)

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

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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"

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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.

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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:

TIME EXPENSE         nal Manager         Home         Status Summary         All Time Cards         All Expense         Reports         Date       Employee Name         Change Password         Date       Employee Name         Employee Id       10b Reg Number         Status       Regular OverTime Other         Total       Approve Details	earch the Web       P Search Address       Addres
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Logout No Expense Report(s) to approve at this time.	Logout
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After clicking on the magnifying glass, the timecard will open and look similar to this:

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TIME		
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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"

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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:

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etup Options		
eports	Customer: Allegis Group Managers: Rose Carter - Renee Stroman	
hange Password	Job Req#: 0004201701 Company: TEK Office: 00001 Baltimore, MD Status: Final Manager Approved Worksite Location: 7312 Parkway Drive Hanover, MD	
ser Guide	Date Earn Type Hours Worked User-Defined Fields	
aining imulations	07/13/2009 Regular Pay 08:00 PO 112 PROJECT ID ATL-5 COST CENTER BURKE COUNTY	
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510	07/17/2009 Regular Pay 08 : 00 PO 112 PROJECT ID ATL-5 COST CENTER BURKE COUNTY	
	Totals	
	Earn Type Hours	
	Regular Pay 40:00	
	Total Hours Worked 40:00	
	Transaction History Printable Version	

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.

AEROTEK	TIME	$5_{12}^{28740}$	
Manager Home			
My Direct Reports			
Client Status Summary	Week Ending Date Operating Company		
All Time Cards	10/20/2012 × All		
All Mgr Expense Reports	Invoice Tracking EXCEL HTML		
Manager User Guide	Project Tracking EXCEL HTML		
Reports			
Setup Options			
Help			
Stop Representing User			
		Comments or Suggestions, Click h Copyright © 2012 Allegis Group, 1	ere nc.

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.

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Ready	·						

#### **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)

	TIMEREXPENSE	$5_{12}^{4}87_{40}^{7}$
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	eport is submitted for my approval. Time Cards submitted for last Week Ending Date is reached. manager approves.
		Comments or Suggestions, Click here Copyright © 2013 Allegis Group, Inc.

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 <u>percentage of timecards</u> 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.

# Approving Manager T&E Quick Guide

AEROTEK	
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	

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