

The Web Portal allows your employee to input their weekly hours and expenses electronically and submit them directly to you for approval. See instructions below on how to approve your employee’s time.

Please note: Hours need to be approved and submitted by **Monday at 5pm for prior week’s hours.**

Supervisor Options / Individual Employee Enters Their Own Time

Option 1) Approve via Email

Employee will electronically update their hours by logging onto their portal through www.peopleshareworks.com. Once their weekly hours are saved and submitted, you will receive an email from webtime@peopleshareworks.com allowing you to approve or reject.

Employee Timesheet Submission

Employee Name: Smith, Mary
 Time Card Period Ending: 7/6/2014

To approve the time of this employee please click <http://www.peopleshareworks.com/employers>

Date	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
06/30/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	
07/01/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	
07/02/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	
07/03/2014	11:00PM	11:59PM	12:00AM	07:00AM	8.00	0.00	
07/04/2014	11:00PM	11:59PM	12:00AM	07:00AM	8.00	0.00	
07/05/2014					0.00	0.00	
07/06/2014					0.00	0.00	
Totals					40.00	0.00	

[Click here to approve this timesheet](#)

[Click here to reject this timesheet](#)

Approve Hours directly from the email alert:

To Approve Hours:

Once you receive the email alert, please use the following process, Click on the link that says [Click here to approve this timesheet](#)

To Reject Hours:

Once you receive the email alert, please use the following process, Click on the link that says [Click here to reject this timesheet](#)

Option 2) Approve by Logging on to our Client Portal

APPROVE TIMESHEET

- Go to www.peopleshareworks.com Click On:
- Enter Your Log-In information:
 - Username:** [username for client goes here]
 - Password:** [password for client goes here]
- Once you have logged in, Click Accept for the Customer Terms
- To approve timesheets, Scroll over the Timesheet menu button and Click on **Approve Timesheets by Employee** (Approve Timesheets by Employee – EE submits time, email goes to client, client approves and submit and invoice attachment is created)
- Select the employee’s name to open their timesheet
- Your employee’s timesheet will appear. The “Approved by” will automatically populate per the user’s login
 - Click **Approve All**; Click **Submit Timesheet** (hours are not sent until Submit Timesheet is selected)
 - This will send an email to PeopleShare’s Customer Service, and your employee stating that the hours have been approved.
 - Click **Reject All or Reject by Day** if hours are not correct (do not Submit Timesheet at this time).
 - An email will be sent to your employee letting them know the hours were rejected. The employee is able to make corrections and resubmit for your approval and submission. Contact your employee to review any discrepancies.

Supervisor Option to Enter Employees Time

Option 1) Customer to Enter Time for Employees

- The option is for the client to enter the time for each employee per Job Order.
- The time is on a **total hour for the week**. This option does not allow entry on an In/Out basis.

1. Select Timesheet Week Ending
2. Select Job Order #
3. Fill in Group Timesheet
 - a. Input total weekly hours broken out by regular and overtime
 - b. SAVE CHANGES (if you miss this save there will be no hours saved)
4. Continue through the Job Order #'s, saving after each Group Timesheet
5. Once entire Group Timesheet is complete, Select Group Timesheet Approval from the Timesheets dropdown.
 - a. Select Timesheet Week Ending
 - b. Review each EE's Hours and select Approve / Reject
 - c. Or select APPROVE ALL / REJECT ALL

A verification window will NOT display once hours have been approved

Group Submissions and Approvals will not include an attachment with the invoice

Customer Timesheet Report will provide supporting documents



Supervisor Option for Multiple Employee Entry

Option 1) Customer Time Entry for Employees and Approval from One Page

- The option allows client to enter hours for each employee per Assignment.
- The option will provide an automatic approval, email submission to the employee and PeopleShare Customer Service Department, and attachment for the invoice.
- The time is based on the timesheet selected on the Client Policy Screen.

1. Select Timesheets from (use the week ending date)
2. Select Employee
 - a. Enter the employee's daily hours, verify the week total hours for employee
 - i. If you are only entering certain days and not needing to submit, click SAVE & CLOSE
 - ii. If you wish to save the time that has been entered and review before submitting, click SAVE TIMESHEET
 - iii. To approve the time that has been entered and submit, click SUBMIT TIMESHEET

A verification window will display the hours that were entered, successfully saved and submitted

