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WEB TIMECARD SUPERVISOR PROCESS

WEBTIME is our electronic Portal System to enter, approve, and submit time!

Below are two options for **Fast & Efficient Entry**.

EMAIL ONLY APPROVAL - APPROVE SINGLE TIMESHEET VIA EMAIL

1. Employee will electronically update their hours by logging onto their WebTime Employee Portal.
2. Once their weekly hours are saved and submitted, Supervisor will receive an email from webtime@peopleshareworks.com allowing to approve or reject.
3. If hours are rejected, employee will be notified via email.
 - o Employee can adjust hours, then resubmit for approval.

Subject: Employee Timesheet Submission: Smith, John - 7/26/2020

Employee Timesheet Submission

Employee Name: Smith, John
 Client Name: ABC Company
 Time Card Period Ending: 7/26/2020
 Sample: L-Mail Notification: Applicant: Message Header

Date	Type	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	Total HRS	Expenses	Approval
07/20/2020	Regular	07:00 AM	01:00 PM	01:30 PM	06:00 PM					12.50	0.00	
07/21/2020	Regular	07:00 AM	01:00 PM	01:30 PM	06:00 PM	06:30 PM	11:59 PM			16.00	0.00	
07/22/2020	Regular	07:30 AM	01:00 PM	01:30 PM	06:30 PM					10.50	0.00	
07/23/2020	Regular	07:00 AM	12:00 PM							5.00	0.00	
07/24/2020	Regular									0.00	0.00	
07/25/2020	Regular									0.00	0.00	
07/26/2020	Regular									0.00	0.00	
Totals										44.00	0.00	

Hours Totals:
 Regular 44.00

[Click here to approve this timesheet](#)
[Click here to reject this timesheet](#)

Employee Comments:
 Client Comments:

Approve or Reject through Email!

TIPS:

- Ensure your account allows emails from webtime@peopleshareworks.com
- Emails can be sent to any email address of your choosing (professional or personal)
- If Associates are submitting their time and Approver is not receiving this email, please contact Branch to assist

PORTAL STATUS NOTIFICATION DEFINITIONS

PAYROLL: READY FOR PAYMENT.

SUBMITTED: Employee has sent timesheet to Supervisor.

REJECTED: Employee's timesheet was rejected by Supervisor.

APPROVED: Approved by Supervisor → not yet Submitted for payment.

PARTIAL: Mixed with more than 1 status code.

BLANK: Employee did not Submit timesheet yet.

STATUS NOTIFICATIONS

You Control The Timesheet

Employee Portal: Open Timesheets Welcome, Nikki Trainee LOGOUT

Home Timesheets Reports Checks Tax Forms

Below is a list of open timesheets for your assignments. To view the timesheet and enter your work hours, click anywhere on the row.

Timesheets From to Show Results

WEEK ENDING	CUSTOMER	POSITION	DEPARTMENT	SHIFT	REPORT TO	STATUS
08/09/2020	Disney World	Customer Service		1st Shift - 7 to 3	Judy Schmoody	
08/02/2020	Disney World	Customer Service		1st Shift - 7 to 3	Judy Schmoody	APPROVED

SINGLE TIME SHEET APPROVAL - APPROVE BY LOGGING ON TO OUR CUSTOMER PORTAL

1. Supervisor Logs into Customer Portal. Link is available through:

➤ www.peopleshareworks.com → **APPROVE TIME SHEETS** → **Customer Portal: Login** → Enter Customer Log-In

➤ Click **Accept** for the Customer Terms'

2. Supervisor chooses Timesheets Icon on Start Page:

Customer Portal: Start Page Welcome, Alice Starliper Logout

Please select one of the following options to access your customer information:

- Timesheets** (highlighted)
- Invoices & Employees
- Back Office Reports
- Account
- Job Orders

Customer Portal: Login

Welcome to our customer login area. Please enter your user name and password to access your information. If you do not have a password, please contact your local office.

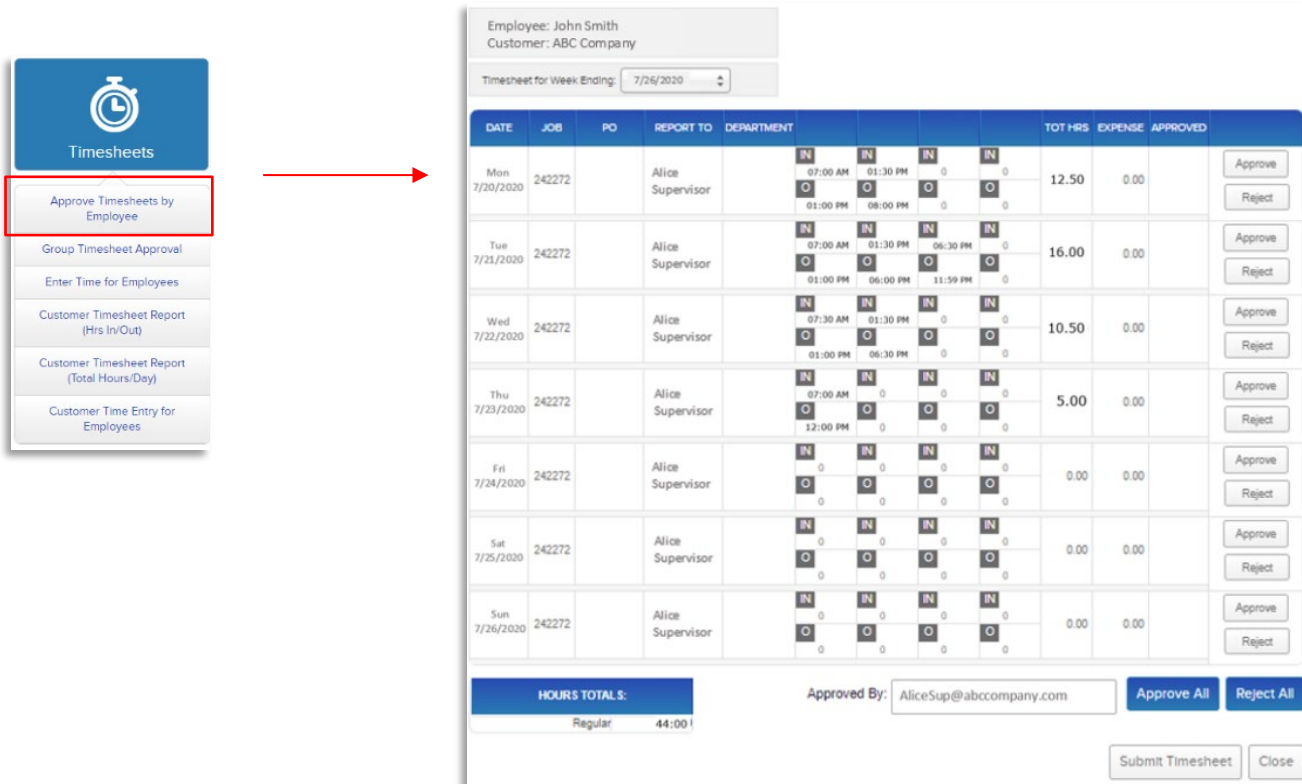
Username:

Password:

Login

[Forgot your password?](#)

3. Approve Timesheets by Employee → Choose employee's name → Select Timesheet:



The screenshot shows the 'Approve Timesheets by Employee' option highlighted in a red box in the left-hand menu. An arrow points to the main interface, which displays a timesheet for Employee: John Smith, Customer: ABC Company, for the week ending 7/26/2020.

DATE	JOB	PO	REPORT TO	DEPARTMENT	IN	IN	IN	IN	TOT HRS	EXPENSE	APPROVED
Mon 7/20/2020	242272		Alice Supervisor		07:00 AM	01:30 PM	0	0	12.50	0.00	Approve Reject
Tue 7/21/2020	242272		Alice Supervisor		07:00 AM	01:30 PM	06:30 PM	0	16.00	0.00	Approve Reject
Wed 7/22/2020	242272		Alice Supervisor		07:30 AM	01:30 PM	0	0	10.50	0.00	Approve Reject
Thu 7/23/2020	242272		Alice Supervisor		07:00 AM	0	0	0	5.00	0.00	Approve Reject
Fri 7/24/2020	242272		Alice Supervisor		0	0	0	0	0.00	0.00	Approve Reject
Sat 7/25/2020	242272		Alice Supervisor		0	0	0	0	0.00	0.00	Approve Reject
Sun 7/26/2020	242272		Alice Supervisor		0	0	0	0	0.00	0.00	Approve Reject

At the bottom of the interface, there is a summary section: 'HOURS TOTALS: Regular 44:00', 'Approved By: AliceSup@abccompany.com', and buttons for 'Approve All', 'Reject All', 'Submit Timesheet', and 'Close'.

4. To Approve & Submit the entire week, Choose:

a. →

b. Once "Submitted", Timesheet is sent to Customer Service for processing.

c. Supervisor can reject by day or Reject All.

i. Timesheet will be returned to employee for adjustment and resubmission.

GROUP TIME SHEET APPROVAL - APPROVE BY LOGGING ON TO OUR CUSTOMER PORTAL

1. Follow Steps 1-3 to access Portal & reach Timesheets Icon → Select Group Timesheet Approval:
2. Once in Group Timesheet:
 - Choose correct "Timesheet for Week Ending"
 - **Approve Timesheets ONLY**
 - **USE ONLY Gray Approve Buttons**



Customer Portal: Approve Group Timesheets Welcome, Alice Supervisor [LOGOUT](#)

Home **Timesheets** Invoices & Employees Back Office Reports Job Orders

← BACK
Select a week-ending date to approve and/or reject individual time-sheets, or to approve and/or reject in batch.

Timesheet for Week Ending: 7/26/2020

EMPLOYEE	REPORT TO	DEPARTMENT	REG	OT	DT	HOL	VAC	EXP	APPROVED
Erica Danzberger	Alice Supervisor		31.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Samantha Gardner	Alice Supervisor		35.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Jennifer Leese	Alice Supervisor		15.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Robin Meyers	Alice Supervisor		38.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Tina Rickman	Alice Supervisor		28.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Camtran Thach	Alice Supervisor		40.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
Sydney Wilkins	Alice Supervisor		32.00	0.00	0.00	0.00	0.00	0.00	Approve Reject
John Smith	Alice Supervisor		40.00	4.00	0.00	0.00	0.00	0.00	Approve Reject

Approved By: AliceSup@abccompany.com Approve All Reject All

- **Use ONLY GRAY Approve Buttons**
 - Reject Buttons = Timesheet will be LOCKED and Rejected
 - Blue Approve All = Even 0 Hour Timesheets will be sent for submitted for Payment
- **If incorrect hours are found during on this screen:**
 - If Associate enters hours - reject in "Approve Timesheet by Employee" screen
 - If Client enters hours - edit hours as originally entered
- If Associates are entering and submitted timesheets for approval, and timesheets are approved/ submitted by **"Group Timesheet Approval"** - the timesheets will NOT be attached to the invoice
 - Timesheets will only be included with invoice by using **"Single Timesheet Approval"**

SINGLE TIME SHEET - CUSTOMER ENTRY & SUBMISSION OF HOURS

1. Supervisor Logs into Customer Portal. Link is available through:

➤ www.peopleshareworks.com ➔ **APPROVE TIME SHEETS** ➔ **Customer Portal: Login** ➔ Enter Customer Log-In

➤ Click Accept for the Customer Terms'

2. Supervisor chooses Timesheets Icon on Start Page:

3. Select "Customer Time Entry for Employees": ➔

a. Once accessed:

b. Choose correct dates for "Timesheets from" & correct "Report To":

c. Choose correct employee name.

4. Enter Hours for each day.

5. Once Total hours for the week are entered, Save & Submit Timesheet.

a. Supervisor can enter each day and "Save" until ready to be "Submitted".

b. Time must be Submitted for employee to be paid.

OTHER HOURS	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS	STATUS
+ MORE	Mon 07/27/2020									0.00	
+ MORE	Tue 07/28/2020									0.00	
+ MORE	Wed 07/29/2020									0.00	
+ MORE	Thu 07/30/2020									0.00	
+ MORE	Fri 07/31/2020									0.00	
+ MORE	Sat 08/01/2020									0.00	
+ MORE	Sun 08/02/2020									0.00	

Hours Totals:
Regular 0.00

GROUP TIMESHEET - CUSTOMER ENTRY & SUBMISSION OF HOURS

1. Follow Steps 1-3 to access Portal & reach Timesheets Icon → Select “Enter Time for Employees”:

2. Enter Time for Employees:

- Choose correct “Timesheet for Week Ending”
- Select Job Order Number
- Fill in Group Timesheet
 - Enter Total Hours for the week for each employee listed.



3. Choose “**Save Changes**” once all hours are entered.

4. Repeat steps 2 - 3 for each Job Order as needed until all Timesheets are filled.

5. Once complete select **Group Timesheet Approval** from the Timesheets dropdown to Approve and Submit Hours

- Review details of Group Timesheet Approval instructions



TIPS

A verification window will NOT display once hours have been approved

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

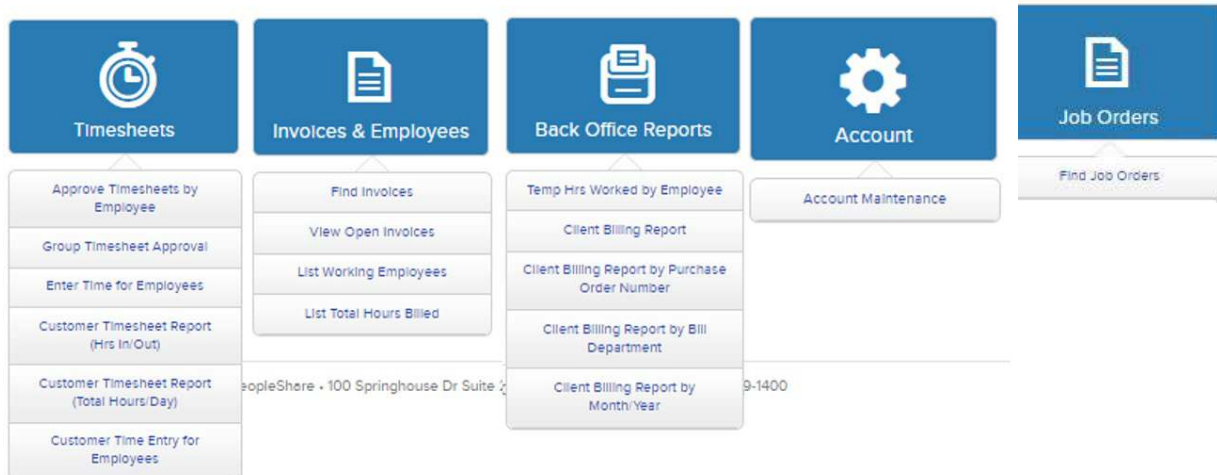
Customer Timesheet Report will provide supporting documents

MAIN PAGE OPTIONS & DEFINITIONS

Customer Portal: Start Page

Welcome, Alice Supervisor [LOGOUT](#)

Please select one of the following options to access your customer information:



The screenshot shows a dashboard with five main categories, each with a list of sub-options:

- Timesheets:** Approve Timesheets by Employee, Group Timesheet Approval, Enter Time for Employees, Customer Timesheet Report (Hrs In/Out), Customer Timesheet Report (Total Hours/Day), Customer Time Entry for Employees.
- Invoices & Employees:** Find Invoices, View Open Invoices, List Working Employees, List Total Hours Billed.
- Back Office Reports:** Temp Hrs Worked by Employee, Client Billing Report, Client Billing Report by Purchase Order Number, Client Billing Report by Bill Department, Client Billing Report by Month/Year.
- Account:** Account Maintenance.
- Job Orders:** Find Job Orders.

Timesheets:

- **Enter Time for Employees:** Allows the Supervisor to enter hours by day vs. by weekly total.
- **Group Timesheet Approval:** Allows Supervisor to approve groups.
- **Enter Time for Employees:** Allows Supervisor to enter time for employee(s).
- **Customer Timesheet Report (Hrs In/Out):** Produces past approved timesheets including clock in/out times.
- **Customer Timesheet Report (Total Hours/Day):** Produces total hours by day (excluding clock in/out times).
- **Customer Time Entry for Employees:** Allows Supervisor to enter hours by day for employees and submit.
 - Includes clock in/out option.
 - Supervisor can Submit Timesheet immediately.

Invoices & Employees:

- **Find Invoices:** Ability to search All invoices (paid and open).
- **View Open Invoices:** Report showing all unpaid invoices.
- **List Working Employees:** Report showing all working staff.
- **List Total Hours Billed:** Report showing total hours billed.

Back Office Reports:

- **Temp Hrs Worked by Employee:** Produces summary of hours by each employee.
- **Client Billing Report** - various ways to view Billing History:
 - **Client Billing Report**
 - **Client Billing Report by Bill Department**
 - **Client Billing Report by Month/Year**

Account Maintenance:

- **Update Username & Password**

Job Orders:

- **Find Job Orders:** View Job Order status (ex: filled, completed, canceled).
- Also able to view candidates attached to each Job Order

TIPS

- *Employee Time is rounded to the quarter hour.*
- *Earliest a Timesheet is available in WebTime for the current week is Tuesday.*
- *Employee and Customer receive status notifications. If notifications are not being received, please contact Branch to assist.*