

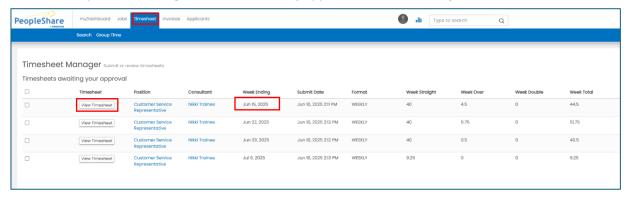
## **To Access your Portal:**

- 1. Click on the link → Avionte Portal
- 2. Enter your username and password.



#### **Approve & Submit Timesheets:**

- 1. Click on the Timesheet button to view Timesheets awaiting your approval.
- 2. Click View Timesheet.
  - \*\* Multiple week ending date timesheets may appear → review before you click "View Timesheet"!



- 3. In approving time, approvers can either **Approve or Reject time**.
  - a. If time is rejected, the consultant will receive an email to resubmit the timesheet.

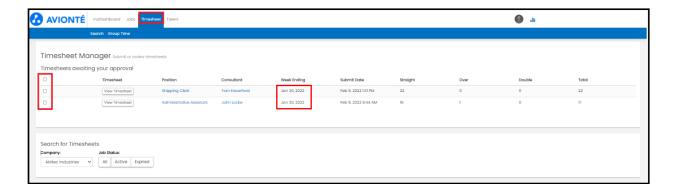




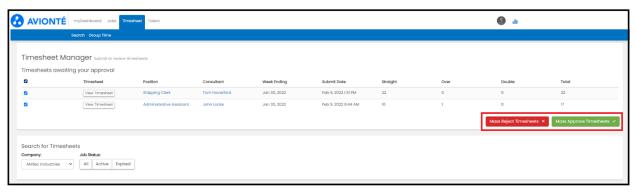
# **Mass Approve or Reject Timesheets:**

An approver can mass approve or reject timesheets in bulk.

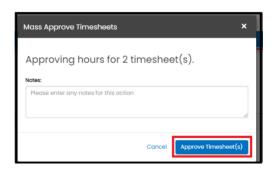
- 1. Check off the timesheets which you wish to approve or reject.
- \*\* Multiple week ending date timesheets may appear -> review before you click "View Timesheet"!

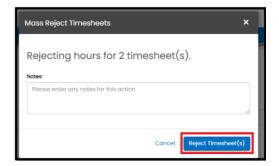


2. Click either the Mass Reject Timesheets or Mass Approve Timesheets button.



- 3. Add any necessary notes in the pop-up option and click the button again.
  - a. Notes are optional.



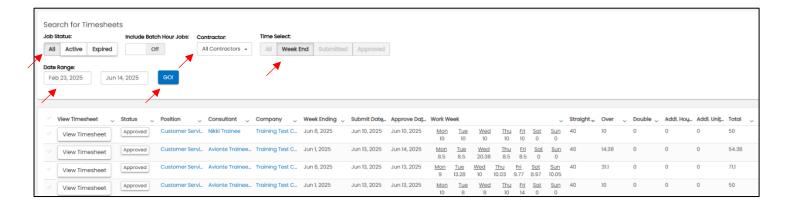




#### **Search for Timesheets:**

An approver can search and review all timesheets using this feature.

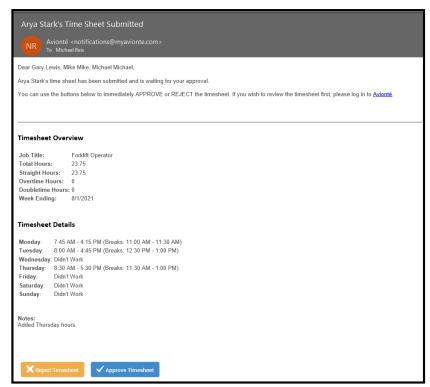
- 1. Click the Job Status desired.
- 2. Click the Contractor (ex: All Contractors).
- 3. Click the **Time Select** desired (ex: Week End).
- 4. Select the Date Range.
- 5. Click GO!



## **Approve & Submit by Email:**

A timesheet can also be accepted or rejected through the email that is received when the

consultant submits time.

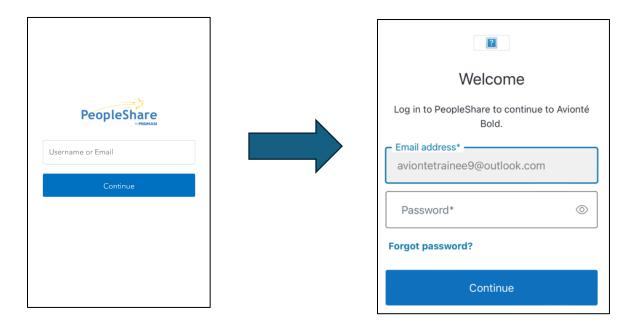


\*\* Please email <u>pscustomerservice@peopleshareworks.com</u> with any questions.



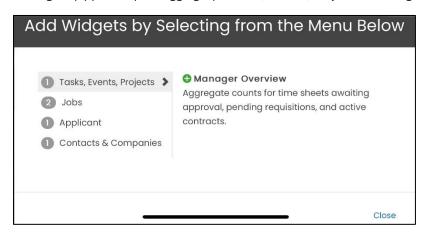
# To Access your Web Portal by Mobile Device:

- 1. Click on the link → Avionte Portal
- 2. Enter your username and password.

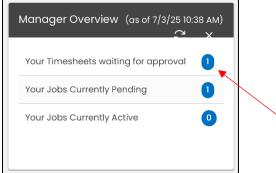


## **Approve & Submit Timesheets:**

- 1. Add the Manager Overview Widget
  - a. Add Widgets (appears upon logging in) → Tasks, Events, Projects → Manager Overview

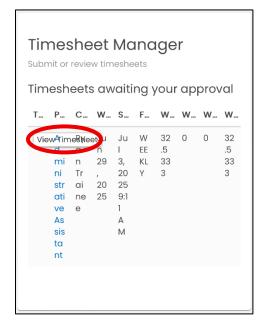


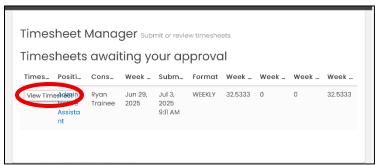
2. Click on the blue circle next to **Your Timesheets waiting for approval** to view <u>Timesheets awaiting your approval</u>.





# 3. Click View Timesheet.





Vertical view Horizontal view

\*\*View will differ pending the orientation of your mobile device – hold you phone horizontally for the best experience when reviewing timesheets\*\*

- \*\* Multiple week ending date timesheets may appear → review before you click "View Timesheet"!
- 4. In approving time, approvers can either **Approve or Reject time**.
  - a. If time is rejected, the consultant will receive an email to resubmit the timesheet.

