

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”!**

Timesheet Manager Submit or review timesheets										
Timesheets awaiting your approval										
☐	Timesheet	Position	Consultant	Week Ending	Submit Date	Format	Week Straight	Week Over	Week Double	Week Total
☐	View Timesheet	Customer Service Representative	Nikki Trainee	Jun 15, 2025	Jun 10, 2025 2:11 PM	WEEKLY	40	4.5	0	44.5
☐	View Timesheet	Customer Service Representative	Nikki Trainee	Jun 22, 2025	Jun 10, 2025 2:12 PM	WEEKLY	40	11.75	0	51.75
☐	View Timesheet	Customer Service Representative	Nikki Trainee	Jun 25, 2025	Jun 10, 2025 2:12 PM	WEEKLY	40	0.5	0	40.5
☐	View Timesheet	Customer Service Representative	Nikki Trainee	Jul 6, 2025	Jun 10, 2025 2:13 PM	WEEKLY	9.25	0	0	9.25

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”!**

AVIONTE myDashboard Jobs **Timesheet** Talent

Search Group Time

Timesheet Manager Submit or review timesheets

Timesheets awaiting your approval

	Timesheet	Position	Consultant	Week Ending	Submit Date	Straight	Over	Double	Total
☐	View Timesheet	Shipping Clerk	Tom Haverford	Jan 30, 2022	Feb 9, 2022 1:31 PM	22	0	0	22
☐	View Timesheet	Administrative Assistant	John Locke	Jan 30, 2022	Feb 9, 2022 8:44 AM	16	1	0	17

Search for Timesheets

Company: AMtec Industries Job Status: All Active Expired

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

AVIONTE myDashboard Jobs **Timesheet** Talent

Search Group Time

Timesheet Manager Submit or review timesheets

Timesheets awaiting your approval

	Timesheet	Position	Consultant	Week Ending	Submit Date	Straight	Over	Double	Total
☒	View Timesheet	Shipping Clerk	Tom Haverford	Jan 30, 2022	Feb 9, 2022 1:31 PM	22	0	0	22
☒	View Timesheet	Administrative Assistant	John Locke	Jan 30, 2022	Feb 9, 2022 8:44 AM	16	1	0	17

Mass Reject Timesheets X Mass Approve Timesheets ✓

Search for Timesheets

Company: AMtec Industries Job Status: All Active Expired

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

Mass Approve Timesheets

Approving hours for 2 timesheet(s).

Notes:

Please enter any notes for this action

Cancel Approve Timesheet(s)

Mass Reject Timesheets

Rejecting hours for 2 timesheet(s).

Notes:

Please enter any notes for this action

Cancel Reject Timesheet(s)

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!**

Search for Timesheets

Job Status: Include Batch Hour Jobs: Contractor: Time Select:

Date Range:

View Timesheet	Status	Position	Consultant	Company	Week Ending	Submit Date	Approve Date	Work Week	Straight	Over	Double	Addl. Hou.	Addl. Unit	Total
View Timesheet	Approved	Customer Servi.	Nikki Trainee	Training Test C...	Jun 8, 2025	Jun 10, 2025	Jun 10, 2025	Mon 10 Tue 10 Wed 10 Thu 10 Fri 10 Sat 0 Sun 0	40	10	0	0	0	50
View Timesheet	Approved	Customer Servi.	Avionte Trainee	Training Test C...	Jun 1, 2025	Jun 13, 2025	Jun 14, 2025	Mon 8.5 Tue 8.5 Wed 20.38 Thu 8.5 Fri 8.5 Sat 0 Sun 0	40	14.38	0	0	0	54.38
View Timesheet	Approved	Customer Servi.	Avionte Trainee	Training Test C...	Jun 8, 2025	Jun 13, 2025	Jun 13, 2025	Mon 9 Tue 13.28 Wed 10 Thu 10.03 Fri 9.77 Sat 8.97 Sun 10.05	40	31.1	0	0	0	71.1
View Timesheet	Approved	Customer Servi.	Avionte Trainee	Training Test C...	Jun 1, 2025	Jun 13, 2025	Jun 13, 2025	Mon 10 Tue 8 Wed 8 Thu 10 Fri 14 Sat 0 Sun 0	40	10	0	0	0	50

Approve & Submit by Email:

A timesheet can also be accepted or rejected through the email that is received when the consultant submits time.

Arya Stark's Time Sheet Submitted

NR Avionté <notifications@myavionte.com>
To: Michael Reis

Dear Gary Lewis, Mike Mike, Michael Michael,

Arya Stark's time sheet has been submitted and is waiting for your approval.

You can use the buttons below to immediately APPROVE or REJECT the timesheet. If you wish to review the timesheet first, please log in to [Avionté](#)

Timesheet Overview

Job Title: Forklift Operator
Total Hours: 23.75
Straight Hours: 23.75
Overtime Hours: 0
Doubletime Hours: 0
Week Ending: 8/1/2021

Timesheet Details

Monday: 7:45 AM - 4:15 PM (Breaks: 11:00 AM - 11:30 AM)
Tuesday: 8:00 AM - 4:45 PM (Breaks: 12:30 PM - 1:00 PM)
Wednesday: Didn't Work
Thursday: 8:30 AM - 5:30 PM (Breaks: 11:30 AM - 1:00 PM)
Friday: Didn't Work
Saturday: Didn't Work
Sunday: Didn't Work

Notes:
Added Thursday hours

**** Please email pscustomerservice@peopleshareworks.com with any questions.**

To Access your Web Portal by Mobile Device:

1. Click on the **link** → [Avionte Portal](#)
2. Enter your **username** and **password**.

The diagram illustrates the login process. On the left, a generic login screen shows the PeopleShare logo, a text input field for 'Username or Email', and a blue 'Continue' button. A large blue arrow points to the right, where a more detailed login screen is shown. This screen has a 'Welcome' header, a sub-header 'Log in to PeopleShare to continue to Avionté Bold.', and two input fields: 'Email address*' (containing 'aviontetrainee9@outlook.com') and 'Password*'. Below these fields are a 'Forgot password?' link and another blue 'Continue' button.

Approve & Submit Timesheets:

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

This screenshot shows a dialog titled 'Add Widgets by Selecting from the Menu Below'. It features a list of widget categories on the left: '1 Tasks, Events, Projects' (with a right arrow), '2 Jobs', '1 Applicant', and '1 Contacts & Companies'. On the right, the 'Manager Overview' widget is highlighted with a green plus icon. Its description reads: 'Aggregate counts for time sheets awaiting approval, pending requisitions, and active contracts.' A 'Close' button is located at the bottom right of the dialog.

2. Click on the blue circle next to **Your Timesheets waiting for approval** to view [Timesheets awaiting your approval](#).

This screenshot shows the 'Manager Overview' widget as it appears on a mobile device. The title bar says 'Manager Overview (as of 7/3/25 10:38 AM)'. Below the title bar, there are three rows of data: 'Your Timesheets waiting for approval' with a blue circle containing the number '1', 'Your Jobs Currently Pending' with a blue circle containing the number '1', and 'Your Jobs Currently Active' with a blue circle containing the number '0'. A red arrow points to the blue circle with the number '1' next to 'Your Timesheets waiting for approval'.

3. Click **View Timesheet**.

Timesheet Manager
Submit or review timesheets

Timesheets awaiting your approval

T...	P...	C...	W...	S...	F...	W...	W...	W...	W...
View Timesheet									
mi	n	29	3	KL	33			33	
ni	Tr	, 20	25	Y	3			3	
str	ai	ne	25	9:1					
ati	ve	e		1					
As				A					
sis				M					
ta									
nt									

Timesheet Manager Submit or review timesheets

Timesheets awaiting your approval

Times...	Positi...	Cons...	Week ...	Subm...	Format	Week ...	Week ...	Week ...	Week ...
View Timesheet	Assista	Ryan Trainee	Jun 29, 2025	Jul 3, 2025 9:11 AM	WEEKLY	32.5333	0	0	32.5333

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.



This timesheet has been submitted on **7/3/25 9:11 AM** and no further updates are allowed.

Reject Timesheet ✕

Approve Timesheet ✓