



# Client Contact User Guide

## Approving and Rejecting Timesheets

### 1. Approving a Timesheet

After you have successfully logged in you will be on the **Contact Menu**. All Timesheets available for approval will be shown in the **Approval** table in the Staff Order section.

**Timesheets**

**Approval - Timesheets for Your Orders**

Order	Agency	Client	Line Manager	Candidate	Week Ending	
CPS00004	All Temps Agency	Central Processing Service	J Brown	Charlie Hunt	15/06/07	<a href="#">Select</a>
CPS00004	All Temps Agency	Central Processing Service	J Brown	Charlie Hunt	22/06/07	<a href="#">Select</a>
CPS00004	All Temps Agency	Central Processing Service	J Brown	Charlie Hunt	29/06/07	<a href="#">Select</a>

To access a Timesheet for approval, click the **Select** link at the end of the relevant row. The Approval screen will now display.

**IMPORTANT NOTE:** by authorising this timesheet you are accepting liability for full payment for the hours authorised at the agreed charge rate in accordance with the supplying agency's Terms and Conditions of Business.

	Start Time	Finish Time	Break	Total
Sat 23/06/07				0 hours
Sun 24/06/07				0 hours
Mon 25/06/07	0900	1700	30	7.5 hours
Tue 26/06/07	0800	1700	60	8 hours
Wed 27/06/07	0730	1600	15	8.25 hours
Thu 28/06/07				0 hours
Fri 29/06/07				0 hours
Total Hours worked:				23.75 hours

Check that the hours are correct and click the **Approve** button.

### IMPORTANT NOTE

By approving a timesheet you are accepting liability for full payment for the hours approved at the agreed charge rate in accordance with the supplying agency's Terms and Conditions of Business.

## 2. Rejecting a Timesheet

If the hours on the timesheet are incorrect, you can reject it. The rejected timesheet will be returned to the **Temporary** for correction.

When you click the **Reject** button, the timesheet rejection screen will load. You will need to enter a reason for the rejection. This reason is included in the notification email sent to the Temporary.

Week Ending date:	22/06/07
Temporary Worker:	Charlie Hunt
Reason for Rejection	<input type="text"/>

Enter a suitable reason and click the **Reject Timesheet** button. The timesheet will now be returned to the Temporary for correction.

## 3. Managing Timesheets for Other Line Managers

**Note:** This section is not relevant to all client contacts.

If you have the permissions to manage timesheets for other Line Managers, you can find the timesheet you need to work on using the search facility shown below –

**Approval - Timesheets for Other Orders**

Temp surname:  and Week ending:

You need to enter the Temporary's surname and the week ending date for the timesheet you want to approve or reject.