



## How to Approve Timesheets in the Timekeeping Portal

Log into the portal using your username and password

A login form with a white background and rounded corners. It contains a "Username" field with the text "seanmanager", a "Password" field with ten black dots, a "Remember me on this computer" checkbox, a blue "Forgot Password" link, and a dark grey "Log in >>" button.

Username

Password

Remember me on this computer

[Forgot Password](#)

**Log in >>**

Once logged in, you will land on the "Awaiting Approval" page of the system.

A screenshot of a web application interface. At the top, there are navigation tabs: "Timesheets" (selected), "Projects", "Users", and "Reports". Below the tabs is a title "Awaiting Approval (4)". On the left, there is a dropdown menu showing "Awaiting Approval (4)" and a refresh icon. The main area contains a table with columns: "Select", "Name", "Title", "Timesheet Period", "Reg. Hours", "OT Hours", "Expenses", and "Note". The table lists four entries for employees: Carter, Christopher; Glasheen, Harry; Carey, Chris; and Aida, Alan. The "Note" column for Aida, Alan contains a yellow checkmark icon. At the bottom of the table, there are buttons for "Approve", "View PDF", and "Reject". A footer bar contains "Help", "Change Password", "Log Out", and "Version: 6.7".

Select	Name	Title	Timesheet Period	Reg. Hours	OT Hours	Expenses	Note
<input type="checkbox"/>	Carter, Christopher	.NET Developer	04/08/2012 - 04/14/2012	40	0	\$0.00	
<input type="checkbox"/>	Glasheen, Harry	Project Manager	12/16/2012 - 12/22/2012	39	0	\$0.00	
<input type="checkbox"/>	Carey, Chris	Associate	12/16/2012 - 12/22/2012	40	0	\$56.00	
<input type="checkbox"/>	Aida, Alan	Java Developer	12/16/2012 - 12/22/2012	40	0	\$0.00	✓

You can either Approve / Reject Timesheets from this page or View the Details for each Timesheet

Select	Name	Title	Timesheet Period	Reg. Hours	OT Hours	Expenses	Note
<input checked="" type="checkbox"/>	Carter, Christopher	.NET Developer	04/08/2012 - 04/14/2012	40	0	\$0.00	
<input checked="" type="checkbox"/>	Glasheen, Harry	Project Manager	12/16/2012 - 12/22/2012	39	0	\$0.00	
<input type="checkbox"/>	Carey, Chris	Associate	12/16/2012 - 12/22/2012	40	0	\$56.00	
<input type="checkbox"/>	Alda, Alan	Java Developer	12/16/2012 - 12/22/2012	40	0	\$0.00	👍

Buttons: View Details, Select: All | None | Invert, Approve, View PDF, Reject

To do so, click the checkboxes next to one or more of the Timesheets (1). The "View Details", "Approve" and "Reject" buttons will become enabled (2). Click on the "Approve" button if you wish to approve the specific Timesheets that are selected.

## How do I reset my password?

From the login screen, Select "Forgot Password"

Username

Password

Remember me on this computer

[Forgot Password](#)

[Log in >>](#)

## Type your username and Select "Send Email Reminder"

Username

[Back to Login](#)

**Send Email Reminder >>**

An email will be sent to you with a new password.

## Select Back to Login

Username

[Back to Login](#)

**Send Email Reminder >>**

Then enter your username and NEW password.