

So You've Become a Client Timesheet Approver – Welcome!

Over the next few pages, you'll find a simple, step-by-step guide on how to approve timesheets using our MyPay Portal.

Our Field Employees are responsible for submitting their completed timesheets at the end of each pay period, by **12 noon on Mondays**.

This submission is the first step in the approval process and ensures all recorded hours are ready for review.

Accurate and timely timesheets help prevent payroll delays and set the stage for a smooth approval process by our client-designated approver.

Once an employee submits a timesheet via the MyPay Portal, **you** (the approver) will receive an email notification that will take you directly to the Portal to begin the approval process.

We've created this guide to make things easy for you. If you run into any issues, our Account Managers are here to help, just reach out!

Step One

Once an employee has submitted a timesheet via the **MyPay Portal**, you will receive an email that looks like this.

Press the [Approve/Reject Timesheets](#) link

Dear Keith,

This is a notification that the following timesheet has been submitted for approval.

Timesheet: TS-0000020283
Start Date: 02/08/2021
End Date: 08/08/2021
Employee: Joshua Welsh

The cut off for timesheet approval is 12.00 noon Monday.

We asks that you please ensure the above timesheet is approved/rejected by this time to prevent our employee's pay being delayed.

Please click below to view and approve/reject all outstanding timesheets for employees who worked last week.

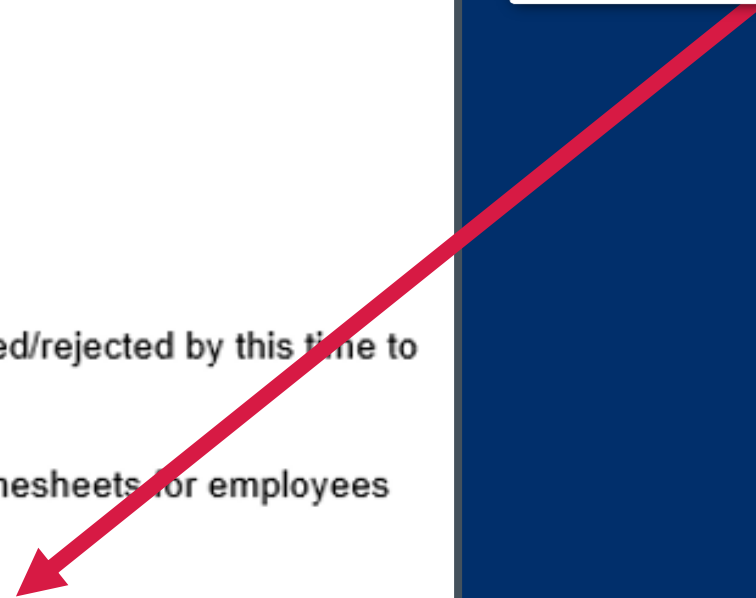
[Approve/Reject Timesheets](#)

If you require any assistance, please contact your Protech Personnel (NSW) Pty Ltd Consultant or Payroll Team on mypay@protech.com.au.

Yours Sincerely,

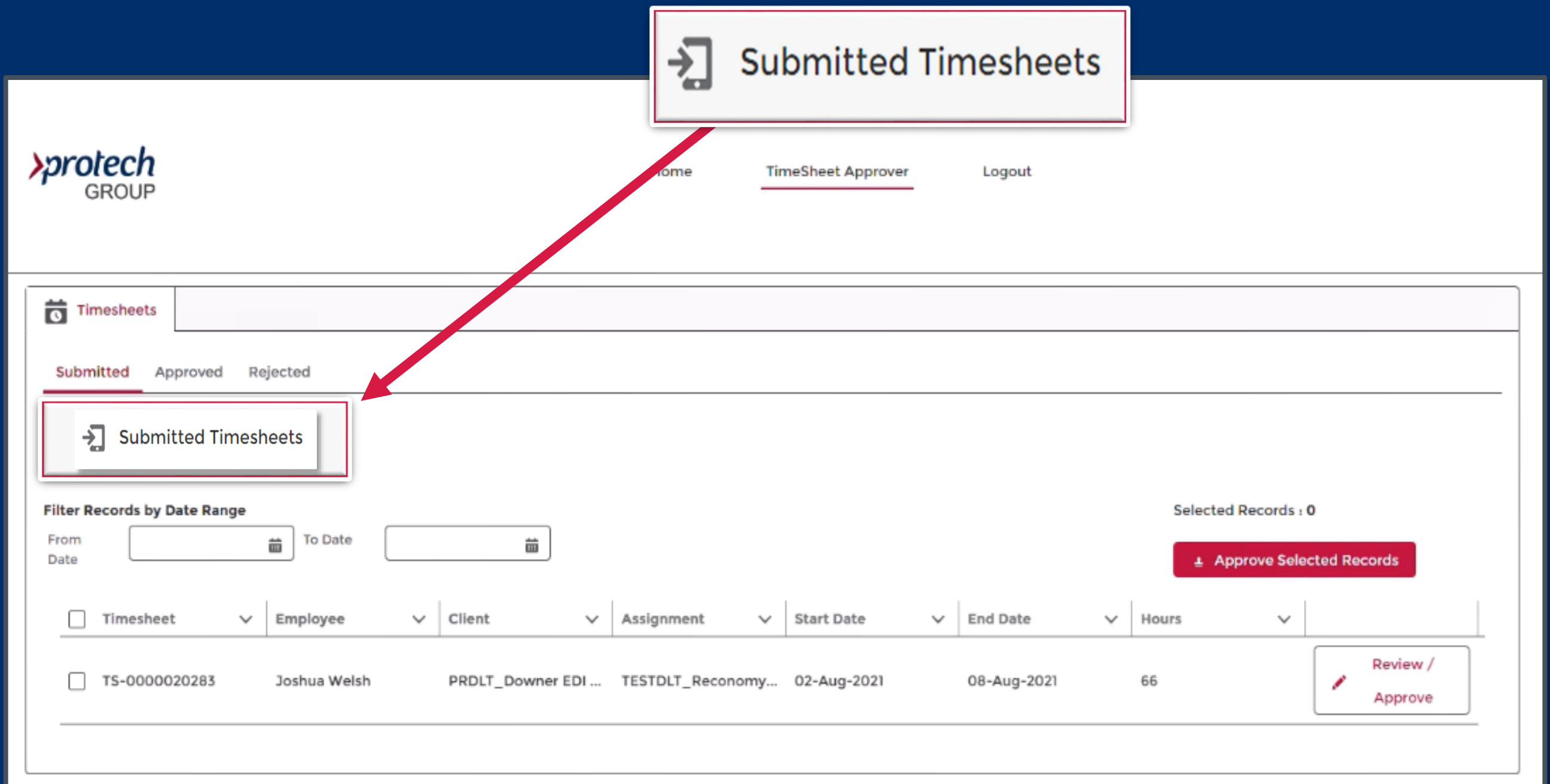
Protech Personnel (NSW) Pty Ltd

[Approve/Reject Timesheets](#)



Step Two

Inside the MyPay Portal you will see a list view of all timesheets that have been submitted and are awaiting approval.



The screenshot shows the 'MyPay Portal' interface for 'Submitted Timesheets'. The top navigation bar includes the 'protech GROUP' logo, a 'Home' link, a 'TimeSheet Approver' link (underlined), and a 'Logout' link. The main content area is titled 'Timesheets' and features three tabs: 'Submitted' (selected), 'Approved', and 'Rejected'. A red arrow points from a 'Submitted Timesheets' callout box to the 'Submitted' tab. Below the tabs, there is a 'Filter Records by Date Range' section with 'From Date' and 'To Date' input fields. To the right, it says 'Selected Records : 0' and a red button labeled 'Approve Selected Records'. The main table displays a list of timesheets with columns: Timesheet, Employee, Client, Assignment, Start Date, End Date, Hours, and an action column. The first row shows a timesheet ID 'TS-0000020283' for 'Joshua Welsh' at 'PRDLT_Downer EDI ...' with a start date of '02-Aug-2021', an end date of '08-Aug-2021', and '66' hours. The action column for this row contains a 'Review / Approve' button.

Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	
☐ TS-0000020283	Joshua Welsh	PRDLT_Downer EDI ...	TESTDLT_Reconomy...	02-Aug-2021	08-Aug-2021	66	Review / Approve

Step Three

You can filter the list of timesheets by date range

Filter Records by Date Range

From Date

To Date



[Home](#) [TimeSheet Approver](#) [Logout](#)

 Timesheets

Submitted Approved Rejected

 Submitted Timesheets

Filter Records by Date Range

From Date

To Date

Selected Records : 0

Approve Selected Records

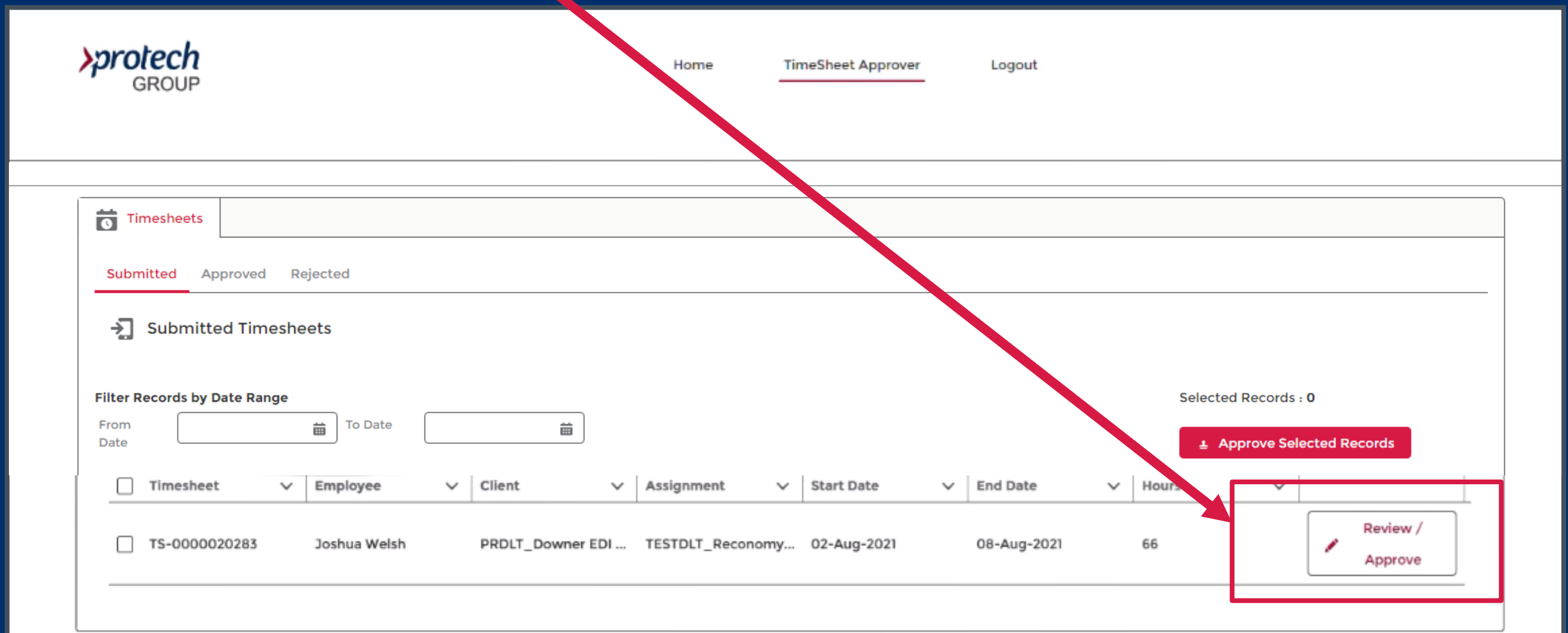
☐ Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	
☐ TS-0000020283	Joshua Welsh	PRDLT_Downer EDI ...	TESTDLT_Reconomy...	02-Aug-2021	08-Aug-2021	66	Review / Approve

Step Four

Review the timesheets individually by pressing **Review/Approve**



REVIEW / APPROVE



protech GROUP

Home TimeSheet Approver Logout

Timesheets

Submitted Approved Rejected

Submitted Timesheets

Filter Records by Date Range

From Date To Date

Selected Records : 0

☐ Timesheet ☐ Employee ☐ Client ☐ Assignment ☐ Start Date ☐ End Date ☐ Hours

☐ TS-0000020283 Joshua Welsh PRDLT_Downer EDI ... TESTDLT_Reconomy... 02-Aug-2021 08-Aug-2021 66

☐

Step Five

Review the timesheets individually by pressing **Review/Approve**

 TS-0000020283

TESTDLT_Reconomy Labourer
PRDLT_Downer EDI Works Pty Ltd

Submitted

02 Aug 2021 - 08 Aug 2021
Total Hours: 66.00

Employee Notes 

	ENTRY DATE	START TIME	END TIME	BREAK MIN	BREAK PAID?	NOTES FOR THIS ENTRY	HOURS	APPROVER NOTES
Mon	02-Aug-2021	05:30:00	17:00:00	30	No		11	
Tue	03-Aug-2021	05:30:00	17:00:00	30	No		11	
Wed	04-Aug-2021	05:30:00	17:00:00	30	No		11	
Thu	05-Aug-2021	05:30:00	17:00:00	30	No		11	
Fri	06-Aug-2021	05:30:00	17:00:00	30	No		11	
Sat	07-Aug-2021	05:30:00	17:00:00	30	No		11	
Sun	08-Aug-2021	00:00:00	00:00:00	0	No		0	

Save

Approve

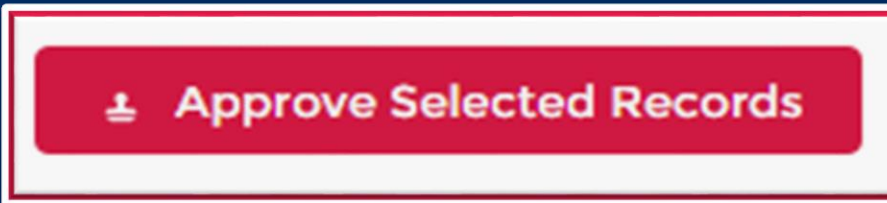
Reject

Rejection Comment

Please provide a reason before rejecting a record...

Step Six

Bulk Approve timesheet by **selecting all** and then pressing **Approve Selected Records**



protech GROUP

Home TimeSheet Approver Logout

Timesheets

Submitted Approved Rejected

Submitted Timesheets

Filter Records by Date Range

From Date To Date

☐	Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	
☒	TS-0000020283	Joshua Welsh	PRDLT_Downer EDI ...	TESTDLT_Reconomy...	02-Aug-2021	08-Aug-2021	66	Review / Approve

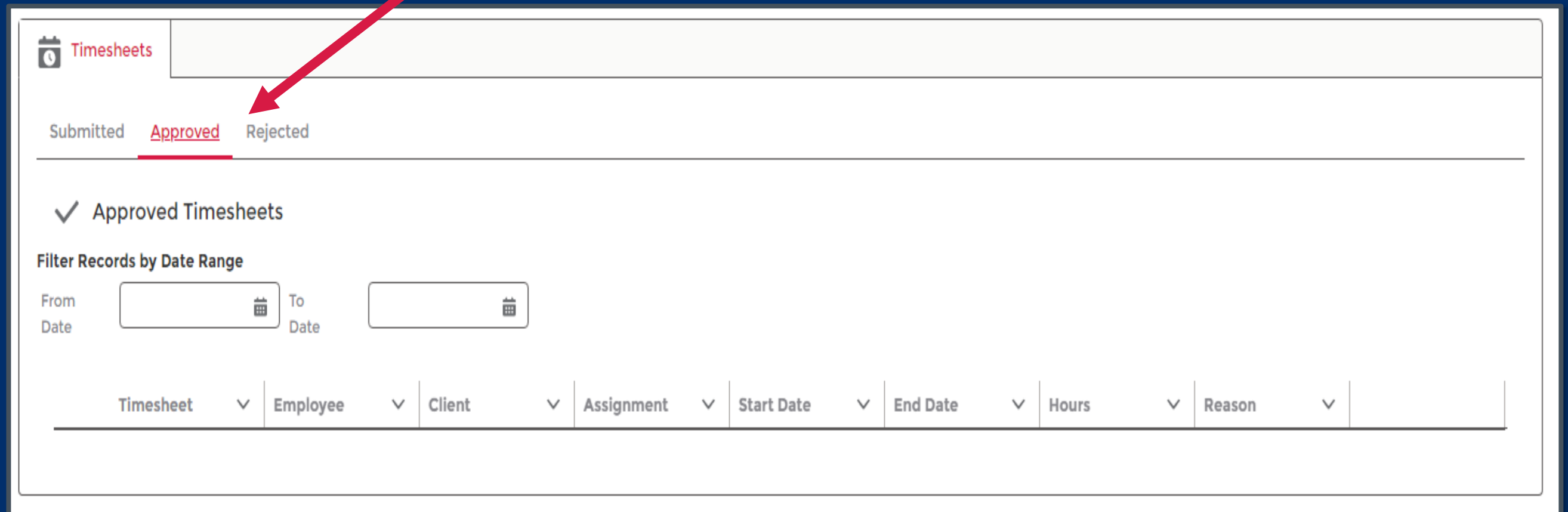
Selected Records : 1

Approve Selected Records

Step Seven

You can Review Approved Timesheets

Approved



The screenshot shows the 'Timesheets' section of a web application. At the top left is a calendar icon and the text 'Timesheets'. Below this is a horizontal tab bar with three tabs: 'Submitted', 'Approved', and 'Rejected'. The 'Approved' tab is selected, indicated by a red underline and a red arrow pointing to it from the callout box above. Below the tabs is a section titled '✓ Approved Timesheets'. Under this title is a filter section labeled 'Filter Records by Date Range' with 'From Date' and 'To Date' input fields, each with a calendar icon. At the bottom is a table header with columns: 'Timesheet', 'Employee', 'Client', 'Assignment', 'Start Date', 'End Date', 'Hours', and 'Reason'. Each column has a dropdown arrow next to it.

Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	Reason
-----------	----------	--------	------------	------------	----------	-------	--------