



TIMESHEET APPROVER GUIDE

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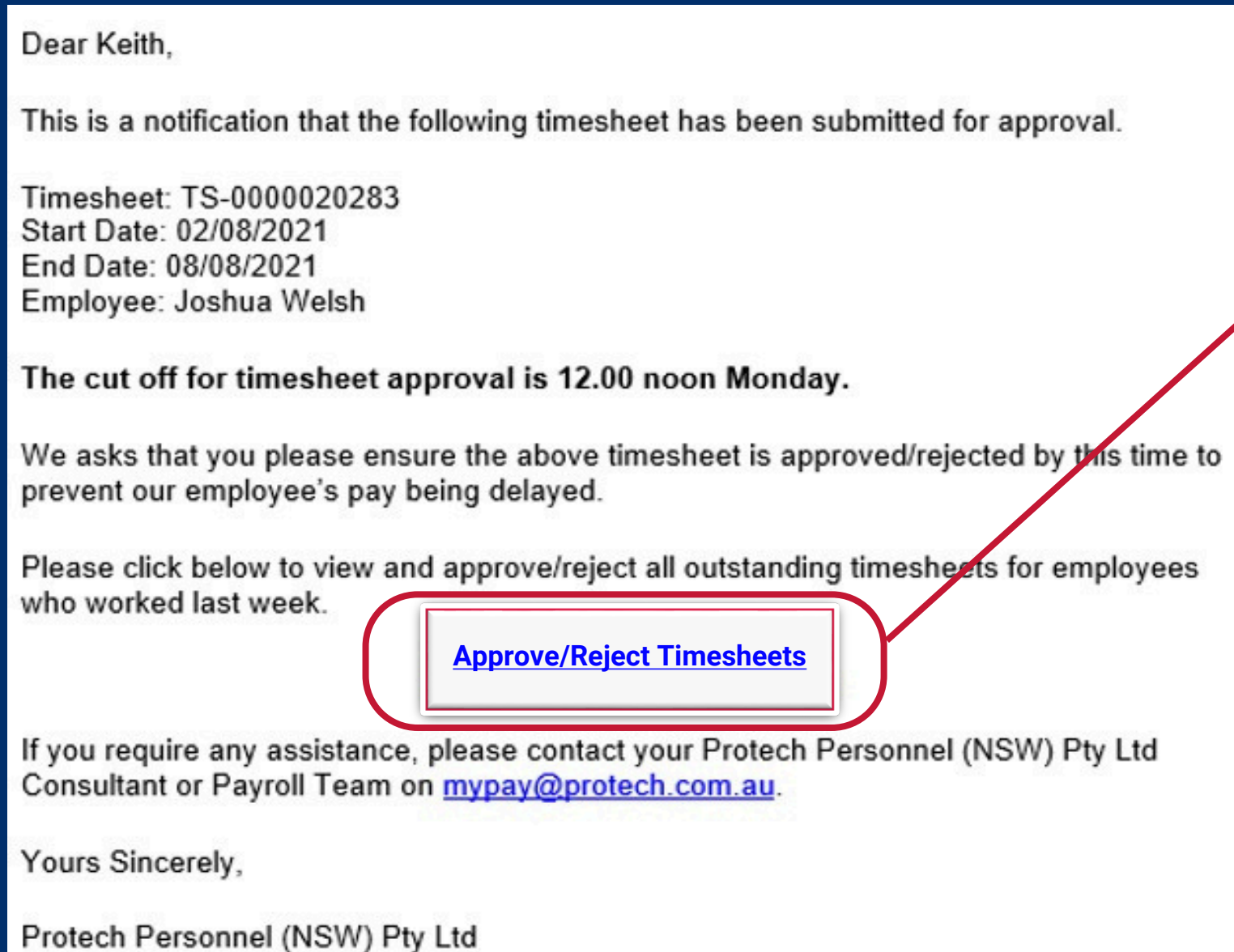
This guide provides a simple, step-by-step overview of how to approve timesheets in the MyPay Portal.

Field Employees submit their completed timesheets by 12 noon each Monday at the end of each pay period. Once submitted, the timesheet is ready for review and approval.

You'll receive an email notification when a timesheet is submitted, with a link that takes you directly to the MyPay Portal to begin the approval process.

If you need any assistance, your Protech Account Manager is available to help.

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




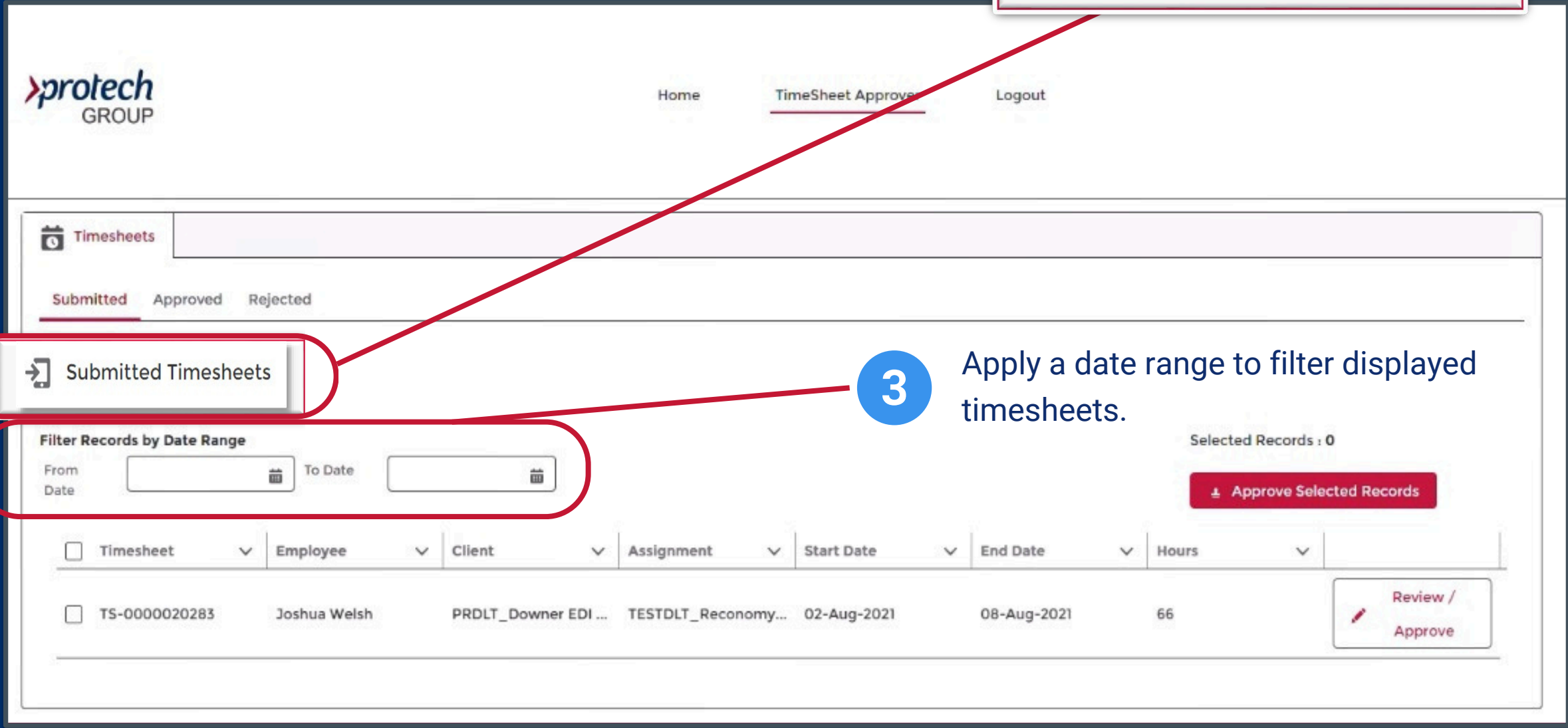
1

Click the **Approve/Reject Timesheets** link



2 View submitted timesheets awaiting approval in the **MyPay Portal**.

 Submitted Timesheets



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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

<input type="checkbox"/>	Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	
<input type="checkbox"/>	TS-0000020283	Joshua Welsh	PRDLT_Downer EDI ...	TESTDLT_Reconomy...	02-Aug-2021	08-Aug-2021	66	Review / Approve

3 Apply a date range to filter displayed timesheets.



REVIEW / APPROVE

4

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

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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

<input type="checkbox"/>	Timesheet	Employee	Client	Assignment	Start Date	End Date	Hours	
<input type="checkbox"/>	TS-0000020283	Joshua Welsh	PRDLT_Downer EDI ...	TESTDLT_Reconomy...	02-Aug-2021	08-Aug-2021	66	Review / Approve

4 Review the timesheets individually by clicking **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	<input style="width: 100%;" type="text"/>
Tue	03-Aug-2021	05:30:00	17:00:00	30	No		11	<input style="width: 100%;" type="text"/>
Wed	04-Aug-2021	05:30:00	17:00:00	30	No		11	<input style="width: 100%;" type="text"/>
Thu	05-Aug-2021	05:30:00	17:00:00	30	No		11	<input style="width: 100%;" type="text"/>
Fri	06-Aug-2021	05:30:00	17:00:00	30	No		11	<input style="width: 100%;" type="text"/>
Sat	07-Aug-2021	05:30:00	17:00:00	30	No		11	<input style="width: 100%;" type="text"/>
Sun	08-Aug-2021	00:00:00	00:00:00	0	No		0	<input style="width: 100%;" type="text"/>

Save

Approve

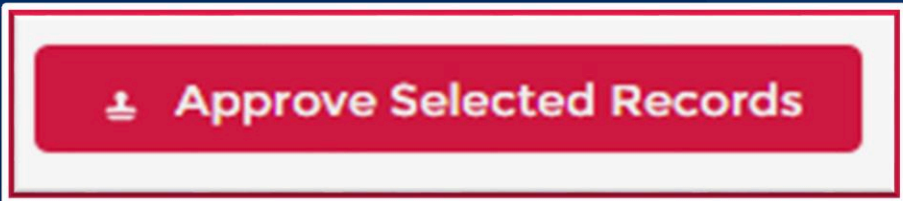
Reject

Rejection Comment

Please provide a reason before rejecting a record...

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



The screenshot shows the Protech Group TimeSheet Approver interface. At the top, there is a navigation bar with 'Home', 'TimeSheet Approver', and 'Logout'. Below this, there are tabs for 'Submitted', 'Approved', and 'Rejected'. The main content area is titled 'Submitted Timesheets' and includes a 'Filter Records by Date Range' section with 'From Date' and 'To Date' input fields. A table of timesheet records is displayed with columns: Timesheet, Employee, Client, Assignment, Start Date, End Date, and Hours. The first row is selected, indicated by a checkmark in the 'Timesheet' column. A red callout box highlights the selection icon (a square with a minus sign) in the 'Timesheet' column header. Another red callout box highlights the 'Approve Selected Records' button in the top right corner of the interface. A third red callout box highlights the 'Approve Selected Records' button in the bottom right corner of the table, which is also circled in red. The table row shows: [checked] TS-0000020283, Joshua Welsh, PRDLT_Downer EDI ..., TESTDLT_Reconomy..., 02-Aug-2021, 08-Aug-2021, 66. To the right of the table, there is a 'Review / Approve' button.

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Review Approved Timesheets
in the **Approved** tab

Approved

The screenshot displays the 'Timesheets' application interface. At the top left, there is a 'Timesheets' header with a clock icon. Below this, there are three tabs: 'Submitted', 'Approved', and 'Rejected'. The 'Approved' tab is selected and highlighted with a red circle. A red line connects this circle to a larger callout box above the 'Approved' text. Below the tabs, there is a section titled 'Approved Timesheets' with a checkmark icon. Underneath, there is a 'Filter Records by Date Range' section with 'From Date' and 'To Date' input fields, each with a calendar icon. At the bottom, there is a horizontal filter bar with dropdown menus for 'Timesheet', 'Employee', 'Client', 'Assignment', 'Start Date', 'End Date', 'Hours', and 'Reason'.