



# ANYTIME ONLINE TIMESHEET SYSTEM

## CLIENT & SUPERVISOR QUICK GUIDE

### LOG IN

To access the system click on the link on your Welcome Email

Check the User Type is '**Client**'

Enter your Username and Password as received in the Welcome Email and click **LOGIN**

### APPROVE TIMESHEETS

Once a timesheet has been submitted you will receive an Email notification advising you that you need to log in and approve the timesheet.

To view the timesheet, click on the link in the Email.

To approve the timesheet click **APPROVE**

If the timesheet is incorrect and needs to be amended click **REJECT**

When you reject a timesheet the Employee is notified by Email/SMS and they will need to amend the timesheet and resubmit it.

#### *APPROVE TIMESHEETS 'ON THE SPOT'*

This function is accessed when the Employee has entered their timesheet and they click 'Submit & Approve'.

Enter your Username and Password in the Supervisor Approval Login screen

The timesheet can then be rejected or approved in the same manner as outlined above.

#### *APPROVE MULTIPLE TIMESHEETS*

You can approve multiple timesheets from within the View Timesheets screen. To approve all timesheets displayed on the screen tick the check box in the header row or select the individual timesheets you want to approve by ticking the check box next to each timesheet.

To approve all timesheets selected click **APPROVE**

*For more detailed information please refer to the AnyTime User Guide for Clients & Supervisors*