

## OTS – CLIENT QUICK GUIDE


---

### Timesheet Approval via Email Notification

When an employee submits their timesheet, an email notification will be sent that contains the timesheet details and an option to Approve or Reject the timesheet in one simple process.

To approve the timesheet, click the APPROVE option to automatically approve the timesheet.

If the timesheet is incorrect, click the REJECT option and then enter the reason why the timesheet has been rejected.

 **Note:** When a timesheet is rejected an email notification will be sent to the employee with the rejection reason entered. It is recommended that the reason clearly states what changes the employee needs to make to their timesheet before resubmitting.

---

### Timesheet Approval via Portal


To access the Online Timesheet System (OTS), log in to your client portal and click on the OTS option.

The View Timesheet screen will be the default page opened and display all timesheets that have been submitted and are awaiting approval.

#### APPROVE TIMESHEET

Click on the edit icon (  ) next to the timesheet to view the timesheet details.

To view the start, end and break times, click on the arrow icon (  ) to open the day of the week.

 **Note:** To view the break down of how the hours will be paid, ie: ORD, OT1.5, OT2.0 etc, click on the Items tab or to view allowances to be paid click on the Allowances Tab.

Click **Next >** to view details for each subsequent day of the week.

To approve the timesheet click **Approve** at the bottom of the screen.

To reject the timesheet click **Reject** at the bottom of the screen and enter the rejection reason.