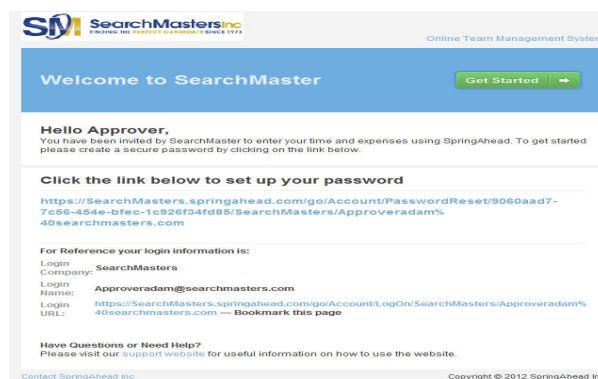




Getting Started Guide for Approvers

1. Login to the Online Time Sheet tool using the login instructions and password provided by SMI Technical via email.

It is important to take a moment to log into your account as soon as you are able to ensure that timesheets are approved in a timely fashion.

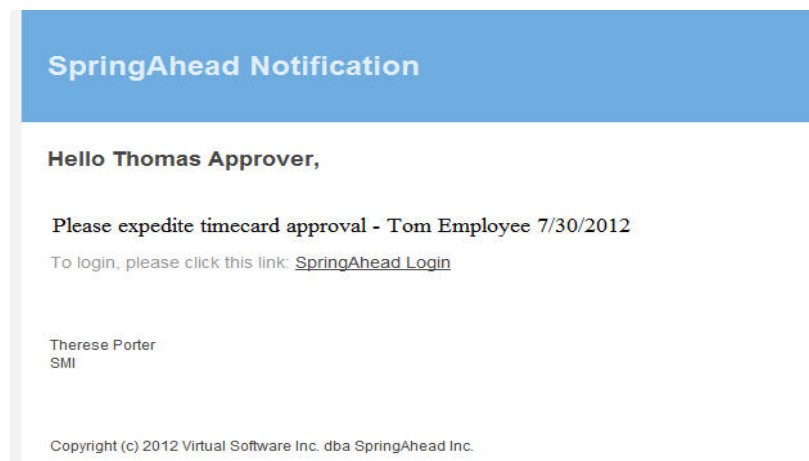


COMPANY – Name assigned by SMI Technical

USER NAME – Your personal e-mail address used for your user login

PASSWORD – You will be sent an email (shown above) prompting you to change your password. Change it to something that you won't forget!

2. Once an employee has added time for your approval you will be sent a notification email letting you know that your employee has submitted hours for approval.





3. Follow the link in the email and you will be prompted to log in using the credentials provided to you.



The login form contains the following elements:

- Log In** button with a user icon.
- [Forgot your password?](#) link.
- Company** field: SMI
- Login Name** field: thomasapprover@searchmaste
- Password** field: masked with 10 dots.
- Log In** button.

4. Once you have logged in you will see all the time sheets that have been submitted and are awaiting your approval.

The dashboard shows the following information:

- Navigation: Home, Approval, Company, Reports, Settings
- Welcome message: Welcome Approver Adam
- Section: My Approval Summary
- Timecards Pending My Approval: 2
- Action: [Approve >](#) (indicated by an arrow)
- Footer: Powered by SpringAhead (tm), [About](#) v8.3 (r11775)

Click 'Approve' to see a detail breakdown of each time sheet by week (If there are multiple submissions).

5. Select the week and employee (if applicable) that you wish to review for approval by clicking on it, or simply select all to approve at once.



Timecards					1 - 2 of 2	
<input type="checkbox"/>	User	Comments	Approved	Unapproved	Total	
<input type="checkbox"/>	Week 30: Jul 23 - Jul 29, 2012					
	Employee, Bob		0.00	Hours Worked: 8.00	Hours Worked: 8.00	8.00
<input type="checkbox"/>	Week 31: Jul 30 - Aug 05, 2012					
	Employee, Bob		0.00	Hours Worked: 45.00	Hours Worked: 45.00	45.00
	Total:		0.00	53.00	53.00	

6. Once a time period is selected you will be prompted to review and approve the necessary dates. Review your record to ensure that all time that the employee has entered is accurate and correct.

Review Timecard							
Bob Employee							
Jul 30 - Aug 05, 2012							
Summary							
Date	Project	Task	Type	Time in	Time out	Break	Hours
Jul 30, 2012 - Monday							
Jul 30	ABC	CompanyABC/BobEmployee	Hours Worked	07/30/12 08:00am	07/30/12 06:00pm	1.00	9.00
							9.00
Jul 31, 2012 - Tuesday							
Jul 31	ABC	CompanyABC/BobEmployee	Hours Worked	07/31/12 08:00am	07/31/12 06:00pm	1.00	9.00
							9.00
Aug 01, 2012 - Wednesday							
Aug 01	ABC	CompanyABC/BobEmployee	Hours Worked	08/01/12 08:00am	08/01/12 06:00pm	1.00	9.00
							9.00
Aug 02, 2012 - Thursday							
Aug 02	ABC	CompanyABC/BobEmployee	Hours Worked	08/02/12 08:00am	08/02/12 06:00pm	1.00	9.00
							9.00
Aug 03, 2012 - Friday							
Aug 03	ABC	CompanyABC/BobEmployee	Hours Worked	08/03/12 08:00am	08/03/12 06:00pm	1.00	9.00
							9.00

7. Once you have reviewed the time you have one of two options. You can either approve the time that has been entered or dispute and reject the submitted time. Select your option and click the ‘Submit’ button to the bottom right of the screen.

1. Confirm Selection	2. Select Operation	3. Approve Selected
Time	Selected 1 of 2	As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.
	<input type="button" value="Approve"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>	<input type="button" value="Submit"/>



8. If you are rejecting the time that has been entered you will be prompted to give a reason to the employee. Please be as detailed as possible so the employee can make the necessary changes and re-submit their time for a given period.

1. Confirm Selection	2. Select Operation	3. Approve Selected
Time	Selected 1 of 2 <input type="text" value="Reject"/>	As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.
	Reason: <input type="text" value="Left early on August 4th- 5:30 pm"/>	
		<input type="button" value="Submit"/>

Powered by SpringAhead (tm)

[About](#) v8.3 (r11775)

****Once the time sheet has been approved it will be sent to SMI Technical for payroll processing****