



# Remote Time Entry Approval Process

Client Instructions

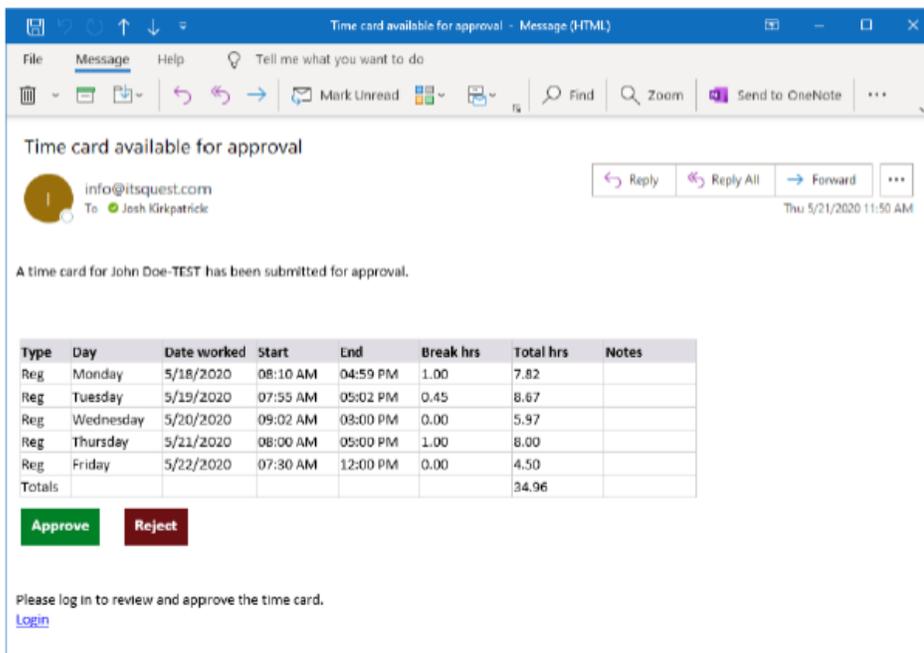
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# Online Time Approval

Time approvers can approve time directly from the email notification that is received when the employee submits their time. This is the easiest and most common method.

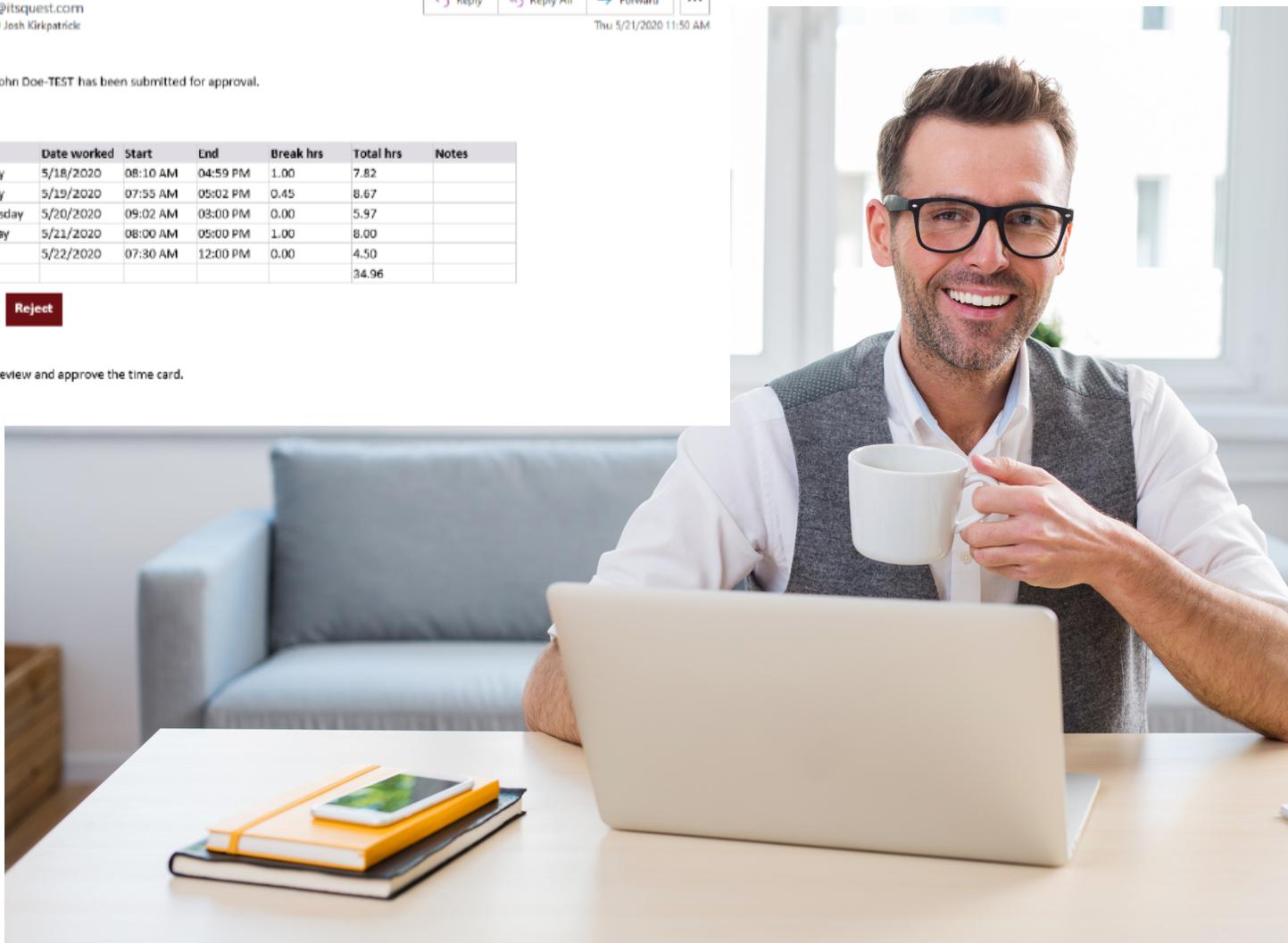
- Client determines individuals who are considered time approvers and ITSQuest will add those individuals.
- Only approve time at the **end of the week** even if employees have submitted earlier in order to avoid additional steps for approval.
- Add [info@itsquest.com](mailto:info@itsquest.com) to your email contacts so notification emails are not automatically sorted into junk/spam folders.



The screenshot shows an email interface with the subject "Time card available for approval". The sender is "info@itsquest.com" and the recipient is "Josh Kirkpatrick". The email content states: "A time card for John Doe-TEST has been submitted for approval." Below this is a table with the following data:

Type	Day	Date worked	Start	End	Break hrs	Total hrs	Notes
Reg	Monday	5/18/2020	08:10 AM	04:59 PM	1.00	7.82	
Reg	Tuesday	5/19/2020	07:55 AM	05:02 PM	0.45	8.67	
Reg	Wednesday	5/20/2020	09:02 AM	03:00 PM	0.00	5.97	
Reg	Thursday	5/21/2020	08:00 AM	05:00 PM	1.00	8.00	
Reg	Friday	5/22/2020	07:30 AM	12:00 PM	0.00	4.50	
Totals						34.96	

Below the table are two buttons: "Approve" (green) and "Reject" (red). At the bottom, there is a link to "Please log in to review and approve the time card." with a "Login" button.



# Step 1

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If time appears incorrect or a closer look is needed, the time approver will need to login to our online portal.

Go to <https://iqi.aviontego.com/portals>. Your local ITSQuest representative will have setup your username and a temporary password. If you need a password reset, please contact your local branch.

Once logged in, look for **Time Entry** on the menu bar.

# Step 2

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Once in the Time Entry summary section, timesheets from a four-week window will be visible. Select **Time Card Approval**.

The screenshot shows the ITSQUEST STAFFING portal interface. The top navigation bar includes icons for Home, Invoices, Time Entry (circled in red), and Log Off. A sidebar on the left contains a 'Time Entry' menu with options for Summary and Time Card Approval, with a red arrow pointing to the latter. The main content area displays a 'Welcome Jash Kirkpatrick' message and a 'Select Week End Date' dropdown set to 5/17/2020. Below this are two tables: 'Pending Timescards ( 1 )' and 'Rejected Timescards ( 1 )'. The Pending Timescards table has one entry for 05/17/2020 with an assignment ID of 81473, employee Doe-TEST, John, position Admin/Office Asst, and a total of 20. The Rejected Timescards table has one entry for 05/17/2020 with an assignment ID of 81398, employee Doe-Test II, John, position Admin/Office Asst, and a total of 8.

WeekEnd Date	Assignment ID	Employee	Position	Shift	Total
05/17/2020	81473	Doe-TEST, John	Admin/Office Asst		20

WeekEnd Date	Assignment ID	Employee	Position	Shift	Total
05/17/2020	81398	Doe-Test II, John	Admin/Office Asst		8

# Step 4

From the Time Card Approval page, time approvers can **Approve Selected** or click **View Detail** to review the entry.

The screenshot shows a web interface for time card approval. At the top, there is a navigation bar with links for Home, Invoices, Time Entry, and Log Off. Below this is a sidebar with a 'Time Entry' icon and links for Summary and Time Card Approval. The main content area is titled 'Welcome Josh Kirkpatrick' and contains a 'Search Options' section with a dropdown for 'Week Worked' set to '05/17/2020'. Below this is a 'Timecards' section with a 'Select All' checkbox and a 'Rows Per Page' dropdown set to '10'. A 'Approve Selected' button is visible. A table displays timecard details for Assignment ID 81473, Employee Doe-TEST, John, Skill Admin/Office Asst, and Total Hours 20. The Submit Date is 05/19/2020, and a 'View Detail' link is present at the end of the row, which is highlighted by a red arrow.

# Step 5

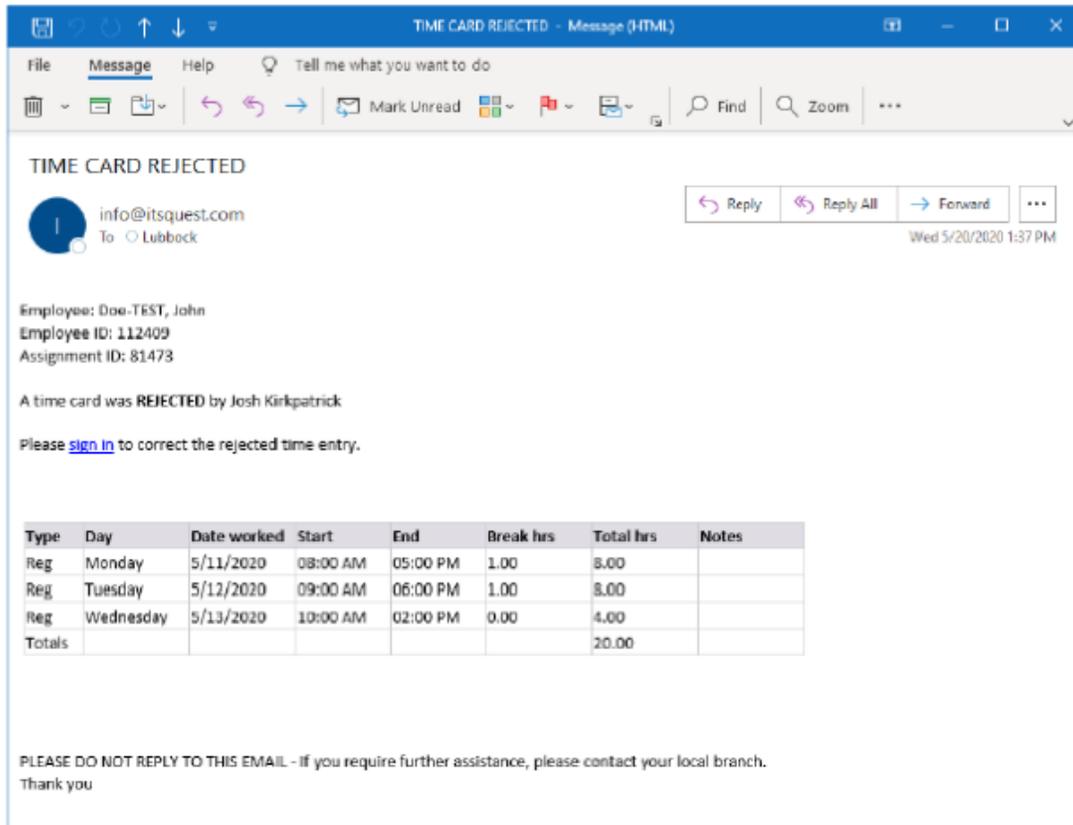
Under View Detail, time can be adjusted, rejected, and approved. The Start and End Time are both 12 hour, am/pm and Break Hours are in decimal. For example, 15 minute breaks = .25, 30 minute breaks = .50 and 45 minute breaks = .75, etc. When rejecting a submitted timesheet, a reason for the rejection must be entered.

The screenshot shows the 'View Detail' page for a timecard. It features a table with the following columns: Apply, Type, Date Worked, Day, Start Time, End Time, Break Hours, Total, and Note. The table contains seven rows of data for dates from 05/11/2020 to 05/17/2020. Below the table is an 'Additional Items' section with a text input field. At the bottom, there are four buttons: Save, Submit, Approve, and Reject. The 'Reject' button is highlighted with a red arrow.

Apply	Type	Date Worked	Day	Start Time	End Time	Break Hours	Total	Note
<input type="checkbox"/>	Reg	05/11/2020	Monday	8:00 AM	5:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/12/2020	Tuesday	9:00 AM	6:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/13/2020	Wednesday	10:00 AM	2:00 PM	0.00	4.00	
<input type="checkbox"/>	Reg	05/14/2020	Thursday			0.00	0.00	
<input type="checkbox"/>	Reg	05/15/2020	Friday			0.00	0.00	
<input type="checkbox"/>	Reg	05/16/2020	Saturday			0.00	0.00	
<input type="checkbox"/>	Reg	05/17/2020	Sunday			0.00	0.00	

# Final Notification

Both the time approver and the employee will receive an email stating that the time card was rejected and who rejected it. The employee will need to log in, make corrections, and resubmit.



**TIME CARD REJECTED**

info@itsquest.com  
To: Lubbock

Employee: Doe-TEST, John  
Employee ID: 112409  
Assignment ID: 81473

A time card was **REJECTED** by Josh Kirkpatrick

Please [sign in](#) to correct the rejected time entry.

Type	Day	Date worked	Start	End	Break hrs	Total hrs	Notes
Reg	Monday	5/11/2020	08:00 AM	05:00 PM	1.00	8.00	
Reg	Tuesday	5/12/2020	09:00 AM	06:00 PM	1.00	8.00	
Reg	Wednesday	5/13/2020	10:00 AM	02:00 PM	0.00	4.00	
Totals						20.00	

PLEASE DO NOT REPLY TO THIS EMAIL - If you require further assistance, please contact your local branch.  
Thank you

If you have questions, please contact your local branch for assistance.  
Thank you.

