



Remote Time Entry Approval Process

Client Instructions



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 to your email contacts so notification emails are not automatically sorted into junk/spam folders.

Time card available for approval - Message (HTML)

File Message Help Tell me what you want to do

Time card available for approval

info@itsquest.com
To Josh Kirkpatrick

Reply Reply All Forward

Thu 5/21/2020 11:50 AM

A time card for John Doe-TEST has been submitted for approval.

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	

Approve Reject

Please log in to review and approve the time card.
[Login](#)



Step 1

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

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. At the top, there is a navigation bar with icons for Home, Invoices, Time Entry (circled in red), and Log Off. Below the navigation bar, a sidebar on the left contains a menu with 'Time Entry' (selected), 'Summary', and 'Time Card Approval'. A large red arrow points to the 'Time Card Approval' option. The main content area displays a welcome message for Jash Kirkpatrick and a 'Select Week End Date' dropdown menu set to 5/17/2020. Below this, there are two sections: 'Pending Timescards (1)' and 'Rejected Timescards (1)'. Each section contains a table with columns for WeekEnd Date, Assignment ID, Employee, Position, Shift, and Total.

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.

Home | Invoices | Time Entry | Log Off

Welcome Josh Kirkpatrick

Time Entry

Summary

Time Card Approval

Search Options

Please select week worked first.

Week Worked: 05/17/2020

Timecards

☐ Select All Rows Per Page: 10

Approve Selected

Assignment ID:	81473	Employee:	Doe-TEST, John
Skill:	Admin/Office Asst	Shift:	
Total Hours:	20	Submit Date:	05/19/2020 View Detail

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.

Please enter the time for employee here

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	5:00 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	

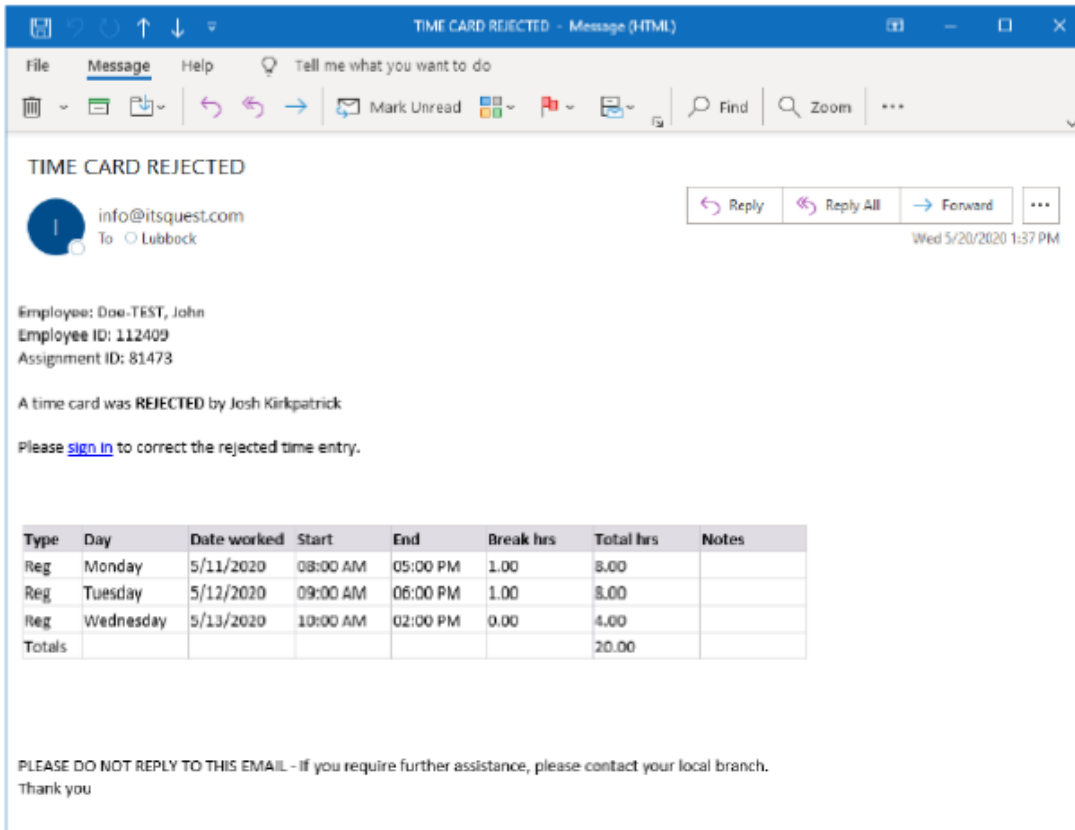
Additional Items

Save Submit Approve Reject

Additional Items

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.

