



# Remote Time Approval Instructions

(Client)

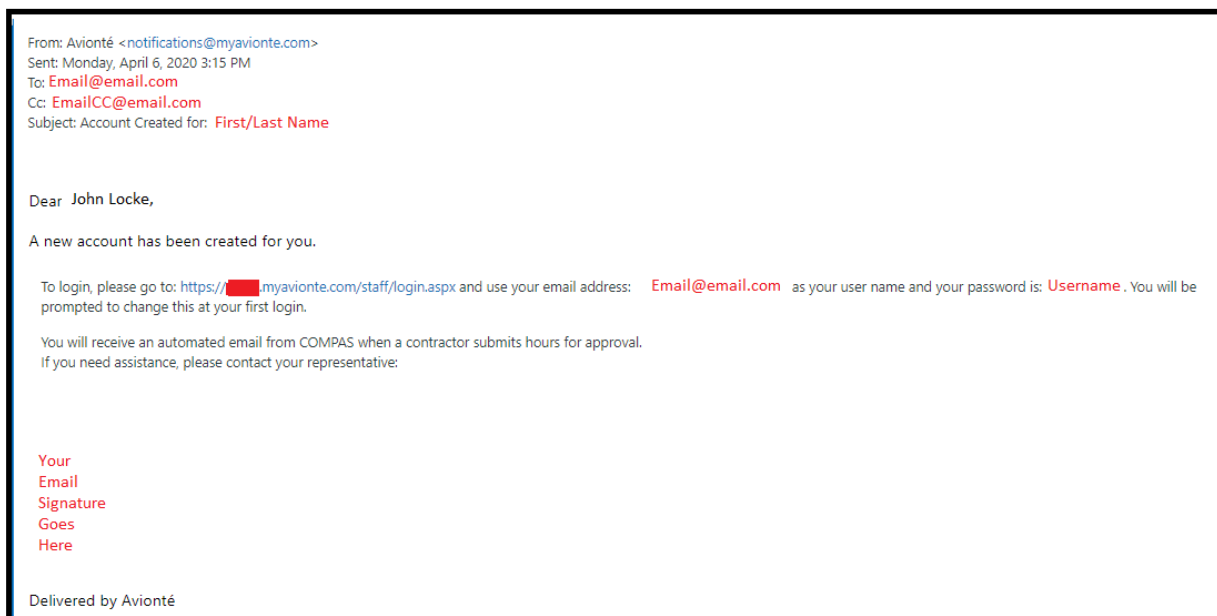


## Timesheet Approval Process

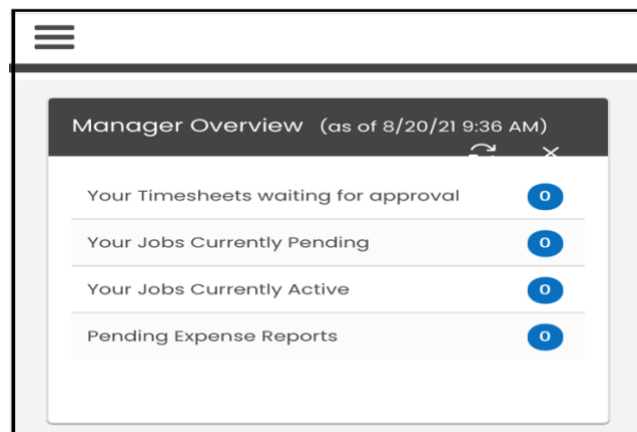
Login → Click on timesheet tab → View Time sheet awaiting approval → Approve/Reject Timesheet

1. Log into Avionté: <https://itsquest.myavionte.com/staff/login.aspx>.

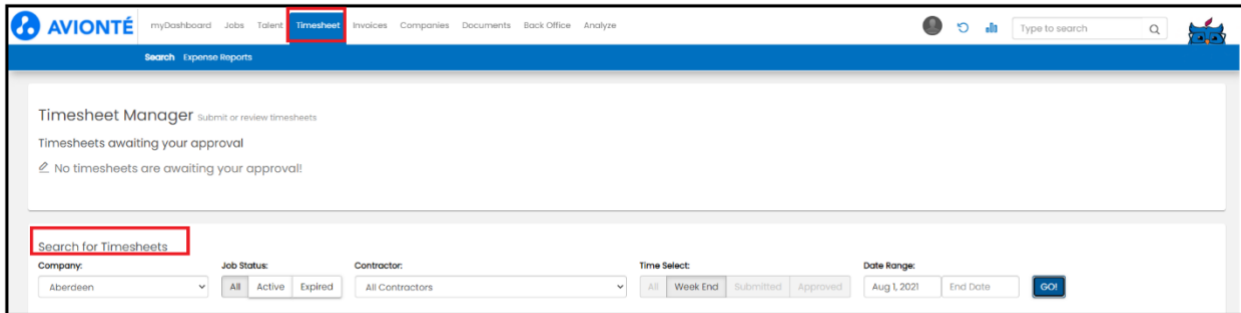
\* If this is your first time in Avionté, you will be receiving an email from the email address [notifications@myavionte.com](mailto:notifications@myavionte.com) with login instructions (as seen below). If you are a returning manager, please use the same login credentials.



2. Once logged in, you will land on your MyAvionté page. From here, the Manager Overview Widget will include Timesheets awaiting approval, requisitions that are currently pending, and active contracts.
  - a. Click on the number next to 'Your Timesheets waiting for approval' to be brought to your timesheet list.

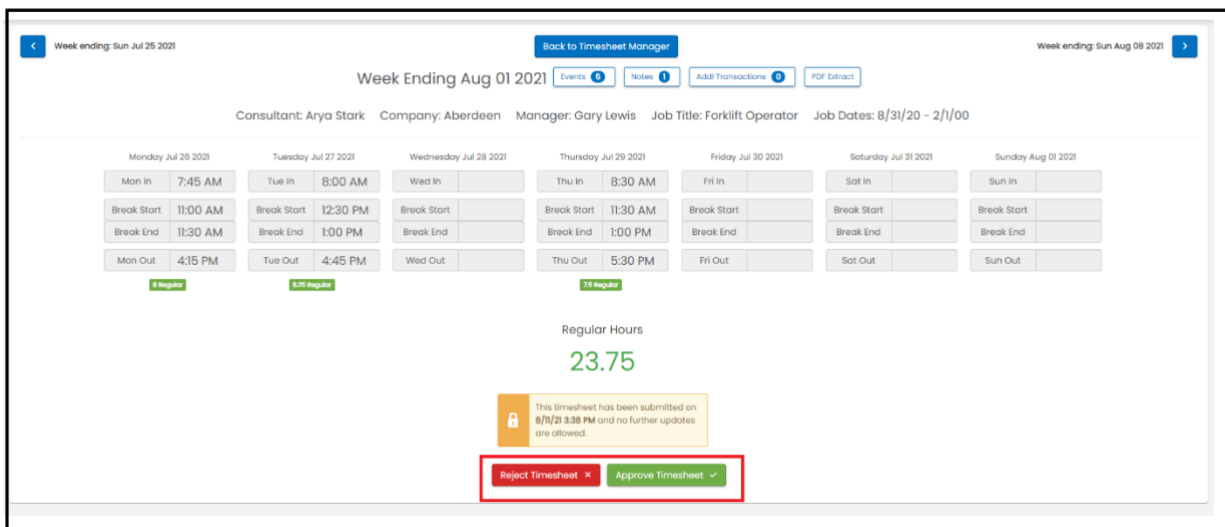


3. Click the Timesheet Tab, you can view all timesheets awaiting approval.



Timesheet	Status	Position	Consultant	Week Endin...	Submit Date	Approve D...	Work Week	Straight	Over	Double	Addl. H.	Addl. U.	Total
<a href="#">View Timesheet</a>	Approved	Forklift Operator	Arya Stark	Aug 1, 2021	Aug 11, 2021	Aug 11, 2021	Mon 8 Tue 8.25 Wed 0 Thu 7.5 Fri 0 Sat 0 Sun 0	23.75	0	0	0	0	23.75
<a href="#">View Timesheet</a>	Open	Assembly	Arya Stark	Aug 1, 2021			Mon 8.5 Tue 0 Wed 0 Thu 0 Fri 0 Sat 0 Sun 0	8.5	0	0	8	0	8.5
<a href="#">View Timesheet</a>	Open	Forklift Operator	Arya Stark	Aug 8, 2021			Mon 0 Tue 0 Wed 0 Thu 0 Fri 0 Sat 0 Sun 0	0	0	0	0	0	0
<a href="#">View Timesheet</a>	Submitted	Assembly	Arya Stark	Aug 8, 2021	Aug 11, 2021		Mon 8 Tue 0 Wed 0 Thu 0 Fri 0 Sat 0 Sun 0	8	0	0	8	0	8

4. In approving time, Managers can either Approve or Reject time. If time is rejected, the consultant will receive an email to resubmit the timesheet



Week ending: Sun Jul 25 2021 Week ending: Sun Aug 08 2021

Back to Timesheet Manager

Week Ending Aug 01 2021 Events 0 Notes 0 Add Transactions 0 PDF Extract

Consultant: Arya Stark    Company: Aberdeen    Manager: Gary Lewis    Job Title: Forklift Operator    Job Dates: 8/31/20 - 2/1/00

Monday Jul 26 2021		Tuesday Jul 27 2021		Wednesday Jul 28 2021		Thursday Jul 29 2021		Friday Jul 30 2021		Saturday Jul 31 2021		Sunday Aug 01 2021	
Mon In	7:45 AM	Tue In	8:00 AM	Wed In		Thu In	8:30 AM	Fri In		Sat In		Sun In	
Break Start	11:00 AM	Break Start	12:30 PM	Break Start		Break Start	11:30 AM	Break Start		Break Start		Break Start	
Break End	11:30 AM	Break End	1:00 PM	Break End		Break End	1:00 PM	Break End		Break End		Break End	
Mon Out	4:15 PM	Tue Out	4:45 PM	Wed Out		Thu Out	5:30 PM	Fri Out		Sat Out		Sun Out	
8 Regular		8.25 Regular				7.5 Regular							


Regular Hours  
**23.75**

This timesheet has been submitted on 8/17/21 3:38 PM and no further updates are allowed.

Reject Timesheet
Approve Timesheet

5. Timesheet can also be accepted or rejected through the email that is received when the consultant submits time.

**Arya Stark's Time Sheet Submitted**

 Avionté <notifications@myavionte.com>  
To Michael Reis

Dear Gary Lewis, Mike Mike, Michael Michael,

Arya Stark's time sheet has been submitted and is waiting for your approval.

You can use the buttons below to immediately APPROVE or REJECT the timesheet. If you wish to review the timesheet first, please log in to [Avionté](#).

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**Timesheet Overview**

Job Title: Forklift Operator  
Total Hours: 23.75  
Straight Hours: 23.75  
Overtime Hours: 0  
Doubletime Hours: 0  
Week Ending: 8/1/2021

**Timesheet Details**

Monday: 7:45 AM - 4:15 PM (Breaks: 11:00 AM - 11:30 AM)  
Tuesday: 8:00 AM - 4:45 PM (Breaks: 12:30 PM - 1:00 PM)  
Wednesday: Didn't Work  
Thursday: 8:30 AM - 5:30 PM (Breaks: 11:30 AM - 1:00 PM)  
Friday: Didn't Work  
Saturday: Didn't Work  
Sunday: Didn't Work

**Notes:**  
Added Thursday hours