

Customer Time Approval

The Customer Contact approves time through the Customer Portal.

iqi.aviontego.com/portals

Who can approve time is determined in the core application:

Order > Contact Roles > Time Approver

Contacts must have web access set up in the core application before they can login here.

A screenshot of the login page for the ITSQUEST STAFFING application. The page has a light blue header with the word "Login" in a small font. Below the header, there are two input fields: "User Name:" and "Password:". To the right of each label is a white rectangular input box. Below the password field is a dark grey button with the word "Login" in white text. Underneath the button is a blue hyperlink that says "Can't access account?". The entire login form is enclosed in a light blue border.

This is the landing page customer contacts will see.

Go to Time Entry.

The screenshot shows the ITSQUEST STAFFING web application interface. At the top left is the logo for ITSQUEST STAFFING. To the right of the logo is a navigation bar with icons for Home (house), Invoices (document), Time Entry (clipboard with clock), and Log Off (red X), along with a help icon (blue question mark). Below the navigation bar is a horizontal menu with the text "Home | Invoices | Time Entry | Log Off". On the left side, there is a sidebar menu with a minus sign icon and the following items: Home (with house icon), Summary, Messages, and Update Account. The main content area has a header that says "Welcome Josh Kirkpatrick" and a message that reads "This application uses pop-up windows. Please allow pop-up windows from your browser settings." A large red arrow points from the bottom of the page up to the "Time Entry" link in the navigation bar.

This is the Time Entry Summary page.
Customer contacts can see timesheets from
a four-week window here.

Click Time Card Approval.



Home | Invoices | Time Entry | Log Off

Time Entry
Summary
Time Card Approval



Welcome Josh Kirkpatrick

Select Week End Date

Please select work week

Pending Timecards (1)

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

Rejected Timecards (1)

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

This is the Time Card Approval page.
Customer contacts can choose to approve
employee submissions from here or click
“View Detail” to review the entry.

ITSQUEST
STAFFING

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

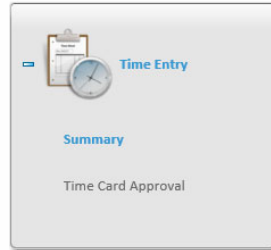
Select All Rows Per Page: 10

Approve Selected

<input type="checkbox"/>	Assignment ID:	81473	Employee:	Doe-TEST, John
<input type="checkbox"/>	Skill:	Admin/Office Asst	Shift:	
	Total Hours:	20	Submit Date:	05/19/2020 View Detail

This is the Timecard Detail page. From here customer contacts can adjust, reject, and approve submitted time.

We'll start with rejecting time.



Welcome Josh Kirkpatrick

[Employee Detail](#)

Employee: Doe-TEST, John
EmployeeID: 112409

[Timecard Detail](#)

Weekly Summary

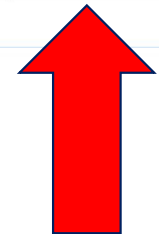
Type	05/11/2020 Monday	05/12/2020 Tuesday	05/13/2020 Wednesday	05/14/2020 Thursday	05/15/2020 Friday	05/16/2020 Saturday	05/17/2020 Sunday	Total
Reg	8	8	4	0	0	0	0	20

Please enter the time for employee here

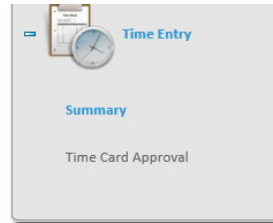
Apply	Type	Date Worked	Day	Start Time	End Time	Break Hours	Total	Note
<input type="checkbox"/>	Reg	05/11/2020	Monday	8:00 AM	5:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/12/2020	Tuesday	9:00 AM	6:00 PM	1.00	8.00	
<input type="checkbox"/>	Reg	05/13/2020	Wednesday	10:00 AM	2:00 PM	0.00	4.00	
<input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

Additional Items

Save	Submit	Approve	Reject
Additional Items			



When rejecting a submitted timesheet, the time approver must enter a reason for the rejection. Best practice is to list the error(s). The reason can be found on the Web Time AQ. The reason will not be shown on the email informing the employee that their time card was rejected.



Employee Detail

Employee: Doe-TEST, John
EmployeeID: 112409

Timecard Detail

Weekly Summary

Type	05/11/2020 Monday	05/12/2020 Tuesday	05/13/2020 Wednesday	05/14/2020 Thursday	05/15/2020 Friday	05/16/2020 Saturday	05/17/2020 Sunday	Total
Reg	8	8	4	0	0	0	0	20

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	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	

Additional Items

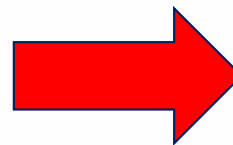
Save
Submit
Approve
Reject

Additional Items

Enter reason for reject:

Arrived at 10:15 on Wednesday.

Reject
Cancel



Both the employee and the time approver(s) will receive an email stating the time card was rejected and who rejected it.

The employee will need to log in, make corrections, and resubmit.

TIME CARD REJECTED - Message (HTML)

File Message Help Tell me what you want to do

Mark Unread Find Zoom

TIME CARD REJECTED

info@itsquest.com
To Lubbock

Reply Reply All Forward

Wed 5/20/2020 1:37 PM

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

Once approved, a copy of the time card is sent to both the employee and time approver(s).

Time card approved

info@itsquest.com
To: Lubbock

Wed 5/20/2020 3:42 PM

A time card has been approved for John Doe-TEST by Josh Kirkpatrick

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	10:15 AM	02:00 PM	0.00	3.75	
Totals						19.75	

Thanks!

Time Approvers can also approve or reject time directly from their notification email.

Most people will find this to be the easiest method. All Time Approvers must still know how to log in to approve and reject time, just in case something unexpected occurs.

Time card available for approval

info@itsquest.com
To Josh Kirkpatrick

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](#)

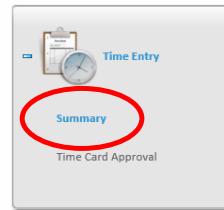
If an error is discovered after the time card has been approved, the Time Approver can still reject it for correction.

Approved timecards are found under Summary, not Time Card Approval.

The time card here has been approved. The options below the time card are unavailable, except for "Reject".

Rejecting a time card after approval will follow the same steps as outlined earlier.

Time cards are available for rejection up until they are imported for processing by our Payroll Department.



Welcome Josh Kirkpatrick

Employee Detail

Employee: Doe-TEST, John
EmployeeID: 112409

Timecard Detail


Weekly Summary

Type	05/11/2020 Monday	05/12/2020 Tuesday	05/13/2020 Wednesday	05/14/2020 Thursday	05/15/2020 Friday	05/16/2020 Saturday	05/17/2020 Sunday	Total
Reg	8	8	3.75	0	0	0	0	19.75

Please enter the time for employee here

Type	Date Worked	Day	Start Time	End Time	Break Hours	Total	Note
Reg	05/11/2020	Monday	8:00 AM	5:00 PM	1.00	8.00	
Reg	05/12/2020	Tuesday	9:00 AM	6:00 PM	1.00	8.00	
Reg	05/13/2020	Wednesday	10:15 AM	2:00 PM	0.00	3.75	
Reg	05/14/2020	Thursday			0.00	0.00	
Reg	05/15/2020	Friday			0.00	0.00	
Reg	05/16/2020	Saturday			0.00	0.00	
Reg	05/17/2020	Sunday			0.00	0.00	

Additional Items

Save Submit Approve **Reject** 

Additional Items