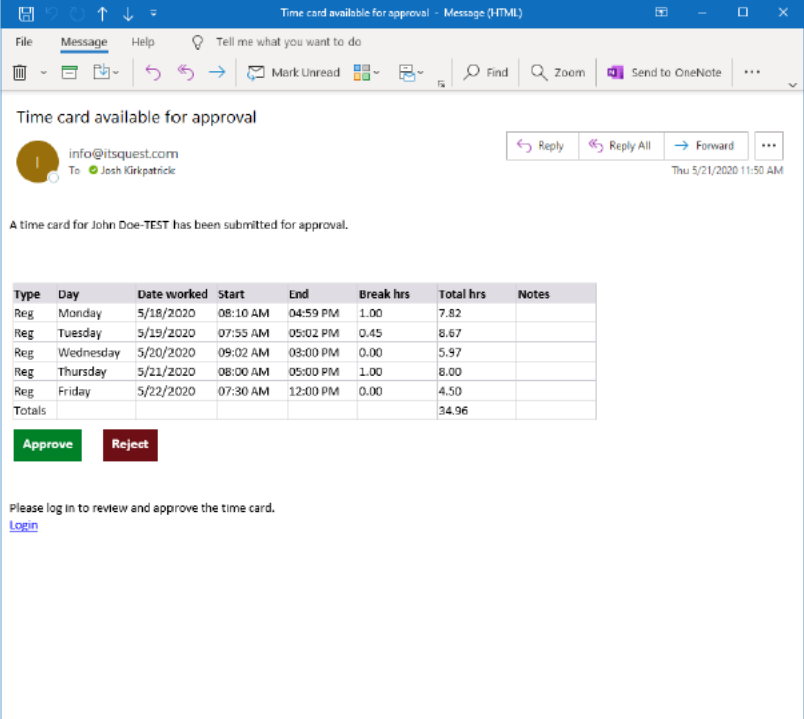


Online Time Approval

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.

Add 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 following content:

Time card available for approval

From: info@itsquest.com
To: Josh Kirkpatrick

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	08:00 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](#)

Online Time Approval

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

First, 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 in, look for the **Time Entry** section.



Online Time Approval

This is the **Time Entry Summary**. Timesheets from a four-week window can be viewed here.

Click **Time Card Approval**.

The screenshot displays the ITSQUEST STAFFING web application interface. At the top, there is a navigation bar with icons for Home, Invoices, Time Entry, and Log Off, along with a help icon. The main content area is titled 'Welcome Jash Kirkpatrick' and features a 'Select Week End Date' dropdown menu currently set to '5/17/2020'. Below this, there are two sections: 'Pending Timecards (1)' and 'Rejected Timecards (1)'. The 'Pending Timecards' section contains a table with the following data:

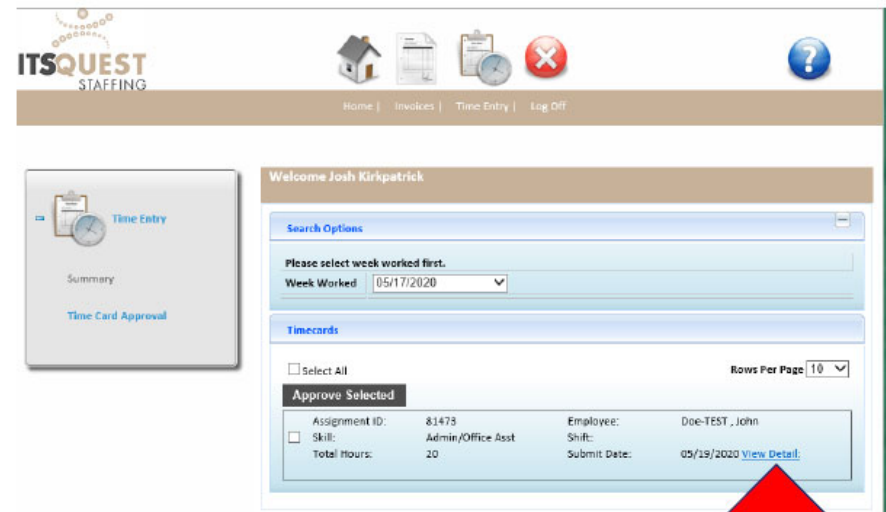
WeekEnd Date	Assignment ID	Employee	Position	Shift	Total
05/17/2020	81473	Doe-TEST, John	Admin/Office Asst		20

The 'Rejected Timecards' section also contains a table with the following data:

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

Online Time Approval

From the **Time Card Approval** page, the submission can be approved or click **View Detail** to review the entry.



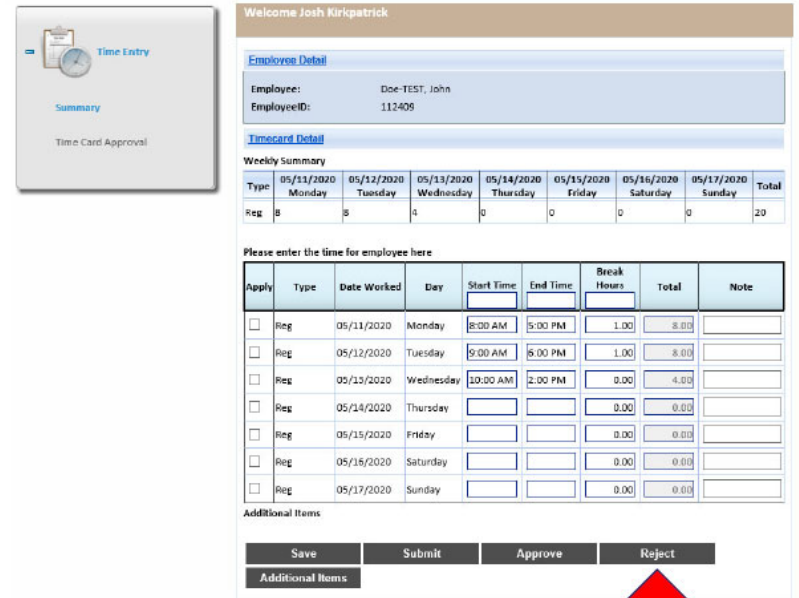
The screenshot displays the ITSQUEST STAFFING web application interface. The top navigation bar includes the logo and links for Home, Invoices, Time Entry, and Log Off. A sidebar on the left contains a 'Time Entry' menu with sub-items for Summary and Time Card Approval. The main content area shows a 'Welcome Josh Kirkpatrick' message and a 'Search Options' section with a 'Week Worked' dropdown set to '05/17/2020'. Below this is a 'Timecards' table with a 'Select All' checkbox and a 'Rows Per Page' dropdown set to '10'. The table contains one entry with the following details:

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

A large red arrow points to the 'View Detail' link in the table.

Online Time Approval

This is the **Timecard Detail** page. From here submitted time can be adjusted, rejected, and approved.



Welcome Josh Kirkpatrick

Employee Detail

Employee: Doe-TEST, John
EmployeeID: 112406

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	8	0	0	0	0	20

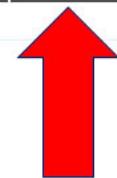
Please enter the time for employee here

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	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

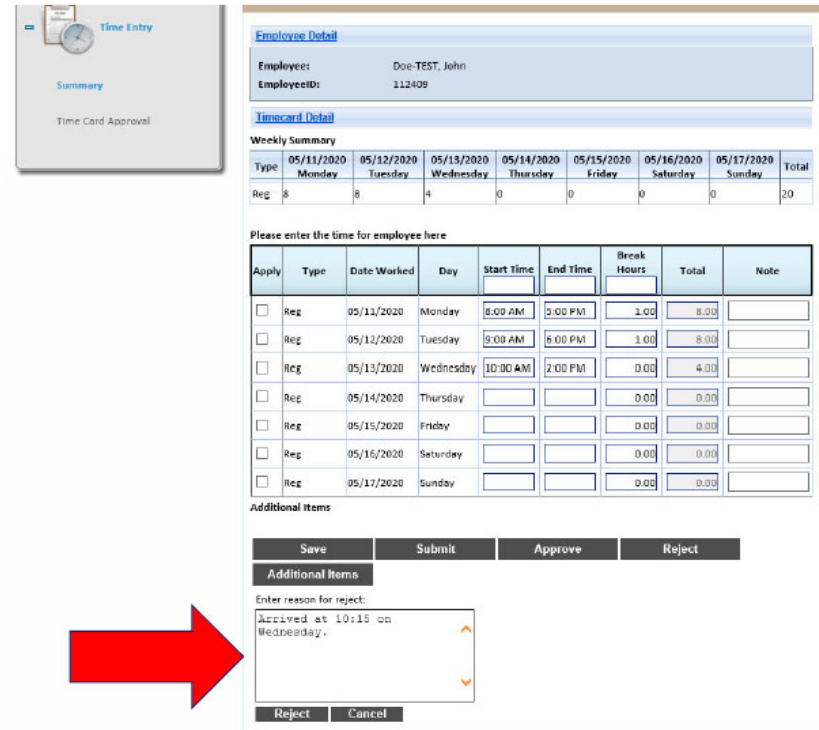
Save Submit Approve **Reject**

Additional Items



Online Time Approval

When rejecting a submitted timesheet, a reason for the rejection must be entered.



Time Entry
Summary
Time Card Approval

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:
Approved at 10:15 on
Wednesday.

Reject Cancel

Online Time Approval

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: Lubbeck

Employee: Doo-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