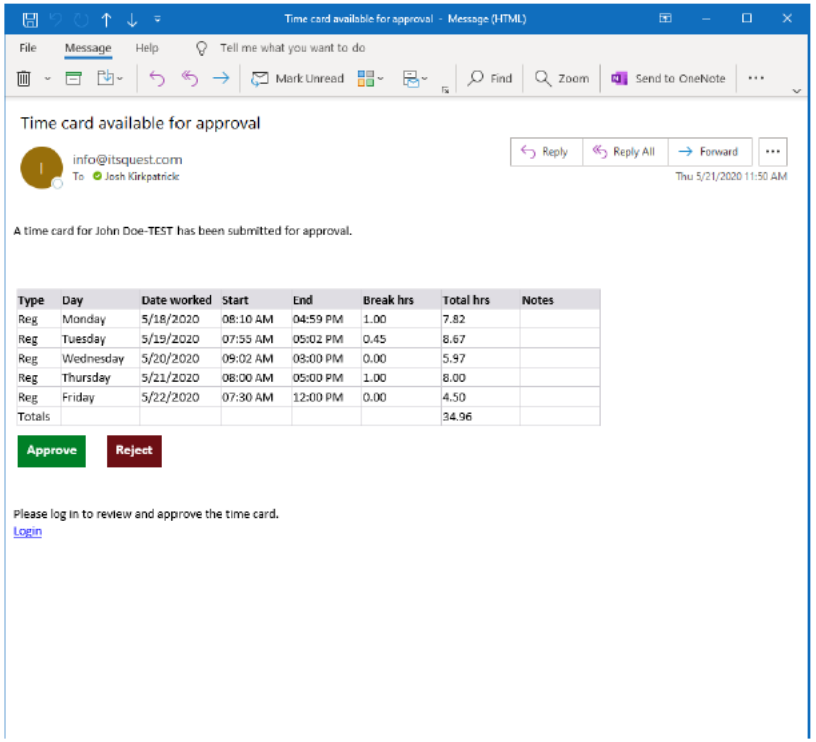
Online Time Approval

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 easiestand most common method.

Add info@itsquest.com to your email contacts so notification emails are not automatically sorted into junk/spam folders.

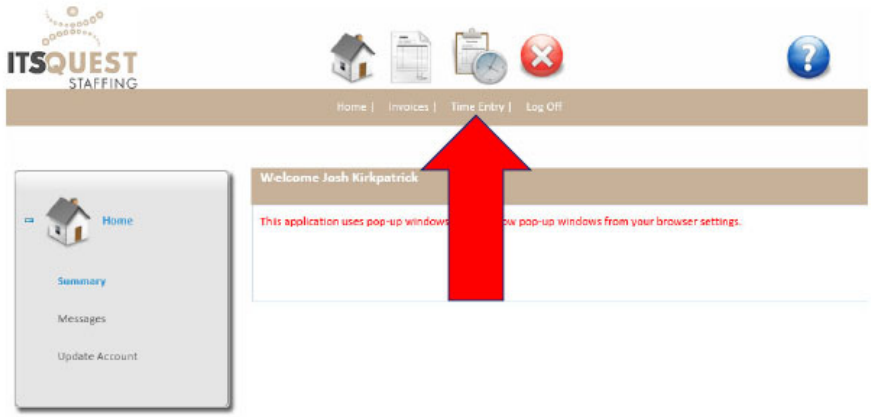


Online Time Approval

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.

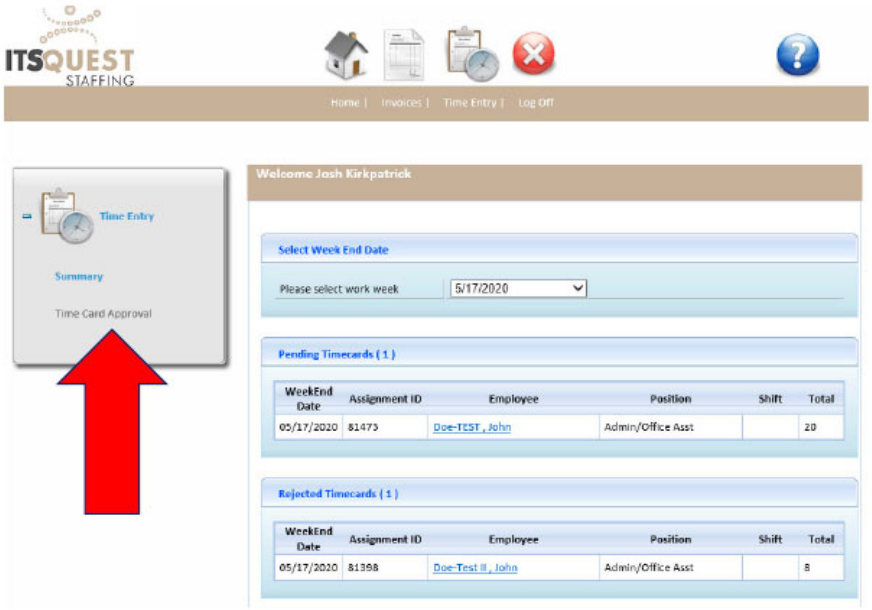
Once in, look for the **Time Entry** section.



Online Time Approval

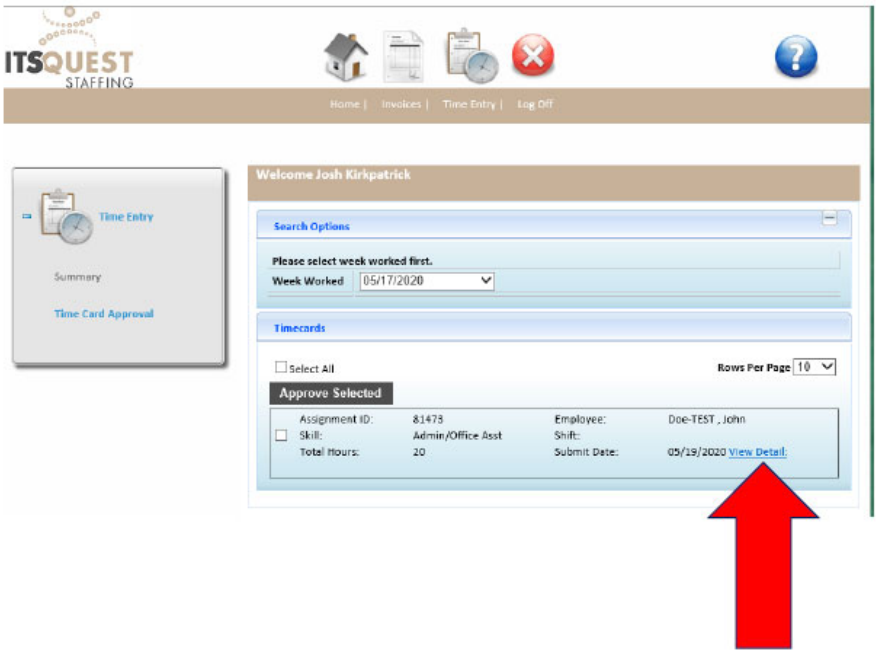
This is the **Time Entry Summary**. Timesheets from a four-week window can be viewed here.

Click **Time Card Approval**.



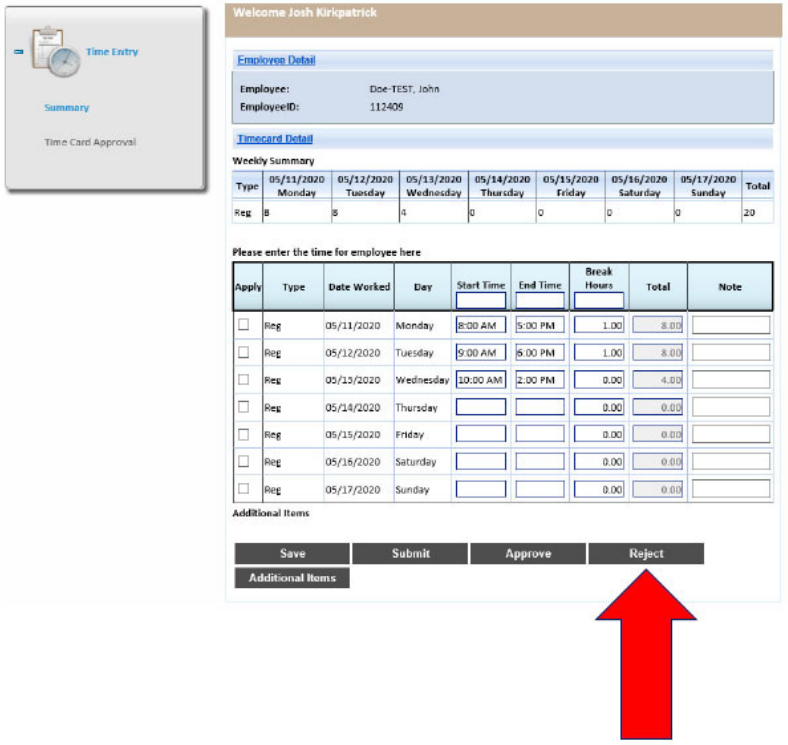
Online Time Approval

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



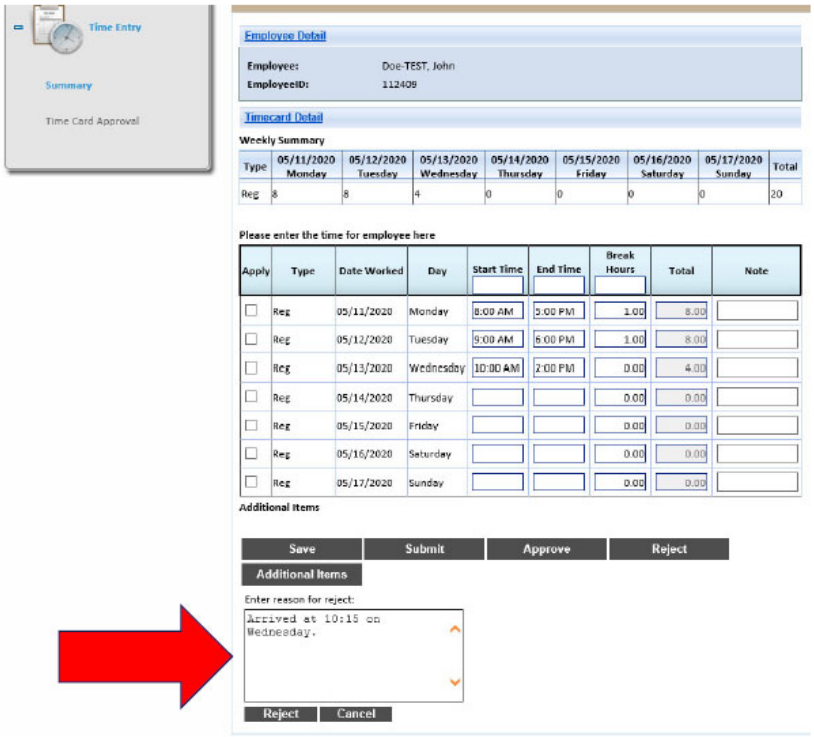
Online Time Approval

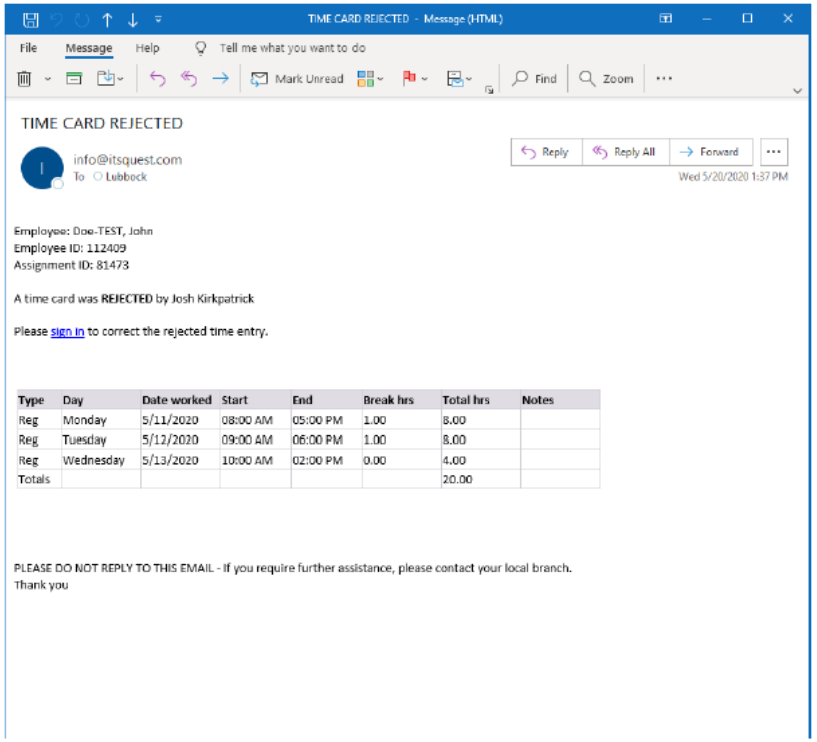
This is the **Timecard Detail** page. From here submitted time can be adjusted, rejected, and approved.



Online Time Approval

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



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.