Instructions for Reviewing, Approving or Rejecting Timesheets

You will receive an email from erecruitemail@hirecounsel.com with a link and your user ID and password for accessing the Contact Portal.

To log into the Contact Portal, navigate to https://portal.hirecounsel.com/ and enter your user ID and password. Once your user ID and password have been entered, click Log In.

If you are logging into the Contact Portal for the first time, you will be prompted to change your password. After entering your current password, and then creating and confirming your new password, click Change Password.

Once you are logged into the Contact Portal, you will be presented with your Dashboard. The Contact Portal Dashboard is made up of the following widgets:

- Approve Timesheets: This widget lists all timesheets that have been submitted for work completed. This is where you will go to approve time and expenses.
- Past Timesheets: All timesheets that have already been approved are listed within this widget.

To approve weekly time, click on the link that corresponds to the week for which you wish to approve.
Once the weekly timesheet opens, review the submitted timesheet. For more detail click on Expand all so you can see break times. If the submitted time is acceptable, click Approve.

If the submitted time is incorrect, click the Reject button. Select the entries that are incorrect, select a Rejection Reason, and add any applicable notes before clicking OK. The Candidate will be notified that their timesheet has been rejected, and that they need to make corrections.

Repeat these steps, as necessary, for any additional submitted timesheets for the week. Note, you may also approve multiple timesheets from your Dashboard. Simply click the checkboxes next to the timesheets you wish to approve, and then click Approve Selected.

If you have any questions, please e-mail timeapproval@hirecounsel.com.