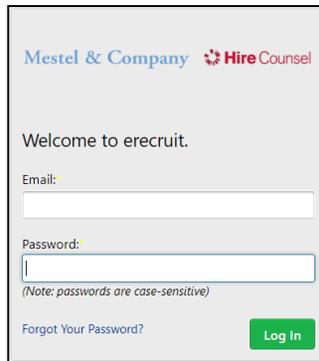


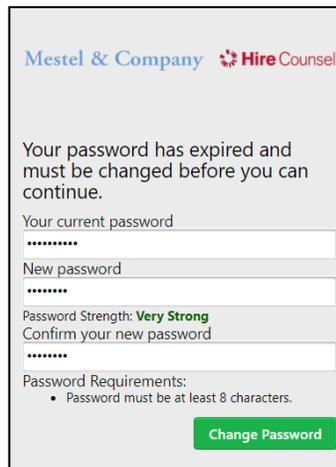
## Instructions for Reviewing, Approving or Rejecting Timesheets

You will receive an email from [erecruitemail@hirecounsel.com](mailto: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**.

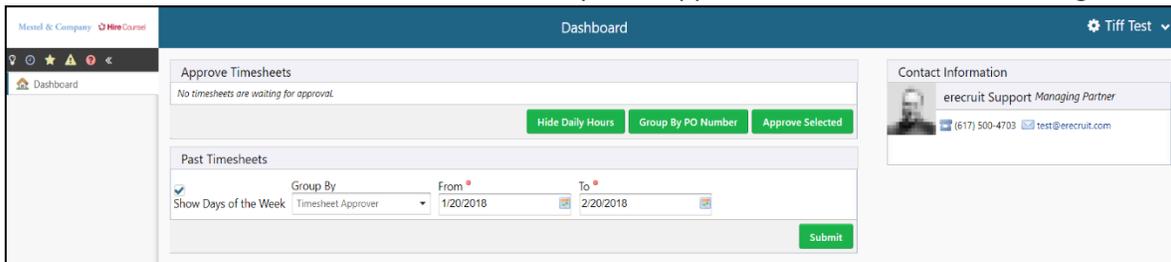


If you are logging into the Contact Portal for the first time, you will be prompted to change your password. After entering your current password, and then creating and confirming your new password, click **Change Password**.



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.

Approve Timesheets																	
Primary Approver																	
<input type="checkbox"/>	Timesheet Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses Details	Reject	Notes			
<input type="checkbox"/>	2326204	Anderson, Jake	Proj Mgr	12/10/2016 - 12/16/2016	40.00	8.00	8.00	8.00	8.00	8.00	-	-	- overview				0
<input type="checkbox"/>	2326205	Anderson, Jake	Proj Mgr	12/3/2016 - 12/9/2016	0.00	-	-	-	-	-	-	-	- overview				0
<input type="checkbox"/>	2326201	Anderson, Jake	Proj Mgr	11/19/2016 - 11/25/2016	0.00	-	-	-	-	-	-	-	- overview				0

Buttons: Hide Daily Hours, Group By PO Number, Approve Selected

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**.

Timesheet - Jake Anderson 12/10/2016 - 12/16/2016 (2326204)							Jason Thompson
Total: 40 hours		PO Number					Last Note Any notes added below will be available to the employee, recruiters, and payroll department. enter note text No relevant notes or calendar items. Related 0 Attachments Actions Generate Document Timesheet Info Company MLA Scouting Status 0.00 % Approved
Regular Pay: 40 hours		(none): 40 hours		Expand all / Collapse all			
Sat 12/10/2016	Sun 12/11/2016	Mon 12/12/2016	Tue 12/13/2016	Wed 12/14/2016	Thu 12/15/2016	Fri 12/16/2016	
0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	
		Regular Pay (8 hours) Hours/Qty: 8 hours					

Buttons: Approve, Reject, Edit Accounting Fields, Close, Refresh

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.

Approve & Reject - Timesheet 2326204		
12/12/2016 Regular Pay (8.00 hours)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/13/2016 Regular Pay (8.00 hours)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/14/2016 Regular Pay (8.00 hours)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/15/2016 Regular Pay (8.00 hours)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/16/2016 Regular Pay (8.00 hours)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Rejection Reason \*  
 Leave a Note (optional)

Buttons: Cancel, OK

Buttons: Reject, Edit Accounting Fields, Close, Refresh

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**.

Approve Timesheets																	
Primary Approver																	
<input type="checkbox"/>	Timesheet Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses Details	Reject	Notes			
<input checked="" type="checkbox"/>	2326204	Anderson, Jake	Proj Mgr	12/10/2016 - 12/16/2016	40.00	8.00	8.00	8.00	8.00	8.00	-	-	- overview				0
<input type="checkbox"/>	2326205	Anderson, Jake	Proj Mgr	12/3/2016 - 12/9/2016	0.00	-	-	-	-	-	-	-	- overview				0
<input checked="" type="checkbox"/>	2326201	Anderson, Jake	Proj Mgr	11/19/2016 - 11/25/2016	0.00	-	-	-	-	-	-	-	- overview				0

Buttons: Hide Daily Hours, Group By PO Number, Approve Selected

If you have any questions, please e-mail [timeapproval@hirecounsel.com](mailto:timeapproval@hirecounsel.com).