



APPROVING TIMESHEETS

You will receive an email to notify you when the employee has submitted his/her hours for approval. Log into your account using your email address and password (will be sent to you prior to receiving the approval email). You will have the following options on the next screen:

Account: Click on this header to change your password.

Timesheet Approval: This is where you will view, edit and approve the hours.

History: This is where you will go to view past timesheets.

Logout: When you wish to exit the onTIMEedge site.

HOW TO APPROVE HOURS

1. Click on Timesheet Approval
2. Select the number listed under "Waiting"
3. Check the box in front of the line you wish to approve and click Approve Time sheet if hours are accurate.
4. If there is an error in the hours, make the changes before checking the box.
5. You can approve all timesheets by selecting the Approve all box or you can approve individually.



Account **Timesheet Approval** History

Order Picker

Start Date: 06/12/2017

End Date	Unentered	Waiting	Approved
11/12/2017	0	1	0
11/19/2017	1	0	0

[Contact Payroll](#) [Contact Sales Rep.](#)



Account **Timesheet Approval** History

Order Picker

Pay Period: 11/06/2017 - 11/12/2017

[Back To Orders](#) [Previous Week](#) [Next Week](#)

Name	Description	POI/Comment	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Reg Hrs	OT Hrs
<input checked="" type="checkbox"/> Dowdie, Mai	weekly \$15.50/hour	Default	11/12	8	8	8	8	8	0	0	40	0

Timesheet Notes

[Approve Timesheet](#)