



# Lynx Recruitment TimeSheet System for Approvers

All new Contractors will receive an email with their individual login details to our online TimeSheet system TimeAdder. Timesheets can be accessed from any web enabled device. At the end of each week Timesheets must be completed and will be automatically sent to the Company Approver.

## Getting Started

1. [Approve or Reject Timesheet](#)
2. [View Timesheets](#)
3. [Change the Status of a Timesheet](#)
4. [View Employees and their Timesheets Details](#)
5. [Add Notes to Employee Timesheets](#)

## Approve or Reject Timesheets

Once employees have submitted timesheets, approvers can quickly approve or reject the submission from their desktop or mobile device. Employees are automatically notified via email when their timesheets have been approved or rejected.

### To approve timesheets in bulk:

1. **TIMESHEETS > Pending Approval.**
2. **Tick** the timesheets you want to approve.
3. **Click** "Approve Selected."

Delta South Consulting Patrick Chen

**TIMESHEETS** EMPLOYEES

Pending Approval Approved Rejected

Pending Approval (2) ✓ Approve Selected

View 10 per page

<input type="checkbox"/> Week	Employee	Hours	Notes	Submitted
<input checked="" type="checkbox"/> 19 Dec 2018 - 25 Dec 2018	Ryan Shiba	35	Timesheet Submitted	30 December 2018
<input type="checkbox"/> 26 Dec 2018 - 01 Jan 2018	Ryan Shiba	35	Timesheet Submitted	05 January 2018

### To approve a timesheet:

1. **TIMESHEETS > Pending Approval.**
2. **Click** the timesheet name to open the timesheet details.
3. **Click** "Approve."

### To reject a timesheet:

1. **TIMESHEETS > Pending Approval.**
2. **Click** the timesheet name to open the timesheet details.
3. **Click** "Reject." Notes must be added when rejecting a timesheet to explain why it's being rejected.

Delta South Consulting Patrick Chen

**TIMESHEETS** EMPLOYEES

Pending Approval Approved Rejected

19 Dec 2018 - 25 Dec 2018

Status: <b>Submitted</b>	Submitted by: <b>Ryan Shiba</b>	Date submitted: <b>30 December 2018</b>	Total: <b>35.00 hours</b>	<span style="border: 1px solid green; padding: 5px;"> <span style="background-color: #76b82a; color: white; padding: 2px 10px;">✓ Approve</span> <span style="background-color: #34495e; color: white; padding: 2px 10px; margin-left: 10px;">✗ Reject</span> </span>
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	Start time	End time	Break	Total: <b>35.00 hours</b>
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours

[Approve timesheets \(video\)](#)

[Reject timesheets \(video\)](#)

## View Timesheets

Timesheets are listed under their respective status links in the TIMESHEETS tab.

	Start time	End time	Break	Total: <b>35.00 hours</b>
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day

### To view a timesheet:

1. **Click** "TIMESHEETS".
2. **Click** the sub-link that relates to the status of the timesheet(s) that you want to view (Pending Approval, Approved or Rejected).
3. **Click** the timesheet name to view details and notes.

[View timesheets pending approval \(video\)](#)

[View approved timesheets \(video\)](#)

[View rejected timesheet \(video\)](#)

# Change the Status of a Timesheet

Whether an approver inadvertently approves a timesheet that should have been rejected or vice versa, the status of employee timesheets can be easily updated.

The screenshot shows the Delta South Consulting interface. At the top, there's a navigation bar with 'TIMESHEETS' and 'EMPLOYEES' tabs. Below that, there are filters for 'Pending Approval', 'Approved', and 'Rejected'. The main content area shows a timesheet for the period '19 Dec 2018 - 25 Dec 2018'. The timesheet summary includes: Status: **Approved**, Submitted by: **Ryan Shiba**, Date approved: **31 December 2018**, and Total: **35.00 hours**. There are two buttons: 'Export as PDF' and 'x Change to Rejected', with the latter being highlighted with a red box. Below the summary is a table of daily timesheet entries.

	Start time	End time	Break	Total: 35.00 hours
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day

## To change an approved timesheet to rejected:

1. Click "TIMESHEETS" > "Approved."
2. Click the timesheet that you want to reject.
3. Click "Change to Rejected."

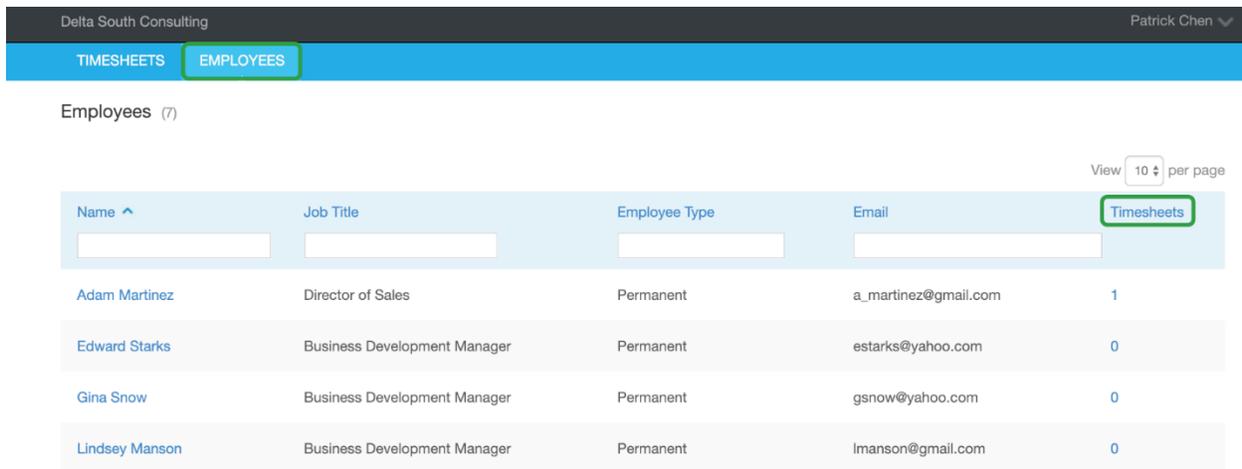
[Change an approved timesheet to rejected \(video\)](#)

## To change a rejected timesheet to approved:

1. Click "TIMESHEETS" > "Rejected."
2. Click the timesheet that you want to approve.
3. Click "Change to Approved."

# View Employees and their Timesheet Details

Approvers can quickly view employees and their timesheet details from their desktop or mobile device.



The screenshot shows a web interface for Delta South Consulting. At the top, there is a navigation bar with "TIMESHEETS" and "EMPLOYEES" tabs. The "EMPLOYEES" tab is selected. Below the navigation bar, the text "Employees (7)" is displayed. To the right, there is a "View 10 per page" dropdown menu. The main content is a table with the following columns: Name, Job Title, Employee Type, Email, and Timesheets. The "Timesheets" column contains hyperlinked numbers. The table lists four employees: Adam Martinez (1 timesheet), Edward Starks (0 timesheets), Gina Snow (0 timesheets), and Lindsey Manson (0 timesheets).

Name	Job Title	Employee Type	Email	Timesheets
<a href="#">Adam Martinez</a>	Director of Sales	Permanent	a_martinez@gmail.com	<a href="#">1</a>
<a href="#">Edward Starks</a>	Business Development Manager	Permanent	estarks@yahoo.com	<a href="#">0</a>
<a href="#">Gina Snow</a>	Business Development Manager	Permanent	gsnow@yahoo.com	<a href="#">0</a>
<a href="#">Lindsey Manson</a>	Business Development Manager	Permanent	lmanson@gmail.com	<a href="#">0</a>

1. **Click** the "EMPLOYEES" tab.
2. **Click** the hyperlinked number in the "Timesheets" column to view all timesheets for that employee.

[View employee timesheet details \(video\)](#)

## Add Notes to Employee Timesheets

Add notes to employee timesheets to log activity and communications. Anytime an approver rejects a timesheet; they must log a related note, so the employee knows why it was rejected. Approved timesheets will log a related note automatically. Notes are tracked in the "Note history" section at the bottom of the timesheet details.

Status: **Approved**      Submitted by: **Ryan Shiba**      Date approved: **31 December 2018**      Total: **35.00 hours**      [Export as PDF](#)      [× Change to Rejected](#)

	Start time	End time	Break	Total: <b>35.00 hours</b>
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day
Sun 25 Dec 2018				non-working day

Note history

[+ Add a note](#)

**Add Notes to Employee Timesheets:**

1. **Find and click** the timesheet you want to add a note to.
2. **Click** "+ Add a note" below the timesheet details.
3. **Type** your note and click "Add note." Notes are logged in the Note history section below the timesheet details (see arrow above).

[Add notes to employee timesheets \(video\)](#)