

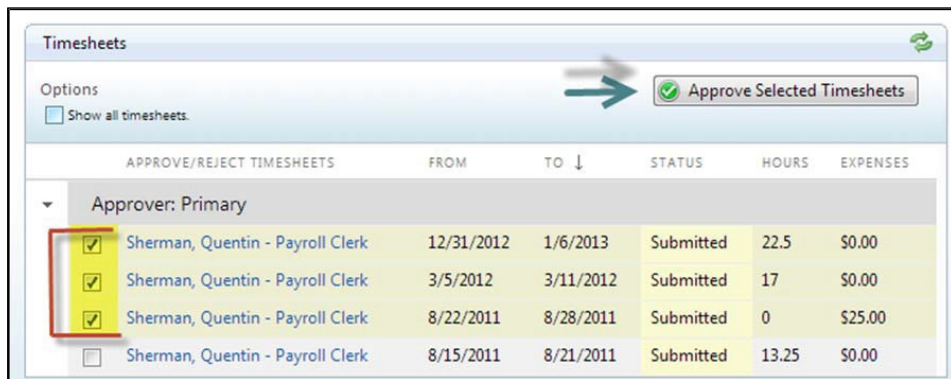
erecruit Manager Timesheet Approval Instructions

Logging in

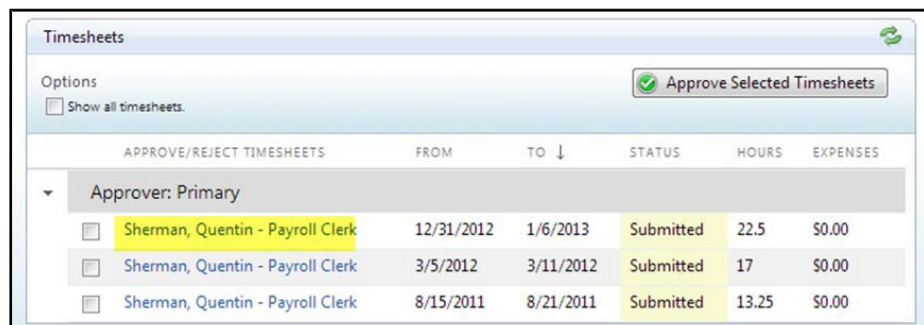
- Login to Timesheet portal using the username and password that was sent from erecruit to your email address on record.
- If the password has been forgotten; click on the "Forgot Password" link and you will receive the password reset via email.

Approving Time

- Timesheets must be approved by midnight on Tuesday.
- All available time sheets will be displayed upon logging in. You have two options for approving timesheets:
 - Option 1: Select multiple timesheets and then click on "Approve Selected Timesheets" to automatically approve selected data



- Option 2: Click on the contractor's name and position to open the detailed timesheet

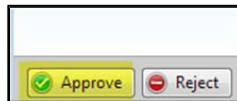


- Review the data submitted.

| | | |
|--|-------------------|-------------------|
| Total: 22h 30m | | |
| Regular Pay: 22h 30m | | |
| Mon 12/31/2012 | Tue 01/01/2013 | Wed 01/02/2013 |
| 8h 30m | 0 hours | 14 hours |
| Regular Pay (6h 30m) 9:00am - 4:00pm - 30 minutes break Cost Center: 98876 Dept: TECH | | |
| Regular Pay (7h 30m) 8:00am - 4:00pm - 30 minutes break Cost Center: 98876 Dept: TECH | | |

Click the hours summary to expose the detailed drop down

- If correct – click “Approve”



Rejecting Time

- Click the “Reject” button
- Use the drop down to select a “Rejection Reason” and leave a note if needed, then click “Reject”.

A dialog box titled 'Rejection Reason' with a yellow dropdown menu, a text area labeled 'Leave a Note (optional)', and 'Cancel' and 'Reject' buttons. At the bottom of the dialog are 'Reject', 'Close', and 'Refresh' buttons.

Questions?

- For any questions or assistance please contact our Timesheets Team at timesheets@softworldinc.com.