

eRecruit Manager Timesheet & Expense Instructions

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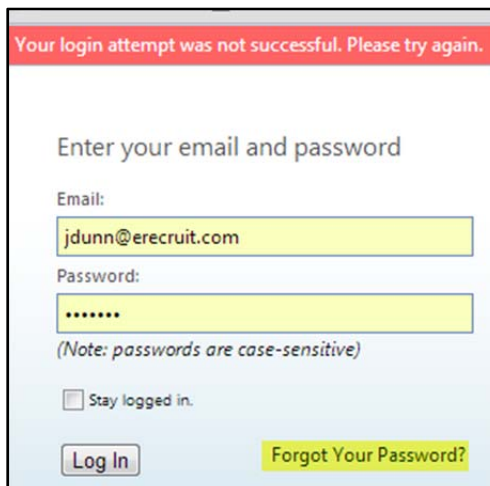
Approving Timesheets

Logging in

- Login to Timesheet portal (erp.pinnacle1.com) using the username and password that was sent to your email address on record.

Password Assistance

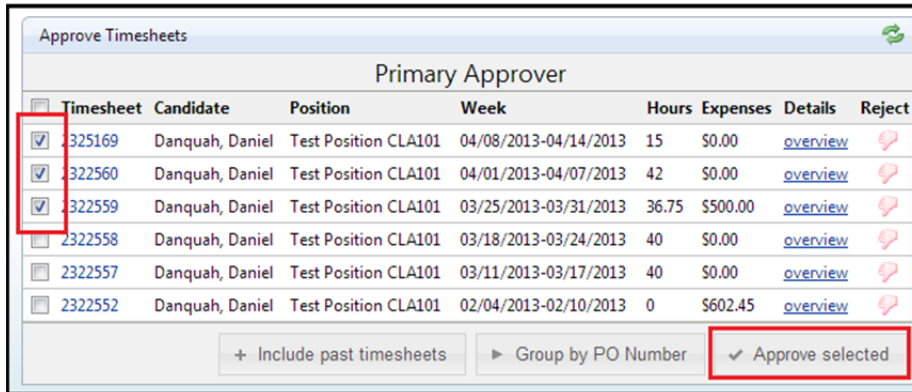
- If the password has been forgotten, click on the “Forgot Your Password” link and your password will be resent via the email address that’s on file.



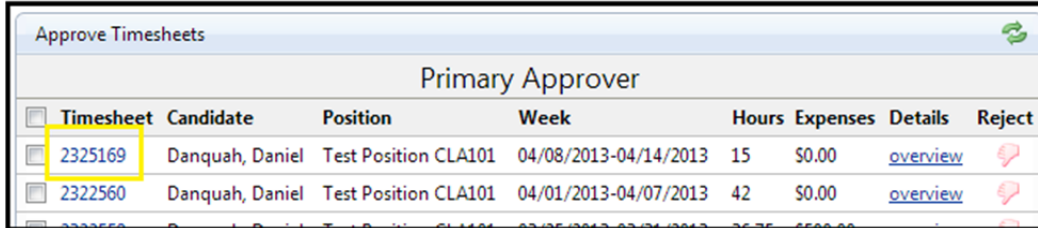
The screenshot shows a login interface with a red error banner at the top that reads "Your login attempt was not successful. Please try again." Below the banner, the text "Enter your email and password" is displayed. There are two input fields: "Email:" containing "jdunn@erecruit.com" and "Password:" containing "*****". A note below the password field states "(Note: passwords are case-sensitive)". At the bottom, there is a checkbox for "Stay logged in." which is unchecked, and two buttons: "Log In" and "Forgot Your Password?".

Approving Time

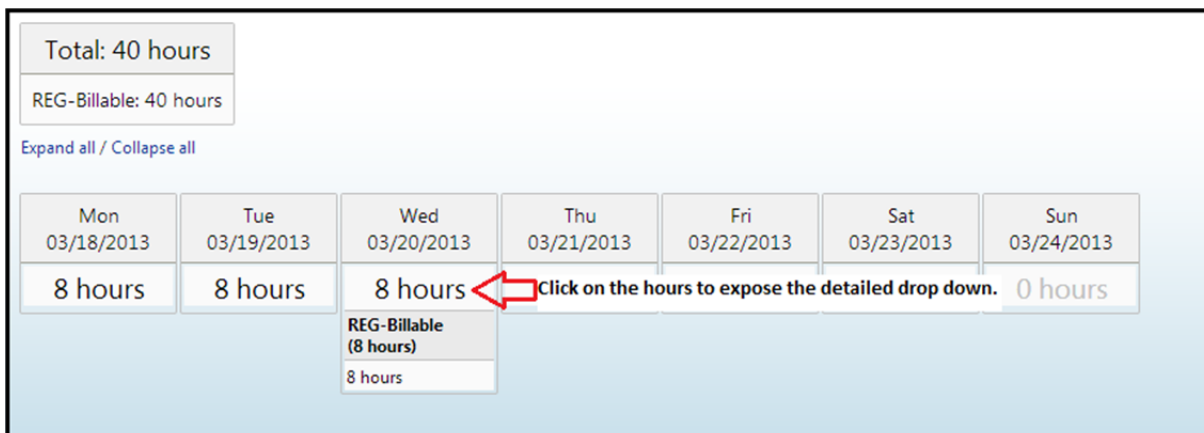
- All available time sheets will be displayed upon logging in. You have two options for approving timesheets:
 - Option 1: Select multiple timesheets and then click on “Approve Selected” to automatically approve selected data (this will automatically approve without showing detailed data by day):



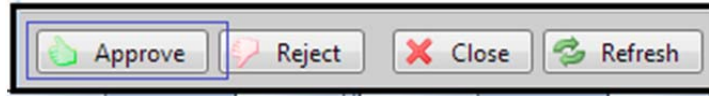
- Option 2: Click on the Timesheet ID to open the detailed timesheet:



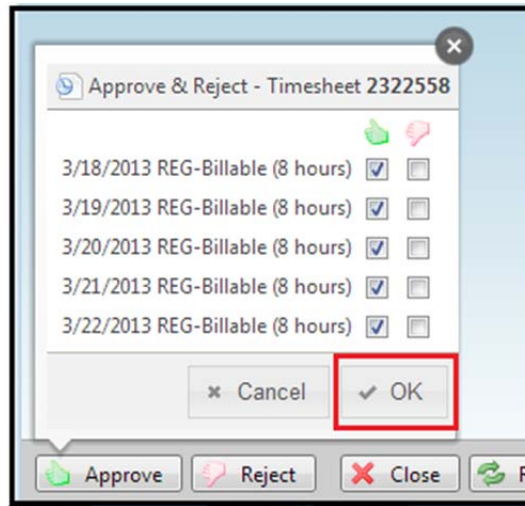
- Review the data submitted:



- If correct – click “Approve”

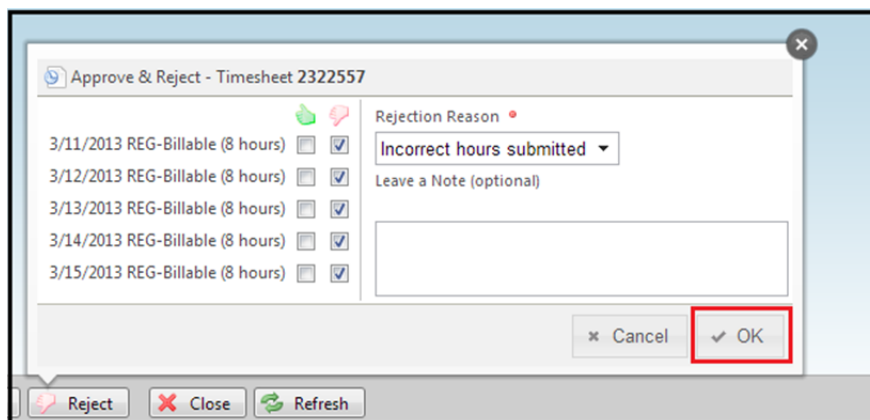


- The system will then give you the option to verify each day (it will automatically default to check the box to approve each day), so if everything is correct, just click “OK”:



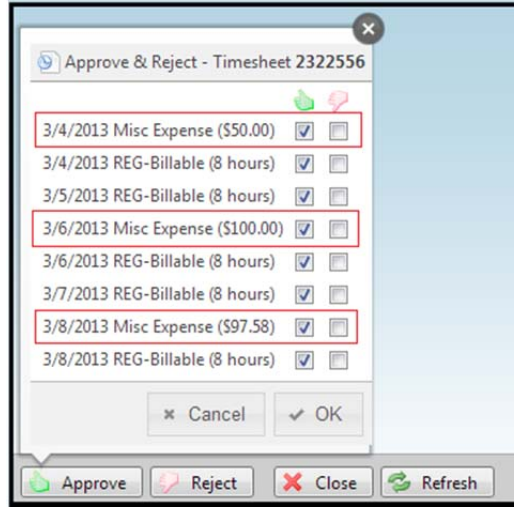
Rejecting Time

- Click the “Reject” button
- All days will automatically be selected to reject.
- You will need to select a Rejection Reason from the drop down and then you can leave a note for Pinnacle and the employee to view.
- After all information has been filled in, please click the “OK” button and the timesheet will then be rejected and the employee will be notified to correct and resubmit.



**Please note that Expenses will be included in with the employee's hours when you go to approve the timesheet, so please double check all items that are being approved. If you do not wish to approve the expenses at this time, you may select the hours to approve and then the expenses will still be available for you to approve or reject at a later time.*

- This is how the approval will look with both time and expense entered:



- If you only select to approve the hours, you will still see the expenses listed on your dashboard and the Hours portion will say you have "0 to approve."

Approve Timesheets						
Primary Approver						
<input type="checkbox"/>	Timesheet Candidate	Position	Week	Hours	Expenses Details	Reject
<input type="checkbox"/>	2322556 * Danquah, Daniel	Test Position CLA101	03/04/2013- 03/10/2013	40 (0 to approve)	\$247.58 overview	
<input type="checkbox"/>	2322552 Danquah, Daniel	Test Position CLA101	02/04/2013- 02/10/2013	0	\$602.45 overview	

+ Include past timesheets ▶ Group by PO Number ✓ Approve selected

Questions?

- For any questions or assistance please contact:
 - Pinnacle Shared Services at sharedservices@pinnacle1.com or (214) 740-2432