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eRecruit Manager Timesheet & Expense Instructions

Contents

Approving Timesheets	1
Logging in	1
Password Assistance	1
Approving Time	2
Rejecting Time	3
Questions?	4

Approving Timesheets

Logging in

• Login to Timesheet portal (<u>erp.pinnacle1.com</u>) 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.

'our login attempt was not s	uccessful. Please try again.
Enter your email a	nd password
Email:	
jdunn@erecruit.com	
Password:	
(Note: passwords are cas	se-sensitive)
Stay logged in.	
	Forget Vour Password?
Log In	rorgot rour Password:

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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):

			Primary	Approver				
	Timesheet	Candidate	Position	Week	Hours	Expenses	Details	Reject
V	325169	Danquah, Daniel	Test Position CLA101	04/08/2013-04/14/2013	15	\$0.00	overview	9
V	322560	Danquah, Daniel	Test Position CLA101	04/01/2013-04/07/2013	42	\$0.00	overview	9
V	322559	Danquah, Daniel	Test Position CLA101	03/25/2013-03/31/2013	36.75	\$500.00	overview	9
	2322558	Danquah, Daniel	Test Position CLA101	03/18/2013-03/24/2013	40	\$0.00	overview	9
	2322557	Danquah, Daniel	Test Position CLA101	03/11/2013-03/17/2013	40	\$0.00	overview	9
	2322552	Danquah, Daniel	Test Position CLA101	02/04/2013-02/10/2013	0	\$602.45	overview	9
	2322332	+ Inc	lude past timesheets	 Group by PO N 	umber		prove sele	cted

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

A	pprove Time	sheets						63
			Primary	/ Approver				
	Timesheet	Candidate	Position	Week	Hours	Expenses	Details	Reject
	2325169	Danquah, Daniel	Test Position CLA101	04/08/2013-04/14/2013	15	\$0.00	overview	9
	2322560	Danquah, Daniel	Test Position CLA101	04/01/2013-04/07/2013	42	\$0.00	overview	9
					26.26			0

• Review the data submitted:

Total: 40 ho REG-Billable: 40	hours					
Expand all / Collapse	all					
Mon 03/18/2013	Tue 03/19/2013	Wed 03/20/2013	Thu 03/21/2013	Fri 03/22/2013	Sat 03/23/2013	Sun 03/24/2013
8 hours	8 hours	8 hours <	Click on the h	ours to expose the	detailed drop dow	m. 0 hours
		REG-Billable (8 hours)				
		8 hours				





If correct – click "Approve"

Approve	Reject	X Close	So Refresh
---------	--------	---------	------------

• 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":

		69
/18/2013 RE	G-Billable (8 hou	rs) 🔽 📃
3/19/2013 RE	G-Billable (8 hou	rs) 🔽 🥅
3/20/2013 RE	G-Billable (8 hou	rs) 🔽 📃
3/21/2013 RE	G-Billable <mark>(8 hou</mark>	rs) 🔽 📃
3/22/2013 RE	G-Billable (8 hou	rs) 🔽 🕅
	× Cancel	✓ 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.

) Approve & Reject - Timesheet 2322557	8
	Rejection Reason • Incorrect hours submitted Leave a Note (optional)
Reject X Close 🕏 Refresh	× Cancel ✓ OK

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*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:

	0	9	
3/4/2013 Misc Expense (\$50.00)	1		
3/4/2013 REG-Billable (8 hours)	1		
3/5/2013 REG-Billable (8 hours)	1		
3/6/2013 Misc Expense (\$100.00)) 🔽		
3/6/2013 REG-Billable (8 hours)	V		
3/7/2013 REG-Billable (8 hours)	1		
3/8/2013 Misc Expense (\$97.58)	V		
3/8/2013 REG-Billable (8 hours)			
* Cancel	1	K	

• 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 Time	esheets						3
		Prim	nary Approver				
Timesheet	Candidate	Position	Week	Hours	Expenses	Details	Reject
2322556 *	Danquah, Daniel	Test Position CLA101	03/04/2013- 03/10/2013	40 (0 to approve)	\$247.58	overview	9
2322552	Danquah, Daniel	Test Position CLA101	02/04/2013- 02/10/2013	0	\$602.45	overview	9
	+	Include past timeshe	eets For Group by	PO Number	✓ Appro	ove selec	ted

Questions?

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