

Getting Started Guide for Approvers

Approving time and expenses in Virtual Time+Expense is simple and straight-forward. Here are the details for:

- Approving Timecards and Expense Reports
- Running Reports
- Changing Your Password

APPROVING TIMECARDS AND EXPENSE REPORTS

1. Login to Virtual Time+Expense using the login instructions and password provided by your administrator

COMPANY – Name assigned by MISource Human Resources

USER NAME – your personal e-mail address used for your application for employment

PASSWORD – everything before the@ in your e-mail address; for example, the password for Johnsmith123@yahoo.com would be Johnsmith123.

2. Click **To Be Approved** in the Navigation Bar to view all timecards and expense reports awaiting your approval



3. Review the timecards and expense reports by clicking them

Timecards													
<input type="checkbox"/>	Start Date	Week	User	Project(s)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Comments
<input type="checkbox"/>	1 ▾ 04/26/2010 ◀	17	Abshire, Clare	Birdsey Painters:Jefferson County Offices	8	8	8	8	8	-	-	40:00	
<input type="checkbox"/>	2 ▾ 04/26/2010 ◀	17	Glass, Buddy	Birdsey Painters:Jefferson County Offices	8	8	8	8	8	-	-	40:00	

4. Approve any or all items by checking the boxes in the first column, set the status to **Approve**, and click **Save**

Timecards													
<input checked="" type="checkbox"/>	Start Date	Week	User	Project(s)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Comments
<input checked="" type="checkbox"/>	1 ▾ 04/26/2010 ◀	17	Abshire, Clare	Birdsey Painters:Jefferson County Offices	8	8	8	8	8	-	-	40:00	
<input checked="" type="checkbox"/>	2 ▾ 04/26/2010 ◀	17	Glass, Buddy	Birdsey Painters:Jefferson County Offices	8	8	8	8	8	-	-	40:00	

Expense Reports							
<input type="checkbox"/>	User	Dates	Report Name	ID	NR	Amount Due	Comments
<input type="checkbox"/>	1 ▾ Glass, Buddy	05/01/2010 - 05/15/2010	May Supplies	1	\$0.00	\$98.14	

Operation:

As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.

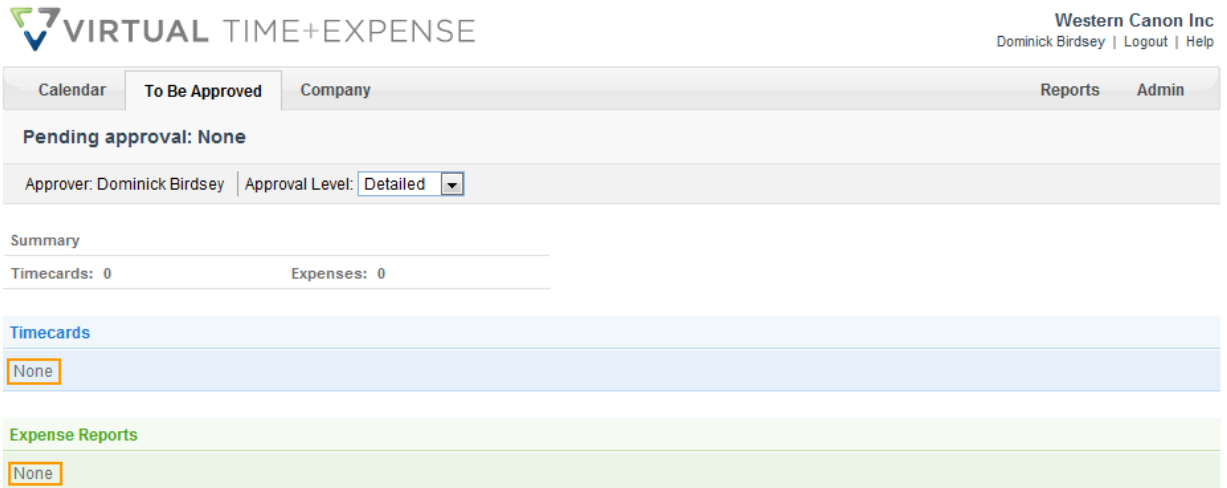
5. Reject any or all by checking the box in the first column, set the status to **Reject**, enter a reason for the rejection, and click **submit**. An email notification will go to the employee so they know it has been rejected

Expense Reports							
<input checked="" type="checkbox"/>	User	Dates	Report Name	ID	NR	Amount Due	Comments
<input checked="" type="checkbox"/>	1 Glass, Buddy	05/01/2010 - 05/15/2010	May Supplies	1	\$0.00	\$98.14	

Operation: Reason:

As the company/clients authorized representative, by my approval I certify that the information shown is correct and any work was performed satisfactorily.

- You'll know when all work is completed because your screen will show nothing pending approval



VIRTUAL TIME+EXPENSE Western Canon Inc
Dominick Birdsey | Logout | Help

Calendar | **To Be Approved** | Company | Reports | Admin

Pending approval: None

Approver: Dominick Birdsey | Approval Level:

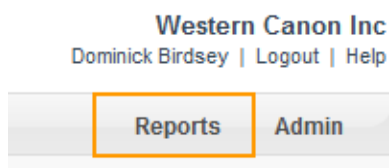
Summary
Timecards: 0 | Expenses: 0

Timecards

Expense Reports

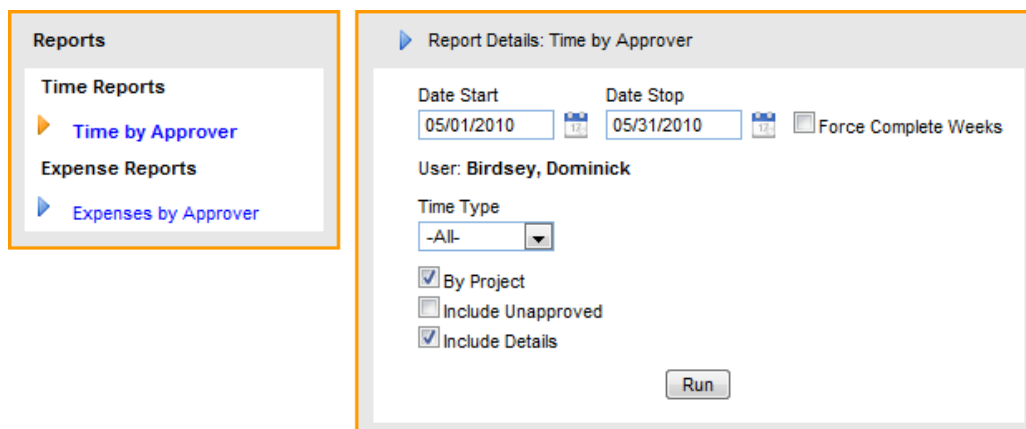
RUNNING REPORTS

- Click **Reports** in the Navigation Bar to view your reporting options



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- Select the report to view, enter your parameters and click **Run**



Reports

Time Reports

- Time by Approver

Expense Reports

- Expenses by Approver

Report Details: Time by Approver

Date Start: Date Stop: Force Complete Weeks

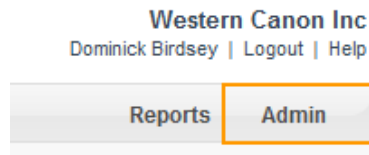
User: Birdsey, Dominick

Time Type:

By Project
 Include Unapproved
 Include Details

CHANGING YOUR PASSWORD

1. Click **Admin** in the Navigation Bar



2. Click **Change Password**.

