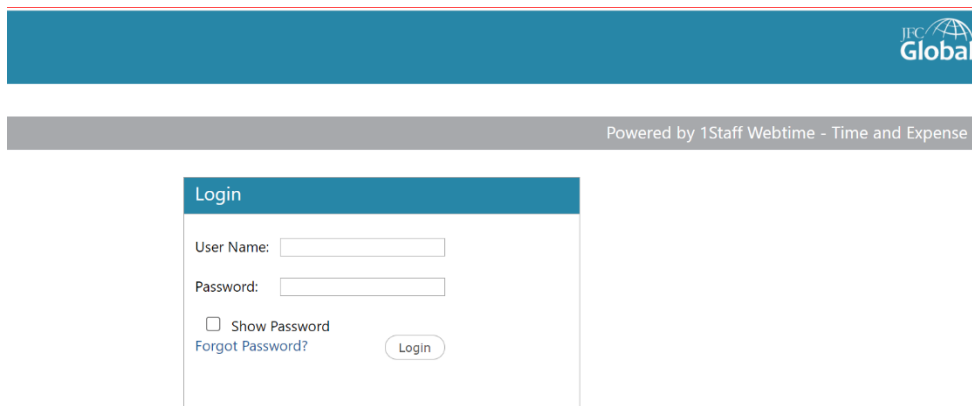


Client Approval of Timesheets

Working with JFC has never been easier! WebTime is a program that will allow our candidates to complete a time card online and electronically submit it to you for approval. Once approved, it will automatically be forwarded to JFC's payroll department. No need to worry about manual time slips.

How do you get started? It's easy!

You will receive an email notification. From there, you will be able to go to the following website, time.jfcglobal.com, to login and approve time cards on a weekly basis. Your User Name will be your email address (lowercase) and your password will also be your email address(lowercase). It will prompt you to change your password upon first login.



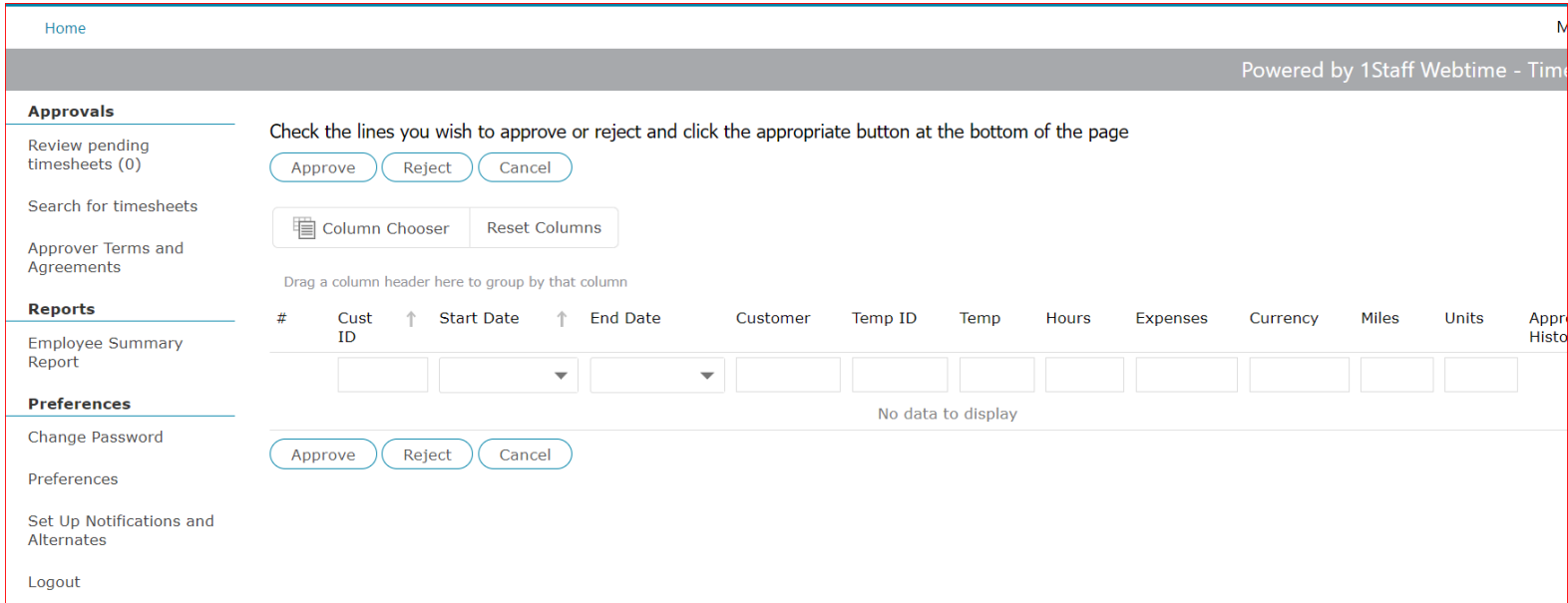
The screenshot shows the login interface for JFC Global. At the top right, the JFC Global logo is displayed. Below it, a grey bar indicates the system is powered by 1Staff Webtime - Time and Expense. The central focus is a white login box with a blue header. The box contains two input fields for 'User Name:' and 'Password:'. Below the password field, there is a checkbox for 'Show Password' and a link for 'Forgot Password?'. A 'Login' button is positioned at the bottom right of the login box.

The "Forgot Password?" link is available on the home screen if you have trouble remembering your password. Simply click the link and instructions on how to reset your password will be sent to your email address.

All time cards must be approved by 12:00 pm (noon) on Monday. Failure to do so may result in delayed payment to employees.

Home Screen

This is the home screen that will appear when you first login.



You will see several options along the left side of your screen:



The Approvals section of the Approver Home page allows the Approver to **Review pending timesheets, Search for timesheets,** or view the **Approver Terms and Agreements** document.

Reports allows you to review Employee Summary Report for total hours works for an employee.

The Preferences section allows the Approver to change his or her password or set up/edit email notification

Approvals

Once submitted by the employee, timesheets will be available for review by the Approver. The option to “Review Pending Timesheets” allows the Approver to view all timesheets submitted by the employees assigned to that Approver.

Home

Approvals

Review pending timesheets (1)

Search for timesheets

Approver Terms and Agreements

Preferences

Change Password

Preferences

Change Email Address

Set Up Notifications and Alternates

Logout

Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page

Approve Reject Cancel

Column Chooser Reset Columns

Drag a column header here to group by that column

<input type="checkbox"/>	Cust ID	Start Date	End Date	Customer	Temp ID	Temp
<input type="checkbox"/>	View 5682	02/25/2024	03/02/2024	[Redacted]	147609	[Redacted]

Approve Reject Cancel

Select for timesheet detail

By clicking on the View field shown above, it allows the Approver to view the time submission in greater detail.

The Approver can do one of four things with each submitted timesheet:

View Timesheet

Submitted on [Redacted] Submitted by [Redacted] on 02/29/2024 4:30 PM

[Timecard History](#)

Approve Reject Export Feb 25 - Mar 02

Please make sure to enter Lunch in quarter hour decimals. I.E. 15 minutes = 0.25, 30 minutes = 0.5, 45 minutes = 0.75 and 60 minutes = 1.0

Date	Pay Type	Hours	In	Out	Lunch	Comments
Mon, Feb 26	Regular Hours	8.00	8:15am	4:45pm	0.50	
Tue, Feb 27	Regular Hours	8.00	8:15am	4:45pm	0.50	
Wed, Feb 28	Regular Hours	8.00	8:15am	4:45pm	0.50	
Thu, Feb 29	Regular Hours	8.00	8:15am	4:45pm	0.50	
Fri, Mar 1	Regular Hours	0.00			0.00	Day off

Approve Reject Export

Total Hours 32.00

Close

Approve – Reviewing a timesheet entry and then selecting the ‘Approve’ button acknowledges that the time entered is correct and ready to be paid.

Once approved, it is submitted to the JFC Payroll department and ***is no longer available in the timesheet approval window.***

Reject – Reviewing a timesheet then selecting the ‘Reject’ button will change the status of the timesheet from submitted to open. Approvers reject timesheets if they are not satisfied with one or more of the timesheet details.

When rejecting a timesheet, the Approver is prompted to enter a reason so that the employee has an indication as to why the timesheet was rejected. This is highly recommended to ensure quick and accurate payment to employees.

Once rejected, email notification will be sent back to the employee letting them know they need to correct the error and resubmit for approval. When the employee resubmits the timecard the approval process begins again.

Timecards will not be sent to Payroll for processing until an approved status is achieved.

Close – Allows the Approver to exit out of the window without approving or rejecting any timesheet data.

Approval History – This window allows the Approver to view information about each timesheet whenever the status of that timesheet changes.

It is also possible to search for specific timesheets no matter when they were submitted or what their current status is. Simply select “Search for timesheets” from the left toolbar and enter your search criteria.

It is also now very easy to customize your own personal notification settings. Under “Preferences” select “Set Up Notifications and Alternates.” This will bring up the options below:

Approver: jenb - Jennifer Bosley

Send notifications to my email addresses

Keep sending me repeat notifications until I've processed all timesheets

Enter up to three email address to send notifications to:

Choose the times you wish to be notified:

Select All

	M	T	W	T	F	S	S
12a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Approver:

Copy all notification emails to alternate approver

Notify alternate after hours

Do not notify alternate approvers by email

Enter up to two email addresses to send alternate notifications to:

If Alternate Approver is not available, please contact JFC Payroll Department