

Client Approval of Timesheets

Working with JFC has never been easier! JFC Time allows employees to complete a timesheet online and electronically submit it to you for approval. Once approved, it will automatically be forwarded to JFC's payroll department for processing.

How do you get started? It's easy!

You should have received a welcome email with login credentials but if you don't have that, or cannot remember your password, you can use the 'Forgot Password' option on the login screen at <http://mytime.jfcglobal.com>. You will be prompted to change your password upon first login. Going forward, you will receive an email each week with a link to the JFC Time portal to view any timesheets pending your approval.

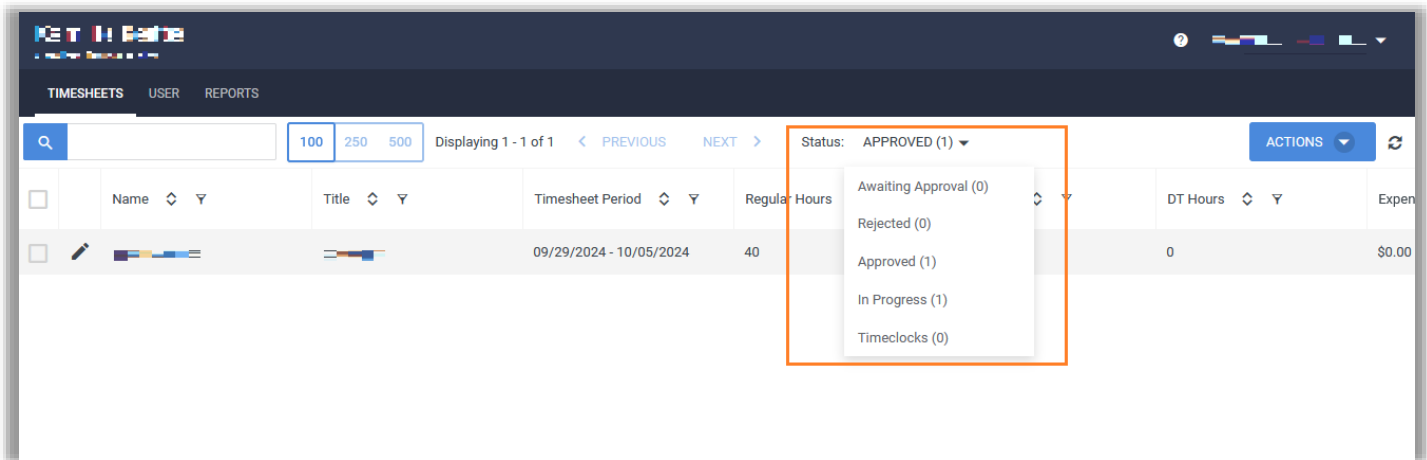


The 'Forgot Password' link on the login screen will send you an email with a new temporary password. Once logged in with the temporary password you may be prompted to change this.

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

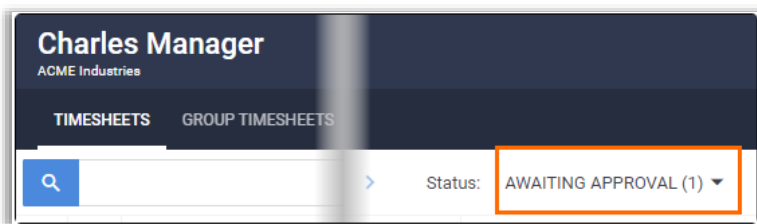
Home Screen


After successfully logging in you will see your home screen.

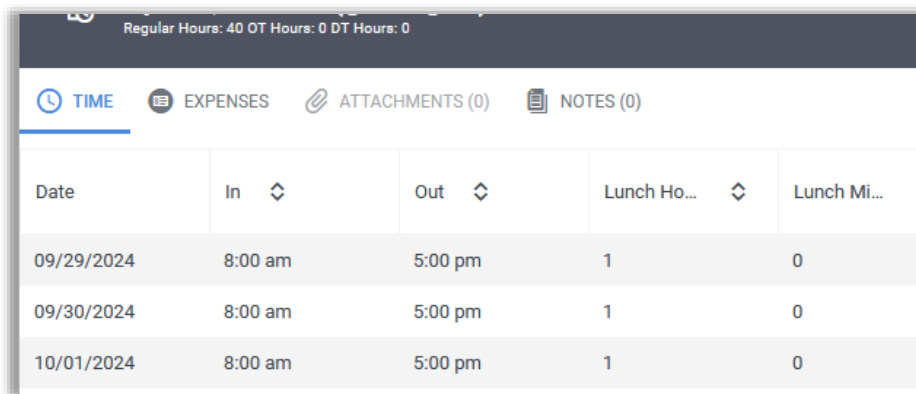


Along the top you will see 'Timesheets', 'User', and 'Reports' menu options. Most of your time will be spent on the 'Timesheets' tab.

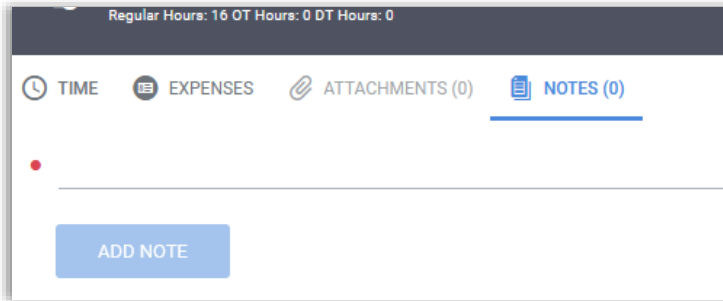
1. On the 'Timesheets' tab, you will see a 'Status' dropdown. This will allow you to filter which timesheets you want to see.
2. Now, confirm the 'Status' dropdown is set to **Awaiting Approval**.



3. You can review timesheet details by selecting the **Edit** icon  next to the employee's name (you cannot edit the timesheet).



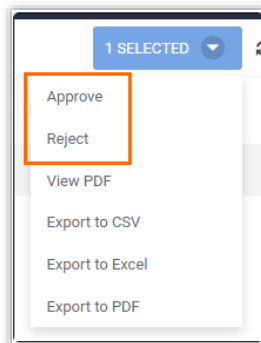
- When reviewing the timesheet, you will have the option to add a note. This is visible to the employee.



- On the 'Timesheets' tab, check the box next to each timesheet you wish to review.



- From the 'Actions / Selected' dropdown, choose **Approve** or **Reject** as needed.
 - If you choose Reject, you will be prompted to enter a reason for the rejection.



- Only timesheets in 'Awaiting Approval' status can be approved, but you can view timesheets in any status.

Client FAQ's

1. How do I access JFC Time?
 - a. Using this link: <http://mytime.jfcglobal.com> .
2. Where can I find the user guide and FAQ's?
 - a. Visit <https://jfcglobal.com/resources/>
3. What is my login information?
 - a. Your username should be your work email address.
 - b. Your password should be in your welcome email (you must change this the first time you log in)
4. What if my login doesn't work?
 - a. Is your email correct?
 - b. Did you try the 'Forgot Password' link on the login page?
 - c. Contact Payroll if you continue to have issues (payroll@jfcglobal.com | 717.761.8095)
5. What if my email or contact information changes?
 - a. Contact your JFC recruiter immediately. This is important as all JFC Time notifications are emailed. Your email is your access to JFC Time.
6. Can I approve timesheets from my phone?
 - a. Yes. You can use any device with an internet connection (pc, laptop, phone, tablet, etc)
7. What if an employee submitted incorrect hours and I need to correct them?
 - a. You must Reject the timesheet. The Employee will need to log in and correct the time, then re-submit for approval. It is not submitted to JFC for payment until you approve the timesheet.
8. How do I add an alternate/secondary approver?
 - a. Please contact payroll@jfcglobal.com to add a secondary approver.
9. Can I change the times I receive notifications?
 - a. No, not at this time.
10. What time do I need to approve by?
 - a. Monday by 12pm (noon), or as soon as possible upon the employee submitted the timesheet.