

## TimeAdder

### Lynx Recruitment TimeSheet System for Approvers

All new Contractors will receive an email with their individual login details to our online TimeSheet system TimeAdder. Timesheets can be accessed from any web enabled device. At the end of each week Timesheets must be completed and will be automatically sent to the Company Approver.

### Getting Started

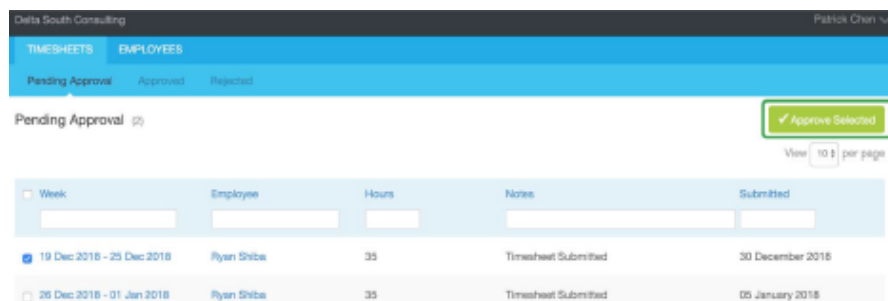
1. [Approve or Reject Timesheet](#)
2. [View Timesheets](#)
3. [Change the Status of a Timesheet](#)
4. [View Employees and their Timesheets Details](#)
5. [Add Notes to Employee Timesheets](#)

### Approve or Reject Timesheets

Once employees have submitted timesheets, approvers can quickly approve or reject the submission from their desktop or mobile device. Employees are automatically notified via email when their timesheets have been approved or rejected.

### To approve timesheets in bulk:

1. **TIMESHEETS > Pending Approval.**
2. **Tick** the timesheets you want to approve.
3. **Click** "Approve Selected."

The screenshot shows the 'TIMESHEETS' section of the Lynx Recruitment system. At the top, there's a navigation bar with 'TIMESHEETS' and 'EMPLOYEES' tabs. Below this, there are three sub-tabs: 'Pending Approval', 'Approved', and 'Rejected'. The 'Pending Approval' tab is active. A green button labeled 'Approve Selected' is visible. Below the tabs, there's a table with columns: 'Week', 'Employee', 'Hours', 'Notes', and 'Submitted'. The table contains two rows of data for 'Ryan Shiba'.

## To approve a timesheet:

1. **TIMESHEETS > Pending Approval.**
2. **Click** the timesheet name to open the timesheet details.
3. **Click** "Approve."

## To reject a timesheet:

1. **TIMESHEETS > Pending Approval.**
2. **Click** the timesheet name to open the timesheet details.
3. **Click** "Reject." Notes must be added when rejecting a timesheet to explain why it's being rejected.

Delta South Consulting

Patrick Chen

TIMESHEETS

EMPLOYEES

Pending Approval

Approved

Rejected

19 Dec 2018 - 25 Dec 2018

Status:  
Submitted

Submitted by:  
Ryan Shiba

Date submitted:  
30 December 2018

Total:  
35.00 hours

✓ Approve

✕ Reject

	Start time	End time	Break	Total: 35.00 hours
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours

[Approve timesheets \(video\)](#)

[Reject timesheets \(video\)](#)

## View Timesheets

Timesheets are listed under their respective status links in the TIMESHEETS tab.

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TIMESHEETS

EMPLOYEES

Pending Approval

Approved

Rejected

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Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day

### To view a timesheet:

1. Click "TIMESHEETS".
2. Click the sub-link that relates to the status of the timesheet(s) that you want to view (Pending Approval, Approved or Rejected).
3. Click the timesheet name to view details and notes.

[View timesheets pending approval \(video\)](#)

[View approved timesheets \(video\)](#)

[View rejected timesheet \(video\)](#)

## Change the Status of a Timesheet

Whether an approver inadvertently approves a timesheet that should have been rejected or vice versa, the status of employee timesheets can be easily updated.

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TIMESHEETS

EMPLOYEES

Pending Approval

Approved

Rejected

19 Dec 2018 - 25 Dec 2018

Status: **Approved**

Submitted by: **Ryan Shiba**

Date approved: **31 December 2018**

Total: **35.00 hours**

Export as PDF

× Change to Rejected

	Start time	End time	Break	Total: <b>35.00 hours</b>
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 20 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 21 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day

### To change an approved timesheet to rejected:

1. Click "TIMESHEETS" > "Approved."
2. Click the timesheet that you want to reject.
3. Click "Change to Rejected."

[Change an approved timesheet to rejected \(video\)](#)

### To change a rejected timesheet to approved:

1. Click "TIMESHEETS" > "Rejected."
2. Click the timesheet that you want to approve.
3. Click "Change to Approved."

## View Employees and their Timesheet Details

Approvers can quickly view employees and their timesheet details from their desktop or mobile device.

Delta South Consulting Patrick Chen ▾

TIMESHEETS EMPLOYEES

Employees (7)

View 10 per page

Name ^	Job Title	Employee Type	Email	Timesheets
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<a href="#">Adam Martinez</a>	Director of Sales	Permanent	a_martinez@gmail.com	<a href="#">1</a>
<a href="#">Edward Starks</a>	Business Development Manager	Permanent	estarks@yahoo.com	<a href="#">0</a>
<a href="#">Gina Snow</a>	Business Development Manager	Permanent	gsnow@yahoo.com	<a href="#">0</a>
<a href="#">Lindsey Manson</a>	Business Development Manager	Permanent	lmanson@gmail.com	<a href="#">0</a>

1. Click the "EMPLOYEES" tab.
2. Click the hyperlinked number in the "Timesheets" column to view all timesheets for that employee.

[View employee timesheet details \(video\)](#)

## Add Notes to Employee Timesheets

Add notes to employee timesheets to log activity and communications. Anytime an approver rejects a timesheet; they must log a related note, so the employee knows why it was rejected. Approved timesheets will log a related note automatically. Notes are tracked in the "Note history" section at the bottom of the timesheet details.

Status:  
**Approved**

Submitted by:  
**Ryan Shiba**

Date approved:  
**31 December 2018**

Total:  
**35.00 hours**

Export as PDF

× Change to Rejected

	Start time	End time	Break	Total: <b>35.00 hours</b>
Mon 19 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
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Thu 22 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 23 Dec 2018	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 24 Dec 2018				non-working day
Sun 25 Dec 2018				non-working day

Note history

+ Add a note

Add Notes to Employee Timesheets:

1. **Find and click** the timesheet you want to add a note to.
2. **Click** "+ Add a note" below the timesheet details.
3. **Type** your note and click "Add note." Notes are logged in the Note history section below the timesheet details (see arrow above).

[Add notes to employee timesheets \(video\)](#)