

Approving Your Timesheet - Associates

The approval process for your timesheet is two-fold. First, you review and approve your time sheet. Second, your manager views and approves your time sheet.

Your timesheet must be approved by both yourself and your manager in order to process your payroll. All timesheet approvals must be received by noon on the Monday following the previous work week.

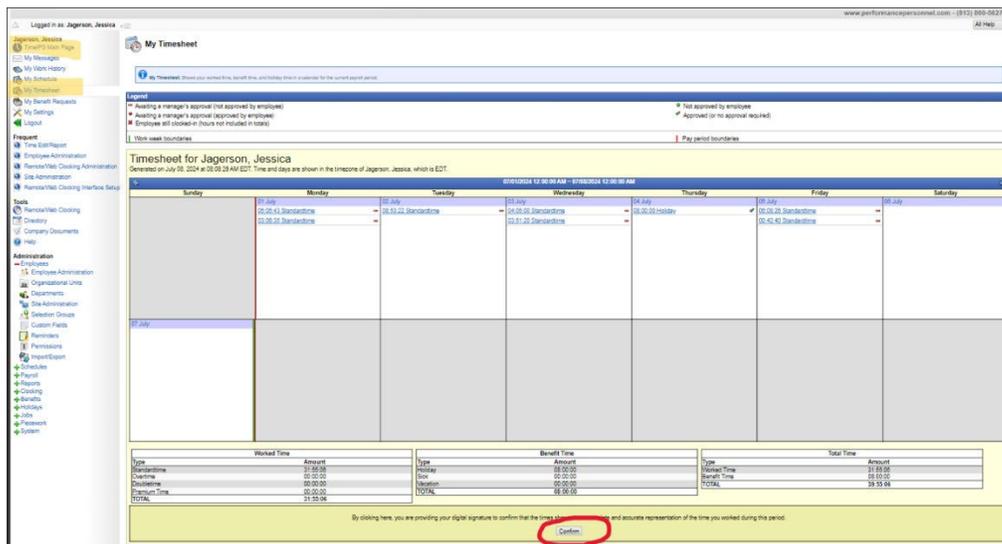
Access your TimeIPS Portal.

Each client has their own TimeIPS url. You will should have received this URL from your recruiter. If you do not have it, please contact your recruiter.

Your initial password for logging in is set to timeips (all lower-case). You will be asked to change your password if you are logging in for the first time.

Access your Timesheet.

1. In the menu on the left of the screen, you will see a menu that includes “My Timesheet”. Click that link to view your most recent timesheet.
2. Review the times listed as well as the total at the bottom of the page. If everything looks correct, click “Confirm”.
3. If anything is incorrect, text or email your recruiter with the corrections that need to be made.



My Timesheet

Approved

- Waiting a manager's approval (not approved by employee)
- Waiting a manager's approval (approved by employee)
- Employee still logged in (hours not included in totals)

Not approved to employees
Approved (or no approval required)

View week boundaries: Pay period boundaries

Timesheet for Jagerson, Jessica
Covered on 07/21/2020 to 07/27/2020 EDT. Time and days are shown in the timezone of Jagerson, Jessica, which is EDT.

Day	Start	End	Event
Sunday	07/26	07/26	Standstems
Monday	07/27	07/27	Standstems
Tuesday	07/28	07/28	Standstems
Wednesday	07/29	07/29	Standstems
Thursday	07/30	07/30	holiday
Friday	07/31	07/31	Standstems

Worked Time		Benefit Time		Total Time	
Type	Amount	Type	Amount	Type	Amount
Standstems	00:00:00	Standstems	00:00:00	Standstems	00:00:00
holiday	00:00:00	holiday	00:00:00	holiday	00:00:00
Mealtime	00:00:00	Mealtime	00:00:00	Mealtime	00:00:00
Travel Time	00:00:00	Travel Time	00:00:00	Travel Time	00:00:00
TOTAL	00:00:00	TOTAL	00:00:00	TOTAL	00:00:00

By clicking here, you are providing your digital signature to confirm that the timesheet is correct and accurate representation of the time you worked during the period.

Confirm

After you have approved your timesheet, your manager will be able to approve it and Performance Personnel will be able to process your payroll.