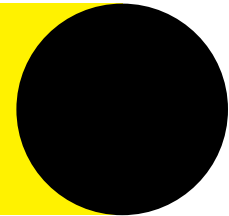


Time & Expense Approval Instructions



Thank you for working with Agilus to fulfill your placement needs! Please use the Contact Portal to approve candidate time. You will receive an email with a link and your user ID and password for accessing the Portal. This document contains the instructions for approving time and eligible expenses.

Logging into the Contract Portal

1. To log into the Portal, go to <https://login.myagilus.ca> and enter your user ID and password. Once your user ID and password have been entered, click **Log In**

agilus
Work Solutions

Welcome to erecruit.

Log in via:

Single Sign-On

or

Email:

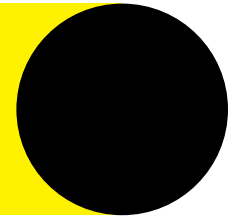
Password:

(Note: passwords are case-sensitive)

Forgot Your Password?

Log In

Time & Expense Approval Instructions



2. If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click Change Password.

Your password has expired and must be changed before you can continue.

Your current password

New password

Password Strength: **N/A**

Confirm your new password

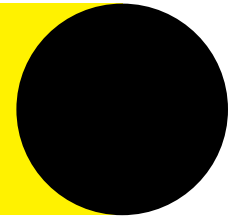
Password Requirements:

- Password must be at least 8 characters.

Change Password

3. Once you are logged in, you will be presented with your Dashboard. The Contact Portal Dashboard is made up of the following information:
 - Approve Timesheets: a list of all timesheets that have been submitted. **This is where you will go to approve time and expenses.**
 - Past Timesheets: All timesheets that have already been approved are listed.
 - Open Invoices: Displays all Invoices assigned to you that are still open and require action.
 - Positions: Displays all positions that you have posted.
 - Active Submittals: Displays all active submittals including position, candidate, and status.
 - Contact Information: Your primary point of contact at Agilus. Feel free to reach out to this person with any questions.

Time & Expense Approval Instructions



Approving Time

The submitted timesheets must be approved prior to the deadline. Complete the following steps to approve time.

1. To approve time, click on the link to the timesheet you wish to approve.

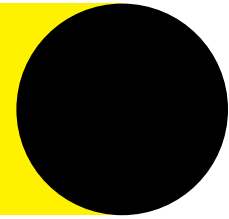
Timesheet	Candidate	Position	Week	Hours Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses Att	Details	Reject	Notes				
<input type="checkbox"/>	135055	Last Name, First Name	Show Home Host/ess	11/11/2019 - 11/17/2019	40.00	9.00	8.00	8.50	7.00	7.50	-	-	-	0	overview	🔴	🗨️	📄
<input type="checkbox"/>	135054	Last Name, First Name	Show Home Host/ess	11/4/2019 - 11/10/2019	34.00	8.00	6.00	4.00	8.00	8.00	-	-	-	0	overview	🔴	🗨️	📄
<input type="checkbox"/>	135053	Last Name, First Name	Show Home Host/ess	10/28/2019 - 11/3/2019	34.00	3.50	8.00	7.00	8.00	7.50	-	-	-	0	overview	🔴	🗨️	📄

2. Once the timesheet opens, review the submitted timesheet. If the submitted time is acceptable, click **Approve**

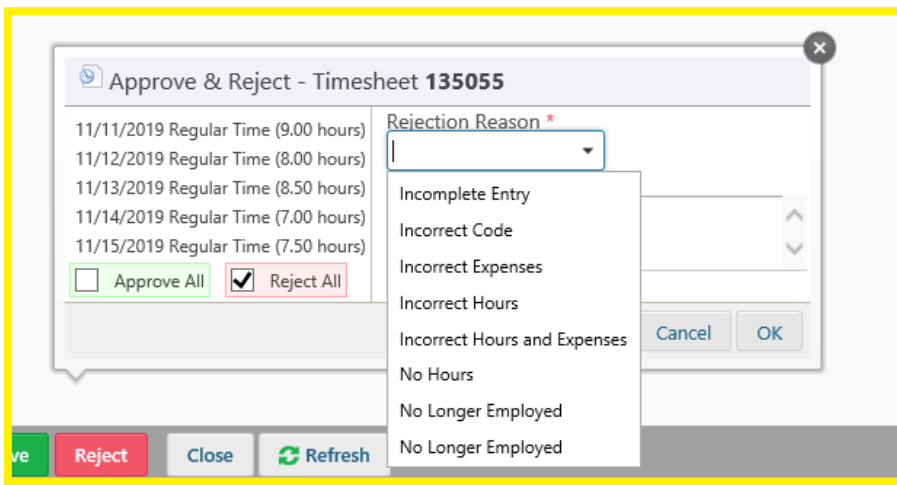
CAUTION: If the timesheet you are approving includes expenses, the Approve or Reject buttons will approve or reject both the timesheet and expenses submitted. Please ensure that you are reviewed both records prior to Approving or Rejecting.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
11/11/2019	11/12/2019	11/13/2019	11/14/2019	11/15/2019	11/16/2019	11/17/2019
9 hours	8 hours	8h 30m	7 hours	7h 30m	0 hours	0 hours
Regular Time (9 hours)	Regular Time (8 hours)	Regular Time (8h 30m)	Regular Time (7 hours)	Regular Time (7h 30m)		
Hours/Qty: 9 hours	Hours/Qty: 8 hours	Hours/Qty: 8h 30m	Hours/Qty: 7 hours	Hours/Qty: 7h 30m		

Time & Expense Approval Instructions



- If the submitted time is incorrect, click the **Reject** button, and select a "Rejection Reason" and add a note as needed, then click **OK**. The candidate will be notified that their timesheet has been rejected, and that they need to make corrections.



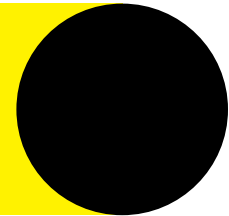
- Repeat these steps for all submitted timesheets.

Note, you may also approve multiple timesheets from your Dashboard. Simply click the checkboxes next to the timesheets you wish to approve, and then click **Approve Selected**.

Approve Timesheets																	
											Primary Approver						
<input type="checkbox"/>	Timesheet	Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses	Att	Details	Reject	Notes
<input checked="" type="checkbox"/>	135055	Last Name, First Name	Show Home Host/ess	11/11/2019 - 11/17/2019	40.00	9.00	8.00	8.50	7.00	7.50	-	-	-	0	overview	🔔	🗑️ 0
<input type="checkbox"/>	135054	Last Name, First Name	Show Home Host/ess	11/4/2019 - 11/10/2019	34.00	8.00	6.00	4.00	8.00	8.00	-	-	-	0	overview	🔔	🗑️ 0
<input checked="" type="checkbox"/>	135053	Last Name, First Name	Show Home Host/ess	10/28/2019 - 11/3/2019	34.00	3.50	8.00	7.00	8.00	7.50	-	-	-	0	overview	🔔	🗑️ 0

You, as a time authorizer should be aware of approved timesheet deadlines. It is highly recommended you review submitted time and approve immediately to avoid a delay in the candidates pay.

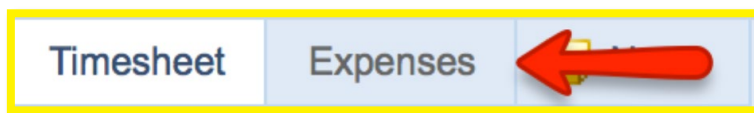
Time & Expense Approval Instructions



Approving Eligible Expenses

All expenses must be approved at the same time the timesheet is approved.

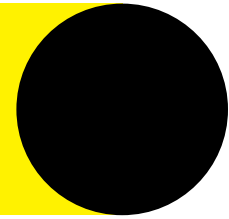
1. If the placement includes eligible expenses, you will be able to view them by clicking on the Expenses tab.



2. Once the expenses tab opens, you can review the entries submitted and view any attachments that support the expenses claimed. Right-click the attachment to view it.

Mon 05/14/2018	Tue 05/15/2018	Wed 05/16/2018	Thu 05/17/2018	Fri 05/18/2018	Sat 05/19/2018	
\$0.00	\$0.00	\$0.00	\$22.60	\$22.60	\$0.00	<div><p>i No relevant notes or calendar items.</p><hr/><p>Related -</p><p> 1 Attachments +</p><hr/><p>Actions -</p><p> Generate Document</p><hr/><p>Timesheet Info -</p></div>
			Meals (Reimbursable Expense)	Meals (Reimbursable Expense)		
			Billable Units: 1 Comment: <i>OT Dinner</i>	Billable Units: 1 Comment: <i>OT Dinner</i>		

Time & Expense Approval Instructions



- When you are satisfied with the expenses submitted, Click **Approve**. If the expenses are incorrect click the **Reject** button.

The screenshot shows a 'Timesheet' interface with a grid of dates from Monday, 05/14/2018 to Saturday, 05/19/2018. The grid displays hours for each day: 8 hours on Mon, Tue, and Wed; 10 hours on Thu; 11 hours on Fri; and 0 hours on Sat. Below the grid, there are buttons for 'Approve', 'Close', and 'Refresh'. The 'Approve' button is highlighted with a red border. To the right of the grid, there are fields for 'PO', 'Cost Center', 'Client Reference #', and 'Location', all showing '(none):45 hours'. A 'Notes' panel on the right side of the interface contains a 'Last Note' section with a warning icon and text: 'Any notes added below will be available to the employee, recruiters, and payroll department.' Below this is a text input field labeled 'enter note text' and a 'Generate Document' button.

Finalizing Approvals

If you would like to include a note or message to your Candidate or Agilus Recruiter, use the Last Note function under the right panel of the Approver Portal to enter any notes.

This is a close-up of the 'Last Note' input field. It features a warning icon and the text: 'Any notes added below will be available to the employee, recruiters, and payroll department.' Below this is a text input field with the placeholder text 'enter note text' and a small blue icon on the right side.