

Connecting you with accurate

# Timekeeping



Everything you need to approve  
accurate and timely timesheets.

# Webtime User Guide

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# Webtime User Guide

## Overview

This is your login window to access the portal. There is a **link** to the website where contractor onboarding documents are kept.

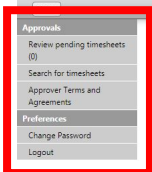
Login

User Name:

Password:

Forgot Password?

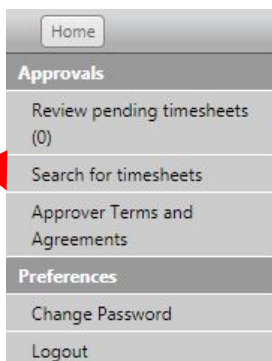
For your Onboarding Docs visit [connect.ianmartin.com](http://connect.ianmartin.com)



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

There are no lines to approve at this time.

Customer:  Temp:



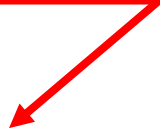
The navigation pane. This will remain static while using the website and provides quick access to timesheets, sorted by status.

- Approvals**
- Review pending timesheets (1)
- Search for timesheets
- Approver Terms and Agreements
- Preferences**
- Change Password
- Logout

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

Customer:  Temp:

<input type="checkbox"/> Select All	Timesheet ID	Temp Name	Hours	Expenses	custom1	custom2	custom3		
<input type="checkbox"/> ACME Inc.: Sep 14 - Sep 20 - 42053 - Project Estimator (HOUR)									
<input type="checkbox"/>	4312	Bugs Bunny	40.00	0.00	0.00	0.00	0.00		



<input type="checkbox"/> Select All	Timesheet ID	Temp Name	Hours	Expenses	custom1	custom2	custom3		
<input type="checkbox"/> ACME Inc.: Sep 14 - Sep 20 - 42053 - Project Estimator (HOUR)									
<input type="checkbox"/>	4312	Bugs Bunny	40.00	0.00	0.00	0.00	0.00		

Beside the navigation pane is a table where all submitted timesheets are kept, pending your approval. They are sorted by company and contractor.

The notice at the bottom of the screen will remain, regardless of the tab or window you're in. This outlines timesheet due dates and other important contact information.

Please submit your timesheet on a weekly basis. Timesheets approvals are due Monday at 8:00 p.m. (EST).  
 Processing hours is time sensitive, please contact Contractor Success Representative at [support@ianmartin.com](mailto:support@ianmartin.com) or 1.844.836.3662 if you are experiencing any challenges or difficulties.



Note: Weekly hours must be submitted prior to Monday afternoon. Approvals are due by 8:00 pm EST each Monday.

# Webtime User Guide

## Change Password

Using the navigation panel on the left-hand side locate "Change Password" under the "Preferences" category.



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

There are no lines to approve at this time.

Customer:  Temp:

Preferences

Change Password

Logout

A new window will open, allowing you to change your password. Please note, you will need to know your current password to make the change. If you do not know your current password please contact [support@ianmartin.com](mailto:support@ianmartin.com) for a password reset.

Home > Change Password

**Approvals**

Review pending timesheets (0)

Search for timesheets

Approver Terms and Agreements

**Preferences**

Change Password

Logout

Current Password:

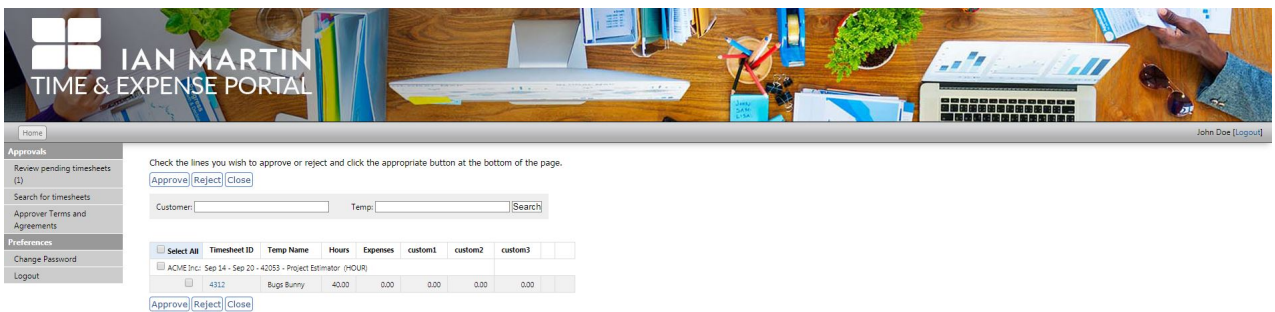
New Password:

Confirm New Password:

# Webtime User Guide

## Approving Timesheets

When you log in you will see all submitted timesheets that are pending your approval on the home screen.



The screenshot shows the 'IAN MARTIN TIME & EXPENSE PORTAL' interface. On the left is a navigation menu with 'Approvals' selected. The main content area displays a table of pending timesheets. Below the table are 'Approve', 'Reject', and 'Close' buttons. A red arrow points from the text above to the '4312' timesheet ID in the table.

Select All	Timesheet ID	Temp Name	Hours	Expenses	custom1	custom2	custom3
<input type="checkbox"/>	ACME Inc: Sep 14 - Sep 20 - 42053 - Project Estimator (HOUR)						
<input type="checkbox"/>	4312	Bugs Bunny	40.00	0.00	0.00	0.00	0.00

To view a submitted timesheet, please click the timesheet number hyperlink.



This is a close-up of the table from the previous screenshot. A red arrow points to the '4312' timesheet ID. Below the table are 'Approve', 'Reject', and 'Close' buttons.

Select All	Timesheet ID	Temp Name	Hours	Expenses	custom1	custom2	custom3
<input type="checkbox"/>	ACME Inc: Sep 14 - Sep 20 - 42053 - Project Estimator (HOUR)						
<input type="checkbox"/>	4312	Bugs Bunny	40.00	0.00	0.00	0.00	0.00



Hint: You can click any day in the week you wish to enter time and it will create a timesheet for the entire week.



You will be redirected to a new window with the submitted timesheet. The timesheet appears exactly the same way to the contractor who submitted it.

**View Timesheet**

<b>Job</b>	42053 - Project Estimator
<b>Temporary</b>	Smith, Jane
<b>Date Range</b>	09/14/2018 - 09/20/2018
<b>Customer</b>	ACME Inc. - Your Name
<b>Submitted on</b>	Submitted by Jane Smith on 10/09/2018 14:42
	<a href="#">Timecard History</a>

Approve Reject Export

Sep 14 - Sep 20

Enter only actual hours worked.

Date	Pay Type	Hours	Comments	Upload File	Project Code:	Project Code:	Project Code:
Fri, Sep 14	Services	8.00		1101073-20180914-TestUpload.jpg	Project Code: 8PL99A00300	Project Code:	Project Code:
Mon, Sep 17	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Tue, Sep 18	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Wed, Sep 19	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Thu, Sep 20	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:

Approve Reject Export

<b>Total Hours</b>	<b>40.00</b>
Services:	40.00
Fri, Sep 14:	8.00
Mon, Sep 17:	8.00
Tue, Sep 18:	8.00
Wed, Sep 19:	8.00
Thu, Sep 20:	8.00

<b>Job</b>	42053 - Project Estimator
<b>Temporary</b>	Smith, Jane
<b>Date Range</b>	09/14/2018 - 09/20/2018
<b>Customer</b>	ACME Inc. - Your Name
<b>Submitted on</b>	Submitted by Jane Smith on 10/09/2018 14:42
	<a href="#">Timecard History</a>

Approve Reject Export

The top of the timesheet shows the job the timesheet was submitted for, the contractor who submitted it and on what date and time and who the end customer is. You can also view timecard history.

Enter only actual hours worked

**Timecard History**

Date	Status	User ID	Rejection Reason:
10/09/2018 14:42:51	Submitted	DoeJ	

The middle portion of the timesheet shows you the date hours were incurred, the payment type, hours, any uploaded file attachments and the project codes (if applicable).

**View Timesheet** x

<b>Job</b>	42053 - Project Estimator
<b>Temporary</b>	Smith, Jane
<b>Date Range</b>	09/14/2018 - 09/20/2018
<b>Customer</b>	ACME Inc. - Your Name
<b>Submitted on</b>	Submitted by Jane Smith on 10/09/2018 14:42
	<a href="#">Timecard History</a>

Approve Reject Export Sep 14 - Sep 20

 Enter only actual hours worked.

Date	Pay Type	Hours	Comments	Upload File	Project Code:	Project Code:	Project Code:
Fri, Sep 14	Services	8.00		1101073-20180914-TestUpload.jpg	Project Code: 8PL99A00300	Project Code:	Project Code:
Mon, Sep 17	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Tue, Sep 18	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Wed, Sep 19	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:
Thu, Sep 20	Services	8.00			Project Code: 8PL99A00300	Project Code:	Project Code:

Approve Reject Export

<b>Total Hours</b>	<b>40.00</b>
Services:	40.00
<hr/>	
Fri, Sep 14:	8.00
Mon, Sep 17:	8.00
Tue, Sep 18:	8.00
Wed, Sep 19:	8.00
Thu, Sep 20:	8.00

Approve Reject Export

 Enter only actual hours wor

Date	Pay Type	Hours	Comments	Upload File	Project Code:
Fri, Sep 14	Services	8.00		1101073-20180914-TestUpload.jpg	Project Code: 8PL99A00300
Mon, Sep 17	Services	8.00			Project Code: 8PL99A00300
Tue, Sep 18	Services	8.00			Project Code: 8PL99A00300
Wed, Sep 19	Services	8.00			Project Code: 8PL99A00300
Thu, Sep 20	Services	8.00			Project Code: 8PL99A00300

If the timesheet is accurate, please "Approve". If there is an issue, please "Reject" and enter the rejection reason.



Note: Contract employees can only enter regular hours, so no overtime will appear on timesheets. Overtime rules will run afterwards, once the timesheet is approved and exported to our back-office software.



# Webtime User Guide

## Approving Expenses

All expenses will be submitted through a different placement than hours. All expenses placements are donated with the letter "E" at the end.

Home

**Approvals**

- Review pending timesheets (1)
- Search for timesheets
- Approver Terms and Agreements

**Preferences**

- Change Password
- Logout

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

Customer:  Temp:


<input type="checkbox"/> Select All	Timesheet ID	Temp Nam	Hours	Expenses	custom1	custom2	custom3		
<input type="checkbox"/>	ABC Inc.: Sep 17 - Sep 23	44269E - Direct Sales Engineer							
<input type="checkbox"/>	4357	Doe, John	0.00	161.11	0.00	0.00	0.00		

Click the numbered hyperlink to open the expense-sheet.

View Timesheet

<b>Job</b>	44269E - Direct Sales Engineer
<b>Temporary</b>	Doe, John
<b>Date Range</b>	09/17/2018 - 09/23/2018
<b>Customer</b>	ABC Inc. - Your Name
<b>Submitted on</b>	Submitted by John Doe on 10/15/2018 11:59
	<a href="#">Timecard History</a>

Sep 17 - Sep 23

 Enter only actual hours worked.

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Sep 17	Expense	0.00	161.11	Test Expense	1273891-20180917-TestUpload.jpg

<b>Total Hours</b>	<b>0.00</b>
Expense:	161.11

The date should be the expense occurred as per the receipt (allowances and mileage can be the day they occurred).

- Contract employees enter the **total** amount of the expense (**including all taxes**)
- Incorporated businesses enter the **subtotal** amount of the expense (**excluding all taxes**) as listed directly on the receipt

View Timesheet

Job	44269E - Direct Sales Engineer
Temporary	Doe, John
Date Range	09/17/2018 - 09/23/2018
Customer	ABC Inc. - Your Name
Submitted on	Submitted by John Doe on 10/15/2018 11:59
	<a href="#">Timecard History</a>

Approve Reject Export Sep 17 - Sep 23

 Enter only actual hours worked.

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Sep 17	Expense	0.00	161.11	Test Expense	1273891-20180917-TestUpload.jpg

Approve Reject Export

Total Hours	0.00
-----	
Expense:	161.11

Ensure you open any attachments to view the receipt and audit as per instructions on the next page.

Approve Reject Export

Total Hours	0.00
-----	
Expense:	161.11

If the expense-sheet is accurate, please "Approve". If there is an issue, please "Reject" and enter the rejection reason.

All expense items require an **itemized** receipt. Ensure that there are electronic (scanned) photocopies of all receipts on the expense. Ensure that the receipts are legible.

SPACE EATERY  
123 MOON LANDING WAY  
TORONTO, ON

-----  
10/03/2018 12:30 AM  
-----

MVM # E4C90CF  
AUTHORIZE # 726C6BDD  
PAYMENT TYPE: 1234

SUBTOTAL: \$100.00  
TAX: \$13.00  
TOTAL: \$113.00

PLEASE COME AGAIN  
THANK YOU

BEST MOON EATS AROUND

SPACE EATERY  
123 MOON LANDING WAY  
TORONTO  
ON  
ZIP CODE

-----  
CASHIER: JOHN DOE  
CUSTOMER: JANE SMITH  
-----

PURCHASE:

HAMBURGER	\$50.00
FRIES	\$25.00
SOFT DRINK	\$25.00

HST +13% TAX: \$13.00

-----  
TOTAL: \$113.00

PAYMENT METHOD: CREDIT CARD  
TRANSACTION #1538579307 -001  
DATE: 03/10/2018 0:04:43 AM

ALL SALES FINAL

THANK YOU

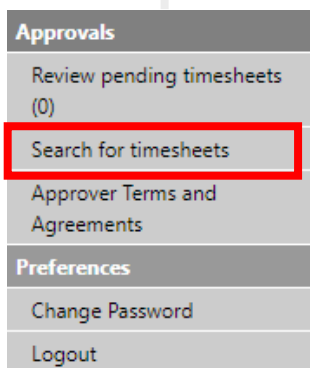


Note: We cannot accept debit/credit slip only; the receipt needs to show the items purchased, the totals and any tax amounts. No receipts are required for Mileage or allowances.

# Webtime User Guide

## Un-Approving Timesheets and Expense-Sheets

If you need to reject a previously approved timesheet, please search for timesheets using the left-hand menu.



Click to search for "Approved" timesheets and enter a date range if desired.

**Timesheets to show:**  Open  Submitted  Partially Approved  Approved  Rejected

**Date Range:** From:  to:

Current Timesheets  Archived Timesheets

(UDF) Search  for

Locate the contractor whose timesheet/expense-sheet you wish to unapprove and click the "View" button. If the timesheet has been exported, you cannot reject. Please contact Ian Martin to resolve.

**Timesheets to show:**  Open  Submitted  Partially Approved  Approved  Rejected

**Date Range:** From:  to:

Current Timesheets  Archived Timesheets

(UDF) Search  for

Drag a column header here to group by that column

	Job...	Job Desc	Customer ID	Customer	ApproverID	Approved Hours	Unapproved Hours	Exported
<input type="button" value="View"/>	5470	Design Engineer	55643	Rejection Inc.	yourname@corp.com_55643	637.35	0.00	No

Upon opening, click the "Unapprove" button.

**Submitted on** Submitted by John Doe on 01/30/2019 4:42 PM

**Status** Approved by Your Name on 01/30/2019 4:42 PM

[Timesheet History](#)

Date	Pay Type	Hours	Comments	Up
Fri, Jan 18	1 - Regular time	8.00		
Fri, Jan 18	Per diem	119.47		



After unapproving, it'll go back into a "Pending Approval" state. You will need to reject the timesheet as normal with a rejection reason.