



Client Timecard Approver instructions for approving and rejecting time for contractors

Great News! ettain group is excited to introduce our new online time reporting tool. As a designated timecard approver, you now have access to the online timecard portal to view, approve and reject your ettain group contractors' time.

Logging In

1. Go to <http://www.ettaingroup.com>
2. Click on the **LOGIN** tab
3. Click on the blue **CLIENT LOGIN** button
4. Enter your username and password
5. Click **Login**.
6. If a "display nonsecure items" pop-up appears, click **Yes**.

Login

Please Log In

Username:

Password:

[Forget your password?](#)

7. If you have forgotten your username and/or password, click the **Forget your password?** link.

Password Help

Forgotten Your User ID or Password?
We'll email it to you.

Your Email Address:

BHAS: websenier0081:BULLHORN_LG2:BULLHORN88:156

8. You will be prompted to enter the email address that your ettain group Account Representative has on file, click **Send** after entering this address.
9. You will receive another e-mail containing your username and password. Once you receive this e-mail, go back to step 2.

Notes:

- You can change your password after logging in by selecting **desktop** in the upper left corner then **preferences**. Then click in the space next to **password:** on the *click here to edit your password*.
- It is important that you go to <http://www.ettaingroup.com> each time you log in. If you bookmark the page or add it to your Internet Explorer Favorites, you will not be able to log in.

Reviewing a Timecard

1. You will see a list of all active contractors – the online timecard portal pulls all timecards for your contractors with an active placement.
2. Look for timecards with a status of 'Submitted' (you will not be able to approve time that is not in a 'Submitted' status. Contractors will have the ability to save Drafts prior to Submitting time for approval)
3. Click **View Timecard**.
4. Review the timecard for accuracy and do one of the following:
 - If the hours are verified, click **Approve**.
 - If there is a discrepancy with the hours, click **Reject**
 1. If rejecting a timecard, please use the Timecard Comments section to communicate the reason for rejecting the time back to the employee.
5. You may also click **Print** to print out or save a copy of the employee's timecard for your records.

Notes:

- Anything entered into the Timecard Comments field will be viewable by both ettain group and the contractor.
- Only those hourly contractors who have an active placement record for the pay period will be shown. If you believe that an employee who has time is missing, please contact your ettain group Account Representative or Preston Carter, contractor advocate, at 704.731.8001 to verify the correct contract end date.
- In order to ensure timely processing of payroll to our contractors, ettain group requests your approval **by 5:00 PM** on the Monday following the week the hours are worked. Contractors are required to submit their time by Sunday at midnight in order to expedite the approval process on Monday mornings.
- A timecard remains editable until you approve it. Once you click **Approve**, you can no longer make changes to that timecard.
- Only those timecards with a status of 'Submitted' can be approved.

Updating the Status for Multiple Timecards

1. From the timecard list, select the timecard(s) for which you would like to change the status of time. Only those timecards in a 'Submitted' status will be available for selection.
2. Click the **Update to Status** drop-down and do one of the following:
 - If the hours are verified, select 'Client Approved.'
 - If there is a discrepancy with the hours, select 'Rejected' and please add a comment to the comments field for the contractor to view and make changes.




Selected Timecards:	Update to Status	Client A...	Hours	Status	Placement
<input checked="" type="checkbox"/>	View Timecard	Rejected	0.00		491
<input checked="" type="checkbox"/>	View Timecard		0.00		943
<input checked="" type="checkbox"/>	View Timecard		0.00		1147
<input type="checkbox"/>	View Timecard		0.00		1214
<input type="checkbox"/>	View Timecard		0.00		1222
<input type="checkbox"/>	View Timecard		0.00		2083
<input type="checkbox"/>	View Timecard		0.00		2448
<input type="checkbox"/>	View Timecard		0.00		3575

3. You will receive a warning that this change is considered final. If this is acceptable, select 'Yes' and click **Continue**.

Notes:

- Only those timecards with a status of 'Submitted' can be updated.

Reviewing Previously Submitted Time

1. You can view your timecards for the past 14 weeks by clicking the Pay Period Ending: drop-down .
2. One the desired week is selected, click **Get Timecards**.
3. The selected week will now be viewable.

Questions

If you have any difficulty logging in, or have additional questions please contact:

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OR

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