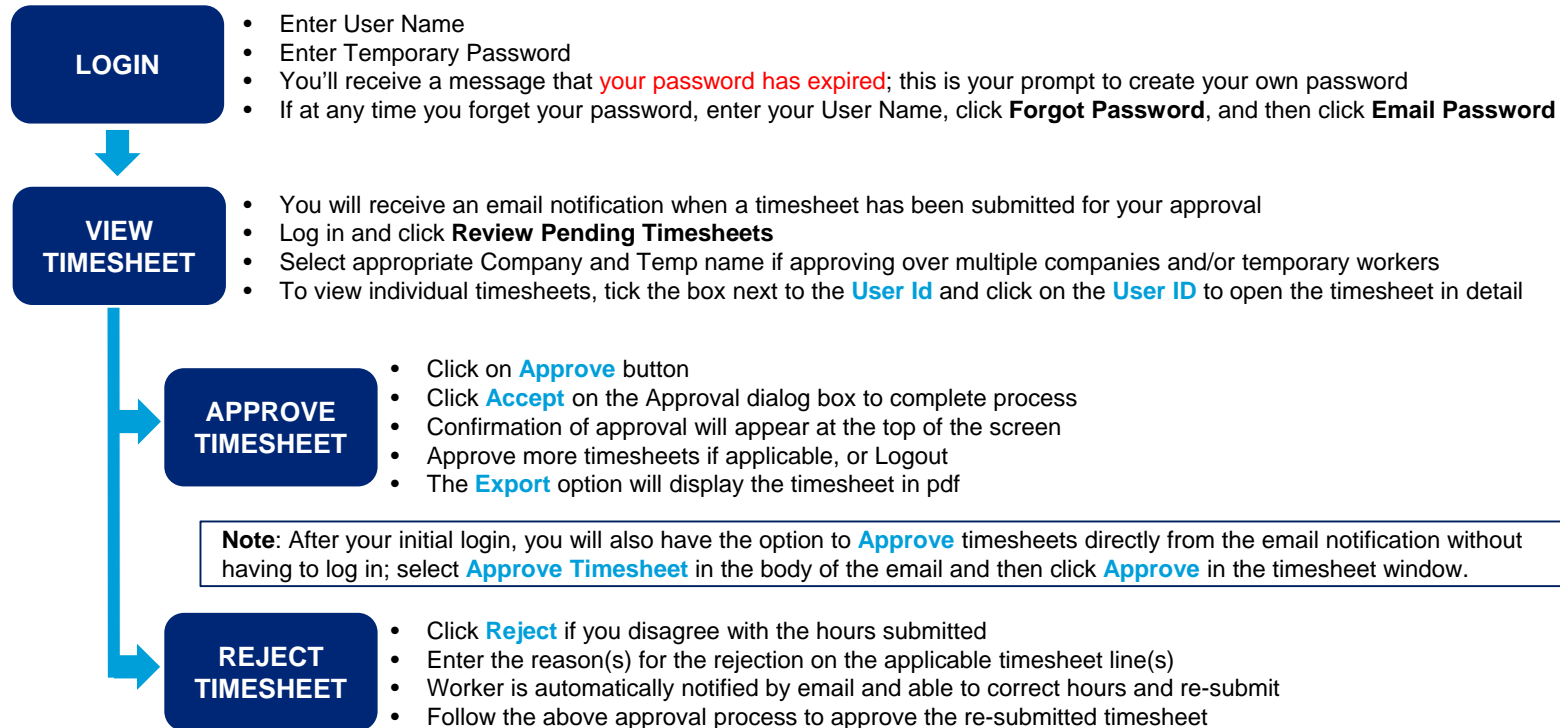


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Note: After your initial login, you will also have the option to **Approve** timesheets directly from the email notification without having to log in; select **Approve Timesheet** in the body of the email and then click **Approve** in the timesheet window.

Note: You may also **Unapprove** a timesheet if it has not yet been processed for payment: 1. From Timesheet History, select applicable timesheet and click **Unapprove** 2. Click ok to confirm the action 3. Select **Reject** and enter a reason.

IMPORTANT: Please note the deadline for approving hours is Monday @ 11:59 PM (your local time)