

WELCOME TO WEBTIME! APPROVER QUICK REFERENCE GUIDE



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)

Questions? Email us at <u>CA-customerservice@hays.com</u> or call toll free 1.866.420.4297 (Mon-Fri 8:00am-8:00pm Eastern)