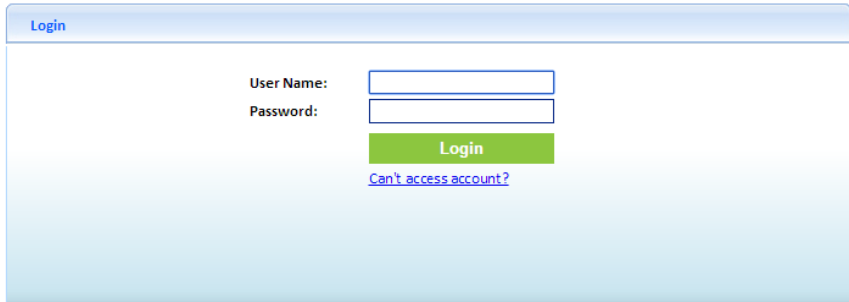


How to Approve Electronic Time Cards

All time cards must be approved by noon each Monday

Step One: Log In

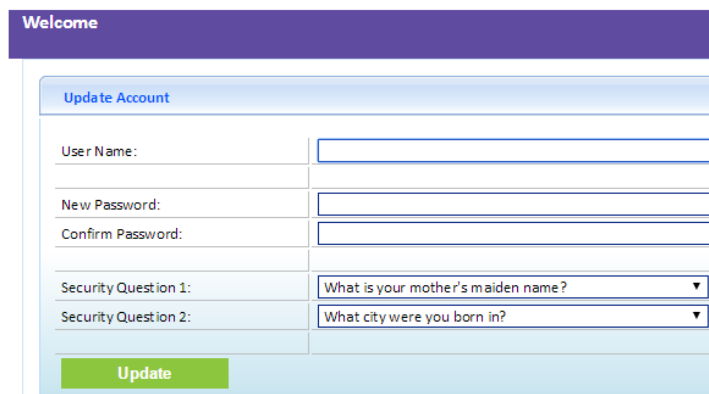
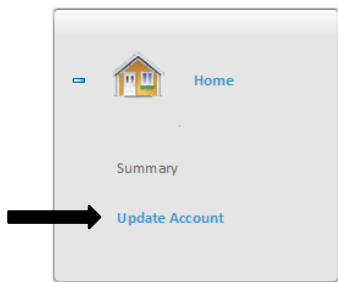
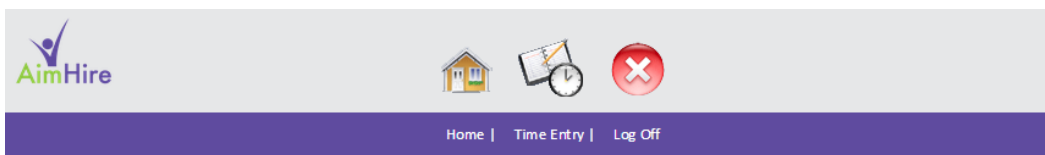
- Copy and paste the following link in your browser:
<http://aim.aviontego.com/portals>
- Log in using the information provided in your registration email. Your username is your email address, and your default password is "Temp123!".



- If you are unable to log in, please email Bailey at baileyaustin@aimhiredenver.com.

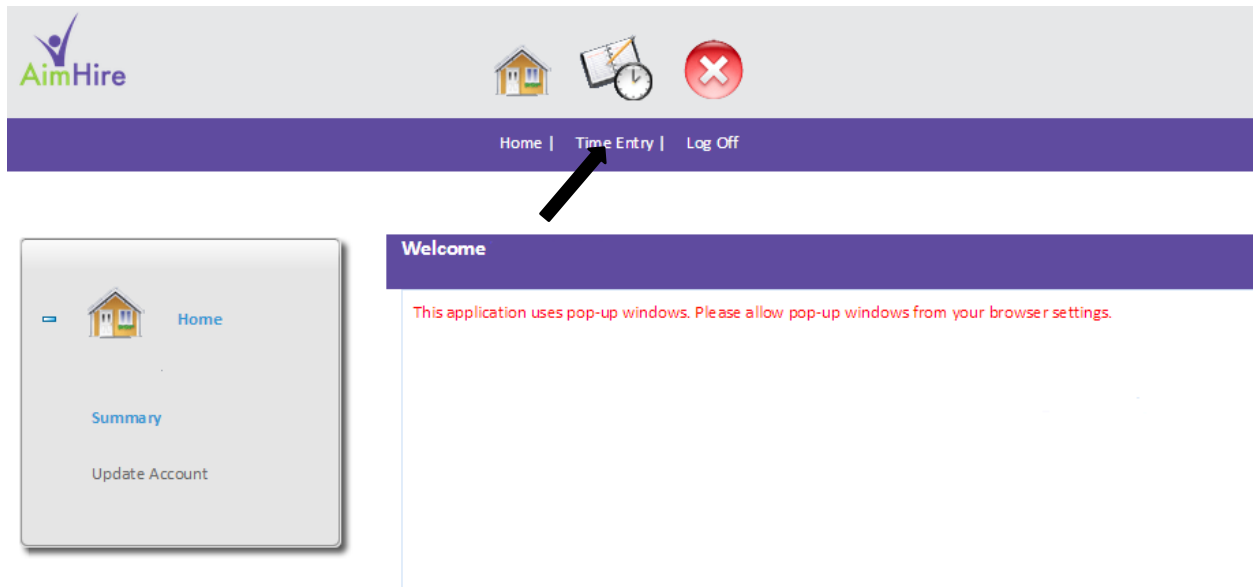
Changing Your Password

You can easily change your password once you have logged in. From the Home Screen, click Update Account. From there, you can change your User Name and Password and set Security Questions.

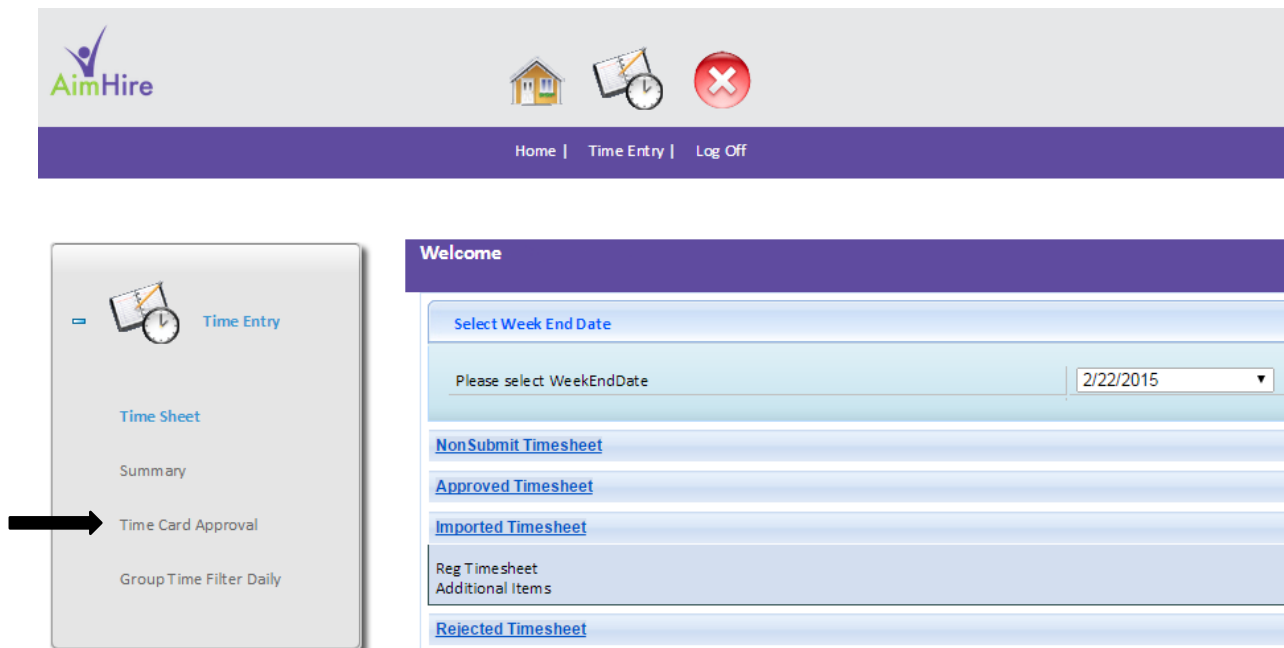


Step Two: Access Pending Time Cards

When you first log in, your home screen will look like this:



Click on the Time Entry icon to access the approval system. The screen will look like this:



Click Time Card Approval to access your employees' submitted Time Cards.

Step Three: Approve Time Cards

Your screen will look like this:

The screenshot displays the AimHire web application interface for approving time cards. The top navigation bar features the AimHire logo and links for Home, Time Entry, and Log Off. The main content area is titled 'Welcome' and includes a 'Search Options' section. Below this is a 'Timecards' table with the following data:

Assignment ID:	Skill:	Total Hours:	Employee:	Shift:	Submit Date:
179282	HR Compliance	8			

The 'Approve Selected' button is highlighted in green. A sidebar on the left contains navigation options: Time Entry, Time Sheet, Summary, Time Card Approval, and Group Time Filter Daily. Annotations include a circle '1' around the Employee field, a circle '2' around the Total Hours field, and an arrow pointing to the 'Approve Selected' button.

- The Employee name will be to the right of the screen (see 1), and the Total Hours submitted will be on the left (see 2).
- If everything looks correct, select the box next to each employee whose hours you would like to approve, and click Approve Selected. You're done!

How to View Time Card Detail

If you would like to view the entire submitted time card to verify the accuracy of the hours your employee submitted, there is an option to view the detailed time card. Under the Employee name, you will see a hyperlinked button for View Detail:

179282	Employee:	Employee Name
HR Compliance	Shift:	
8	Submit Date:	02/06/2015 View Detail

Your employee's time card will look like this:

Welcome

Employee Detail

Employee: Employee Name
EmployeeID: 27979

Timecard Detail

Weekly Summary

Type	02/02/2015 Monday	02/03/2015 Tuesday
Reg	8	0

Please enter the time for employee here

Apply	Type	Date Worked	Day	Total	
<input type="checkbox"/>	Reg	02/02/2015	Monday	8.00	
<input type="checkbox"/>	Reg	02/03/2015	Tuesday	0.00	
<input type="checkbox"/>	Reg	02/04/2015	Wednesday	0.00	
<input type="checkbox"/>	Reg	02/05/2015	Thursday	0.00	
<input type="checkbox"/>	Reg	02/06/2015	Friday	0.00	
<input type="checkbox"/>	Reg	02/07/2015	Saturday	0.00	
<input type="checkbox"/>	Reg	02/08/2015	Sunday	0.00	

Additional Items

Save Submit Approve Reject

Additional Items

If the hours your employee reported appear to be correct, you can click Approve at the bottom of the screen to accept the time card. If there is an error in the reported hours, you can click Reject to send the time card back to the employee for adjustment, or you can adjust the hours yourself and then click Approve.