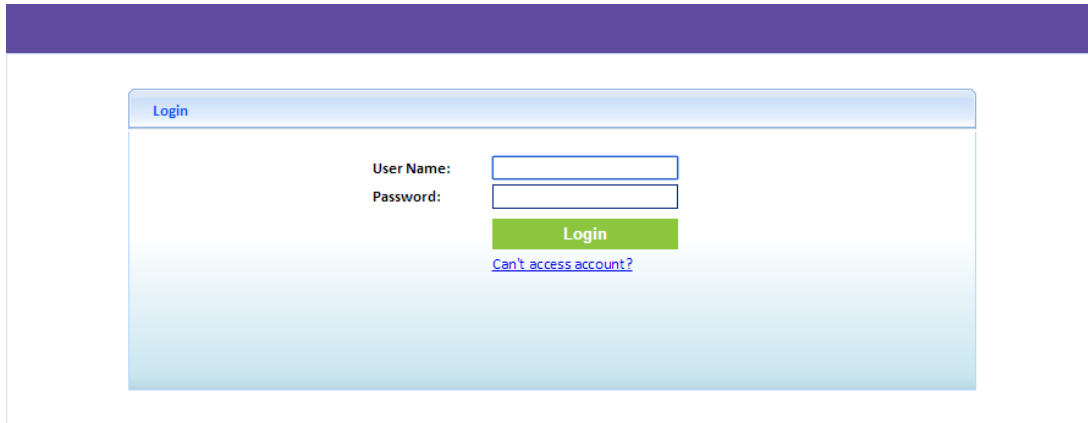


## How to Approve Electronic Time Cards

*\*All time cards must be approved by noon each Monday\**

### Step One: Log In

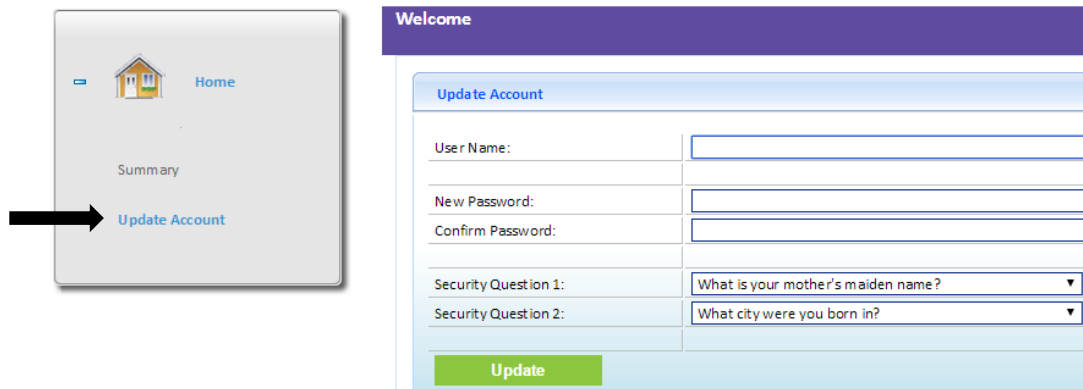
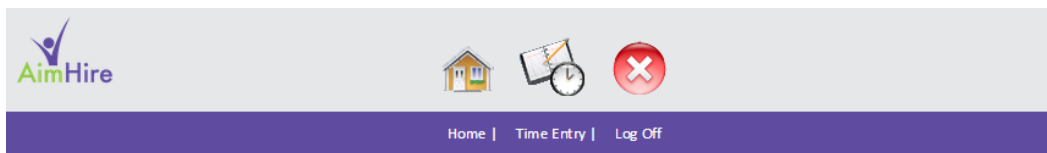
- Copy and paste the following link in your browser:  
<http://portals.aviontego.com/AimHire/Main.aspx?App=3&CompanyID=AimHire>
- Log in using the information provided in your registration email. Your username is your email address, and your default password is temp123.



- If you forget your password, click **Can't access account?** Fill out the requested fields and click Submit. Instructions will be sent to your email. If you are still unable to log in, please email Jennifer at [jenniferfowler@aimhiredenver.com](mailto:jenniferfowler@aimhiredenver.com).

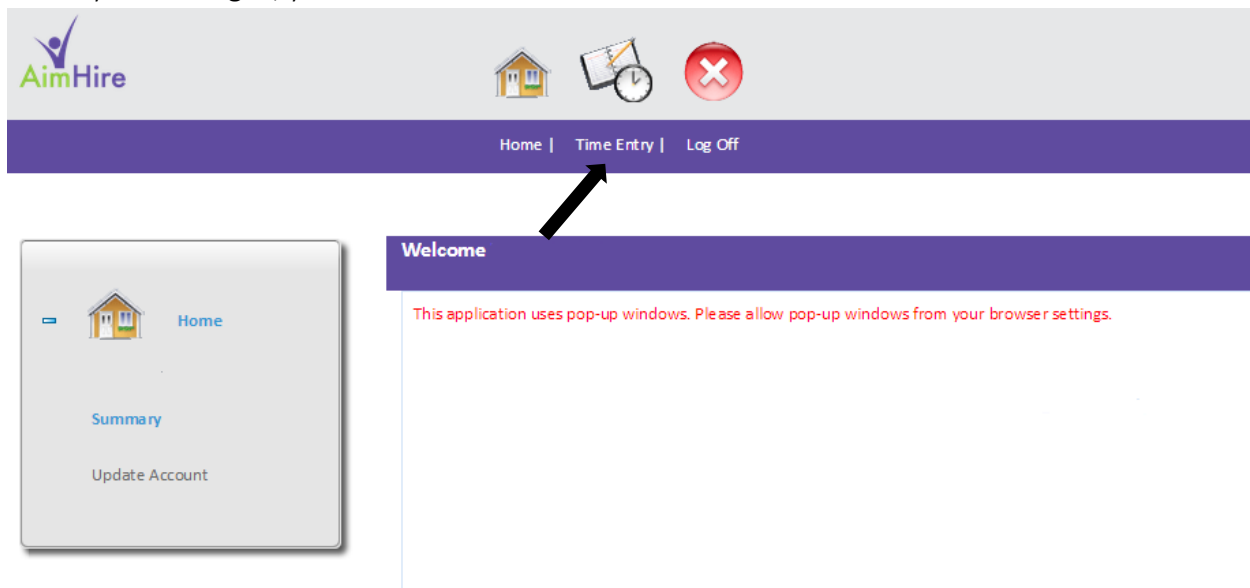
### Changing Your Password

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.

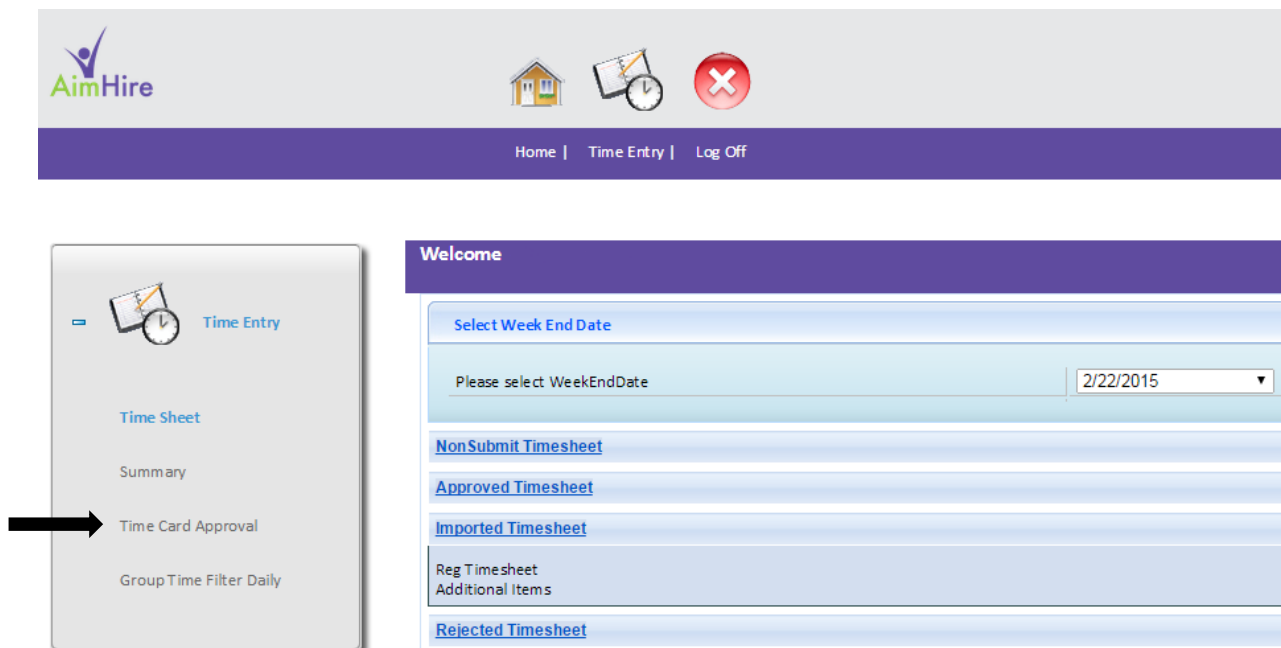


## Step Two: Access Pending Time Cards

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 shows the AimHire web application interface. The top navigation bar includes the AimHire logo, a home icon, a clock icon, and a red 'X' icon. Below the navigation bar, there are links for 'Home', 'Time Entry', and 'Log Off'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains links for 'Time Entry', 'Time Sheet', 'Summary', 'Time Card Approval', and 'Group Time Filter Daily'. The main panel has a 'Welcome' header, a 'Search Options' section, and a 'Timecards' section. In the 'Timecards' section, there is a table with columns for 'Assignment ID', 'Skill', 'Total Hours', 'Employee', 'Shift', and 'Submit Date'. A row is displayed with the following data: Assignment ID: 179282, Skill: HR Compliance, Total Hours: 8, Employee: (circled with a '1'), Shift: (circled with a '1'), and Submit Date: (circled with a '1'). To the left of the table, there is a 'Select All' checkbox and an 'Approve Selected' button (circled with a '2').

- 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!

This screenshot is similar to the previous one, but it shows the 'Approve Selected' button being clicked. A black arrow points from the 'Approve Selected' button to the 'Timecards' table. Another black arrow points from the 'Time Card Approval' link in the sidebar to the 'Approve Selected' button. The table row shows the same data as before, but the 'Total Hours' column now has a checkmark next to it, indicating it has been selected for approval.

## 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:

This screenshot shows a close-up of the 'Timecards' table. The row displays the following data: Assignment ID: 179282, Skill: HR Compliance, Total Hours: 8, Employee: (circled with a '1'), Shift: (circled with a '1'), and Submit Date: (circled with a '1'). To the right of the 'Submit Date' column, there is a 'View Detail' link. A black arrow points to the 'View Detail' link.

Your employee's time card will look like this:

**AimHire**

Home | Time Entry | Log Off

**Time Entry**

Time Sheet

Summary

Time Card Approval

Group Time Filter Daily

**Welcome**

Employee Detail

Employee: Employee Name  
EmployeeID: 27979

Timecard Detail

**Weekly Summary**

Type	02/02/2015 Monday	02/03/2015 Tuesday	02/04/2015 Wednesday
Reg	8	0	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**.