



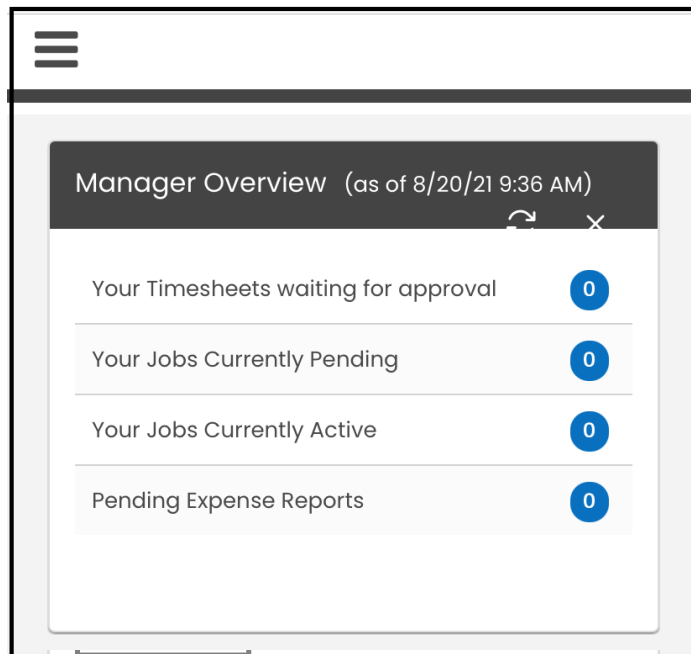
Manager Time and Attendance Manual

Timesheet Approval Process

Log into Avionté: <https://midoregonpersonnel.myavionte.com/app/#/dashboard/>

Login → Click on timesheet tab → View Time sheet awaiting approval → Approve/Reject Timesheet

1. * If this is your first time in Avionté, you will be receiving an email from the email address notifications@myavionte.com with login instructions. If you are a returning manager, please use the same login credentials.
2. Once logged in, you will land on your MyAvionté page. From here, the Manager Overview Widget will include Timesheets awaiting approval, requisitions that are currently pending, and active contracts.
 - a. Click on the number next to 'Your Timesheets waiting for approval' to be brought to your timesheet list.



3. Click the Timesheet Tab, you can view all timesheets awaiting approval.

myDashboard Jobs Talent **Timesheet** Invoices Companies Documents Back Office Analyze

Search Expense Reports

Type to search

Timesheet Manager

Submit or review timesheets

Timesheets awaiting your approval

No timesheets are awaiting your approval!

Search for Timesheets

Company: Aberdeen Job Status: All Active Expired Contractor: All Contractors Time Select: All Week End Submitted Approved Date Range: Aug 1, 2021 End Date

GO!

Timesheet	Status	Position	Consultant	Week Endin..	Submit Date	Approve D..	Work Week	Straight	Over	Double	Addl. H..	Addl. U..	Total
View Timesheet	Approved	Forklift Operator	Arya Stark	Aug 1, 2021	Aug 11, 2021	Aug 11, 2021	Mon: 8, Tue: 8.25, Wed: 0, Thu: 7.5, Fri: 0, Sat: 0, Sun: 0	23.75	0	0	0	0	23.75
View Timesheet	Open	Assembly	Arya Stark	Aug 1, 2021			Mon: 8.5, Tue: 0, Wed: 0, Thu: 0, Fri: 0, Sat: 0, Sun: 0	8.5	0	0	8	0	8.5
View Timesheet	Open	Forklift Operator	Arya Stark	Aug 8, 2021			Mon: 0, Tue: 0, Wed: 0, Thu: 0, Fri: 0, Sat: 0, Sun: 0	0	0	0	0	0	0
View Timesheet	Submitted	Assembly	Arya Stark	Aug 8, 2021	Aug 11, 2021		Mon: 8, Tue: 0, Wed: 0, Thu: 0, Fri: 0, Sat: 0, Sun: 0	8	0	0	8	0	8

- In approving time, Managers can either Approve or Reject time. If time is rejected, the consultant will receive an email to resubmit the timesheet

Week ending: Sun Jul 25 2021

Back to Timesheet Manager

Week ending: Sun Aug 08 2021

Week Ending Aug 01 2021

Events Notes Add Transactions PDF Extract

Consultant: Arya Stark Company: Aberdeen Manager: Gary Lewis Job Title: Forklift Operator Job Dates: 8/31/20 - 2/1/00

Monday Jul 26 2021	Tuesday Jul 27 2021	Wednesday Jul 28 2021	Thursday Jul 29 2021	Friday Jul 30 2021	Saturday Jul 31 2021	Sunday Aug 01 2021
Mon In 7:45 AM	Tue In 8:00 AM	Wed In	Thu In 8:30 AM	Fri In	Sat In	Sun In
Break Start 11:00 AM	Break Start 12:30 PM	Break Start	Break Start 11:30 AM	Break Start	Break Start	Break Start
Break End 11:30 AM	Break End 1:00 PM	Break End	Break End 1:00 PM	Break End	Break End	Break End
Mon Out 4:15 PM	Tue Out 4:45 PM	Wed Out	Thu Out 5:30 PM	Fri Out	Sat Out	Sun Out
8 Regular	8.25 Regular		7.5 Regular			

Regular Hours

23.75

This timesheet has been submitted on 8/11/21 3:38 PM and no further updates are allowed.

Reject Timesheet Approve Timesheet

- Timesheet can also be accepted or rejected through the email that is received when the consultant submits time.

Arya Stark's Time Sheet Submitted



Avionté <notifications@myavionte.com>
To: Michael Reis

Dear Gary Lewis, Mike Mike, Michael Michael,

Arya Stark's time sheet has been submitted and is waiting for your approval.

You can use the buttons below to immediately APPROVE or REJECT the timesheet. If you wish to review the timesheet first, please log in to [Avionté](#).

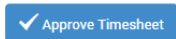
Timesheet Overview

Job Title: Forklift Operator
Total Hours: 23.75
Straight Hours: 23.75
Overtime Hours: 0
Doubletime Hours: 0
Week Ending: 8/1/2021

Timesheet Details

Monday: 7:45 AM - 4:15 PM (Breaks: 11:00 AM - 11:30 AM)
Tuesday: 8:00 AM - 4:45 PM (Breaks: 12:30 PM - 1:00 PM)
Wednesday: Didn't Work
Thursday: 8:30 AM - 5:30 PM (Breaks: 11:30 AM - 1:00 PM)
Friday: Didn't Work
Saturday: Didn't Work
Sunday: Didn't Work

Notes:
Added Thursday hours



*If you need your password to be reset, please click the "Forgot password" link during login OR call your account representative.