

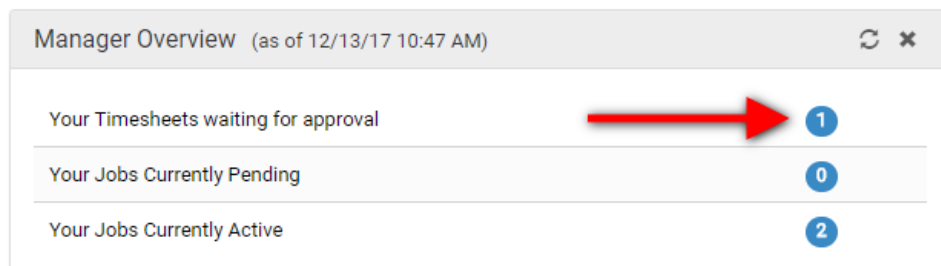
Timesheet Approval Process

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

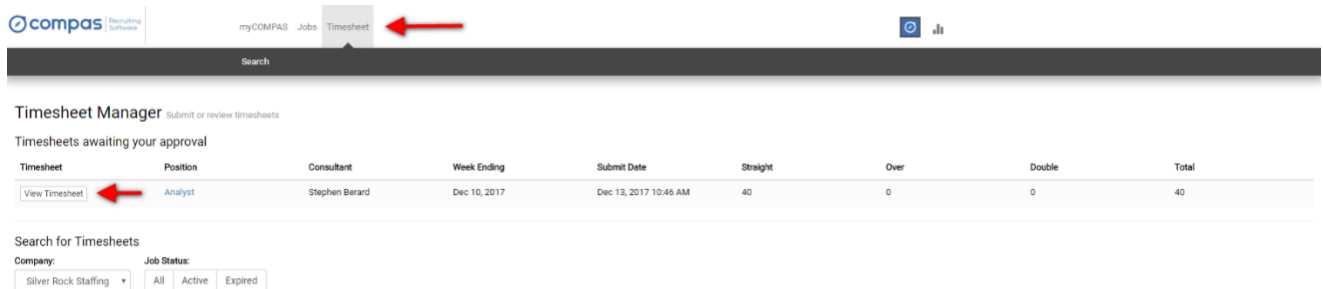
1. Log into COMPAS: <https://southerncrest.myavionte.com/staff/login.aspx>

* If this is your first time in COMPAS, you will be receiving an email from the email address notifications@mycompas.com with login instructions (as seen below). If you are a returning manager, please use the same login credentials.

2. Once logged in, you will land on your MyCOMPAS 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.



4. 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 Dec 03 2017 Week ending: Sun Dec 17 2017

Back to Timesheet Manager

Week Ending Dec 10 2017

Events 2 Notes 0 PDF Extract

Consultant: Stephen Berard Company: Silver Rock Staffing Manager: Rick Grimes Job Title: Analyst Job Dates: 9/11/17 - 1/26/18

Monday Dec 04 2017		Tuesday Dec 05 2017		Wednesday Dec 06 2017		Thursday Dec 07 2017		Friday Dec 08 2017		Saturday Dec 09 2017		Sunday Dec 10 2017	
Mon In	8:00 AM	Tue In	8:00 AM	Wed In	8:00 AM	Thu In	8:00 AM	Fri In	8:00 AM	Sat In		Sun In	
Break Start	12:00 PM	Break Start	12:00 PM	Break Start	12:00 PM	Break Start	12:00 PM	Break Start	12:00 PM	Break Start		Break Start	
Break End	1:00 PM	Break End	1:00 PM	Break End	1:00 PM	Break End	1:00 PM	Break End	1:00 PM	Break End		Break End	
Mon Out	5:00 PM	Tue Out	5:00 PM	Wed Out	5:00 PM	Thu Out	5:00 PM	Fri Out	5:00 PM	Sat Out		Sun Out	
8 Regular		8 Regular		8 Regular		8 Regular		8 Regular					

Regular Hours
40.00

This timesheet has been submitted on 12/13/17 10:46 AM and no further updates are allowed.

✖ Reject Timesheet
✔ Approve Timesheet

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

Stephen Berard's Time Sheet Submitted Inbox x

COMPAS <notifications@mycompas.com> to me 10:46 AM (2 hours ago) ☆

Dear Rick Grimes,
 Stephen Berard'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 [COMPAS](#).

Job Title: Analyst
 Total Hours: 40
 Straight Hours: 40
 Overtime Hours: 0
 Doubletime Hours: 0
 Week Ending: 12/10/2017

✖ Reject Timesheet
✔ Approve Timesheet