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Partnering with Older Adults

Approving Timesheets in JobDiva

If you are designated as an approver of Timesheets, you will receive an email that contains login credentials around the start date of the Consultant. The login will always be the approver's email address and the email will include a temporary password—**Welcome1**. Once you are logged in, you will be prompted to change the password.

When a Candidate submits a Timesheet for your approval, you will be sent an email notification. This notification will contain a link directly to that Timesheet for you to approve or reject. Below is an example of the email:

From: <NAME> for Alpha Business Solutions Payroll <timekeeper@jobdivamail.com>
Date: xx/xx/xxxx at 4:24:43 PM EST
To: name@email.com

Subject: Timesheet Notification

<Name> has entered a timesheet for the week-ending date xx/xx/xxxx.
The Primary Approver for this timesheet has been notified.
You may also view this entry by clicking here.

Approving Timesheets via the email link:

1. After clicking the link in the email, you will be taken to the timesheet that needs approval

2. Once on the Timesheet Page, you can approve or reject the Timesheet with the buttons in the top left corner

3. If the timesheet is rejected, it will be returned to the Consultant for them to make corrections.

You can also access Timesheets by logging in to the system and searching for the individual Timesheet via the link below:

https://www1.jobdiva.com/login_timesheet.jsp?a=7ajdnwwjpxhqg28jdh8dio071smvk606d5in8l7lsb5n3b4bfkzv2a2si6f2yn02

1. After clicking the link, you will be taken to the login screen where you will enter your credentials

2. You will then be taken to the Home Page, where you will be able to search for the Consultant's Timesheets in the Timesheets/Expenses page. If you do not want to search for a Specific Candidate, all Timesheets pending your approval can be shown by leaving the name and Job Fields blank and hitting "Search" with a Pending Approval status.

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SEARCH TIMESHEETS/EXPENSES

First Name	
Last Name	
Job Title	
Job Ref #	
Status	Pending Approval ▼
Week Ending	08/14/2019 and 09/13/2019
Include	Timesheets ☑ Expenses ☑

Search

2. Once you see the search results, you will be able to approve each Timesheet by clicking on that row.

Search Results, Total 1

Approve

☐	Item Type	⬍	Employee Name	⬍	Week Ending	⬍	Job#	Job Title	Total (hrs)	⬍	Regular	⬍
☐	Timesheet				09/08/19		19-00377	Engineer	32		32	0

1/1   20 ▼

3. Once on the Timesheet Page, you can approve or reject the Timesheet with the buttons in the top left corner.

Approve Reject Back to List

TIMESHEET

Week Endings:	09/08/2019	
Consultant:		Approver:
Status:	Pending Approval	Approval Date:
Job:	#19-00377 (Engineer)	Submitted Date: 09/04/19 1:19 PM EST
Employee Comments:		
Start Date:	09/04/2019	

	Mon 09/02 (Hours)	Tue 09/03 (Hours)	Wed 09/04 (Hours)	Thu 09/05 (Hours)	Fri 09/06 (Hours)	Sat 09/07 (Hours)	Sun 09/08 (Hours)	Total Hours
	0	0	8	8	8	8	0	32
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Total Hours	0	0	8	8	8	8	0	32

4. If the Timesheet is rejected, it will be returned to the Candidate for them to make corrections.

Please contact timesheets@alphabizpayroll.com if you have any questions or concerns.