

HOW TO APPROVE OR REJECT A TIMESHEET

Once the placement of a Contractor is confirmed, you will receive an email with a link to access Hudson's Client Portal outlining your login and password details. Below are step by step instructions on how to approve or reject Web Timesheets.

Whenever a timesheet is submitted by a contractor, approving managers will get an email notifying them that a new timesheet needs approval. **Approved** Web Timesheets are due by **7.30pm Monday** (AEST/NZST).

1. Once you have received your login and password details, click on the link to access the webpage where you will need to enter the **Login ID and Password**. By default, you will be taken to the **View and Approve Timesheet** tab.

2. Tick the boxes of the timesheet you wish to action.

3. Click on the (+) icon next to the **Contractor Name** or **Total Reported Hours** to view the timesheet detail. Furthermore, click on the (+) icon next to the **Total Break Hours** to view more detail.

4. To approve timesheet/s, click on the **Approve** button. The timesheet will then be rerouted to Level 2 and Level 3 approval, if applicable.

5. To reject a timesheet, click on the **Reject** button.

6. If you have rejected a timesheet, you will be prompted to enter comments as to why the timesheet was rejected.

7. Click **Submit**.

For information on other things you can do using our Client Portal please refer to the online user guide.

Need Help? Please contact our Customer Experience Team on payrollqueries@hudson.com or 1300 137 346 (AU) or 0800 729 376 (NZ).

