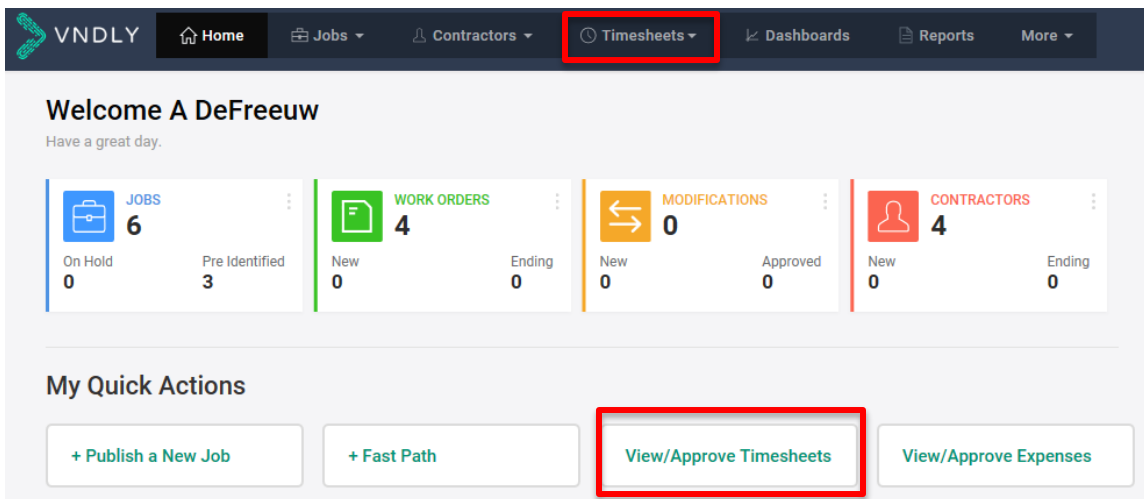
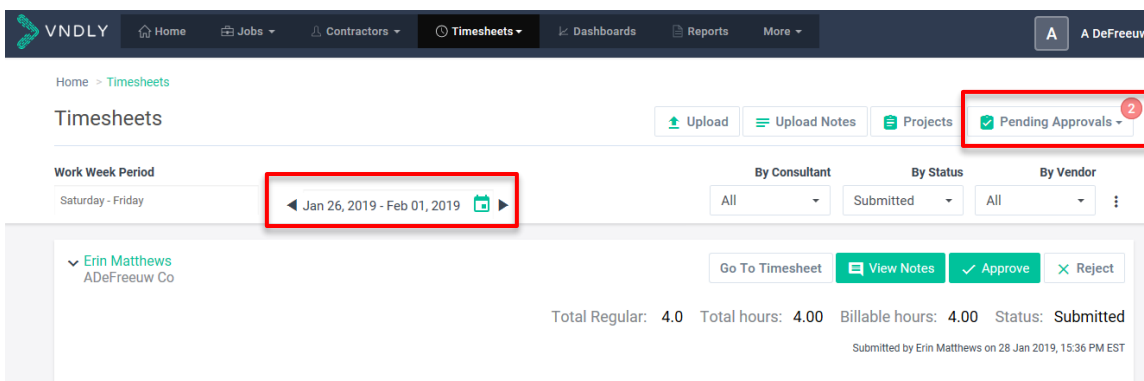


Timesheet Approval Process

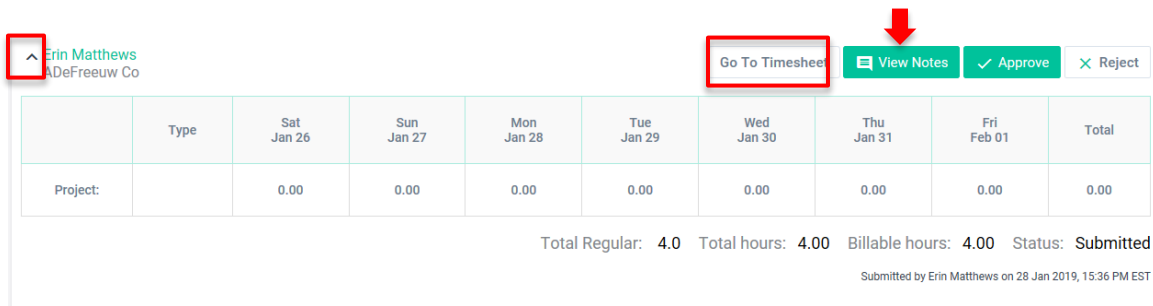
1. Log in to VNDLY,
2. Select "View/Approve Timesheets" under My Quick Actions on the home page, or select Timesheets from the header menu, and then "Summary."



3. Select a "Pending Approvals" to review any Timesheets needing review. You may also select the date range for the Timesheets you are attempting to review.



4. Select the drop down arrow to the left of the contractor name to review the timesheet OR click "Go To Timesheet". PLEASE NOTE: Any notes associated with the timesheet will be viewable by clicking "View Notes."



	Type	Sat Jan 26	Sun Jan 27	Mon Jan 28	Tue Jan 29	Wed Jan 30	Thu Jan 31	Fri Feb 01	Total
Project:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Regular: 4.0 Total hours: 4.00 Billable hours: 4.00 Status: Submitted
Submitted by Erin Matthews on 28 Jan 2019, 15:36 PM EST

5. Once the timesheet has been reviewed, select "Approve" if the hours are accepted, OR "Reject" if any changes need to be made. PLEASE NOTE: If you reject the timesheet you will be asked to provide a reason for rejection to assist the contractor in changing the timesheet.