



**BASTION**  
TECHNOLOGIES

# **Subcontractor Supervisor Electronic Timesheet Instructions**



## Table of Contents

<u>Section</u>	<u>Page</u>
1 Introduction.....	3
1.1 Subcontractor Supervisor Responsibilities.....	3
2 Charge Codes and Pay Types .....	3
3 Approving Timesheets .....	3
3.1 Accessing the Review Timesheets Page .....	3
3.2 Reviewing the Subcontractor Employee Timesheets.....	5



## 1 Introduction

Each supervisor is responsible for verifying that the all the needed time and ODC entries have been completed for their company.

### 1.1 Subcontractor Supervisor Responsibilities

Specific subcontractor supervisor responsibilities regarding timesheets include:

- Approving timesheets by **10:00am** on the Monday following the close of the bi-weekly Bastion accounting period, or as otherwise directed by Bastion.
- Reviewing timesheets for accuracy, completeness, correct charge numbers, and correct pay types.
- Certifying that the timesheets are accurate to your knowledge by approving them.

## 2 Charge Codes and Pay Types

Contact your assigned Bastion representative to have new charge numbers or pay types added to an employee's list.

## 3 Approving Timesheets

All timesheets must be approved by 10:00am on the Monday following the close of the bi-weekly accounting period, or as otherwise directed by Bastion.

### 3.1 Accessing the Review Timesheets Page

Go to the Review Timesheets page by clicking "Supervisor" then "Review Timesheet."

Follow these steps to retrieve one or more timesheets for review and approval:

- Select a First Ending Date
- Select a Group

A list of subcontractor employees will be displayed. Pick one employee by clicking on their name, or select multiple employees by checking the boxes next to their names and then clicking "Open All Selected."

If the timesheets have already been approved for the selected date you will need to check the View All box and then click View.

Contact the Bastion Contracts Manager if a new subcontractor employee needs to be added.



Select an  
Ending Date  
and Group

Employee/Sub - Supervisor - Administrator - Human Resource - Accounting - General - Profile Search Employees

**Review Timesheet**

Timesheet selection

Group  
Select a Group: Consultants

Timesheet Dates  
First ending date: 05/21/2017  
Last ending date: 05/21/2017

Select status  
 Approved  Approved w/o Signature  
 Ready  Rejected  
 No Timesheet  No Signatures

[View Selected Timesheets](#)

Actions  
[Open All Selected](#)

	E-Mail	Name	Status	Ending Date	Total Hours
<input type="checkbox"/>	No email	Michael 11441A	Approved by T.H.	05/21/2017	77.00
<input checked="" type="checkbox"/>		Menelaos 11245C	Approved by M.P.	05/21/2017	87.50
<input checked="" type="checkbox"/>		Michael 11455A	Approved by G.E.	05/21/2017	82.20
<input type="checkbox"/>		Timothy HUGGINS	Approved by M.P.	05/21/2017	51.50

Click a Name  
or check some boxes  
and then click  
Open All Selected



### 3.2 Reviewing the Subcontractor Employee Timesheets

- Review the timesheets for accuracy, completeness, correct charge numbers, and correct pay types.
- Approve timesheets by selecting the “Approved” status. Your approval certifies that the employee’s timesheet is accurate to your knowledge.
- Unsubmit any timesheet with inaccuracies or requiring other employee changes by selecting the “Unsubmit” status. Inform the employee of any errors and ask the employee to make corrections.
- If you chose to review multiple employee timesheets then you may click “Next Record” and “Previous Record” to move between timesheets.
- To save any status changes you made, click “Save.” To cancel without saving, click “Cancel.”
- Verify that all timesheets in your group have been approved.

The screenshot shows the 'Timesheet Manager Review' interface. At the top, there are navigation tabs: Employee/Sub, Supervisor, Administrator, Human Resource, Accounting, and General. A search bar for employees is on the right. Below the tabs are 'Approve All', 'Save', 'Cancel', and 'Printer Friendly' buttons. The main area displays a timesheet for employee 'Menelaos 11245C' with an ending date of 05/21/2017. A 'Supervisor: Select Status' dropdown menu is visible. The timesheet table includes columns for days of the week (Mon 8 to Sun 14) and a 'Total' column. Callout boxes point to the 'Next Record' button, the 'Save' and 'Cancel' buttons, the 'Open Timesheet' link, and the 'Supervisor: Select Status' dropdown.

If you are entering employee data, complete and approve the timesheet yourself by clicking “Open Timesheet”. Make the appropriate changes to the timesheet and click “Save.” Once the updates have been saved, click “Back to TS Approval” to return to the list of timesheets to be approved. You may then approve the timesheet.