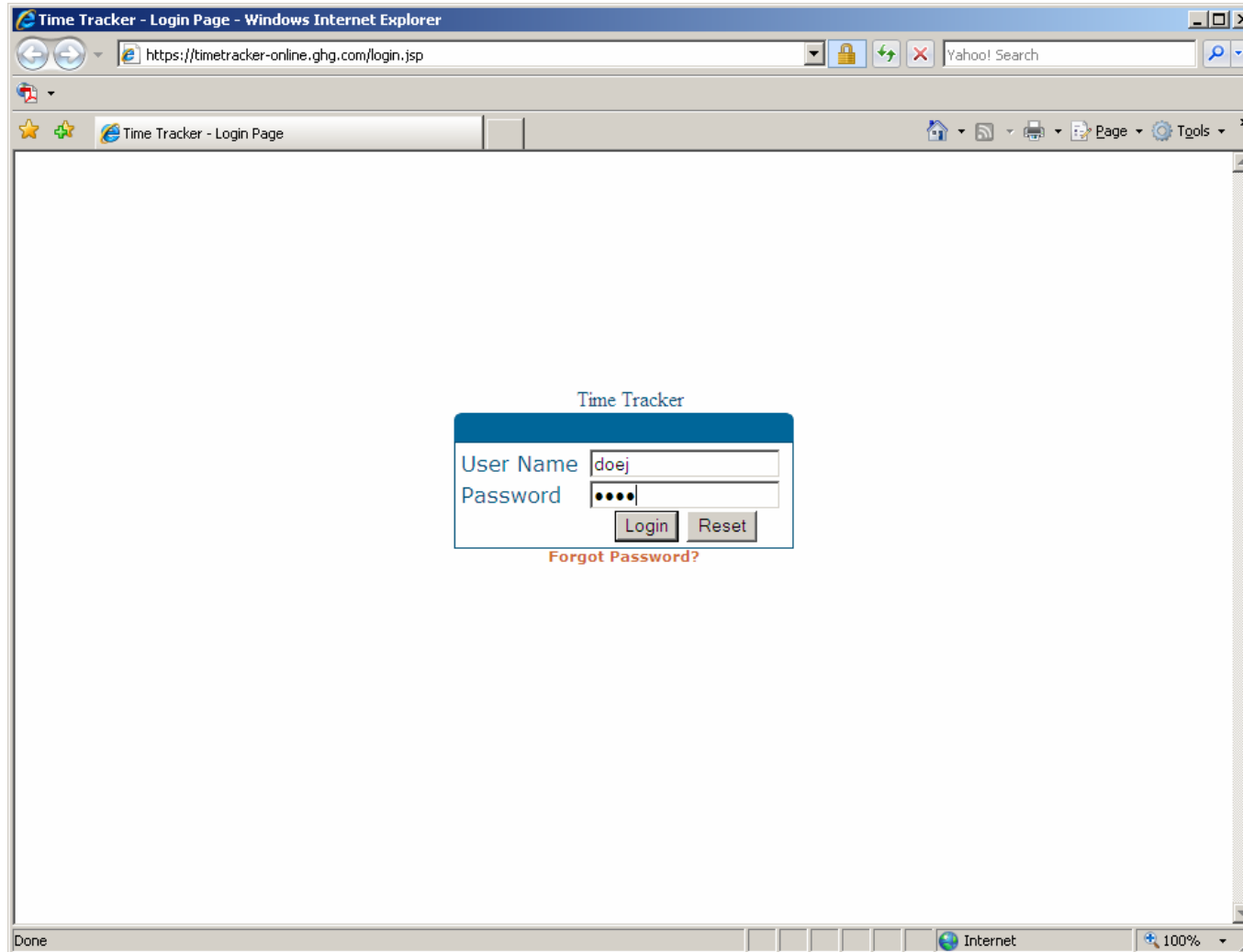


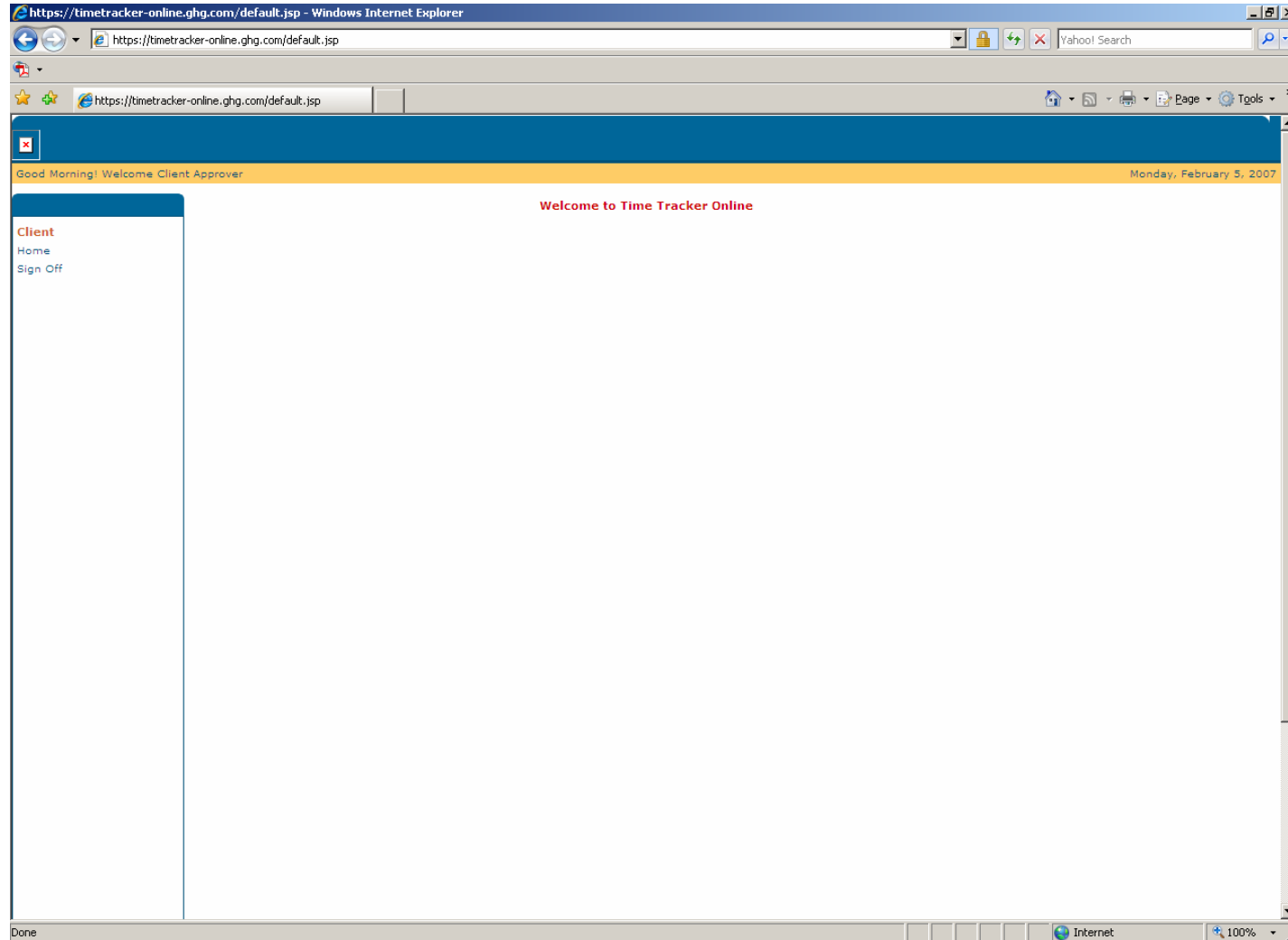
## Step 1: Login

- Go to the following website: <https://timetracker-online.ghg.com/login.jsp>
- User Name: lastnamefirstinitial  
(example: John Doe would login as "doej")
- Password: the same as your login  
(this can be change after your initial login)



## Step 2: Look for Timesheets

- Click on "Client" (top left corner) to show your available links. This is where you can change your password by clicking on "Change Password".
- Next click on "Review Timesheet" (below Client) to see if there are any timesheets ready for you to approve.



### Step 3: Open Timesheets Ready for Approval

- You have many filtering options on this page. You may filter by "CUSTOMER" which would be the projects you have running. You may filter by date, or you may filter by Timesheet Status. (ie. Approved, Ready, View All, etc.)

Review Timesheet

Good Morning! Welcome Client Approver Monday, February 5, 2007

**Client**  
Home  
Sign Off

**Review Timesheet**

Select A Customer: CUSTOMER/PROJECT 1

Select Ending Date: 02/11/2007

Select Status:

- Approved
- Ready
- Unapproved TS in Previous weeks
- Rejected
- Approved w/o Signatures
- No Signatures
- No Timesheet
- View All [View](#)

Notice: Names with asterisk and in red font mean previous timesheet.

Open All Selected

Email	Name	Status	Ending Date
Email	Name	Status	Ending Date

Open All Selected

Notice: Names with asterisk and in red font mean previous timesheet.

#### Step 4: Filter and View Timesheets

- After you filter, the screen will show the names and statuses of each timesheet in your queue.

- Next you want to click on the timesheet you want to view or you may select multiple timesheets and click on "Open All Selected" to view more than one. This step will take you to the timesheet.

Review Timesheet - Windows Internet Explorer

https://timetracker-online.ghg.com/timesheet/timesheetreview.jsp

Good Morning! Welcome Client Approver Monday, February 5, 2007

### Review Timesheet

Select A Customer: CUSTOMER/PROJECT 1 Select Ending Date: 02/11/2007

Select Status:

- Approved
- Ready
- Unapproved TS in Previous weeks
- Rejected
- Approved w/o Sign
- No Signatures
- No Timesheet
- View All View

Notice: Names with asterisk and in red font mean previous timesheet.

Open All Selected

<input type="checkbox"/>	E-Mail	Name	Status	Ending Date
<input type="checkbox"/>		Doe, Jane	No Timesheet	02/11/2007
<input type="checkbox"/>		Doe, John	No Timesheet	02/11/2007
<input checked="" type="checkbox"/>		*Doe, John	Ready	02/04/2007

Open All Selected

Notice: Names with asterisk and in red font mean previous timesheet.

## Step 5: Approve or Reject Timesheets

Once you have selected a timesheet you can view it for accuracy.

### APPROVING:

- If the hours are correct, then you will go to the "Client Manager" Drop Down Box above the hours, and choose APPROVED, which signifies your signature.

### REJECTING:

- If you disagree with the hours and want to REJECT them, please contact the person you requested the resource from.

Good Morning! Welcome Client Approver Monday, February 5, 2007

Approve All | Save | Cancel | Printer Friendly

Client Manager: **Select Status** (Approved)

	In/Out	Mon 29	Tue 30	Fri 02	Sat 03	Sun 04	Total
In	09:00a 10:00a			11:30p			
Out	12:00p 03:00p			03:30a			
In	01:00p			04:00a			
Out	05:00p			08:00a			
Hours		7.00	5.00	0.00	0.00	0.00	20.00

Customer	Project	Pay Type	Site# \ Loc \ Expenses	Mon 29	Tue 30	Wed 31	Thu 01	Fri 02	Sat 03	Sun 04	Total
CUSTOMER/PROJECT 1	CUSTOMER/PROJECT 1/AHW	Regular Hours - Reg Contractor		7.0				8.0			15.0
CUSTOMER/PROJECT 1	CUSTOMER/PROJECT 1/FRPS	Flat Rate Per Site - Reg Contractor	Site #001-589BL		5.0						5.0
Total											0.0

**Comments:**  
No comments found for this Timesheet.  
Your timesheet has been submitted. You have signed the timesheet and stated that your hours are true and correct.  
Employee: **Doe, John** Date: **01/31/2007 9:12 PM CST**  
Processed: **No** Date:

Update By	User IP	Activity Text	Timestamp
testemp1	67.184.14.21	New Inout entry added on day: 01/29/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 01/30/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 02/02/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 01/29/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New Inout entry added on day: 02/02/2007	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Regular Hours - Reg Contractor on 01/29/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	>>Reason: updated hours	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Regular Hours - Reg Contractor on 02/02/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	New hours added for Flat Rate Per Site - Reg Contractor on 01/30/2007.	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	>>Reason: updated hours	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	Employee signs timesheet	01/31/2007 9:07 PM CST
testemp1	67.184.14.21	Employee unsigns timesheet	01/31/2007 9:08 PM CST
testemp1	67.184.14.21	Employee signs timesheet	01/31/2007 9:12 PM CST

Approve All | Save | Cancel | Printer Friendly