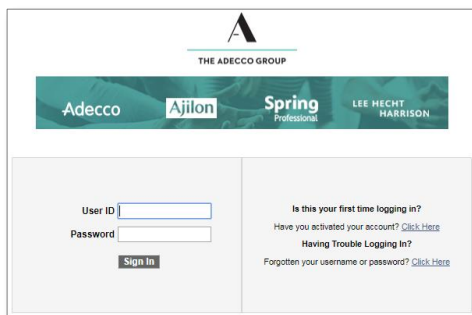




Timesheet Engine FAQs – Approvers

Where do I log into PeopleSoft?

- ✓ Navigate to the Spring Professional Website <https://www.springprofessional.com.au/> and click on the URL link in notification emails.
- ✓ You will be navigated to the PeopleSoft login page



What happens if I cannot access the internet to log into PeopleSoft?

- ✓ Contact the Payroll team at the Adecco Group via email payroll@springprofessional.com.au

Why aren't the links working?

Do you have pop-up blockers turned on? If so, please change your internet settings to enable pop-ups from this site.

How do I use the timesheet search page?

- ✓ Timesheets appear in the timesheet summary page that require approval.
- ✓ If you are set up to enter and approve timesheets – select NEW/DRAFT and period ending otherwise future date timesheets will appear.

I am set up to enter and approve timesheets. Where do I complete my timesheet?

Go to “Manager Self Service”, then click on “Report Time and Expenses” and complete your timesheet and approve.

How do I view historical timesheets?

Select APPROVED to view historical timesheets.

Why can't I see the timesheets?

- ✓ Confirm that you are viewing the correct period ending date.



- ✓ If you are approving for multiple Temps, check if they appear on the next page.
- ✓ If secondary approvers are set up, check if the secondary approver(s) has logged in to approve the timesheet before you.
- ✓ Contact the Payroll team at the Adecco Group via email payroll@springprofessional.com.au

Can I partially approve a timesheet?

Single status workflow – this means you can only approve or deny the whole timesheet.

Can I deny or push back a timesheet that is incorrect?

Yes, you can deny a timesheet by clicking on the Deny button. When denying a timesheet please enter comments to the Temps (Comments to Associate) advising why the timesheet is being denied.

Can I edit an approved timesheet?

Yes, approved timesheets can be edited up until 2pm Tuesdays, after this you will need to raise a case through the timesheet adjustment functionality on the timesheet.

Can I approve the timesheet without approving the expenses if there are no receipts or supporting documentation attached to the timesheet?

Expenses must have matching receipts. If not, the whole timesheet needs to be denied.

Can I bulk approve timesheets when using the copy and paste functionality?

Copy and paste functionality only copies hours from an approved timesheet, you are still required to individually approve the hours.

When a timesheet is denied, does the auto generated e-mail to Temps include any specific details, or does it simply state that pay has been denied?

The e-mail states that, pay has been denied with the period ending date and assignment name only. The Temp will need to log into PeopleSoft to read any comments against the timesheet.

When do timesheet approval reminders get sent out?

Time zone	Approval Reminder			Submission Reminder	
	MON		TUES	MON	
AEST	10AM	2PM	12PM	9AM	1PM

Please note, timesheet approval reminders are sent for timesheets that are in 'Needs Approval' status at the time the process is run (specified in the above table).