



## Client Instructions for Reviewing and Approving Time

### Logging In:

1. Go to [www.towerls.com](http://www.towerls.com).
2. Select the **Timecard Portal** link on the home page.
3. Select **Client Login- Review and Approve/Reject Time**
4. Enter your username (your email address) and password.
5. Click **Login**.
6. If a "display nonsecure items" pop-up appears, click **Yes**.

A screenshot of a web login form. At the top, there is a grey box with the word "Login" in a small font. Below this is a yellow banner with the text "Please Log In". Underneath the banner are two input fields: "Username:" with the text "client" entered, and "Password:" with a series of dots representing a masked password. To the right of the password field is a blue button with the word "Login" in white. Below the password field is a blue link that says "Forget your password?". A red arrow points from the "Forget your password?" link towards the right.

7. If you have forgotten your username and/or password, click the **Forget your password?** link.
8. You will be prompted to enter your email address. Click **Send** after entering this address.
9. You will receive another e-mail containing your username and password. Once you receive this e-mail, go back to step 2.

### **Notes on Logging In:**

- It is important that you go to [www.towerls.com](http://www.towerls.com) and follow directions in step 1 each time you log in. If you bookmark the page or add it to your Internet Explorer Favorites, you will not be able to log in.
- It is important that you allow (unblock) pop-ups from this site to allow for full functionality of the Timecard Portal.



# Client Instructions for Reviewing and Approving Time

## Reviewing a Timecard:

1. Select **Timecards**. The online timecard portal pulls all timecards for your employees with an active placement.
2. Look for timecards with a status of 'Submitted' (you will not be able to approve time that is not in a 'Submitted' status)
3. Click **View Timecard**.
4. Review the timecard for accuracy and do one of the following:
  - If the hours are verified, click **Approve**.
  - If there is a discrepancy with the hours, click **Reject**
  - If rejecting a timecard, the Timecard Comments section should be used to communicate the reason for rejecting the time back to the employee. Employees will have the opportunity to correct and re-submit the rejected timecard.
5. You may also click **Print** to print out or save a copy of the employee's timecard for your records.

Pay Period: 03/17/2008 - 03/23/2008 <a href="#">Print</a>								
Status: Submitted	03/17/08 (Mon)	03/18/08 (Tue)	03/19/08 (Wed)	03/20/08 (Thu)	03/21/08 (Fri)	03/22/08 (Sat)	03/23/08 (Sun)	Total
Hours Worked	In: 09:00 AM Out: 05:00 PM Break (min): 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	09:00 AM 05:00 PM 0 8.00	0 0 0 0.00	0 0 0 0.00	40.00
Pay Class: Overtime								0.00
Pay Class: Holiday								0.00
Pay Class: Vacation								0.00
Timecard Comments:								<div style="text-align: right;"> <span style="color: red; font-size: 2em;">↓</span> Total: <span style="color: red; font-size: 2em;">↓</span> </div>
								<a href="#">Approve</a> <a href="#">Reject</a>

## Notes on Reviewing Timecards:

- Anything entered into the Timecard Comments field will be viewable by both your recruiter and the candidate.
- Only those hourly employees who have an active placement record for the pay period will be shown. If you believe that an employee who has time is missing, contact Tower Legal Staffing, Inc. Client Service Team at 212-430-6300 or 202-216-9536 immediately.
- An employee's timecard remains editable until you approve it. Once you click **Approve**, changes can no longer be made to that timecard.
- Only those timecards with a status of 'Submitted' can be approved.



# Client Instructions for Reviewing and Approving Time

## Updating the Status for Multiple Timecards:

1. From the timecard list, select the timecard(s) for which you would like to change the status of time. Only those timecards in a 'Submitted' status will be available for selection.
2. Click the **Update to Status** drop-down and do one of the following:
  - If the hours are verified, select 'Client Approved.'
  - If there is a discrepancy with the hours, select 'Rejected'

Timecards | Logout

Timecards: 03/31/2008 - 04/06/2008

Selected Timecards: Update to Status

		Hours	Status	Placement
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00	Rejected	491
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00		943
<input checked="" type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1147
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1214
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		1222
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		2083
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		2448
<input type="checkbox"/>	<a href="#">View Timecard</a>	0.00		3575

3HAS: webserv00:81.BULLHORN\_LG75.BULLHORN28: 1000

3. You will receive a warning that this change is considered final. If this is acceptable, select 'Yes' and click **Continue**.

**Warning: FINAL STATUS CHANGE**

FINAL STATUS CHANGE, PLEASE NOTE:

You are changing the status of these timecards to *Client Approved*. Changing to this status is irrevocable. Do you still wish to change to this status?

Yes  No

[Continue](#)

## Notes on Updating Multiple Timecards:

- Only those timecards with a status of 'Submitted' can be updated.



## Client Instructions for Reviewing and Approving Time

### **Reviewing Previously Submitted Time:**

1. You can view your timecards for the past 14 weeks by clicking the **Pay Period Ending:** drop-down
2. Once the desired week is selected, click **Get Timecards**.
3. The selected week will now be viewable.

### **Questions:**

If you have additional questions please contact Tower Legal Staffing, Inc. Client Service Team at 212-430-6300 or 202-216-9536.

**Note: Expense reports with applicable receipts, must be manually submitted for review and approval. Approved expense reports should be sent to Tower Legal's office by 12pm noon on Monday of each week. Expense reports can be sent by facsimile to 212-430-6301 or emailed to [info@towerls.com](mailto:info@towerls.com).**