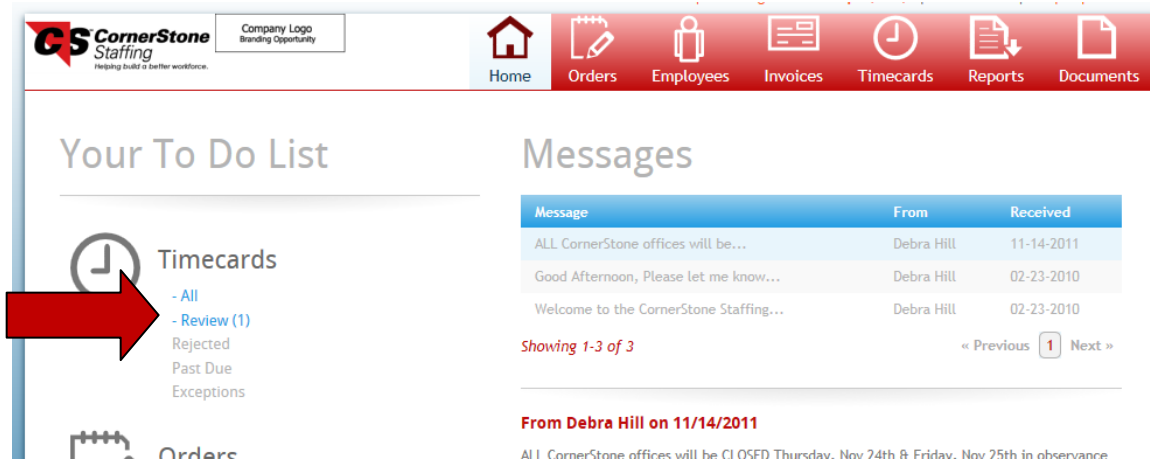
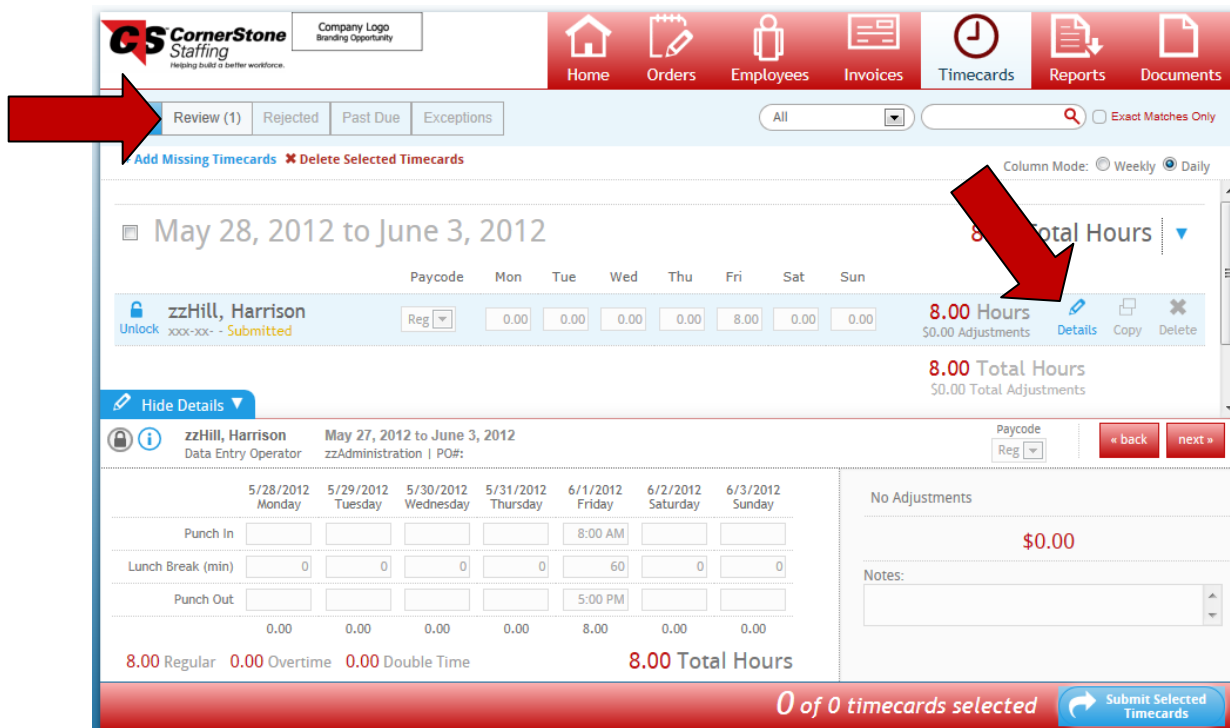


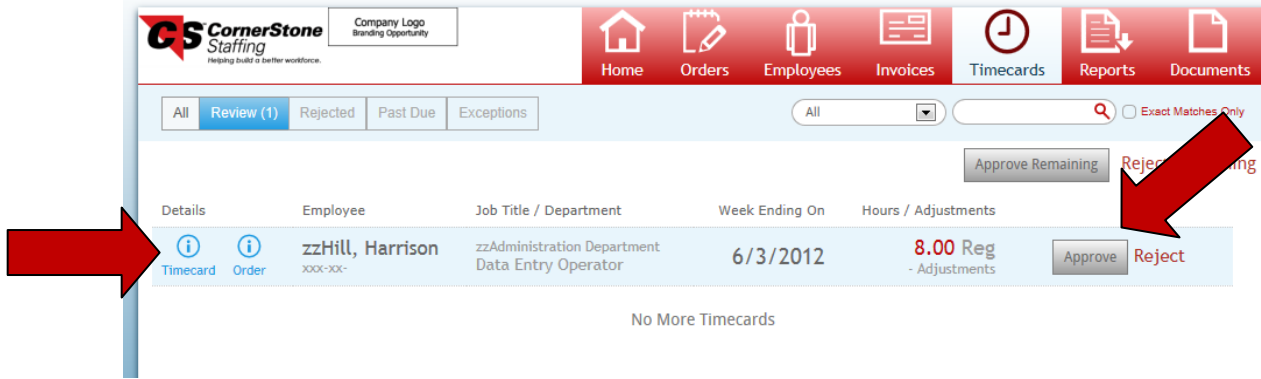
CornerStone Netlink Customer Portal - Timecard Approval

The following document will give you an overview of how to approve timecards in CornerStone Netlink's Customer Portal. Below is a picture of the **Home** page. This is the first page you will see once you have logged into CornerStone Netlink. If you have timecards that are ready to be reviewed, the word **Review** will become a blue link.

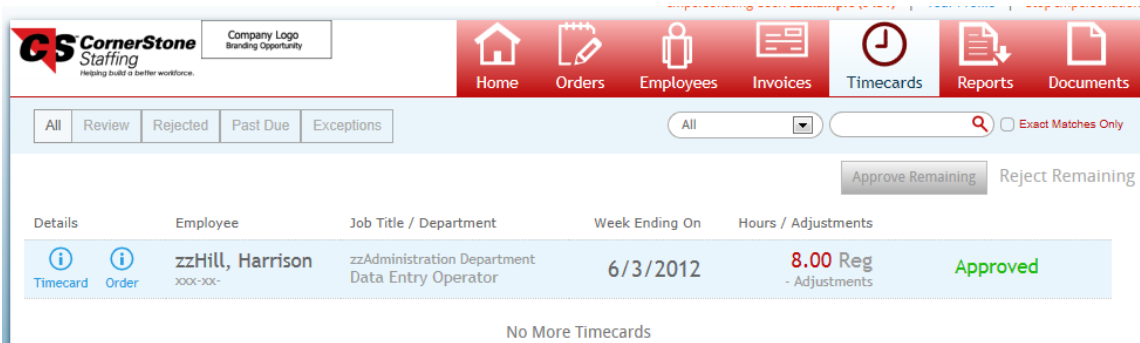


When the **All** link is clicked, it will display a view similar to the one below. Click on the blue **Details** button to see a copy of the timecard in the lower portion of your screen. Click on the **Review** button to move to the next page where you can approve or reject the timecard.

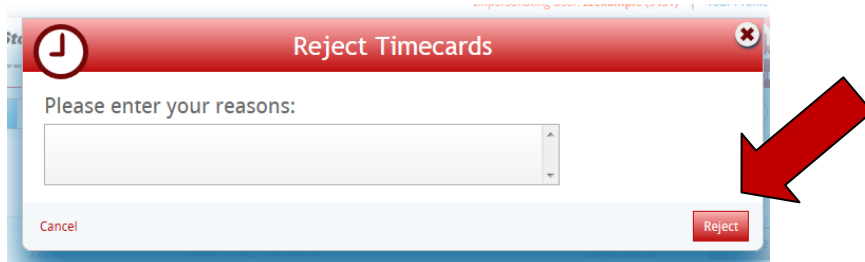




If you would like a quick view of the timecard, click on the blue **Timecard** button at the beginning of the row. Verify that the time submitted by the employee is correct and select the approve or reject button. If you approve the timecard, you will see a screen similar this one.



If you reject the timecard, the following box will appear so that you can enter your reason for rejecting the timecard.



After you select the **Reject** button, the following screen will appear. The timecard will be sent back to the employee to make the necessary changes and they will resubmit the corrected timecard to you for your approval.

