

## **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.

Company Lago Staffing Heining Build a serifier workfurce.	Home Orders Employees Invoices	Timecards R	eports Documents	
Your To Do List	Messages			
	Message	From	Received	
Timocardo	ALL CornerStone offices will be	Debra Hill	11-14-2011	
	Good Afternoon, Please let me know	Debra Hill	02-23-2010	
- All - Review (1)	Welcome to the CornerStone Staffing	Debra Hill	02-23-2010	
Rejected Past Due Exceptions	Showing 1-3 of 3	« Previous 1 Next »		
Orders	From Debra Hill on 11/14/2011 Al L CornerStone offices will be CLOSED Thursday.	Nov 24th & Friday. Nov 25th in observance		

When the **A**II 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.

Honor (1)	Rejected	Past Du	e Exceptio	ons			All			Q C Exact M
Add Missing Time	cards 🗶 De	lete Selected	l Timecards						Colum	n Mode: 🔘 Weekly
May 28	8, 201	2 to Ji	une 3,	2012	Fue Wee	4 Thu		Sup	8	otal Hours
<b>ZZHill, H</b> Unlock XXX-XX Su	larrison bmitted		Reg 💌	0.00	0.00 0.0	0 0.00	8.00 0.00	0.00 <b>8.</b> \$0.00	00 Hours 0 Adjustments	Details Copy
<ul> <li>✓ Hide Details</li> <li>✓ Example 1</li> <li>✓ Example 2</li> <li>✓ Ex</li></ul>	arrison y Operator	May 27, 20 zzAdministra	12 to June 3 ation   PO#:	, 2012				<b>8.</b> \$0.	00 Total H 00 Total Adjus Paycode Reg 💌	tments
	5/28/2012 Monday	5/29/2012 Tuesday	5/30/2012 Wednesday	5/31/2012 Thursday	6/1/2012 Friday	6/2/2012 Saturday	6/3/2012 Sunday	No Adjustme	ents	
Punch In					8:00 AM				\$0	00
Lunch Break (min)	0	0	0	0	60	0	0	Notes:	+•	
					5:00 PM					
Punch Out										

(continued)

ns	All	Approve Rel	Q Exact Matches Onl maining Rejer
		Approve Re	maining Reject
tle / Department	Week Ending On	Hours / Adjustments	
inistration Department Entry Operator	6/3/2012	8.00 Reg - Adjustments	Approve Reject
E	nistration Department ntry Operator No Mor	nistration Department ntry Operator 6/3/2012 No More Timecards	nistration Department ntry Operator 6/3/2012 8.00 Reg - Adjustments No More Timecards

CornerStone Staffing Helping build a better workforce

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.

CS Staffing Helping build a bet	Stone Company Logo Branding Opportunity ter workforce.	Home	Orders	Employees	Invoices	() Timecards	Reports	Documents
All Review	Rejected Past Due Ex	ceptions		All			٩ 🗆 ٢	xact Matches Only
						Approve Rem	aining Reject Remainin	
Details	tails Employee Job Title / Depa		nt Week Ending On Hours			ments		
(i) Timecard Order	zzHill, Harrison	zzAdministration Department Data Entry Operator	6/	3/2012	<b>8.00</b> - Adjust	Reg	Approve	d
		No M	lore Timeca	rds				

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.

	fing build a better workforce.	Company Logo Branding Opportunity	1 He	ome Ord	ters Er	nployees	Invoices	() Timecards	Reports	Documents
All Revie	ew Rejected	(1) Past Due	Exceptions			All	•		<b>Q</b> () E	xact Matches Only
								Approve Rei	maining Reje	ect Remainir
Details	Empl	oyee	Job Title / Departmen	nt	Week End	ding On	Hours / Adjustr	ments		
() Timecard ()	i zzH order xxx-x	ill, Harrison	zzAdministration Depa Data Entry Operato	artment Dr	6/3/	2012	<b>8.00</b> - Adjust	Reg ments You	Rejecte also worked or this week	d Saturday