



Client Resource – Online Timesheets

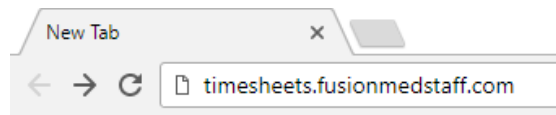
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- Search for Timesheets
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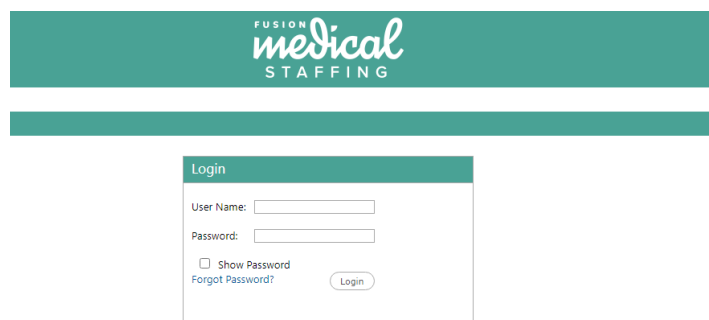
Log On:

Online Timesheet Login URL: <https://timesheets.fusionmedstaff.com>

In a web browser, from your computer or mobile device, go to the URL listed above:



Enter the username and temporary password that was sent to you via email from no-reply@fusionmedstaff.com.



Once logged in, you will be redirected to the homepage. Within the pane on the left side of your screen, you will find several options including: Review Pending Timesheets, Search for Timesheets, and Set up Notifications and Alternates.

Approvals

Review pending timesheets

Search for timesheets

Approver Terms and Agreements

Preferences

Change Password

Preferences

Change Email Address

Set Up Notifications and Alternates

Logout

Approving Timesheets Via Email:

You will receive an email from no-reply@fusionmedstaff.com once a timesheet has been submitted and is awaiting review. (May go to your junk/spam/clutter inbox.)

- Note: Non-billable pay types (Vacation, Sick, and Misc. Reimbursements) will display in the email, but you will not be billed for these items.

From: no-reply@fusionmedstaff.com <no-reply@fusionmedstaff.com>
Sent: Sunday, April 3, 2022 9:00 PM
To: [REDACTED]
Subject: Timesheets await your approval

This is an automated notice to inform you that there are timesheets submitted for your approval.

[Click Here to Approve](#)

[Click Here to Login](#)

If you need additional assistance, please reach out to your Fusion Account Manager.

Job: 54691 - [REDACTED] 3/28/2022
Temporary: 592830 - [REDACTED]
Date Range: 3/27/2022 - 4/02/2022
Customer: 6158 - [REDACTED]
Status: Submitted on 4/03/2022

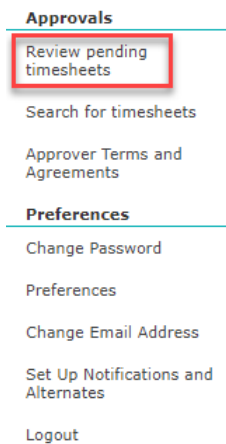
Date	Pay Type	Hours	Expenses	In	Out for Lunch	In From Lunch	Out	Comments	File
3/28/2022	Regular	1.75	0.00	7:30 AM			9:15 AM		No
3/28/2022	Regular	12.07	0.00	6:54 PM	12:00 AM	12:30 AM	7:28 AM		No
3/29/2022	Regular	12.17	0.00	6:50 PM	12:00 AM	12:30 AM	7:30 AM		No
4/01/2022	Regular	11.82	0.00	6:55 PM	12:00 AM	12:30 AM	7:14 AM		No
4/02/2022	Regular	12.12	0.00	6:53 PM	12:00 AM	12:30 AM	7:30 AM		No

You have two options to approve and/or review the pending timesheet:

1. Select the blue hyperlink: “Click Here to Approve”
 - a. Doing so will approve **all** pending timesheets that are currently awaiting your review.
 - i. Note: Edits can no longer be made to the timesheet after selecting this link.
2. Select the blue hyperlink: “Click Here to Login”
 - a. Doing so will open online timesheets in your web browser.
 - i. Once logged in, you may ‘Approve’ or ‘Reject’ timesheets as needed.
 1. Note: Non-billable pay types will not display when you’re logged in.

Review Pending Timesheets:

If you have timesheets awaiting review, select “Review pending timesheets” in the left pane.



After being redirected to the “Review pending timesheets” page, all timesheets that are currently in the ‘submitted’ status will display (as shown below).

- Note: To view a timesheet in depth, select “View”.

The screenshot shows the "Review pending timesheets" interface. On the left is a navigation pane with "Approvals" selected. The main area has a header "Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page" with "Approve", "Reject", and "Cancel" buttons. Below are "Column Chooser" and "Reset Columns" buttons. A table lists timesheet entries with columns for Customer, Temp ID, Temp, Hours, Expenses or Number of Miles, Currency, Miles, Units, and Approval History. The "View" button for the first entry is highlighted in a red box.

Customer	Temp ID	Temp	Hours	Expenses or Number of Miles	Currency	Miles	Units	Approval History
Healthcare Center		Terrell	25.00	0.00	0.00	0.00	0.00	History
Healthcare Center		Matthew	32.00	0.00	0.00	0.00	0.00	History

Select the checkbox for the timesheet you wish to approve or reject. Click the appropriate button at the top of the page to 'Approve' or 'Reject' the selected timesheet(s).

- Note: The "Select All" checkbox will allow you to 'Approve' or 'Reject' **all** pending timesheets.

Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page

<input checked="" type="checkbox"/>	Customer	Temp ID	Temp	Hours	Expenses or Number of Miles	Currency	Miles	Units	Approval History	
<input checked="" type="checkbox"/>										
Cust ID: 10587 ; Start Date: 7/5/2020; End Date: 7/11/2020										
<input checked="" type="checkbox"/>	View	Healthcare Center	@yahoo.com	Terell	25.00	0.00	0.00	0.00	0.00	History
Cust ID: 10587 ; Start Date: 7/5/2020; End Date: 7/11/2020										
<input checked="" type="checkbox"/>	View	Healthcare Center	@gmail.com	Matthew	32.00	0.00	0.00	0.00	0.00	History

If rejecting a timesheet, you will be required to enter a 'rejection reason' explaining why you are rejecting the time.

After entering the 'rejection reason', you must click 'Reject' one additional time. Fusion and the candidate will then be notified to make the necessary corrections.

- Note: You will be notified via email once they re-submit the timesheet.

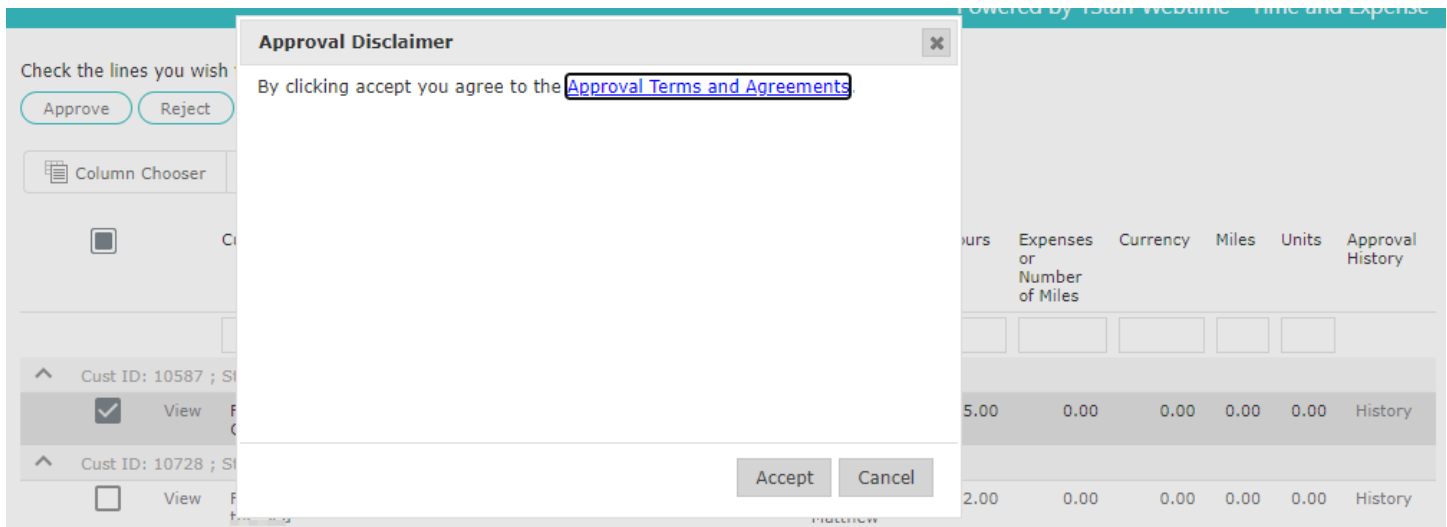
Rejection Reason:

Rejection Reason:

Reject Cancel

After selecting 'Approve', you will be prompted to "Accept" the "Approval Terms and Agreements".

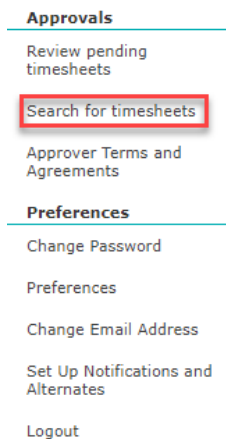
- Note: You can view the "Approver Terms and Agreements" at any time from the left pane when logged in.



- Note: Timesheets can be approved/rejected up to 4pm CST on Monday.
 - Any timesheets still pending approval after 4pm CST on Monday will be automatically approved by Fusion for processing.

How to Search for Timesheets:

If a timesheet is no longer in the 'submitted' status, you may need to select "Search for timesheets" from your left pane.



Once the page loads, you need to select criteria including: *Timesheets to Show* (status) and *Date Range*.

- Note: Timesheets can't be in more than one status at a time.
- Note: Avoid searching 'Date Range' more than one work week at a time.

You may view the timesheet by clicking the "View" button.

Timesheets to show: Open Submitted Approved Rejected

Date Range: From: 03/28/2022 to: 03/30/2022

Current Timesheets Archived Timesheets

Search Done Export

Drag a column header here to group by that column

	Job ID	Job Desc	Customer ID	Customer	ApproverID	Approver	Customer Approver ID
View	53085	3/7/2022	82235	Medical Center	@fusionmedstaff.com	Master Approver	82235
View	52282	2/14/2022	17289	Specialty Care	@fusionmedstaff.com	Master Approver	503365_17289

How to Set Up a Backup Approver:

To set up your approver preferences and settings, select “Set Up Notifications and Alternates” from your left pane.

- Note: Preferences and settings include alternate/backup approver set-up, additional email address(es) you may want to receive the timesheet notifications (in addition to the one associated with your online timesheets account) and frequency of reminders.

Approvals

- Review pending timesheets
- Search for timesheets
- Approver Terms and Agreements

Preferences

- Change Password
- Preferences
- Change Email Address
- Set Up Notifications and Alternates**
- Logout

If you would like to set up an alternate/backup approver, please notify your Fusion Account Manager.

Your Fusion Account Manager will add the alternate/backup approver to the system. Once they have been added, you can access your account and elect your alternate/backup approver preferences.

- Note: An alternate approver will **not** be notified if you do not apply the settings accordingly through your primary approver account.

Approver: backupapprover@fusionmedstaff.com - Backup Approver

Send notifications to my email addresses

Keep sending me repeat notifications until I've processed all timesheets

Enter up to three email address to send notifications to:

holly@none.com

Choose the times you wish to be notified:

Select All

	M	T	W	T	F	S	S
12a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Approver:

<None Selected>

<None Selected>

...@fusionmedstaff.com - ... Approver

Questions?

Please contact your **Fusion Account Manager**.

