



CLIENT RESOURCE – ONLINE TIMESHEETS

[Watch the Full "How-To" Video Here](#)

CONTENT

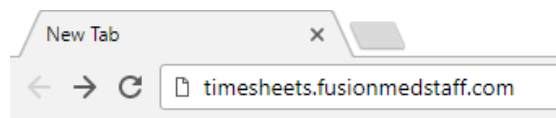
- *Log On*
- *Approving Timesheets Via Email*
- *Review Pending Timesheets*
- *Search for Timesheets*
- *Set Up an Alternate/Backup Approver*

LOG ON

[Watch a "How-To" Video Here](#)

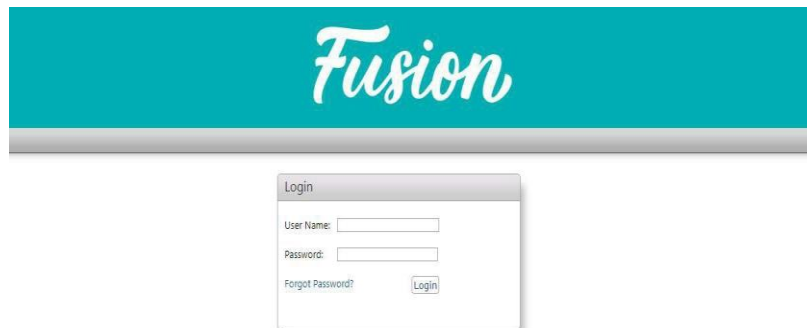
Online Timesheet Login URL: <https://timesheets.fusionmedstaff.com>

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 reply@fusionmedstaff.com.

[no-](#)



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 (0)
Search for timesheets
Approver Terms and Agreements
History
History
Reports
Employee Summary Report
Preferences
Change Password
Set Up Notifications and Alternates
Logout

APPROVING TIMESHEETS VIA EMAIL

Watch a "How-To" Video [Here](#)

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.

Reply Reply All Forward IM

N no-reply@fusionmedstaff.com Mon 3:14 PM

Timesheets await your approval

Follow up: Start by Monday, August 26, 2019. Due by Monday, August 26, 2019.
If there are problems with how this message is displayed, click here to view it in a web browser.

Bullhorn + Get more add-ins

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

Job:	22631 - Jeffrey Tester 7/30/2019
Temporary:	280386 - Tester, Jeffrey
Date Range:	8/18/2019 - 8/24/2019
Customer:	9252 - Bullhorn test
Status:	Submitted on 8/26/2019

Date	Pay Type	Hours	Expenses	In	Out for Lunch	In From Lunch	Out	Comments	File
8/18/2019	Regular	12.00	0.00	7:00 AM	11:00 AM	11:30 AM	7:30 PM		No
8/19/2019	Regular	12.00	0.00	7:00 AM	11:00 AM	11:30 AM	7:30 PM		No
8/20/2019	Regular	6.50	0.00	7:00 AM	11:00 AM	11:30 AM	2:00 PM		No
8/20/2019	Guarantee	2.00	0.00	2:00 PM			4:00 PM		No
8/21/2019	Vacation	10.00	0.00	12:00 PM			10:00 PM		No
8/22/2019	Mileage	0.00	200.00						No
8/22/2019	Misc Reimbursement	0.00	50.00						No
8/23/2019	Sick	10.00	0.00	12:00 PM			10:00 PM		No
8/24/2019	On Call	2.00	0.00	6:00 AM			8:00 AM		No
8/24/2019	Call Back	3.50	0.00	8:00 AM			11:30 AM		No

- [Approve All Timesheets](#)
- [Login to Manage Timesheets](#)



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

1. Select the blue hyperlink: "Approve All Timesheets"
 - 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: "Login to Manage Timesheets" (**Recommended**)
 - 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 the blue hyperlink email address.

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar includes a 'Home' button and a menu with items like 'Approvals', 'History', 'Reports', and 'Preferences'. The main content 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 buttons for 'Approve', 'Reject', and 'Close'. Below this is a search bar with 'Customer:' and 'Temp:' fields and a 'Search' button. A table displays timesheet data with columns for 'Select All', 'User ID', 'Temp Name', 'Hours', and 'Expenses or Number of Miles'. One row is highlighted with a red box around the email address 'j...@yahoo.com'. At the bottom of the table are 'Approve', 'Reject', and 'Close' buttons.

<input type="checkbox"/>	User ID	Temp Name	Hours	Expenses or Number of Miles		
<input type="checkbox"/>	Bullhorn test: Aug 25 - Aug 31 - 22631 - Jeffrey Tester 7/30/2019 (HR)					
<input type="checkbox"/>	j...@yahoo.com	Tester, Jeffrey	28.00	200.00		




Select the checkbox for the timesheet you wish to approve or reject. Click the appropriate button at the bottom 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.

Customer: Temp:

<input checked="" type="checkbox"/> Select All	User ID	Temp Name	Hours	Expenses or Number of Miles		
<input checked="" type="checkbox"/>	Bullhorn test: Aug 25 - Aug 31 - 22631 - Jeffrey Tester 7/30/2019 (HR)					
<input checked="" type="checkbox"/>	<input type="text"/> @yahoo.com	Tester, Jeffrey	28.00	200.00		



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.

Enter a rejection comment for these lines and click Reject.

Customer: Temp:

	User ID	Temp Name	Hours	Expenses or Number of Miles		
<input checked="" type="checkbox"/>	Bullhorn test: Aug 25 - Aug 31 - 22631 - Jeffrey Tester 7/30/2019 (HR)					
<input checked="" type="checkbox"/>	<input type="text"/> @yahoo.com	Tester, Jeffrey	28.00	200.00		

Rejection reason is required.

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.



Home

Approvals

- Review pending timesheets (1)
- Search for timesheets
- Approver Terms and Agreements**

History

- History

Reports

- Employee Summary Report

Preferences

- Change Password
- Set Up Notifications and Alternates
- Logout

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

[Approve](#) [Reject](#) [Close](#)

Customer: Temp:

<input checked="" type="checkbox"/> Select All	User ID	Temp Name	Hours	Expenses or Number of Miles
<input checked="" type="checkbox"/>	Bullhorn test: Aug 25 - Aug 31 - 22631 - Jeffrey Tester 7/30/2019 (HR)			
<input checked="" type="checkbox"/>	@yahoo.com	Tester, Jeffrey	28.00	200.00

[Approve](#) [Reject](#) [Close](#)

Approval Disclaimer

By clicking accept you agree to the [Approval Terms and Agreements](#).

The next page will confirm the timesheet was approved!

- Note: Timesheets can be approved/rejected up to 3pm CST on Monday.
 - Any timesheets still pending approval after 3pm 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.

Approvals

- Review pending timesheets (0)
- Search for timesheets**
- Approver Terms and Agreements

History

- History

Reports

- Employee Summary Report

Preferences

- Change Password
- Set Up Notifications and Alternates
- Logout



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 from blue hyperlink "View" button.

Timesheets to show: Open Submitted Approved Rejected

Date Range: From: 08/26/2019 to: 08/29/2019

Current Timesheets Archived Timesheets

[Search](#) [Done](#) [Export](#)

Drag a column header here to group by that column

	Job...	Job Desc	Customer ID	Customer	ApproverID	Approver	Customer Approver ID	Customer Approver	Employee Type	User ID	Temporary	Start Date	End Date	Status	Approved Hours
View	22631	Jeffrey Tester 7/30/2019	9252	Bullhorn test	280388_9252	Test Contact Deleter	280388_9252	Test Contact Deleter		i@yahoo.com	Tester, Jeffrey	08/25/2019	08/31/2019	Approved	44.00

HOW TO SET UP A BACKUP APPROVER

Watch a How-To Video [Here](#)

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 (0)
 - Search for timesheets
 - Approver Terms and Agreements
- History**
 - History
- Reports**
 - Employee Summary Report
- Preferences**
 - Change Password
 - 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: 280388_9252 - Test Contact Deleter

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:
jd@fusionmedstaff.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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input checked="" 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>

Copy all notifications
 Notify alternate
 Do not notify alternate approvers by email

Enter up to two email addresses to send alternate notifications to:

Save Cancel



QUESTIONS?

Please contact your Fusion Account Manager or call 877-230-3885.

