## Reviewing & Authorizing Timecards in the Creative Circle Timecard Portal



You will receive an email from creativecircle@backofficeportal.com alerting you that a timecard is ready for your review in the portal.

1
To log into Creative Circle's Timecard Portal, enter your chosen Username and Password combination and click Submit.

Use this resource guide to set-up your account.

Image: I

2 Click **Timecards** tab at the top of the page.

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Feedback	mecard s Management Information Home Logout Help

Timecard system updates: Please note that you will soon be seeing additional detail in timecards. These changes will not alter the process for you process for candidates. In preparation for the upcoming changes, please be aware that the timecard portal will be offline for maintenance Saturday

## **3** Click **Authorization** to view all submitted timecards waiting for approval.

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Timecard List   Dowr	nload Candidate List   Authoriza	tion		
Timecards		UserII	: 230176	

We recommend using **View** to check details of the timecard before authorizing.

While you can click the **Authorize** button to sign off on the timecard without reviewing the details, the timecard will immediately be removed from your Authorization List.

UserID: 230176							Name	Clive Client Time Media
					Autho	orize All	equest Data Downle	bad Export To Excel
					Total	Records: 2		
ndidate Name	Week Ending	Total Days	Reg Hours	OT Hours	DT Hours	Total Hours	How Submitted	Action
andidate	08/18/2024	0.00	7.12	0.00	0.00	7.12	ONLINE	View Authorize
andidate	08/11/2024	0.00	16.31	0.00	0.00	16.31	ONLINE	View Authorize

Review the time submitted and click **Authorize** to approve.

This automatically alerts the candidate of your authorization and forwards the timecard to Creative Circle.

t Information	Home Logout	Help			
st   Authorizati	ion				
				Name: Clive Client	Time Media
				Back	Reject
- 35115 <mark>4</mark> 82	Assignment:	001-81493 - T	ime Media - 08/01/2024 to 01/31/2025	Signed:	
	Authorizer:	Clive Client (c	.client@timekeeping.com)	Week Ending:	08/18/2024
	Timecard ID:	2554133		Notes:	
	Project / Cost	center	Start Time	End Time	Total
			10:31 AM	02:16 PM	3.75
			00:15 AM	12:27 DM	2 27

5

4

6 You'll know the authorization process is complete when you see the **Timecard Authorized** confirmation at the top of the screen.

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Feedback Timecards	Management Information	Home Logo	ıt Help	
Timecard List   Download	I Candidate List   Authoriza	tion		
UserID: 230176				
• Timecard autho	prized			

7 IF the t	imecard ha	s an inaccuracy click the <b>Reject</b> but	ton.
VE CIRC	LE		
agement Information	Home Logout	Help	Name: Clive Client Time Media
			Back Authorize Reject
Candidate - 35115482 States	Assignment: Authorizer:	001-81493 - Time Media - 08/01/2024 to 01/31/2025 Clive Client (c.client@timekeeping.com)	Signed: University Signed: Week Ending: 08/11/2024

8 Provide a reason for rejecting the timecard. Your entry will be shared with the candidate.

Candidate:	Cam Candidate - 35115482	Assignment:	001-81493 - Time Media - 08/01/2024 to 01/31/2025
Office:	United States	Authorizer:	Clive Client (c.client@timekeeping.com)
Purchase Order No:		Timecard ID:	2554131

9	Click the <b>Save</b> button in the top right corner.
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nation	Home Logout	Help		
uthorizati	on			
			Name: Clive Client	Time Media
			Са	ncel Save
5482	Assignment:	001-81493 - Time Media - 08/01/2024 to 01/31/2025	Signed:	
	Authorizer:	Clive Client (c.client@timekeeping.com)	Week Ending:	08/11/2024
	Timecard ID:	2554131	Notes:	

**10** You will receive confirmation that the timesheet has been rejected. Follow-up with the candidate on next steps.

Feedback Time	EATIVE CIRC Management Information	LE <sup>®</sup> Home Logout	Help	
IserID: 230176				
• Timec	afd rejected			
Candidate:	Cam Candidate - 35115482	Assignment:	001-81493 - Time Media - 08/01/2024 to 01/31/2025	
Candidate: Office: Purchase Order No	Cam Candidate - 35115482 United States	Assignment: Authorizer: Timecard ID:	001-81493 - Time Media - 08/01/2024 to 01/31/2025 Clive Client (c.client@timekeeping.com) 2554131	