CREATIVE CIRCLE®

How To Authorize Timecards

Candidates cannot submit timecards electronically to you until you have activated your portal account. If you'd like the convenience of authorizing online, please follow pre-steps A-C prior to the close of your first candidate's first workweek.
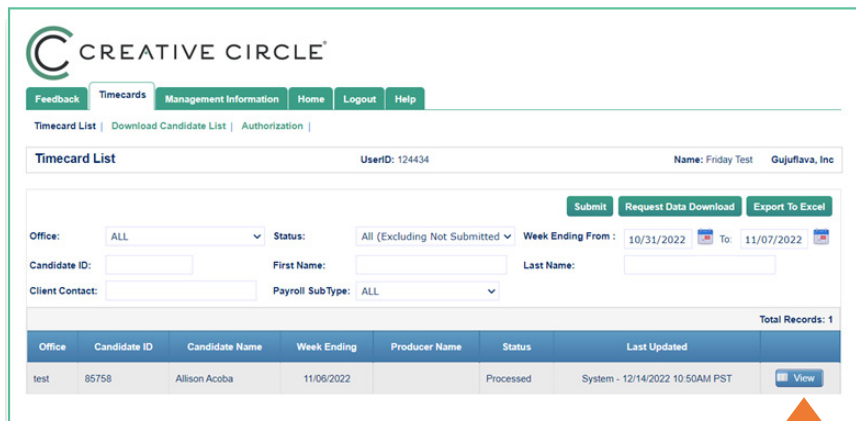
PRE-STEP A

Open the email from CC Payroll-Billing Team with your User ID and User Ref and click the link within it

PRE-STEP B

Complete the Get **Login** form, using the email address we have on file for you. Be sure to note the case/mixed case in which you create your **User Name** and **Password**

PRE-STEP C

Upon Submit you'll be directed to the **Login screen,** the screen you'll use moving forward

STEP 1

You will receive an email alerting you that a timecard is ready for your authorization in the portal

STEP 2

Upon Login, you will be automatically directed to the Timecards: Authorization sub-tab where the pending timecards will list

Step 3 TIP! While you can click the **Authorize** button to sign off on the timecard without viewing the details, the timecard will then immediately be removed from your Authorization list. We recommend using **View** instead – so you can check details first!
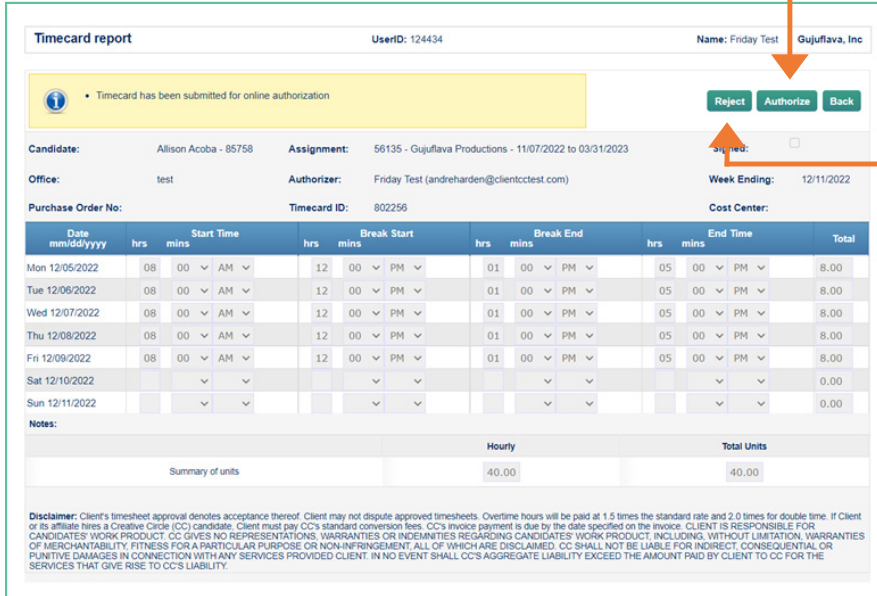
STEP 2

Click **View** to double-check all details of the timecard (PO #, Hours, Overtime, etc.)

STEP 4
You will see the detailed timecard view **(Timecard report)**

STEP 5 OPTION 1
Click **Authorize** to indicate your authorization; auto-sends notification to the candidate and forwards timecard to Creative Circle
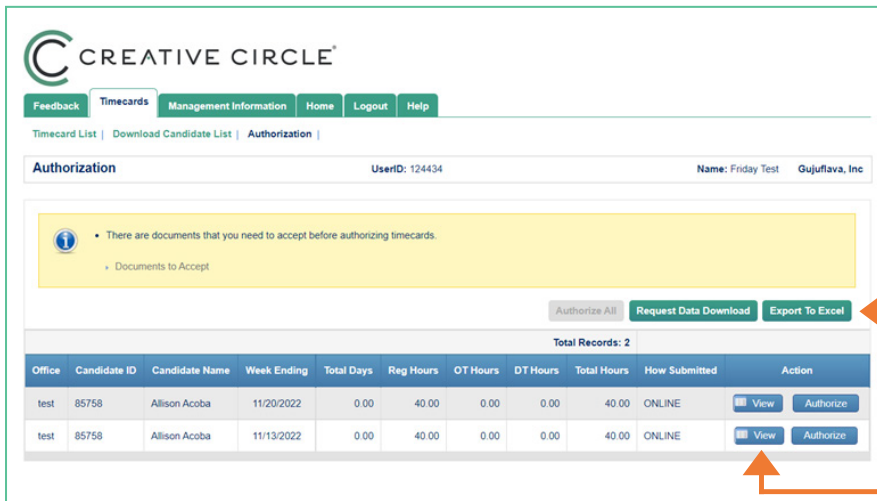

STEP 5 OPTION 2
Click **Reject** if you need the candidate to modify the timecard; you will be asked for a clarifying comment that will be sent to the candidate

STEP 6
Timecard will be removed from Timecard: Authorization tab but can still be viewed through the **Timecard: Timecard List** sub-tab

TIP! Once you have authorized the last timecard in your list you will see a **no results found message**; this confirms that there are no further timecards to authorize right now

STEP 7 OPTIONAL
Create a search at Timecard: Timecard List (see Status Definitions, below) then click **Submit**

STEP 8 OPTIONAL
When results return, click the **View** button to see details, or **Export** [the list] **To Excel**

STATUS DEFINITIONS

- **Authorized** – Timecard has been successfully approved and is in transit to Creative Circle

- **Awaiting Checking** – Timecard has been submitted by candidate but needs to pass system "error checking" before being forwarded to you

- **Missing** – Timecard has not yet been created by candidate

- **Not Submitted** – Candidate has created the timecard but has not yet submitted it to you

- **Processed** – Timecard is in its final state – authorized by you and received by Creative Circle

- **Rejected** – Timecard was rejected by you and is back with the candidate for revision

- **Unauthorized** – Timecard has been submitted by candidate but you have not yet authorized it