

# 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.



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 **Get Login**

**Get Login**

Please enter your details.

User ID:\*

User Ref:\*

Email\*

User Name (Minimum 8 Characters):\*

Password (Minimum 8 Characters):\*

Confirm Password:\*

Language:\*

## PRE-STEP A

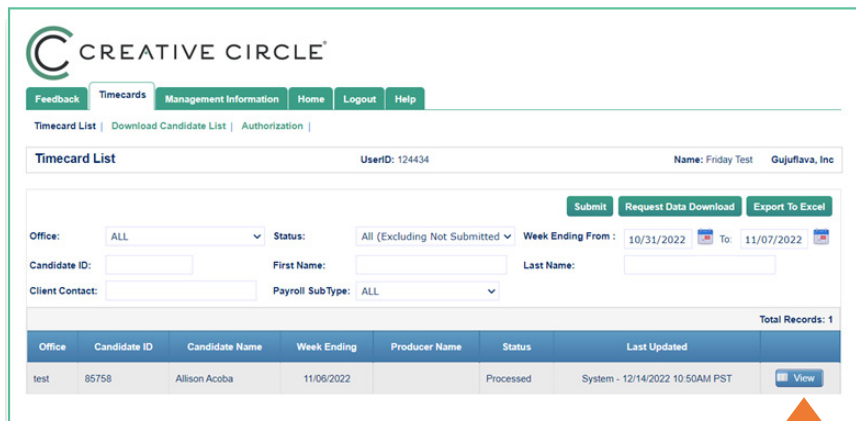
Open the email from CC Payroll-Billing Team with your User ID and User Ref and click the link within it

## 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



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Timecard List | Download Candidate List | Authorization |

**Timecard List** User ID: 124434 Name: Friday Test Gujufava, Inc

Office:  Status:  Week Ending From: 10/31/2022 To: 11/07/2022

Candidate ID:  First Name:  Last Name:

Client Contact:  Payroll SubType:

Total Records: 1

Office	Candidate ID	Candidate Name	Week Ending	Producer Name	Status	Last Updated	
test	85758	Allison Acoba	11/06/2022		Processed	System - 12/14/2022 10:50AM PST	<input type="button" value="View"/>

## 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

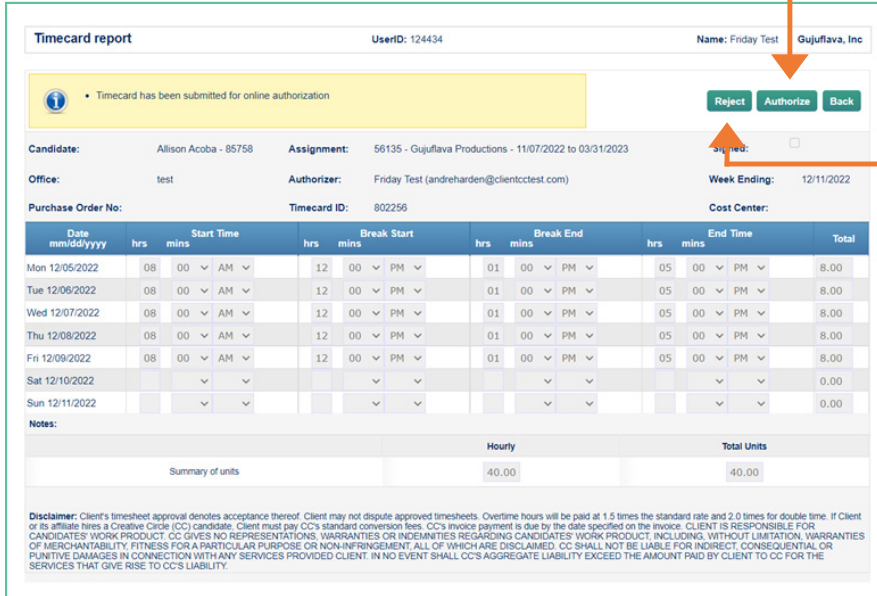
Click **View** to double-check all details of the timecard (PO #, Hours, Overtime, etc.)

## 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



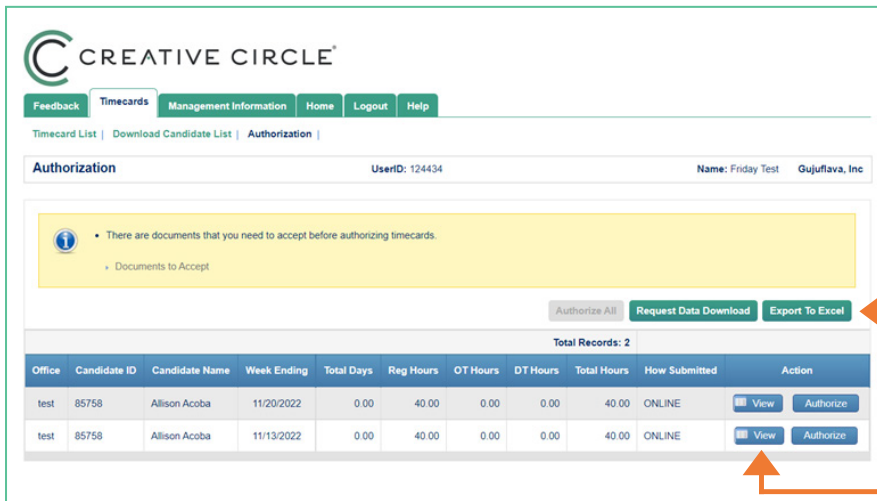
## STEP 5 OPTION 2

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