

# How to validate the timesheets in 2 clicks ?

For clients and managers



**HELVETIC**  
PAYROLL

## 1<sup>st</sup> click

When your consultant submits his timesheet, you will immediately receive an email summarizing his activity. In order to approve it, you can click on the green button to review & approve the timesheet online.

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### New timesheet of Henri Dunant

Message Timesheet - Nov. 17 - Henri Dunant.zip (843 B)



Dear Smith Jonh,

The consultant Henri Dunant has **submitted a timesheet.**

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|                 |               |
|-----------------|---------------|
| Period :        | November 2017 |
| Invoicing by :  | Hourly        |
| Standard time : | 150           |

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The consultant have left you a personal message below :

*This is a optional and personal message to the manager.*

To review the submission and then approve it, please click here :

[Review online](#)

## 2<sup>nd</sup> click

On this encrypted web page, the detail of his activity is available. To approve or deny, you only have to click on the green or red button at the bottom. **That's all.**

### Timesheet

Approval required

|            |                   |        |                  |
|------------|-------------------|--------|------------------|
| Consultant | Henri Dunant      | Start  | 1 November 2017  |
| Client     | MyCompany         | End    | 30 November 2017 |
| Status     | Approval required | Period | November 2017    |

Total (Hours) [See details of timesheet](#)

Hours standards : 150

Attachments

Files

Example file 1.txt [Download](#)

Approval manager

Name : Jonh  
Surname : Smith  
Company : TheCompany  
Email : aa@helvetic-payroll.ch  
Favorite language : English

Comments

For the manager :

This is a optional and personal message to the manager.

[Approve](#) [Deny](#)

Questions ?  
We will help you !

Online - Chat with us

SPA by Helvetic Payroll

Language : English



## Confirmation

When you have accepted or denied the timesheet, you and your consultant will receive a confirmation email, including an electronic PDF report.

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### Timesheet approval confirmation for Henri Dunant

- Message
-  Timesheet Report - Henri Dunant - November 2017.pdf (139 KB)
-  Timesheet - Nov. 17 - Henri Dunant.zip (843 B)



Dear Smith Jonh,

The timesheet submission of Henri Dunant for November 2017 **was successfully approved.**

Please find a copy of the approval documents for your information.

Best Regards,  
Helvetic Payroll Team

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[www.helvetic-payroll.ch](http://www.helvetic-payroll.ch)



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## Hope this tutorial will help you.

Do not hesitate to contact us in case of questions.  
A “chat” is also available directly on the portal to  
support managers/contractors in live.

**Helvetic Payroll SA**

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