

PUMA ONLINE BY HELVETIC PAYROLL

# HOW TO VALIDATE A TIMESHEET IN 2 CLICKS

**CLIENTS AND MANAGERS TUTORIAL**

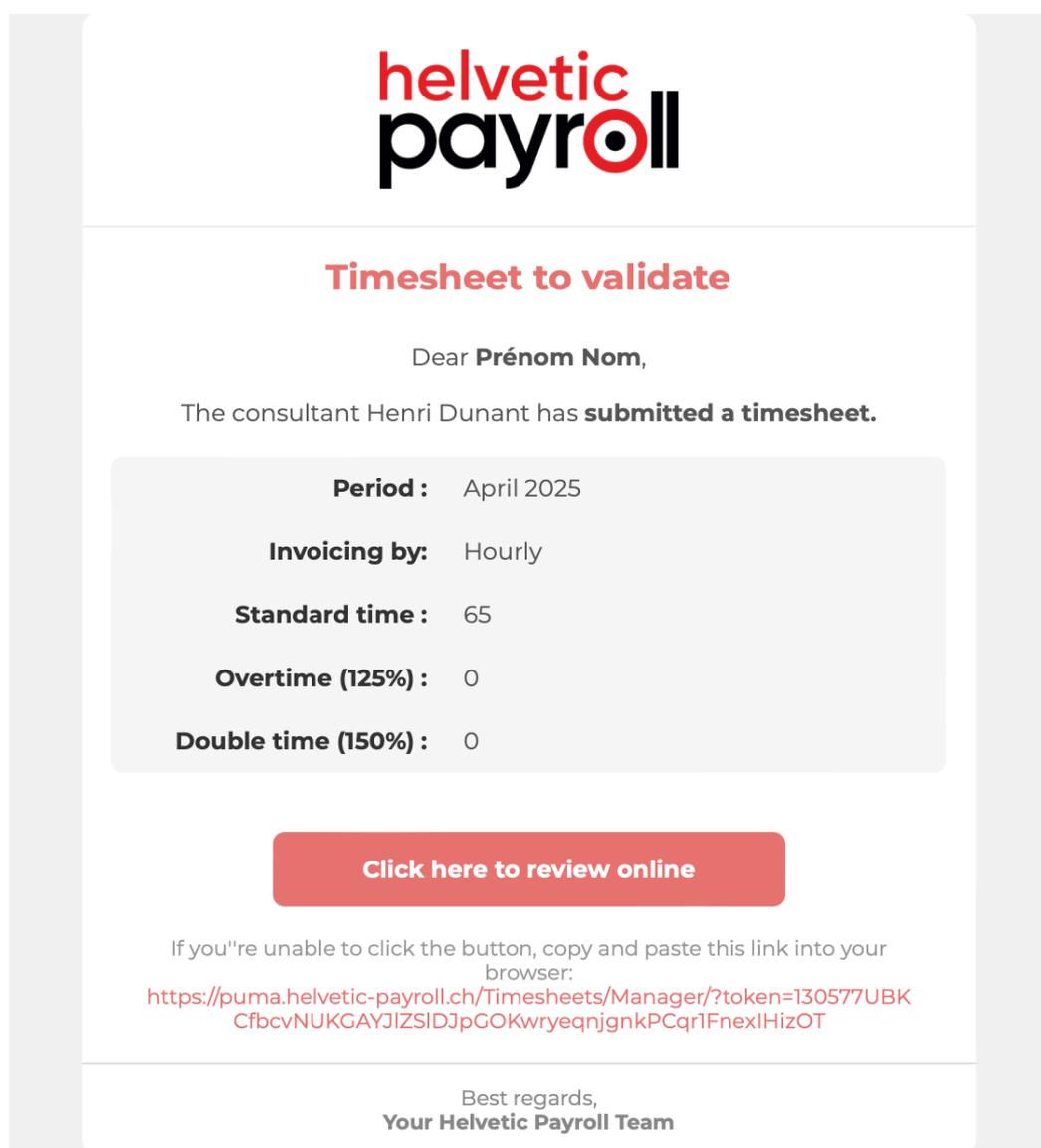


helvetic  
payroll

## First click

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When your consultant submits their timesheet, you immediately receive an email notification summarizing their activity. To review and approve it, simply click the red button or copy and paste the displayed link into your browser.



The screenshot shows an email notification from helvetic payroll. At the top is the helvetic payroll logo. Below it is the subject line "Timesheet to validate". The email is addressed to "Dear Prénom Nom," and states "The consultant Henri Dunant has submitted a timesheet." A grey box contains the following details: Period: April 2025, Invoicing by: Hourly, Standard time: 65, Overtime (125%): 0, and Double time (150%): 0. Below this box is a red button with the text "Click here to review online". Underneath the button, it says "If you're unable to click the button, copy and paste this link into your browser:" followed by a long URL. At the bottom, it says "Best regards, Your Helvetic Payroll Team".

**helvetic payroll**

**Timesheet to validate**

Dear **Prénom Nom**,

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

**Period :** April 2025

**Invoicing by:** Hourly

**Standard time :** 65

**Overtime (125%) :** 0

**Double time (150%) :** 0

**Click here to review online**

If you're unable to click the button, copy and paste this link into your browser:

<https://puma.helvetic-payroll.ch/Timesheets/Manager/?token=130577UBK CfbcvNUKGAYJZSIDJpGOKwryeqnjgnkPCqrIFnexIHizOT>

Best regards,  
**Your Helvetic Payroll Team**

## Second click

You are automatically directed to our secure portal, where you can review the details of your consultant's activity. To approve or reject it, simply click the corresponding buttons. And that's it – you're done!

### Resume

Step 3 of 3

Consultant	Client	Status	Start	End	Period
Henri Dunant	MyCompany	Approval required	1 April 2025	30 April 2025	April 2025

### Total (Hours)

Hours standards :	Hours overtime :	Hours doubletime :	<a href="#">See details of timesheet</a>
65	0	0	

### Attachments

#### Files

Exemple 1.png	<a href="#">Download</a>
Exemple 2.png	<a href="#">Download</a>

Download all files



### Approval manager

First name :	Last name :	Company :	Email :	Favorite language :
Nom	Prénom	Helvetic Payroll	mathilde.goisset@helvel	English

Deny

Approve

## Confirmation

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Once the timesheet has been approved or rejected, both you and your consultant will receive a confirmation email, along with a PDF report attached.



### Timesheet approved

Dear **Prénom Nom**,

The timesheet submitted by Henri Dunant for the period April 2025 has been **successfully approved**.

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

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Best regards,  
**Your Helvetic Payroll Team**

**Thank you.**

**WE HOPE THAT THIS  
TUTORIAL WAS HELPFUL**

If you have any question or suggestions,  
feel free to contact us directly at

**[it@helvetic-payroll.ch](mailto:it@helvetic-payroll.ch)**

A Chatbot is also available directly on the  
portal to support managers/contractors  
in live.

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