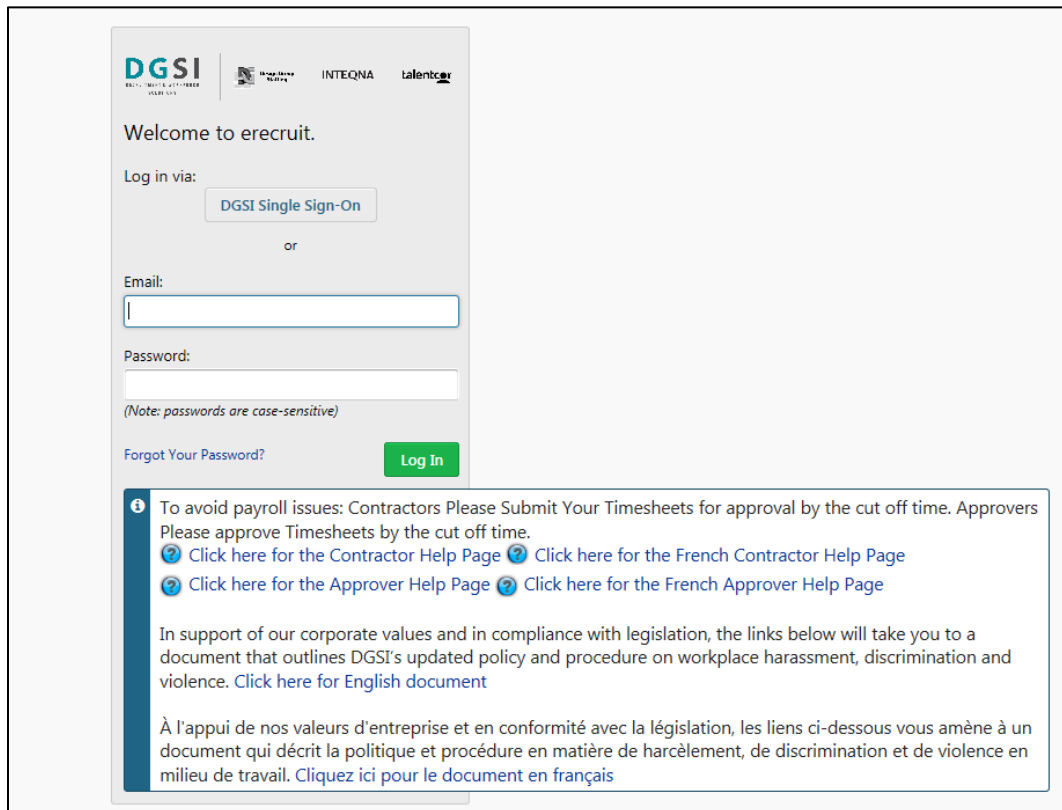


Time & Expense Approval Instructions

Thank you for working with DGSI to fulfill your placement needs! Please use the Contact Portal to approve candidate time. You will receive an email with a link and your user ID and password for accessing the Portal. This document contains the instructions for approving time and eligible expenses.

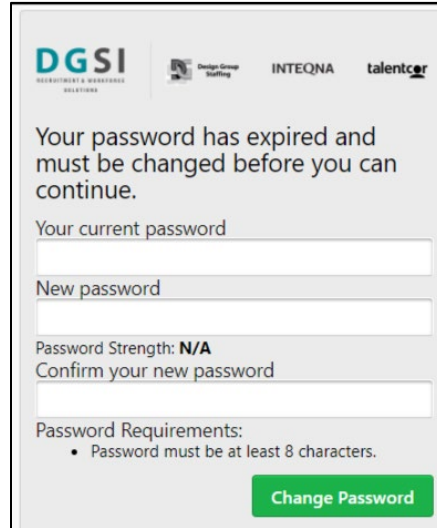
Logging Into the Contact Portal

1. To log into the Portal, go to <https://login.mydgsi.ca> and enter your user ID and password. Once your user ID and password have been entered, click **Log In**.



The screenshot shows the login page for the DGSI portal. At the top, there are logos for DGSI, Design Group Staffing, INTEQNA, and talentcor. Below the logos, it says "Welcome to erecruit." and "Log in via:". There is a button for "DGSI Single Sign-On" and the word "or" below it. There are input fields for "Email:" and "Password:". Below the password field, it says "(Note: passwords are case-sensitive)". There is a link for "Forgot Your Password?" and a green "Log In" button. Below the login fields, there is a blue information box with a white 'i' icon. The text in the box says: "To avoid payroll issues: Contractors Please Submit Your Timesheets for approval by the cut off time. Approvers Please approve Timesheets by the cut off time." followed by four links: "Click here for the Contractor Help Page", "Click here for the French Contractor Help Page", "Click here for the Approver Help Page", and "Click here for the French Approver Help Page". Below this, it says: "In support of our corporate values and in compliance with legislation, the links below will take you to a document that outlines DGSI's updated policy and procedure on workplace harassment, discrimination and violence. Click here for English document". At the bottom, it says: "À l'appui de nos valeurs d'entreprise et en conformité avec la législation, les liens ci-dessous vous amène à un document qui décrit la politique et procédure en matière de harcèlement, de discrimination et de violence en milieu de travail. Cliquez ici pour le document en français".

2. If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click **Change Password**.



The screenshot shows a web form for changing a password. At the top, there are logos for DGS, Design Group Staffing, INTEQNA, and talentcor. The main text reads: "Your password has expired and must be changed before you can continue." Below this, there are three input fields: "Your current password", "New password", and "Confirm your new password". Below the "New password" field, it says "Password Strength: N/A". Below the "Confirm your new password" field, it says "Password Requirements:" followed by a bullet point: "• Password must be at least 8 characters." At the bottom right of the form is a green button labeled "Change Password".

2. Once you are logged in, you will be presented with your Dashboard. The Contact Portal Dashboard is made up of the following information:

- **Approve Timesheets:** a list of all timesheets that have been submitted. **This is where you will go to approve time and expenses.**
- **Past Timesheets:** All timesheets that have already been approved are listed.
- **Open Invoices:** Displays all Invoices assigned to you that are still open and require action.
- **Contact Information:** Your primary point of contact at DGS. Feel free to reach out to this person with any questions.

The Dashboard

DGSi
RECRUITMENT & WORKFORCE
SOLUTIONS

Dashboard

Approver Name ▼

Approve Timesheets

No timesheets are waiting for approval.

[Hide Daily Hours](#) [Group By PO Number](#) [Approve Selected](#)

Past Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses	Details	Notes
2586	Jane Doe	AP Analyst	10/8/2018 - 10/21/2018	72.00	8.00	16.00	16.00	16.00	16.00	-	-	-	-	0

From: 9/25/2017 To: 11/30/2018 [Update Range](#) [Hide Daily Hours](#) [Group By PO Number](#)

[Refresh Dashboard](#)

Current server is ERDGSIT-WEB01

Calendar

My Scheduled Items

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contact Information

Acct Mgr Name Account Manager

(555) 111-1111
acctmgr@dgsi.com

Approving Time

The submitted timesheets must be approved prior to the deadline. Complete the following steps to approve time.

1. To approve time, click on the link to the timesheet you wish to approve.

Approve Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Expenses	Details	Reject	Notes
2326204	Doe, Jane	Proj Mgr	12/10/2016 - 12/16/2016	40.00	8.00	8.00	8.00	8.00	8.00	-	-	-	overview		0
2326205	Doe, Jane	Proj Mgr	12/3/2016 - 12/9/2016	0.00	-	-	-	-	-	-	-	-	overview		0
2326201	Doe, Jane	Proj Mgr	11/19/2016 - 11/25/2016	0.00	-	-	-	-	-	-	-	-	overview		0

[Hide Daily Hours](#) [Group By PO Number](#) [Approve Selected](#)

Past Timesheets

- Once the timesheet opens, review the submitted timesheet. If the submitted time is acceptable, click **Approve**.

Timesheet - Jane Doe 12/10/2016 - 12/16/2016 (2326204) Approver Name ▾

Timesheet Notes

Total: 40 hours PO Number
Regular Pay: 40 hours (none): 40 hours
[Expand all / Collapse all](#)

Sat 12/10/2016	Sun 12/11/2016	Mon 12/12/2016	Tue 12/13/2016	Wed 12/14/2016	Thu 12/15/2016	Fri 12/16/2016
0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours
		Regular Pay (8 hours) Hours/Qty: 8 hours	Regular Pay (8 hours) Hours/Qty: 8 hours	Regular Pay (8 hours) Hours/Qty: 8 hours	Regular Pay (8 hours) Hours/Qty: 8 hours	Regular Pay (8 hours) Hours/Qty: 8 hours

Last Note

Any notes added below will be available to the employee, recruiters, and payroll department.
enter note text

No relevant notes or calendar items.

Related

0 Attachments

Actions

Generate Document

Timesheet Info

Company
Acme
Status
0.00 % Approved

Approve **Reject** [Edit Accounting Fields](#) [Close](#) [Refresh](#)

CAUTION: If the timesheet you are approving includes expenses, the Approve or Reject buttons will approve or reject both the timesheet and expenses submitted. Please ensure that you are reviewed both records prior to Approving or Rejecting.

- If the submitted time is incorrect, click the **Reject** button, and select a “Rejection Reason” and add a note as needed, then click **OK**. The candidate will be notified that their timesheet has been rejected, and that they need to make corrections.

Approve & Reject - Timesheet 6497

Please select a Rejection Reason

7/30/2018 Regular Time (8.00 hours)
7/30/2018 Allowance - Non Taxable (\$66.00)
7/31/2018 Regular Time (8.00 hours)
8/1/2018 Regular Time (8.00 hours)
8/2/2018 Regular Time (8.00 hours)
8/3/2018 Regular Time (8.00 hours)

☐ Approve All ☒ Reject All

Rejection Reason *

- Incomplete Entry
- Incorrect Code
- Incorrect Hours
- No Hours
- No Longer Employed
- No Longer Employed

Cancel OK

- Repeat these steps for all submitted timesheets.

Note, you may also approve multiple timesheets from your Dashboard. Simply click the checkboxes next to the timesheets you wish to approve, and then click **Approve Selected**.

Approve Timesheets													
Primary Approver													
☐	Timesheet	Candidate	Position	Week	Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ExpensesDetails
☒	2326204	Doe, Jane	Proj Mgr	12/10/2016 - 12/16/2016	40.00	8.00	8.00	8.00	8.00	8.00	-	-	- overview
☐	2326205	Doe, Jane	Proj Mgr	12/3/2016 - 12/9/2016	0.00	-	-	-	-	-	-	-	- overview
☒	2326201	Doe, Jane	Proj Mgr	11/19/2016 - 11/25/2016	0.00	-	-	-	-	-	-	-	- overview
Hide Daily Hours Group By PO Number Approve Selected													

You, as a time authorizer should be aware of approved timesheet deadlines. **It is highly recommended you review submitted time and approve immediately to avoid a delay in the candidates pay.**

Approving Eligible Expenses

All expenses must be approved at the same time the timesheet is approved.

1. If the placement includes eligible expenses, you will be able to view them by clicking on the Expenses tab.



2. Once the expenses tab opens, you can review the entries submitted and view any attachments that support the expenses claimed. Right-click the attachment to view it.

Mon 05/14/2018	Tue 05/15/2018	Wed 05/16/2018	Thu 05/17/2018	Fri 05/18/2018	Sat 05/19/2018	No relevant notes or calendar items.
\$0.00	\$0.00	\$0.00	\$22.60	\$22.60	\$0.00	Related
			Meals (Reimbursable Expense)	Meals (Reimbursable Expense)		1 Attachments
			Billable Units: 1 Comment: OT Dinner	Billable Units: 1 Comment: OT Dinner		Actions
						Generate Document
						Timesheet Info

- When you are satisfied with the expenses submitted, Click **Approve**. If the expenses are incorrect click the **Reject** button.

Timesheet

Expenses

Notes

Total: 45 hours

Vacation Pay: 0 hours

Regular Time (HOURS): 44 hours

Overtime (HOURS): 1 hour

PO

(none): 45 hours

Location

(none): 45 hours

Cost Center

(none): 45 hours

Client Reference #

(none): 45 hours

Expand all / Collapse all

Mon 05/14/2018	Tue 05/15/2018	Wed 05/16/2018	Thu 05/17/2018	Fri 05/18/2018	Sat 05/19/2018
8 hours	8 hours	8 hours	10 hours	11 hours	0 hours
Regular Time (HOURS) (8 hours)	Regular Time (HOURS) (8 hours)	Regular Time (HOURS) (8 hours)	Regular Time (HOURS) (10 hours)	Regular Time (HOURS) (11 hours)	
Hours/Qty: 8 hours	Hours/Qty: 8 hours	Hours/Qty: 8 hours	Hours/Qty: 10 hours	Hours/Qty: 11 hours	

Approve

Close

Refresh

Reject

Last Note

Any notes added below will be available to the employee, recruiters, and payroll department.

enter note text

No relevant notes or calendar items.

Related

1 Attachments

Actions

Generate Document

Timesheet Info

Company

Acme

Status

0.00 % Approved

Finalizing Approvals

- If you would like to include a note or message to your candidate or DGSI recruiter, use the Last Note function under the right panel of the Approver Portal to enter any notes.

Last Note

Any notes added below will be available to the employee, recruiters, and payroll department.

enter note text