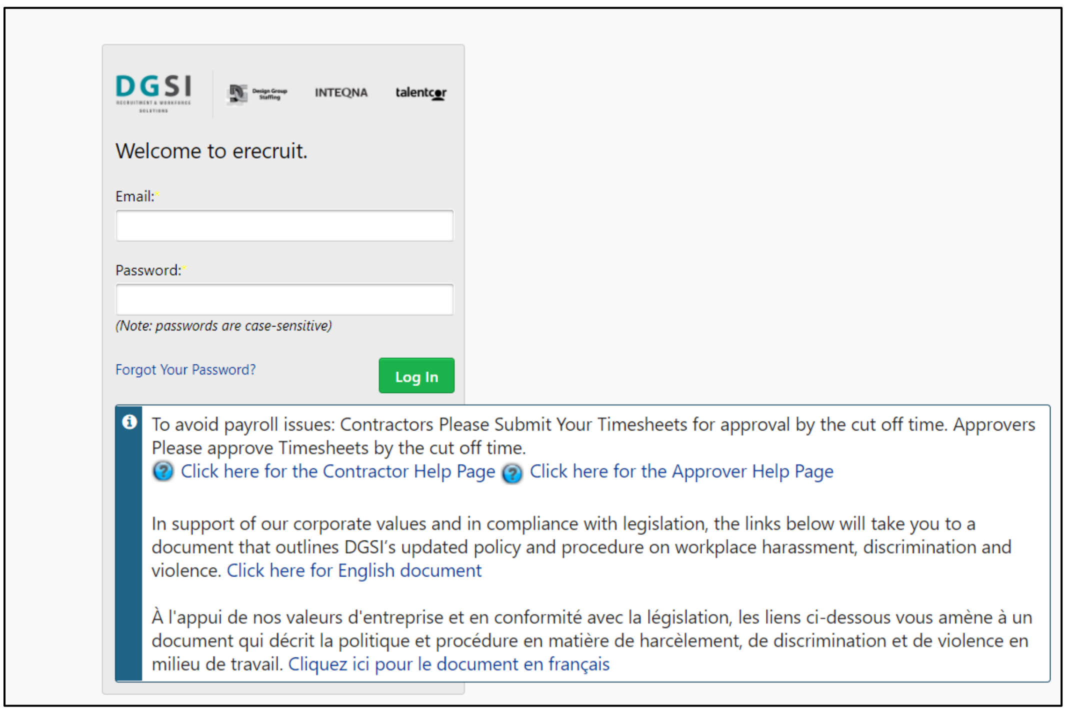
Time & Expense Approval Instructions

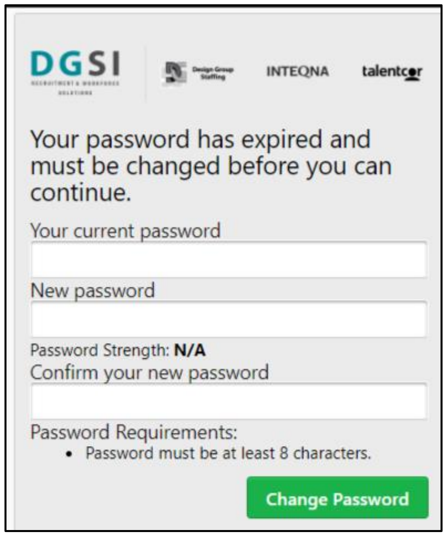
Thank you for working with DGSI to fulfill your placement needs! Please use the Contact Portal to approve candidate time. You will receive an email with a link and your user ID and password for accessing the Portal. This document contains the instructions for approving time and eligible expenses.

Logging Into the Contact Portal

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



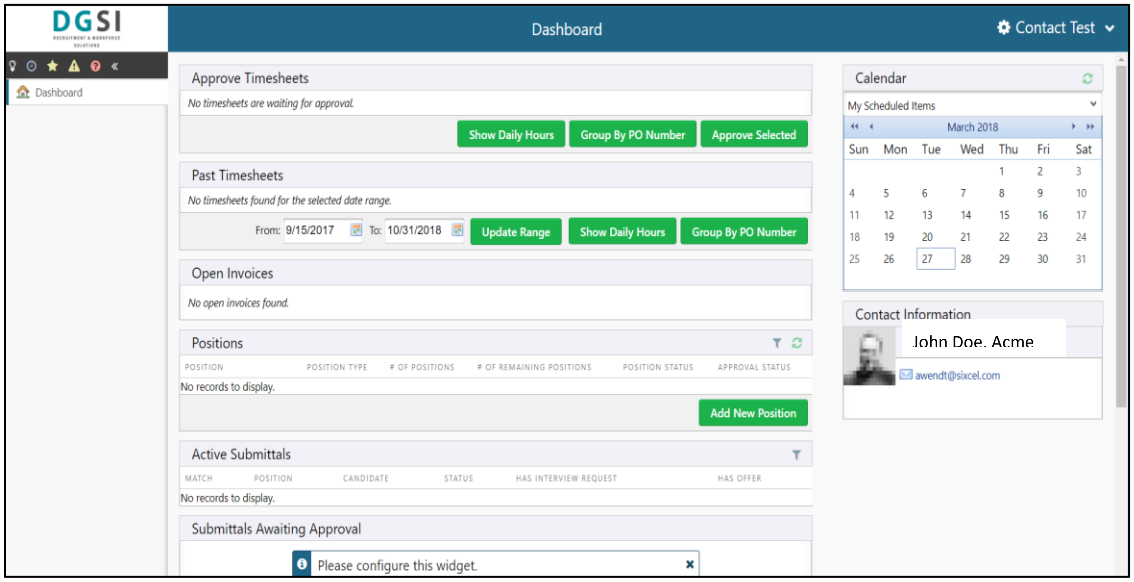
2. If you are logging into the Portal for the first time, you will be prompted to change your password. After entering your current password, create and confirm your new password, then click **Change Password**.



3. 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.
   - Positions: Displays all positions that you have posted.
   - Active Submittals: Displays all active submittals including position, candidate, and status.
   - Contact Information: Your primary point of contact at DGSI. Feel free to reach out to this person with any questions.

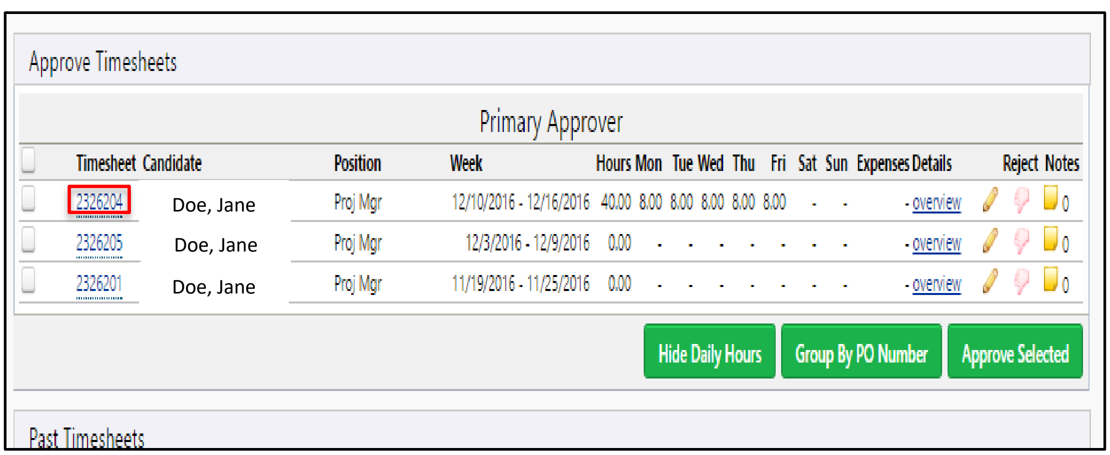
The Dashboard



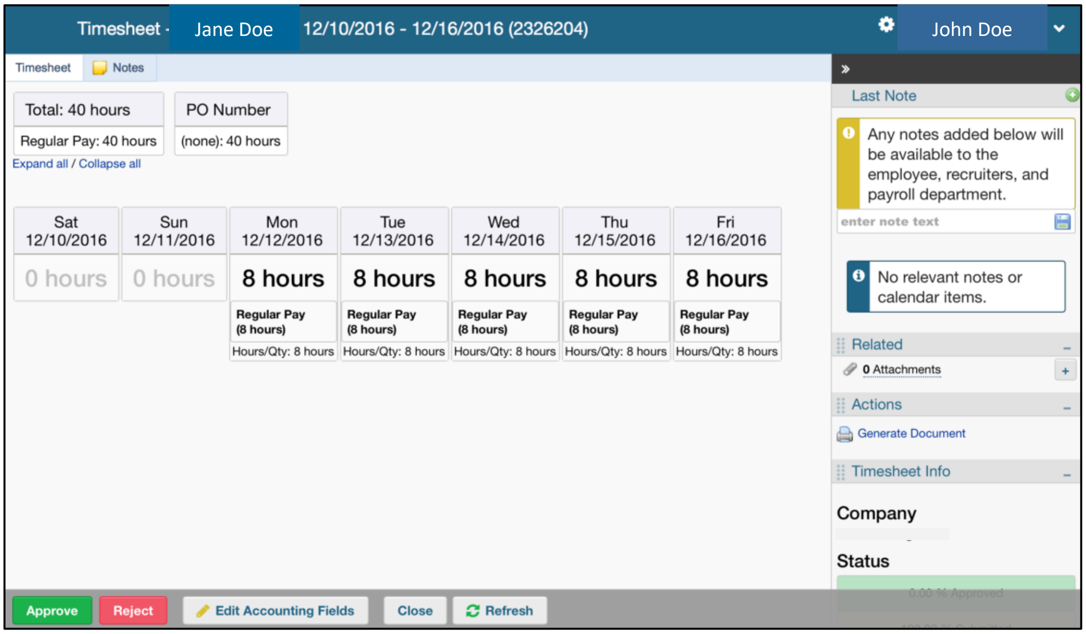
Approving Time

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.

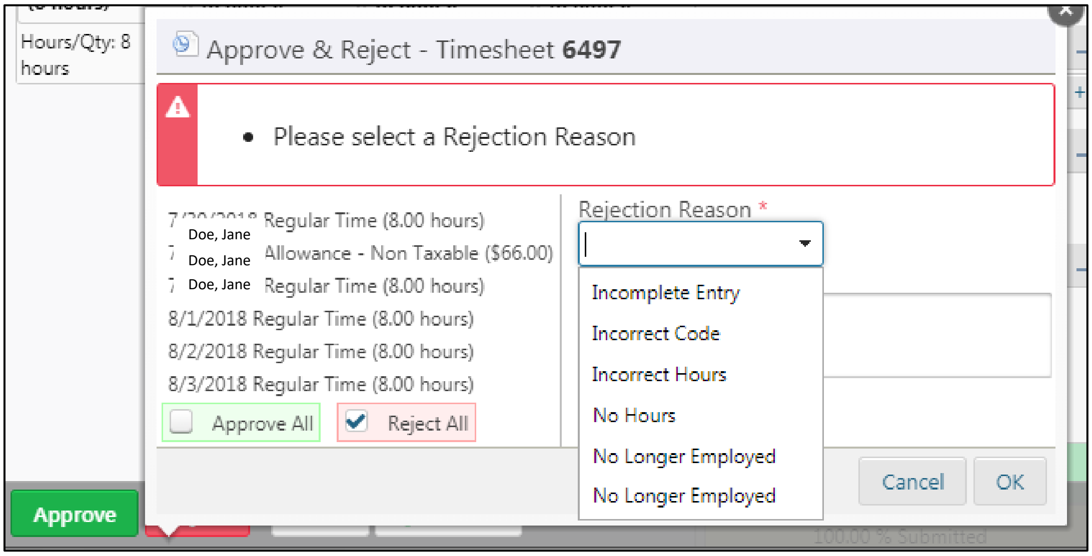


2. Once the timesheet opens, review the submitted timesheet. If the submitted time is acceptable, click **Approve**.



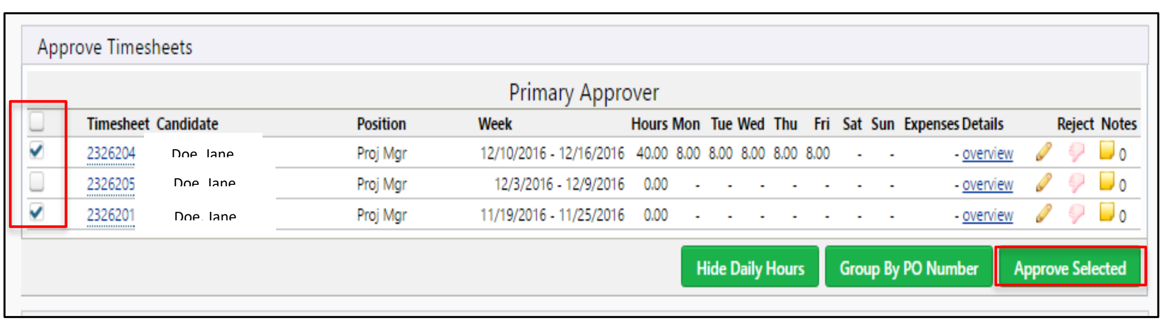
CAUTION: If the timesheet you are approving includes expenses, the Approve or Reject buttons will approve or reject both the timesheet and expenses submitted. Please ensure that you are reviewed both records prior to Approving or Rejecting.

3. 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.



4. 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**.



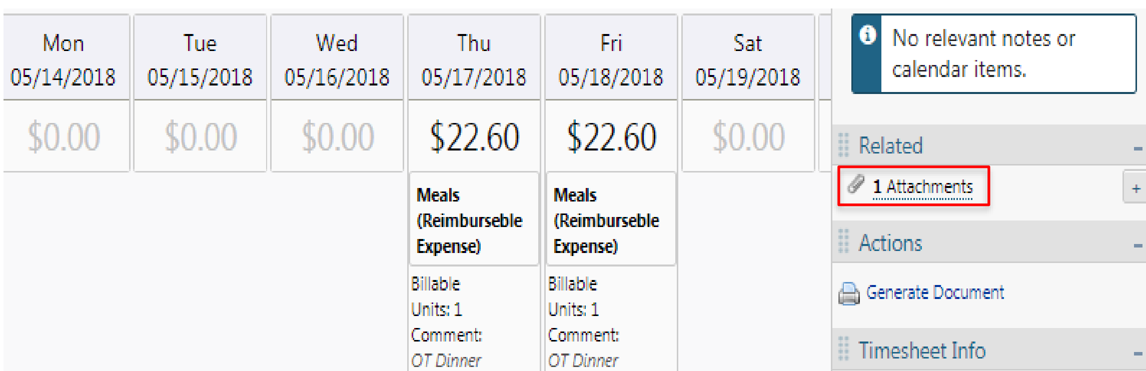
You, as a time authorizer should be aware of approved timesheet deadlines. **It is highly recommended you review submitted time and approve immediately to avoid a delay in the candidates pay.**

Approving Eligible Expenses

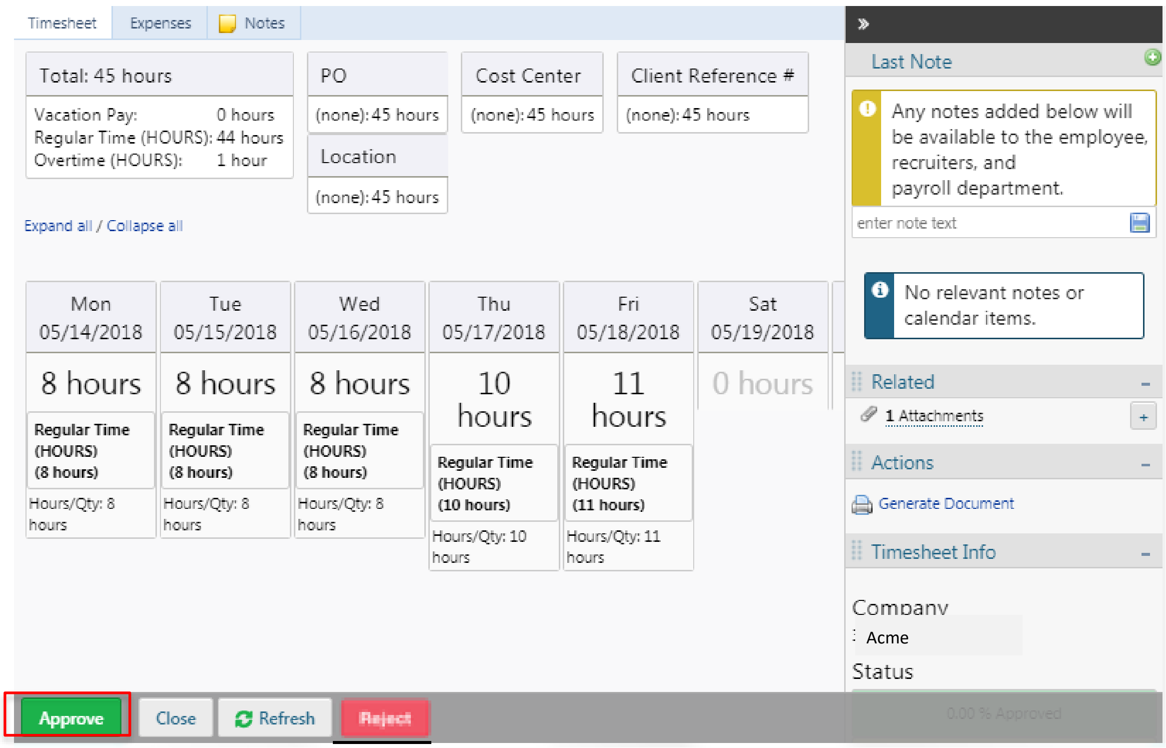
All expenses must be approved at the same time the timesheet is approved.

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.



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



Finalizing Approvals

1. 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.