

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**.

DGSI **Design Group Staffing** **INTEQNA** **talentcor**

Welcome to erecruit.

Email:

Password:

(Note: passwords are case-sensitive)

[Forgot Your Password?](#) **Log In**

i 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.
[Click here for the Contractor Help Page](#) [Click here for the Approver Help Page](#)

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](#)

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**.

DGSI **Design Group Staffing** **INTEQNA** **talentcor**

Your password has expired and must be changed before you can continue.

Your current password

New password

Password Strength: **N/A**

Confirm your new password

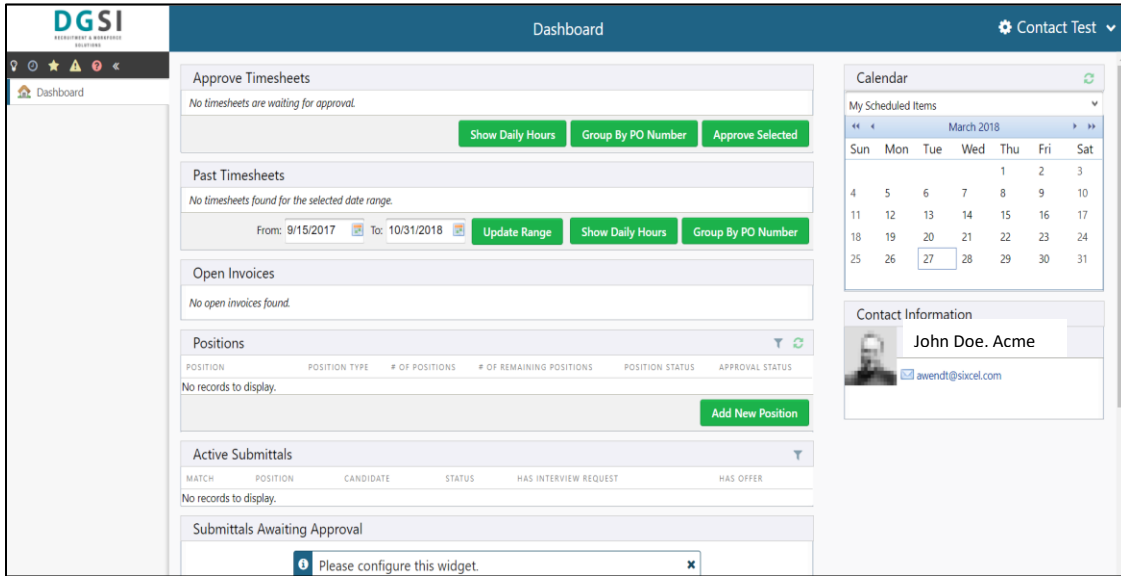
Password Requirements:

- Password must be at least 8 characters.

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



DGSI Dashboard

Approve Timesheets
No timesheets are waiting for approval.
[Show Daily Hours] [Group By PO Number] [Approve Selected]

Past Timesheets
No timesheets found for the selected date range.
From: 9/15/2017 To: 10/31/2018 [Update Range] [Show Daily Hours] [Group By PO Number]

Open Invoices
No open invoices found.

Positions
No records to display.
[Add New Position]

Active Submittals
No records to display.

Submittals Awaiting Approval
[Please configure this widget.]

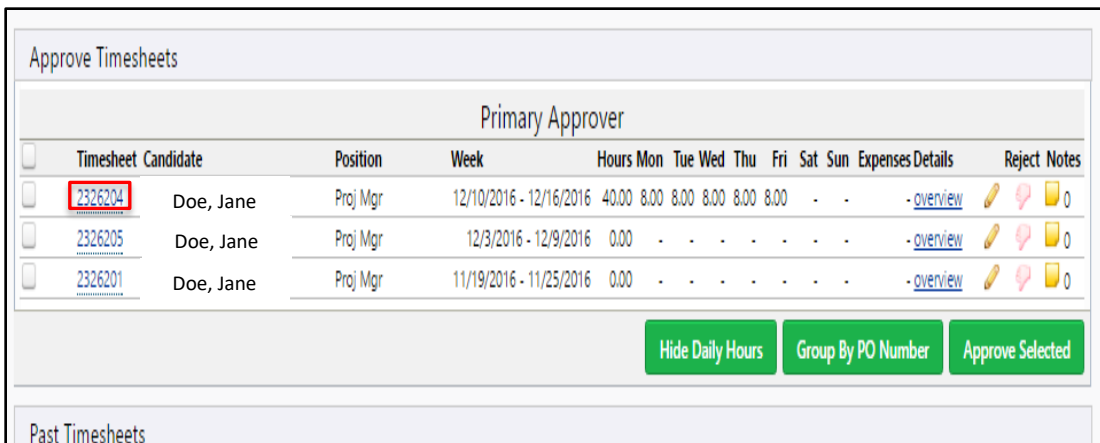
Calendar
My Scheduled Items
March 2018
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Contact Information
John Doe. Acme
awendt@siscel.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

- 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.

Hours/Qty: 8 hours

Approve & Reject - Timesheet 6497

Please select a Rejection Reason

7/20/2018 Regular Time (8.00 hours)
Doe, Jane
7/20/2018 Allowance - Non Taxable (\$66.00)
Doe, Jane
7/20/2018 Regular Time (8.00 hours)
Doe, Jane
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

Approve

- 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	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

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. Related 1 Attachments Actions Generate Document Timesheet Info
\$0.00	\$0.00	\$0.00	\$22.60	\$22.60	\$0.00	
			Meals (Reimbursable Expense) Billable Units: 1 Comment: OT Dinner	Meals (Reimbursable Expense) Billable Units: 1 Comment: OT Dinner		

- 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