

Time Card Approval Instructions using TPI Staffing's Customer Portal

Please approve all time cards by Tuesday at noon.

Step 1. Go to TPI Staffing's website: www.tpistaffing.com and Click on the 'Employers' Tab



Then click the 'Login' button on the bottom left corner or click link directly: [Customer Portal Login](#)



Step 2. Login

[Navigate to the Portal](#)

Enter User Name and Password

Click the Login button

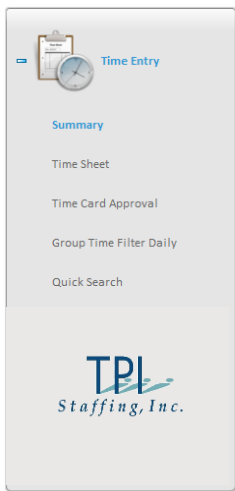
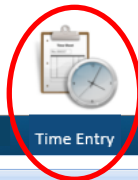
User Name:

Password:

Login

[Can't access account?](#)

Step 3. Click Time Entry



Welcome

Time Entry

Select Week End Date

Please select work week: 5/4/2014

Non Submitted Timecards (24)

WeekEnd Date	Assignment ID	Employee	Position	Shift	Total
05/04/2014	177860	Bogart, Humphrey	Mechanical		
05/04/2014	177873	Carroll, Lewis	Receptionist		
05/04/2014	177741	Connecticut, Candice	Copying		
05/04/2014	177736	Delaware, Danny	Mechanical		
05/04/2014	177938	Delaware, Danny	Mechanical		
05/04/2014	177872	DiCaprio, Leonardo	Receptionist		
05/04/2014	177840	Doyle, Arthur	Copying		
05/04/2014	177742	Georgia, Greg	Copying		
05/04/2014	177747	Idaho, Ina	Receptionist		
05/04/2014	177737	Iowa, Ian	Mechanical		

Pending Timecards (1)

WeekEnd Date	Assignment ID	Employee	Position	Shift	Total
05/04/2014	177735	Arkansas, Arlene	Mechanical		40

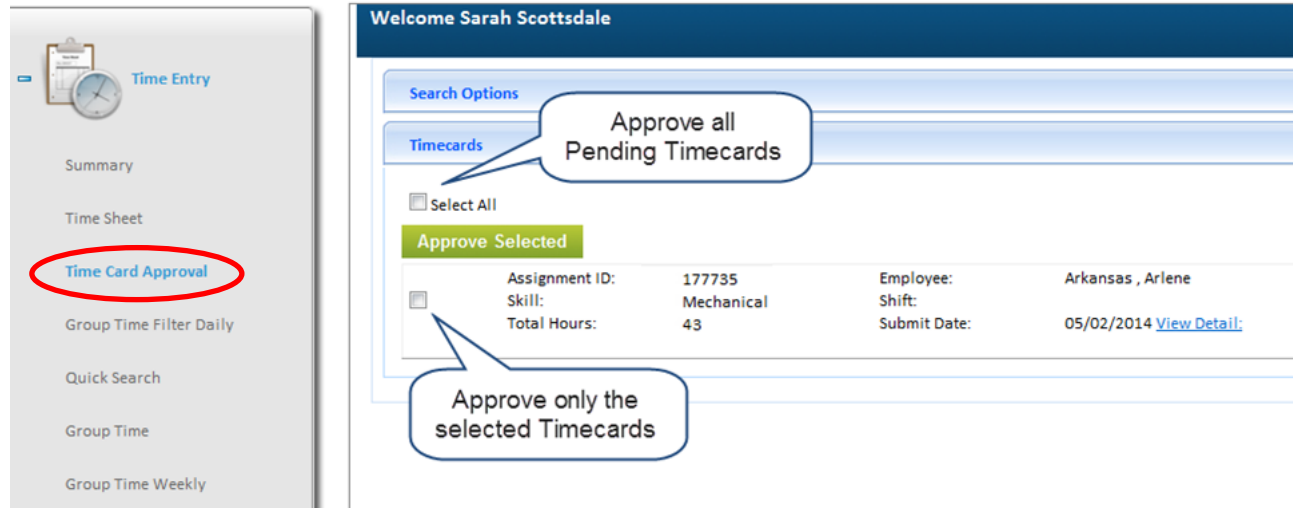
Pending Timecards are ready for review and/or approval

Time Entry Summary: The Time Entry Summary screen shows all timecards and their status of Non Submitted or Pending for the selected week. **The timecards which need approval are listed within the Pending Timecards section.** View Details by clicking the Employee name highlighted in blue.

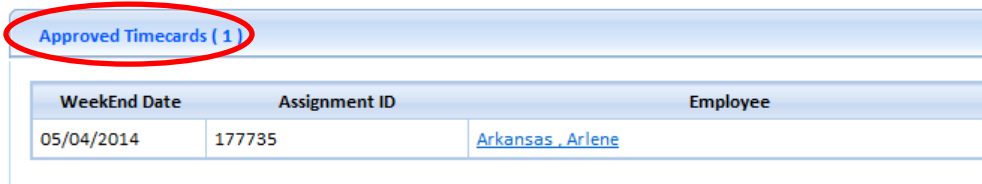
If no modification or review is necessary, you may skip the Time Card Approval menu option.

Step 4. Time Card Approval: Please approve timecards weekly (by noon every Tuesday)

1. Select **Time Card Approval** from the menu
2. Select the timecards to approve, or choose Select All to approve all submitted timecards in this work week
3. The View Detail link offers one more opportunity to examine the Timecard Detail before approval
4. Click the **Approve Selected** button



The Time Entry Summary screen now displays this timecard as approved. Once a timecard is approved it can no longer be manipulated.



Step 5. Log Off

When you have completed your timecard review and approval, click the Log Off icon from the navigation bar.



Log Off

Try Our NEW Email Feature! Simply approve timecards straight from your email.

Type	Day	Date worked	Start	End	Break hrs	Total hrs
Reg	Monday	1/9/2017	08:00 AM	05:00 PM	1.00	8.00
Reg	Tuesday	1/10/2017	08:00 AM	05:00 PM	1.00	8.00
Reg	Wednesday	1/11/2017	08:00 AM	05:00 PM	1.00	8.00
Reg	Thursday	1/12/2017	08:00 AM	05:00 PM	1.00	8.00
Reg	Friday	1/13/2017	08:00 AM	05:00 PM	1.00	8.00
Totals						40.00

Approve

Reject