
Orion ISO Timesheet Approval Instructions

Accessing Online Timesheets:

1. Go to Internet Explorer, Google Chrome or Mozilla FireFox and enter the website address:
<https://timesheets.orioniso.com>

You may be asked to download the Silverlight Application, click to install Silverlight by following the prompts.

2. Enter your Employer ID and password. Your password will be sent to you from payroll and included in your enrollment email.



A screenshot of a 'User Validation' dialog box. It has a title bar with 'User Validation' and a close button. Inside, there are two input fields: 'Username' with the text 'JANEDOE01' and 'Password' with four black dots. At the bottom, there are 'OK' and 'Cancel' buttons.

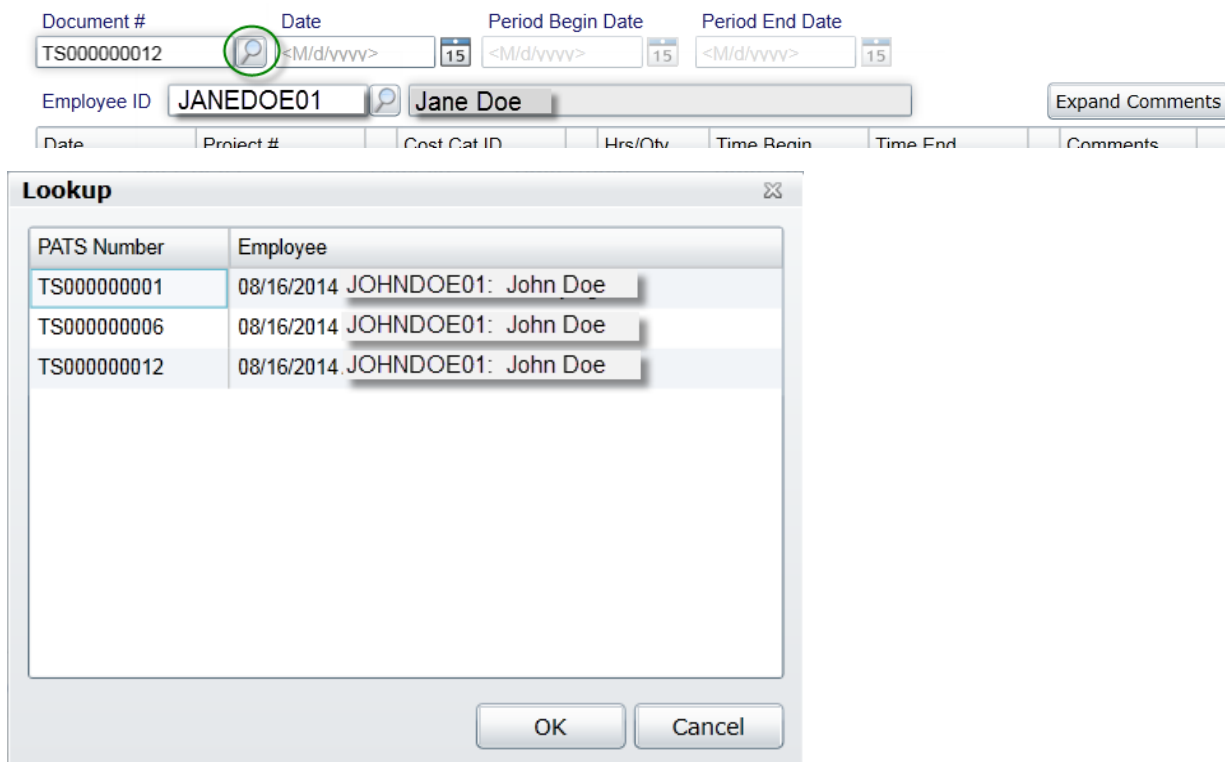
3. Click OK
4. Click on "Daily Timesheet Entry"



Welcome to Orion ISO's Timesheet Entry.
To enter a timesheet press the Daily Timesheet Entry button located in the upper right hand side of the web page.

Reviewing a Timesheet:

1. Click on the looking glass () to the right of Document #.




PATS Number	Employee
TS000000001	08/16/2014 JOHNDOE01: John Doe
TS000000006	08/16/2014 JOHNDOE01: John Doe
TS000000012	08/16/2014 JOHNDOE01: John Doe

- a. **PATS Number:** These are your employee's saved timesheets. The most recently entered timesheet has the highest number and will be at the bottom of the list.
- b. **Employee:** This will show the timesheet date, employee ID and employee name.
- c. Click on the timesheet you want to edit and click "OK."

You will now be presented with the timesheet to review.

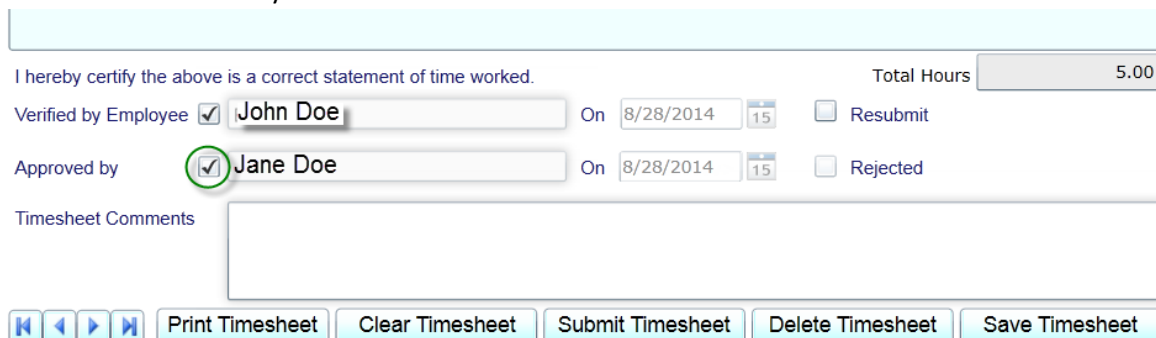
1. **Document #:** Timesheet number.
2. **Date:** Start of the pay period you are entering time for and is always the 1st or 16th of a month.
3. **Period Begin Date:** Pay period starting date
4. **Period End Date:** Pay period ending date
5. **Employee ID:** Employee ID
6. **Sleep Deduction:** If the timesheet has 24 consecutive hours, this checkbox will be visible. If marked, the employee had a sleep deduction.
7. **Date:** Date Worked
8. **Project #:** Consumer ID
9. **Cost Cat ID:** Service code
10. **Hrs/Qty:** Calculation of hours worked based on Time Begin and Time End fields.
11. **Time Begin:** Employee start time.
12. **Time End:** Employee end time.
13. **Comments:** This field can be used for daily notes. You can view them in the following ways:

- a. **Comment Field:** You will see the first few characters of the comments.
- b. **Notepad Icon** (): Click on this icon to view the full comments.
- c. **Expand Comments:** Click on this button to make a horizontal scroll bar available at the bottom of the timesheets to scroll to the right to view the full comments. Once you click on “Expand Comments” it will change to “Shrink Comments” to remove the horizontal scroll bar.

Approving a Timesheet

Once you have reviewed your employee’s timesheet you will approve it for payment.

1. **Approved by:** Mark this checkbox. Your employer name and the date you marked the checkbox will automatically be entered.



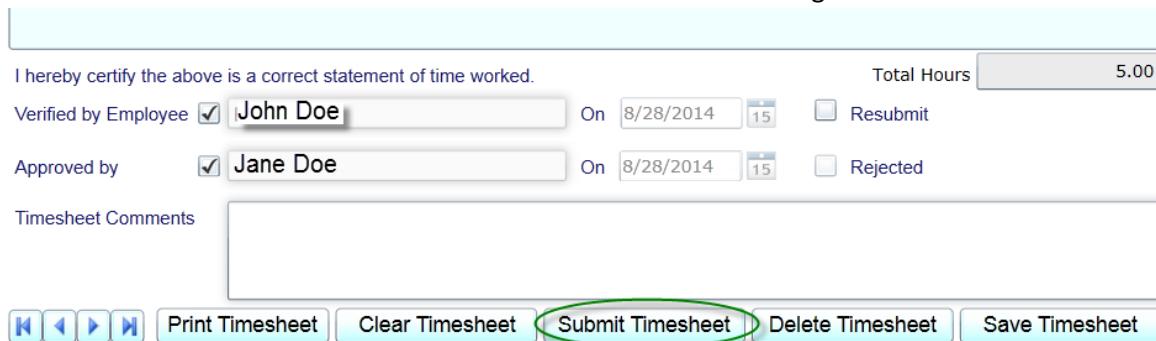
I hereby certify the above is a correct statement of time worked. Total Hours

Verified by Employee John Doe On 8/28/2014 Resubmit

Approved by Jane Doe On 8/28/2014 Rejected

Timesheet Comments

2. **Submit Timesheet:** Click this button to submit the timesheet to Morning Star Financial Services.




I hereby certify the above is a correct statement of time worked. Total Hours

Verified by Employee John Doe On 8/28/2014 Resubmit

Approved by Jane Doe On 8/28/2014 Rejected

Timesheet Comments

Printing a Timesheet

Print Timesheet: Click this button to get a report of the existing timesheet. You can print directly from the report, or click on the floppy disk icon () to choose your options.

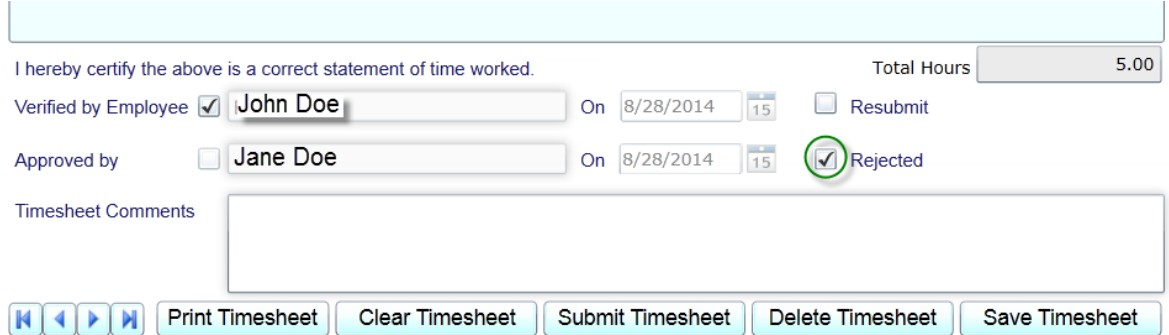
Clearing a Timesheet

Clear Timesheet: Click this button to clear the timesheet you are currently on. You can then select a different timesheet to review.

Rejecting a Timesheet

There may be times when you need to reject your employee's timesheet.

1. Mark the "Rejected" checkbox. Your employer name and the date you rejected the timesheet will automatically fill in.



I hereby certify the above is a correct statement of time worked. Total Hours 5.00

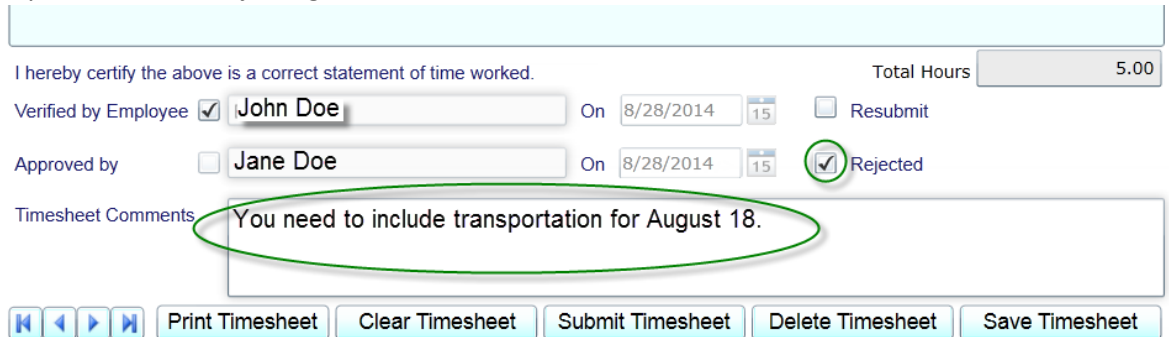
Verified by Employee John Doe On 8/28/2014 15 Resubmit

Approved by Jane Doe On 8/28/2014 15 Rejected

Timesheet Comments

Print Timesheet Clear Timesheet Submit Timesheet Delete Timesheet Save Timesheet

2. Enter your reason for rejecting the timesheet in the Timesheet Comments field.



I hereby certify the above is a correct statement of time worked. Total Hours 5.00

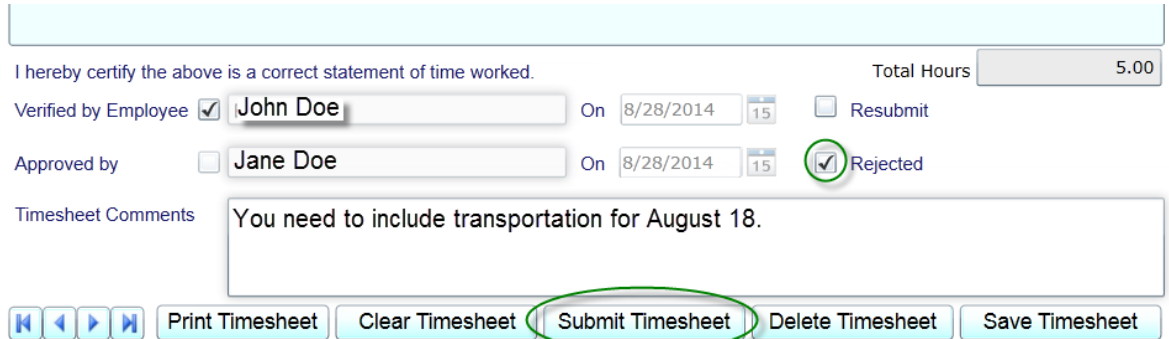
Verified by Employee John Doe On 8/28/2014 15 Resubmit

Approved by Jane Doe On 8/28/2014 15 Rejected

Timesheet Comments You need to include transportation for August 18.

Print Timesheet Clear Timesheet Submit Timesheet Delete Timesheet Save Timesheet

3. Click the Submit Timesheet button to send the timesheet back to your employee for corrections.



I hereby certify the above is a correct statement of time worked. Total Hours 5.00

Verified by Employee John Doe On 8/28/2014 15 Resubmit

Approved by Jane Doe On 8/28/2014 15 Rejected

Timesheet Comments You need to include transportation for August 18.

Print Timesheet Clear Timesheet Submit Timesheet Delete Timesheet Save Timesheet