TimeAdder

TimeAdder is an online timesheet system that we use to track and approve your time worked. This document details how to get started and what to expect when using TimeAdder to submit your timesheets.

TimeAdder is available on your desktop and mobile simply by going to new.timeadder.com in your desktop or mobile browser.

Browser support

We recommend using TimeAdder with one of the following web browsers:

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Safari version 10 (Mac only)
- Internet Explorer version 11 (Windows only)

Microsoft's Edge browser is not currently supported.

For the best possible experience, please make sure you're using the latest version of the browser. To check your version, please visit: http://whatbrowser.org/

## What should I do if I see an error when trying to log in?

Please check that your email address doesn't have an extra blank space present. For example, Internet Explorer has a tendency to automatically add a space when copying and pasting into a field.

Example:
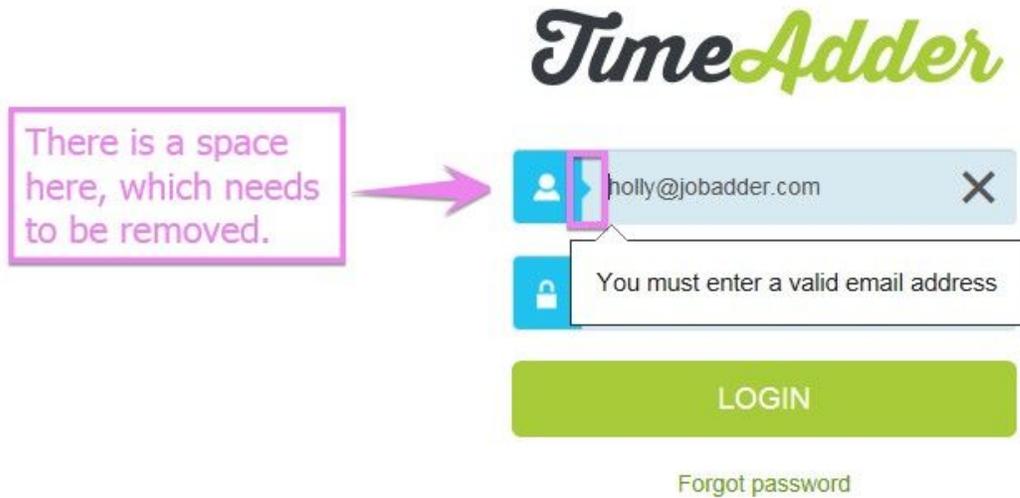
How to use TimeAdder

You will receive an email from TimeAdder that will prompt you to set up your TimeAdder login. Below is an example of this email.
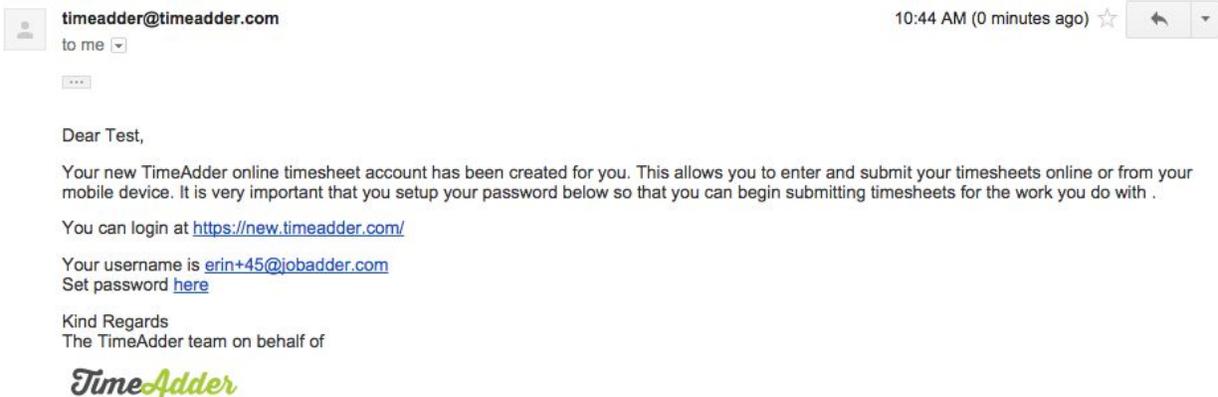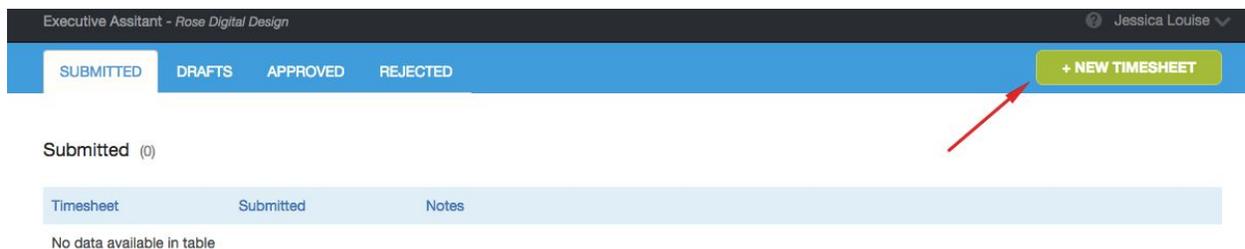

Click on "here" next to set password and setup your login. Your username is your email address.

You will also receive an email 24 hours prior to your contract start date reminding you that your contract is starting and to use TimeAdder to submit your timesheets. Below is an example of this email.
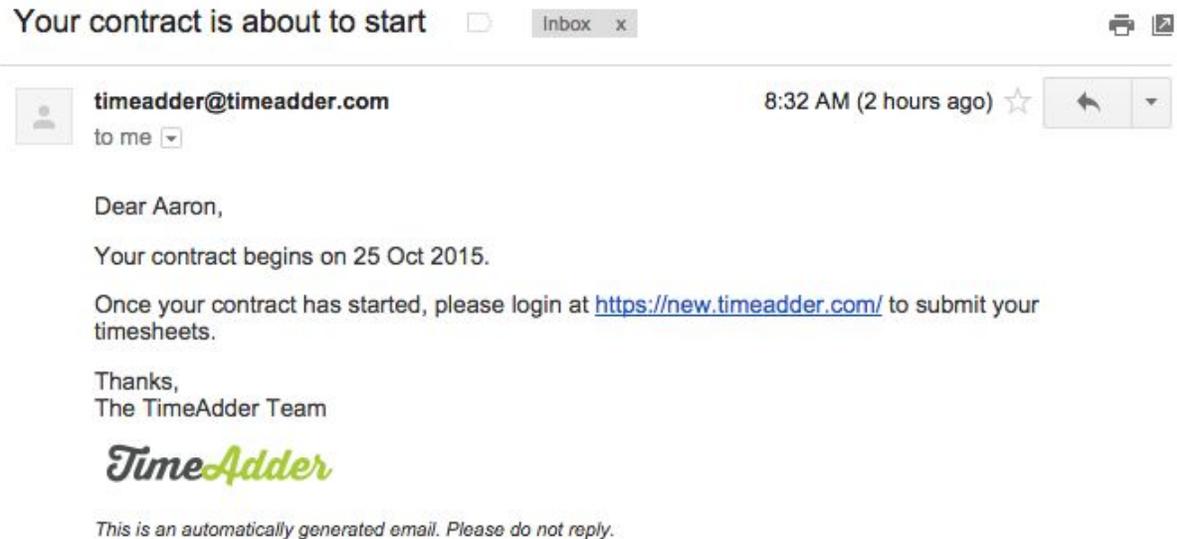
Once your contract has started you will want to submit your first timesheet. We suggest waiting until the last working day of that week to submit your time. Here is how you submit your timesheet.

1. Click "+ New Timesheet" in the upper right corner

2. Fill out the the time you worked by choosing from the dropdown.

3. Click "Submit" if you are ready to submit the timesheet. If you have filled out your time but you aren't ready to submit your timesheet to your approver click "Save as Draft." **You will only be allowed to submit a timesheet for the current week.

4. Once you submit your timesheet, your approver will receive an email that your timesheet is ready to review. Once the approver approves the timesheet, you will receive an email that your timesheet has been approved. Below is an example of this email.

Your timesheet has been approved	Inbox x				

timeadder@timeadder.com
to me

11:00 AM (3 minutes ago)

Dear Aaron,

Nancy Smith has approved your timesheet for the week ending 15 Nov 2015.

Most recent note:
Timesheet Approved

View the timesheet here: https://new.timeadder.com//Employee/Timesheet/Detail/45

Thanks,
The TimeAdder Team

TimeAdder

This is an automatically generated email. Please do not reply.

Once you have received this email there is no further action required. You will continue submitting timesheets until your contract has ended.

5. An approver can also reject your timesheet if they don't agree with the working hours you've submitted. If an approver rejects your timesheet you will receive an email with the reason why. Below is an example of this email.

Your timesheet has been rejected	Trash x				

timeadder@timeadder.com
to me

8:34 AM (2 hours ago)

Dear Aaron,

Nancy Smith has rejected your timesheet for the week ending 08 Nov 2015.

Reason for rejection:
Did you work friday?

Please click the following link to update and resubmit your timesheet: https://new.timeadder.com//Employee/Timesheet/Detail/42

Thanks
The TimeAdder Team

TimeAdder

This is an automatically generated email. Please do not reply.

6. To resubmit this timesheet, click on the link in the email. Click the "Edit" button below the timesheet, make the necessary changes and click "Resubmit." Once approved you will receive an email that your timesheet has been approved.

SUBMITTED   DRAFTS   APPROVED   REJECTED   + NEW TIMESHEET

30 Nov 2015 - 06 Dec 2015   ✕ rejected

		Start time	End time	Break	Total: **35.00 hours**
☑	Mon 30 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
☑	Tue 01 Dec 2015	9:00 AM	5:00 PM	1:00	7.00 hours
☑	Wed 02 Dec 2015	9:00 AM	5:00 PM	1:00	7.00 hours
☑	Thu 03 Dec 2015	9:00 AM	5:00 PM	1:00	7.00 hours
☑	Fri 04 Dec 2015	9:00 AM	5:00 PM	1:00	7.00 hours
	Sat 05 Dec 2015				non-working day
	Sun 06 Dec 2015				non-working day

Edit   Cancel

		Start time	End time	Break	Total: **35 hours**
☑	Mon 30 Nov 2015	9:00 AM	5:00 PM	01:00	7 hours
☑	Tue 01 Dec 2015	9:00 AM	5:00 PM	01:00	7 hours
☑	Wed 02 Dec 2015	9:00 AM	5:00 PM	01:00	7 hours
☑	Thu 03 Dec 2015	9:00 AM	5:00 PM	01:00	7 hours
☑	Fri 04 Dec 2015	9:00 AM	5:00 PM	01:00	7 hours
☐	Sat 05 Dec 2015				0 hours
☐	Sun 06 Dec 2015				0 hours

Resubmit   Cancel

If you need help using TimeAdder, step by step walk throughs are always available by clicking on the help "?" icon in the upper right corner next to your name.