

TimeAdder

TimeAdder is an online timesheet system that we use to make collecting and approving timesheets as simple as possible. As an approver you will be able to log into TimeAdder once a timesheet has been submitted, review the timesheet and approve or reject the timesheet.

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)

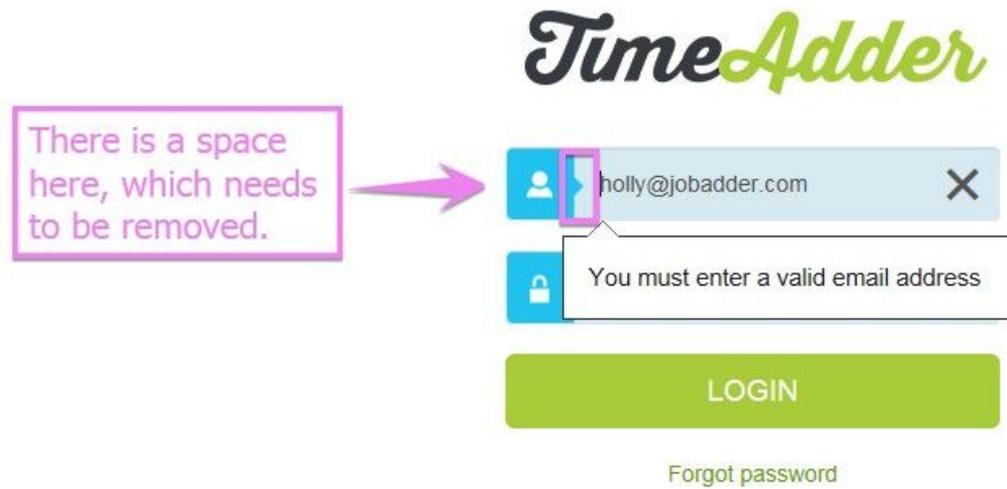
Microsoft's Edge browser is not currently supported.

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

Once you have been added as an approver you will receive an email that will prompt you to set up your TimeAdder login. Below is an example of this email.

Your TimeAdder online timesheet account has been created

Inbox x



timeadder@timeadder.com

to me

Dec 11 (4 days ago)



Dear Nancy,

A TimeAdder account has been created for you.

TimeAdder is an online timesheet management system employed by your company to make it easier for contractors to lodge timesheets online.

As an Approver you are able to view, make notes, approve and reject timesheets when they are submitted by your contractors.

You can login at: <https://new.timeadder.com/>

Your username is erin+31@jobadder.com

Set password [here](#)

Kind regards

The TimeAdder Team

TimeAdder

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

Once a timesheet has been submitted by one of your contractors you will receive an email prompting you to review that timesheet. Below is an example of this email.

Timesheet submitted



Inbox x



timeadder@timeadder.com

to me

10:39 AM (1 hour ago)



Dear Nancy,

Jessica Louise has submitted their timesheet for the week ending 20 Dec 2015.

Please review and approve or reject the timesheet by following this link:

<https://new.timeadder.com//Approver/Timesheet/Detail/44?TimesheetType=DETAILED>

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

To review this timesheet, click on the link provided in the email. This will take you to that submitted timesheet where you can approve the timesheet. To approve a timesheet click "Approve."

02 Nov 2015 - 08 Nov 2015

Status: **Submitted** Submitted by: **Aaron Chmelik** Date submitted: **16 Dec 2015** Total: **42.00 hours**

	Start time	End time	Break	Total: 42.00 hours
Mon 02 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Tue 03 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Wed 04 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Thu 05 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Fri 06 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 07 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours

If you don't agree with the hours that have been submitted you can reject the timesheet and provide a reason why you are rejecting it. To reject a timesheet click "Reject", you will be prompted to add note as to why the timesheet is being rejected.

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Fri 06 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours
Sat 07 Nov 2015	9:00 AM	5:00 PM	1:00	7.00 hours

The contractor will then receive an email stating that their timesheet has been rejected with the reason for rejection. They will then be prompted to edit and resubmit that timesheet for your approval.

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.