Manager Time and Attendance Manual

(Insert Logo)

**Timesheet Approval Process**

Login  Click on timesheet tab  View Time sheet awaiting approval  Approve/Reject Timesheet

1. Log into Avionté: https://**BUILDNAME**.myavionte.com/staff/login.aspx

\* If this is your first time in Avionté, you will be receiving an email from the email address notifications@myavionte.com with login instructions (as seen below). If you are a returning manager, please use the same login credentials.

 

1. Once logged in, you will land on your MyAvionté page. From here, the Manager Overview Widget will include Timesheets awaiting approval, requisitions that are currently pending, and active contracts.
	1. Click on the number next to 'Your Timesheets waiting for approval' to be brought to your timesheet list.



1. Click the Timesheet Tab, you can view all timesheets awaiting approval.





1. In approving time, Managers can either Approve or Reject time. If time is rejected, the consultant will receive an email to resubmit the timesheet



1. Timesheet can also be accepted or rejected through the email that is received when the consultant submits time.

