



Client Manager User Guide

TeamKeeper
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Client Manager

Client Managers are able to view, print and approve timesheets. This user will not be able to create or edit timesheets for employees in their group. Also, the Client Manager will not be able to view timesheet data that is not part of the assigned group.

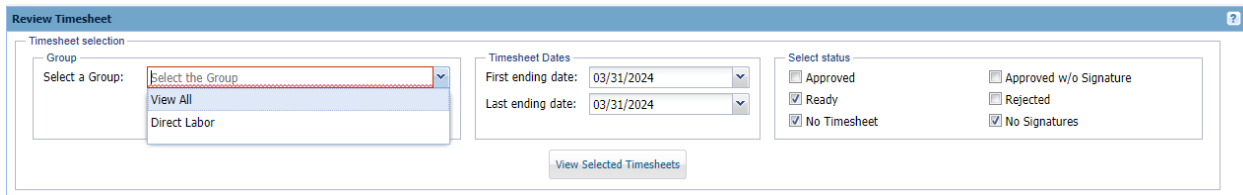
For example, employee Katelyn has 32 hours in the DIRECT LABOR group and 8 hours in the INDIRECT LABOR group. If the Client Manager is only over the DIRECT LABOR group, Katelyn’s timesheet will show a total of 32 hours.

Review Timesheet

After logging into the site, hover over the Client menu and click the link for “Review Timesheet”. Select the group, timesheet end date(s) and all status that need to be applied then click “View Selected Timesheets”.

Status filters:

- Approved – already reviewed and approved by a supervisor
- Ready – employee has submitted the timesheet and is waiting on supervisor approval
- No Timesheet – employee did not enter any time data for the period selected
- Approved w/o Signature – supervisor approved but employee did not submit
- Rejected – supervisor did not approved timesheet and sent back to employee for changes
- No Signatures – active timesheet that the employee has not submitted and a supervisor has not approved



To open all timesheets listed for the group, check the box to the left of the header and then click “Open All Selected”. Alternatively, you can select individual checkboxes besides an employees’ name to view multiple timesheets or click the link on the employee’s name to open just one timesheet.

Actions

<input checked="" type="checkbox"/>	E-Mail	Name	Status	Ending Date	Total Hours
<input checked="" type="checkbox"/>		Anderson, David	No Timesheet	03/31/2024	0.00
<input checked="" type="checkbox"/>		Brown, Kevin	No Timesheet	03/31/2024	0.00
<input checked="" type="checkbox"/>		Johnson, Paul	No Timesheet	03/31/2024	0.00
<input checked="" type="checkbox"/>		King, Brian	No Timesheet	03/31/2024	0.00
<input checked="" type="checkbox"/>		Smith, John	No Timesheet	03/31/2024	0.00
<input checked="" type="checkbox"/>		Williams, Marv	No Timesheet	03/31/2024	0.00

Approving Timesheets

Timesheets can be approved by clicking the “Approve All” at the top of the screen or changing the status box to the right of the page.

Timesheet Manager Review

Commands: Approve All Save Cancel Printer Friendly

Name: Blanchflower, Marilyn Previous Record | Next Record

Ending Date : 03/31/2024 Revision : 0

Client Manager: Select Status

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total				
In	1030	1030	1030	1030	1030							
Out	1830	1830	1830	1830	1830							
Hrs	8.0	8.0	8.0	8.0	8.0			40.0				
Group	Charge Code	Pay Type	Org	Task#	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total
Total												

Comments:
No comments found for this Timesheet.

Hours Worked Comments

Timesheet Examples

Timesheet with In/Outs Example:

Timesheet Manager Review

Commands: Approve All Save Cancel Printer Friendly

Name: Blanchflower, Marilyn Previous Record | Next Record

Ending Date : 03/31/2024 Revision : 0

Client Manager: Select Status

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total				
In	1030	1030	1030	1030	1030							
Out	1830	1830	1830	1830	1830							
Hrs	8.0	8.0	8.0	8.0	8.0			40.0				
Group	Charge Code	Pay Type	Org	Task#	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total
Total												

Comments:
No comments found for this Timesheet.

Approved Timesheet Example:

Timesheet Manager Review

Commands: Approve All Save Cancel Printer Friendly

Name: Blanchflower, Marilyn Previous Record | Next Record

Ending Date : 03/31/2024 Revision : 0

Client Manager: Select Status

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total				
In	1030	1030	1030	1030	1030							
Out	1830	1830	1830	1830	1830							
Hrs	8.0	8.0	8.0	8.0	8.0			40.0				
Group	Charge Code	Pay Type	Org	Task#	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total
Total												

Comments:
No comments found for this Timesheet.

Hours Worked Comments

Timesheet has been reviewed and approved.

Processed : *No* Date :

Employee Signed Timesheet Example:

Employee - General

TeamKeeper - KING, BRIAN

Unsubmit Documents Printer Friendly Leave Balance

Timesheet Ending: 03/31/2024 Period 2 of 2 Revision 0

In/Out	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total
In		1030		1030	1030			
Out		1830		1830	1830			
In								
Out								
Hrs		8.0		8.0	8.0			24.0

Hours Worked

Group	Charge Code	Pay Type	Org	Task#	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31	Total
				Total								0.0

Your timesheet will now be submitted.
 Employee: King, Brian 03/29/2024 5:38 PM CDT

Printing Timesheets

After selecting timesheets to review, click the link for “Printer Friendly” at the top of the page.

However many timesheets are selected for viewing, will be available for printing.

Timesheet Manager Review

Commands

Approve All Save Cancel **Printer Friendly**

Name : Avery , Katelyn [No email] Previous Record | Next Record

Title: No Timesheet Create Timesheet

Email Notifications

If Administrators elect to turn on timesheet notifications, Client Managers will receive email notifications when an employee in their group submits their timesheet. These notifications will also be displayed on the homepage when you log in. They can be removed by checking the box to the left of the date and then “Remove” at the bottom.

Date	Subject	Message
<input type="checkbox"/> 04/02/2024 10:50AM	Timesheet Approved	The timesheet with the ending date 02/25/2024 has been approved. https://havarti-test.goclockwise.com/
<input type="checkbox"/> 04/02/2024 10:55AM	Timesheet Unsubmitted	The timesheet belonging to Kevin Brown, with ending date 02/25/2024, has been unsubmitted. https://havarti-test.goclockwise.com/
<input type="checkbox"/> 04/02/2024 10:55AM	Timesheet Approved	The timesheet with the ending date 02/25/2024 has been approved. https://havarti-test.goclockwise.com/
<input type="checkbox"/> 04/02/2024 02:50PM	Timesheet Unsubmitted	The timesheet belonging to Kevin Brown, with ending date 04/07/2024, has been unsubmitted. https://havarti-test.goclockwise.com/

Remove