



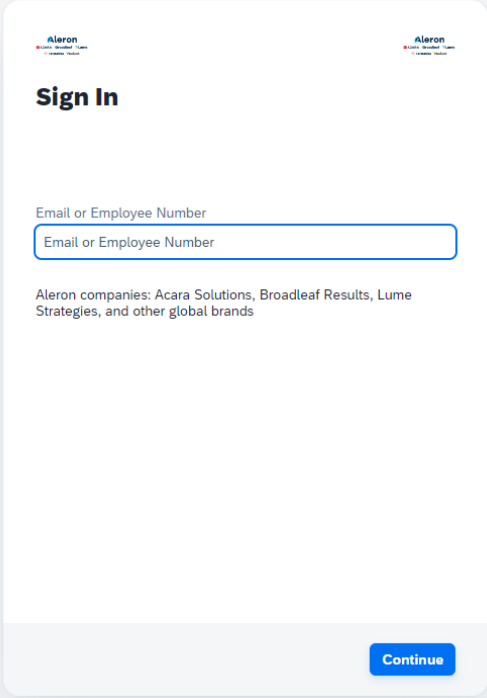
## **Tempus User Guide – Timesheet Approval**

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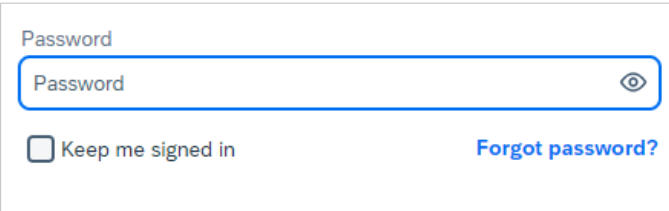
## How to Log into Tempus

To log into Tempus, navigate to this [link](#), and enter your credentials.



The image shows a mobile app interface for signing in. At the top, the Alaron logo is displayed on the left and right. The title "Sign In" is centered. Below the title, there is a label "Email or Employee Number" and a text input field containing the same text. Underneath the input field, a line of text reads: "Alaron companies: Acara Solutions, Broadleaf Results, Lume Strategies, and other global brands". At the bottom right, there is a blue button labeled "Continue".

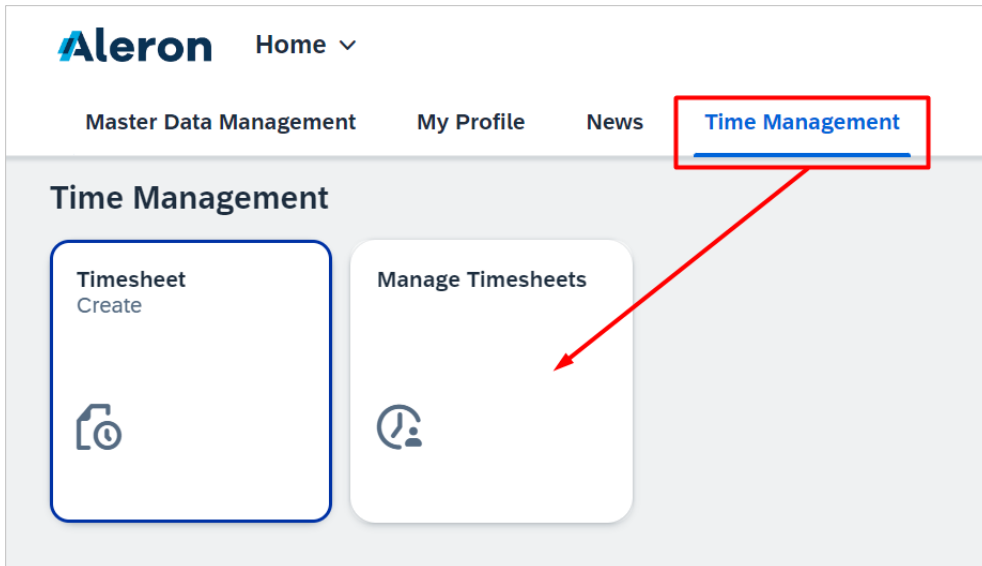
To reset your password, click *Forgot Password* and enter your email address to receive a password reset notification. If you experience any difficulty logging into the system, please contact your Acara team contact for support.



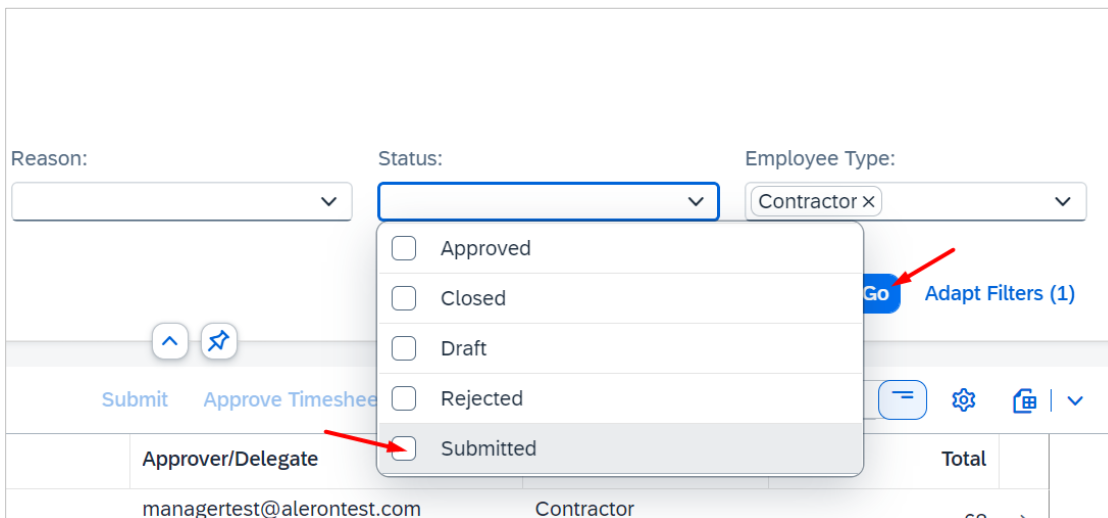
The image shows a password input section. It includes a label "Password" above a text input field that also contains the word "Password". To the right of the input field is an eye icon for toggling visibility. Below the input field, there is a checkbox labeled "Keep me signed in" and a blue link labeled "Forgot password?".

## Accessing Timesheets

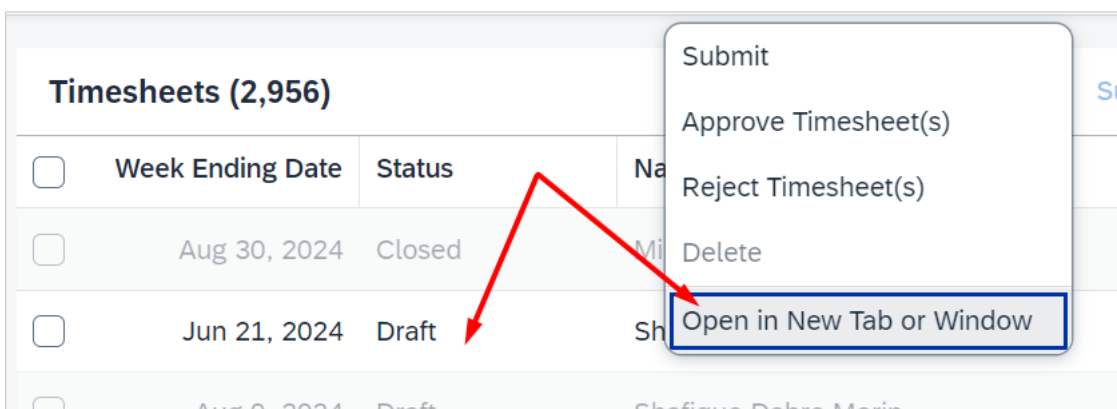
Once logged in, you can find and click into the **Manage Timesheets** tile on the dashboard, via the Time Management tab at the top, or in the home button dropdown.



This takes you to the Manage Timesheets table. You can customize this view (instructions for this found [here](#)). Until customized, you will need to select the timesheet status you want to view and click Go.



To view more information about a timesheet, click into the row of the timesheet you want to view. You may also right click and choose to open the timesheet in a new tab if you have several to review.



You will see general details at the top of the timesheet.

**Timesheet**  
new employee test / 9000000124  
Administration on behalf of new employee test / 9000000124

**Hourly, 410**

Hours submitted on this timesheet are not valid until authorized by the employee's customer supervisor. If hours have been incorrectly entered, I understand that the supervisor will adjust the hours and I will be supplied with notification of the change. I understand that my paycheck will reflect the hours approved by the supervisor. If I do not agree with the supervisor's adjustment, I will immediately contact my employer.

Contractor: new employee test  
Work Order: 6000000502  
Superior Comp. Code: WO\* Superior Company Code  
Week Ending Date: 12 May 2024  
Pay Type: Hourly  
Pay Rate Shift 1: 30.00

Manager: Manager Test Rel2  
Work Order Start Date: 2023-05-02  
Shift: Sunday  
Week Ending Day: Sunday  
OT Exempt: false  
Pay Rate Shift 2: 30.00

Delegate: Brophy Angle  
Company: Prince Edward Island, Canada  
Cust. TS Approval: true  
Employee ID: 9000000124  
Pay Rate Shift 3: 30.00

Vendor: AEROTEK  
Customer: Ahura Scientific  
Service Location: WO\* missing field  
Most Recent Invoice: 2024-06-09

Below this, there is a link to show you the timesheet history which tracks any changes to the timesheet.

Pay Type: Hourly  
Pay Rate Shift 1: 30.00  
OT Exempt: false  
Pay Rate Shift 3: 30.00

**Timesheet History**

Change Date	Changed by	Status	Action	Rejection reason	Rejection comment
May 12, 2024, 10:46:38 PM	employeeetest@alerontest.com		Created		
May 12, 2024, 10:47:02 PM	employeeetest@alerontest.com		Time data change		
May 12, 2024, 10:47:05 PM	employeeetest@alerontest.com		Timesheet Submitted		
May 12, 2024, 10:49:26 PM	managertest@alerontest.com		Data approved		
Jul 23, 2024, 10:22:06 AM	vinokuroval@aleroninc.com	Submitted	Timesheet Submitted		

Month/Day  
Monday, 2024-05-06  
Tuesday, 2024-05-07  
Wednesday, 2024-05-08  
Thursday, 2024-05-09

Close

Next, you'll find the time entries, including shifts start time, end time, and breaks.

Month/Day	Shift	Project	Regular Hours	Daily OT Hours	Daily DT Hours	Total Hours
Monday, 2024-05-06	First		08:00:00	00:00	00:00	08.00
Tuesday, 2024-05-07	First		10:00:00	13:00	00:00	23.00
Wednesday, 2024-05-08	First		08:00:00	00:00	00:00	08.00
Thursday, 2024-05-09	First		08:00:00	00:00	00:00	08.00
Friday, 2024-05-10	First		10:00:00	06:00	00:00	16.00
Saturday, 2024-05-11	First		00:00	00:00	00:00	00.00
Sunday, 2024-05-12	First		00:00	00:00	00:00	00.00
Shift First:			35.00	19.00	0.00	63.00
Shift Second:			0.00	0.00	0.00	0.00
Shift Third:			0.00	0.00	0.00	0.00
Grand Total:			35.00	19.00	0.00	63.00


And below that, you'll find additional comments and the timesheet status.

**Additional Comments**

**Timesheet Status**


Status: Submitted  
Approved By: managertest@alerontest.com  
Approved On: May 12, 2024, 10:49:26 PM

At any time, to return to the table, click the left arrow beside the Aleron logo at the top left of the screen.



**Aleron** Timesheet ▾

## Timesheet

new employee test / 9000000124

 Administration on behalf of new employee test / 9000000124

▾ Hourly, 410

 Hours submitted on this timesheet are not valid until authorized by the employer. Your paycheck will reflect the hours approved by the supervisor. If I do not agree with this, I will not be paid for these hours.

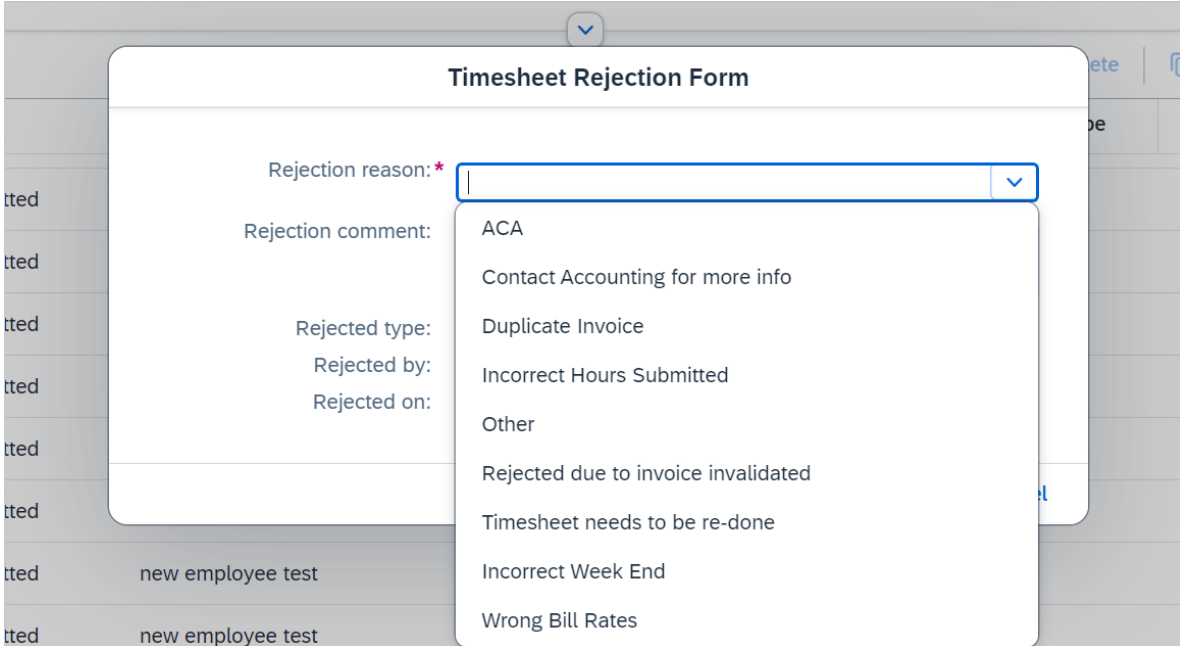
## Approving/Rejecting Timesheets

From the Manage Timesheet table page, to approve time, you can check the box of each timesheet you are ready to approve (or check all boxes using the one in the header) and click approve at the top, or you can right-click each row and approve (or reject).

Timesheets (18)						Submit	Approve Timesheet(s)	Reject Timesheet(s)	Delete	
<input type="checkbox"/>	Week Ending Date	Status	Name	Approver/Delegate	Employment Type					
<input checked="" type="checkbox"/>	May 25, 2024	Submitted	new employee test	abrophy@votebrevard.com managertest@alerontest.com	Contractor InOut					
<input checked="" type="checkbox"/>	Aug 17, 2024	Submitted	new employee test	abrophy@votebrevard.com managertest@alerontest.com	Contractor InOut					
<input checked="" type="checkbox"/>	Jul 28, 2024	Submitted	new employee test	managertest@alerontest.com	Contractor InOut					

<input type="checkbox"/>	May 25, 2024	Submitted	new employee test	<div>           Submit                       Approve Timesheet(s)                       Reject Timesheet(s)                       Delete                       Open in New Tab or Window         </div>
<input type="checkbox"/>	Aug 17, 2024	Submitted		
<input type="checkbox"/>	Jul 28, 2024	Submitted		
<input type="checkbox"/>	Jul 20, 2024	Submitted		
<input type="checkbox"/>	Aug 3, 2024	Submitted		

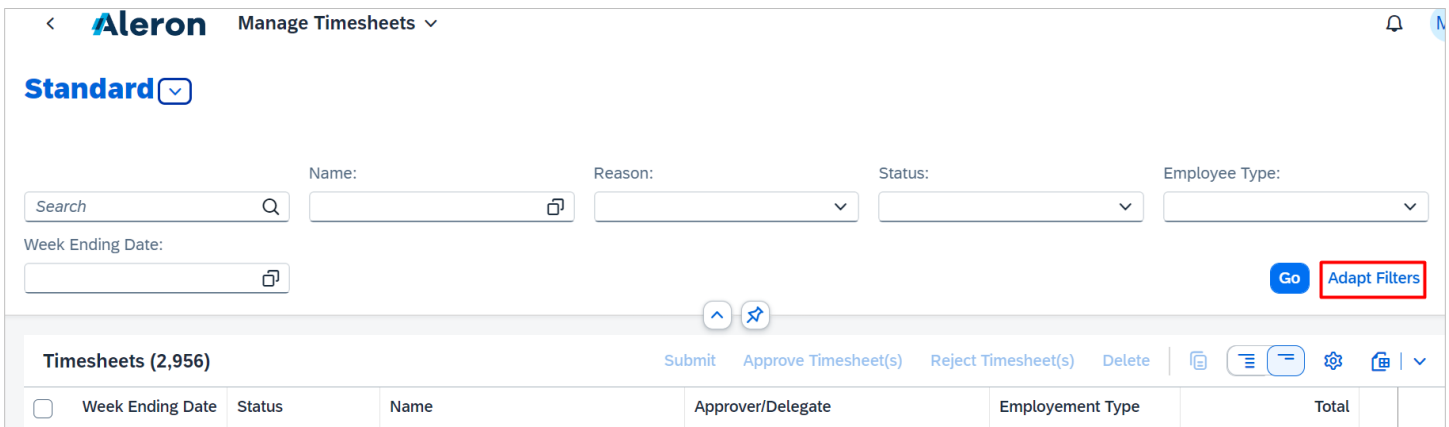
If you reject, you will be asked to select a Rejection reason from the dropdown. We also highly recommend adding additional comments to provide as much detail as possible.



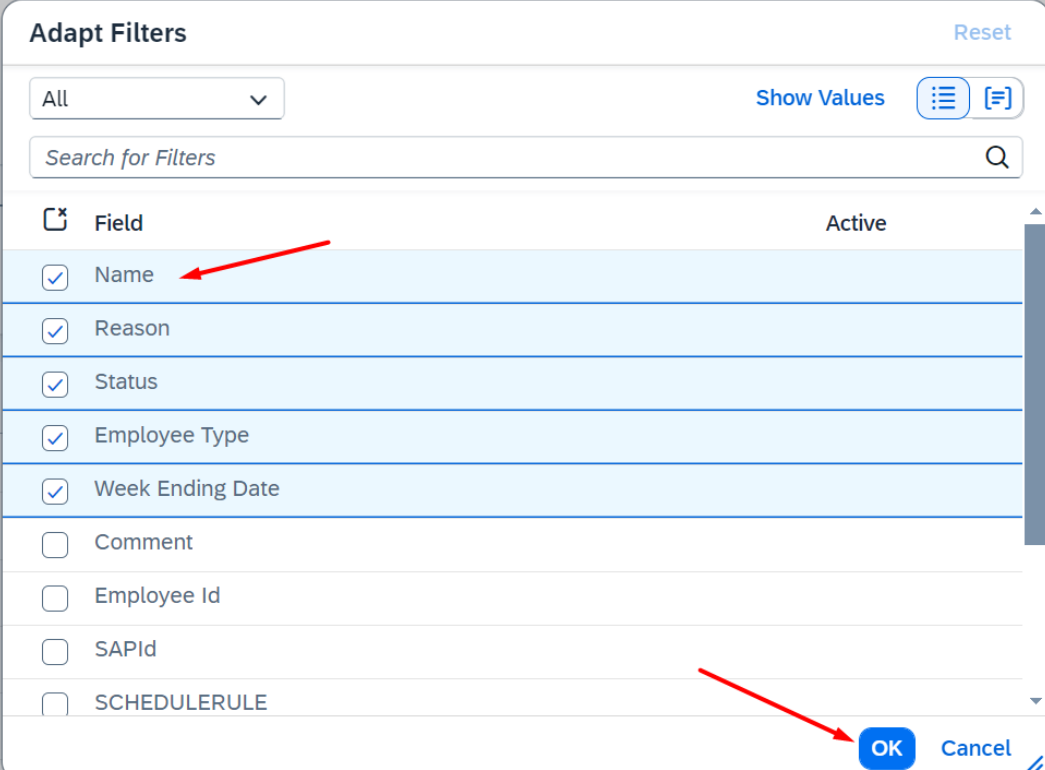
## Customizing Your Manage Timesheets Table

From the Manage Timesheets table, you can choose which fields to use as a filter, as well as which fields display as columns in the table. You can choose how the results are sorted and save that view for future use.

To choose your filter options, click **Adapt Filters**.



From here, you can choose which fields to use as a filter and click **OK**.



**Adapt Filters** Reset

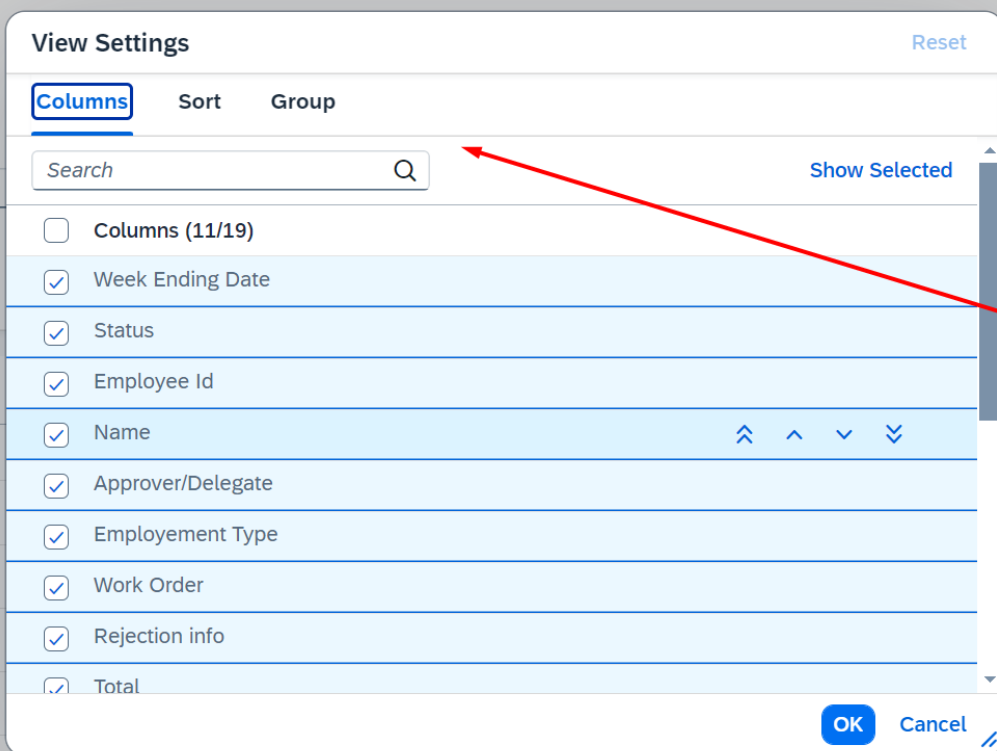
All Show Values ⋮ ⌵

Search for Filters Q

<input type="checkbox"/> Field	Active
<input checked="" type="checkbox"/> Name	
<input checked="" type="checkbox"/> Reason	
<input checked="" type="checkbox"/> Status	
<input checked="" type="checkbox"/> Employee Type	
<input checked="" type="checkbox"/> Week Ending Date	
<input type="checkbox"/> Comment	
<input type="checkbox"/> Employee Id	
<input type="checkbox"/> SAPId	
<input type="checkbox"/> SCHEDULERULE	

OK Cancel

Next, click the Gear icon to edit your columns, sort, and group values by a common value (such as week ending date).



**View Settings** Reset

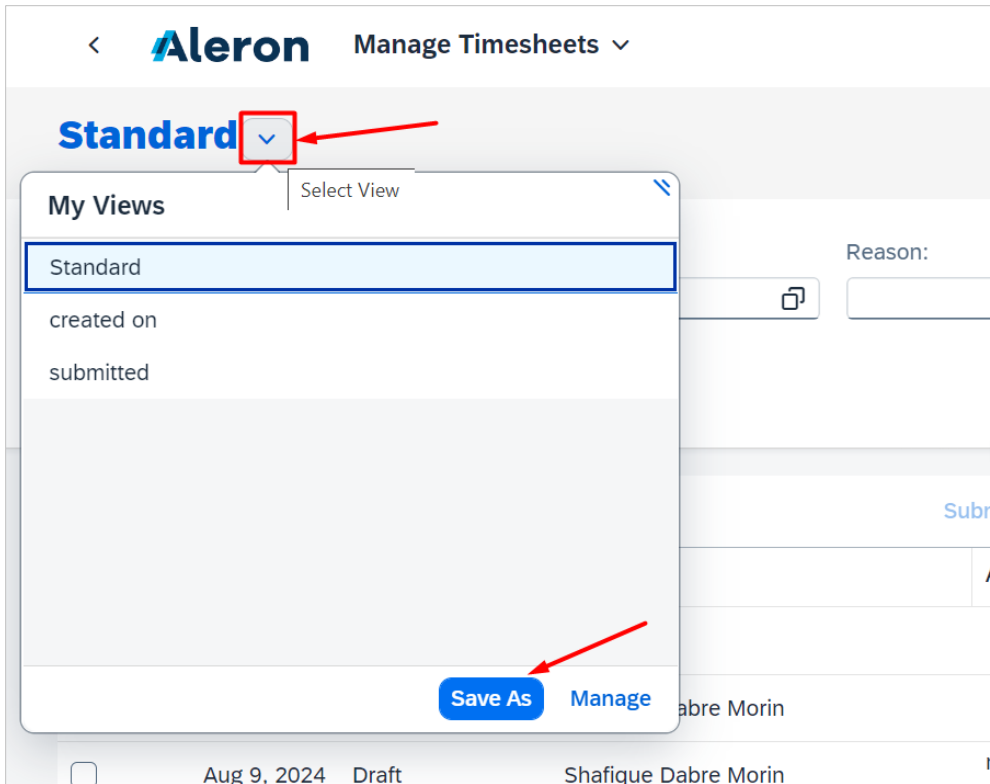
Columns Sort Group

Search Q Show Selected

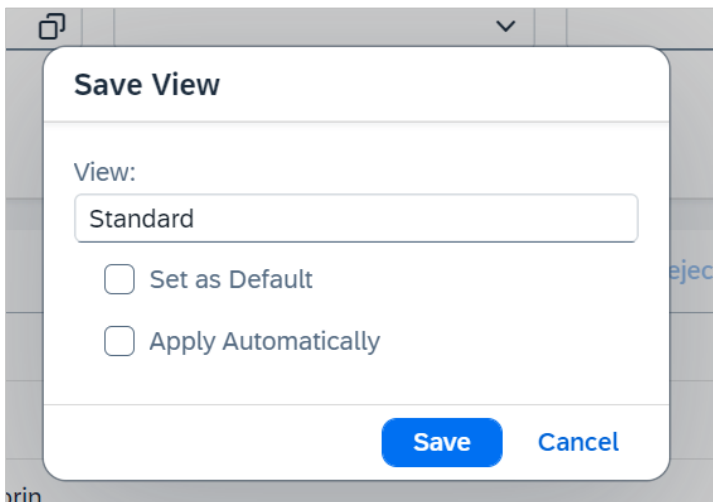
<input type="checkbox"/> Columns (11/19)	
<input checked="" type="checkbox"/> Week Ending Date	
<input checked="" type="checkbox"/> Status	
<input checked="" type="checkbox"/> Employee Id	
<input checked="" type="checkbox"/> Name	⬆ ⬆ ⬆ ⬆
<input checked="" type="checkbox"/> Approver/Delegate	
<input checked="" type="checkbox"/> Employment Type	
<input checked="" type="checkbox"/> Work Order	
<input checked="" type="checkbox"/> Rejection info	
<input checked="" type="checkbox"/> Total	

OK Cancel

To save this view, click on the caret next to the current view title (be sure not to click the title, as that will remove all the changes you've just made), and click **Save As**.



Here you will name your view and you have the option to set the view as default and/or apply automatically (so you don't have to click Go each time you access the table).



## Video Walkthrough

Click [here](#) for a video walkthrough of the above instructions.