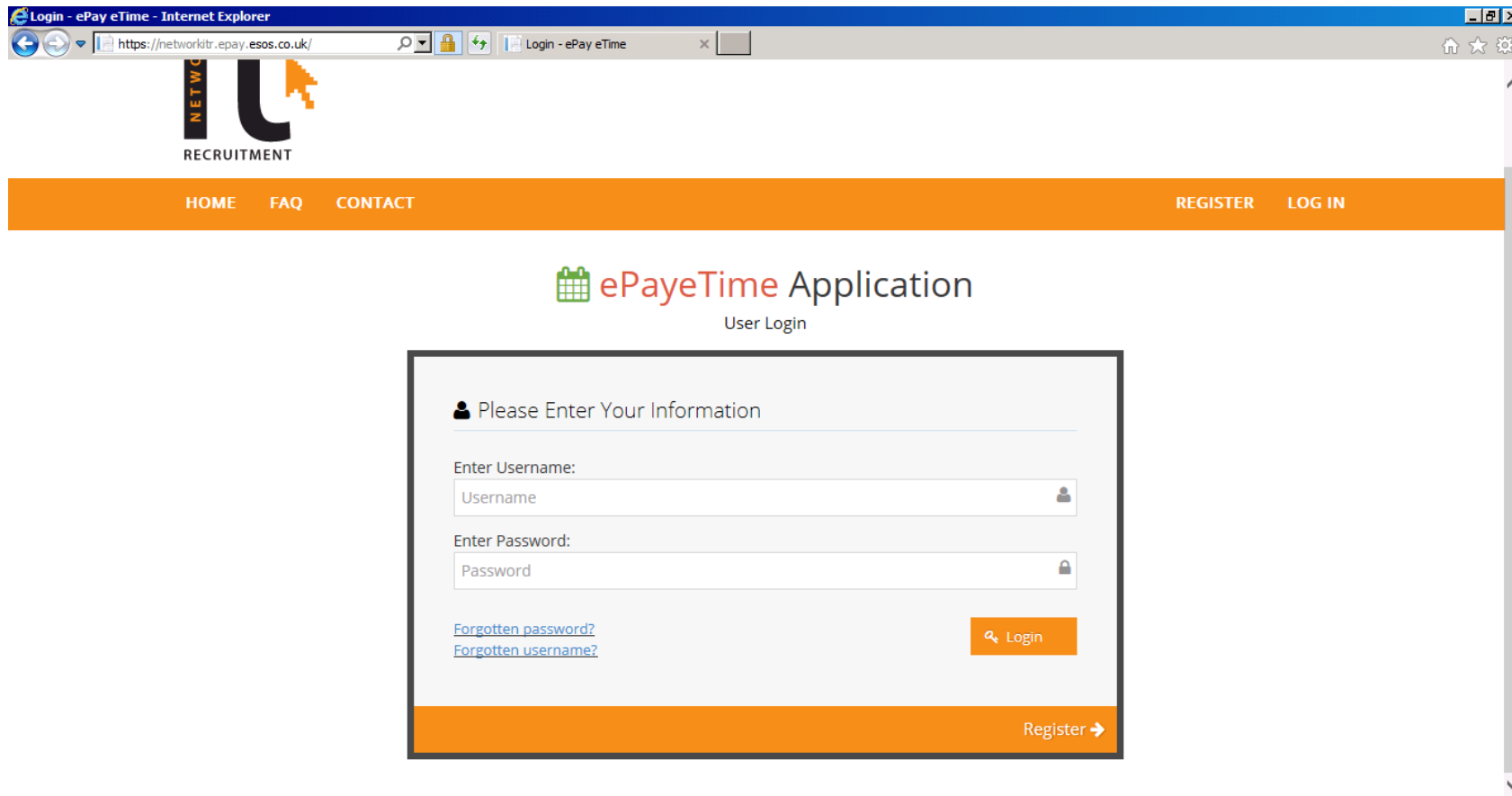


**STEP 1:**

As an approver – you will receive an email advising you log onto the online portal and ‘approve’ submitted timesheets.

Follow the link and log in:



**STEP 2:**

Select the timesheet you would like to approve by clicking the magnifying glass icon next to the date:

Timesheet Summary - ePay eTime - Internet Explorer  
https://network.aply.esos.co.uk/Timesheet/Summary

it NETWORK RECRUITMENT ePayTime

PAYSLEIPS TIMESHEETS FAQ CONTACT PROFILE LOG OFF

### Timesheets Summary

Timesheets View All

Actions	W/E Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Client Name	Approver	Status
	03/02/2017	-	-	-	-	-	-	-	Wolverhampton City Council		Incomplete

**STEP 3:**

Check the number of days the contractor has entered to be true and correct. Then click 'Approve'

Timesheet - ePay eTime - Internet Explorer  
https://networkitr.epay.esos.co.uk/Timesheet/Details.aspx

Job Title: Security Consultant      Ordered By: Lisa Marley  
Timesheet No: 272167321      Report To: Bernard Stedman  
Contracted Hrs: 0.0000      Booking Ref: 107257

### Weekly Timesheet

Day	Same as previous day	Start (24 hour)	Finish (24 hour)	Lunch (Minutes)	Total (24 hour)
24 Mon		09:00	17:30	30	08:00
25 Tue	Copy	09:00	17:30	30	08:00
26 Wed	Copy	09:00	17:30	30	08:00
27 Thu	Copy	09:00	17:30	30	08:00
28 Fri	Copy	09:00	17:30	30	08:00
29 Sat	Copy				
30 Sun	Copy				
<b>Total hours:</b>					40:00

### Approver

Approver Name: Emma Knight

### Approver Notes

Enter Notes

### Actions

Print   Save Changes   **Approve**   Back

Admin Only Section