GoodTemps

Manager Portal and Timesheet Approval User Guide

Welcome to the GoodTemps Manager Portal! The new Manager Portal will be replacing the gTimesheet timekeeping system. You will use the new Manager Portal to approve your temps' hours every week.

What's Changed

- **We ask that employees enter their own hours for your review and approval.** Supervisors will no longer have access to input or edit timesheets. If there are any issues with the timesheets, reject the timesheet with the necessary comments for the employee's revision.
- **Employees are now required to clock out for their breaks.** Please note that if your employee has taken a lunch break, they should have 2 punches to account for this. For example, (8am-1pm) and (1:30pm-5pm) to account for a 30-minute break between 1pm to 1:30pm.
- **You can now enter multiple shifts in one day.** Your employee can clock in and out as many times as necessary each day .
- **Your temp may have one time approver and one backup.**

Getting Started

You will receive an email invitation sent from GoodTemps with the subject "You have been invited to the GoodTemps Manager Portal".

If you don't see your invitation in your inbox, check your junk/spam folder and/or check that there are no email filters that may automatically be filing the email.

From the email, click the link to get started and follow the instructions on screen for password setup.

Please bookmark this portal login page for easy access whenever you need it.

View Timesheets

Once you have set up your password you will land on the Home screen where you will see a Timesheets icon with the number of Timesheets that have been assigned to you for approval.

Note: You will only see timesheets once they have been submitted by the Temp for approval.

Click the Timesheets icon to see the list of timesheets that have been submitted to you. By default timesheets are displayed with the most recent timesheets at the top.

Tips:

- Click the column headers to sort by that column, or to turn off sorting on a column. You may need to turn off sorting on one column before sorting by another column.
- Use the Search box at the top left to display just the timesheets that meet your search criteria, such as a person's name or a particular status.
- The yield icon in the action column shows which timesheets are awaiting your action.

Click on a timesheet's name to view the timesheet details.

On the left side of the timesheet detail screen, you will see summary information.

Scroll down to see a summary of hours by day.

Time Entry Summary

Timesheet Date	Pay Type	Hours
2024-09-02	Regular Hours	8
2024-09-03	Regular Hours	8
2024-09-04	Regular Hours	8
2024-09-05	Regular Hours	8

Scroll further to see individual timesheet entries.

Note: Temps are now required to clock out when they take their lunch break. Temps will have a time entry for each block of time worked. For example, if they worked 8:00am-12:00pm and then 1:00pm-5:00pm, there would be two entries for the day.

Time Entries

Type	Date	Hours	Comments	Time In	Time Out
Regular Hours	9/2/2024 8:30 AM	3.5		9/2/2024 8:30 AM	9/2/2024 12:00 PM
Regular Hours	9/2/2024 12:30 PM	4.5		9/2/2024 12:30 PM	9/2/2024 5:00 PM
Regular Hours	9/3/2024 8:30 AM	3.5		9/3/2024 8:30 AM	9/3/2024 12:00 PM
Regular Hours	9/3/2024 12:30 PM	4.5		9/3/2024 12:30 PM	9/3/2024 5:00 PM
Regular Hours	9/4/2024 8:30 AM	3.5		9/4/2024 8:30 AM	9/4/2024 12:00 PM
Regular Hours	9/4/2024 12:30 PM	4.5		9/4/2024 12:30 PM	9/4/2024 5:00 PM
Regular Hours	9/5/2024 8:30 AM	3.5		9/5/2024 8:30 AM	9/5/2024 12:00 PM
Regular Hours	9/5/2024 12:30 PM	4.5		9/5/2024 12:30 PM	9/5/2024 5:00 PM

Approving or Rejecting Timesheets

You can approve or reject timesheets by selecting the appropriate option in the Approve/Reject dropdown on the right side of the screen. Please click "Submit" after making your selection. If you are rejecting a timesheet, please include a comment that helps the temp correct the timesheet.

Timesheet Approval

Approve/Reject *

⊘ Required field.

Approve
Reject

💬 Submit

Feedback History

Note: As soon as you click Submit, you will see your update in the Feedback History section below the Submit button: this confirms your update has been recorded. The timesheet status displayed at the top left column of the timesheet details may take several minutes to update, and you will need to refresh your screen to see that status update.

Need help?

If you need assistance, please email the GoodTemps Payroll team at gtimesheet@goodwillny.org