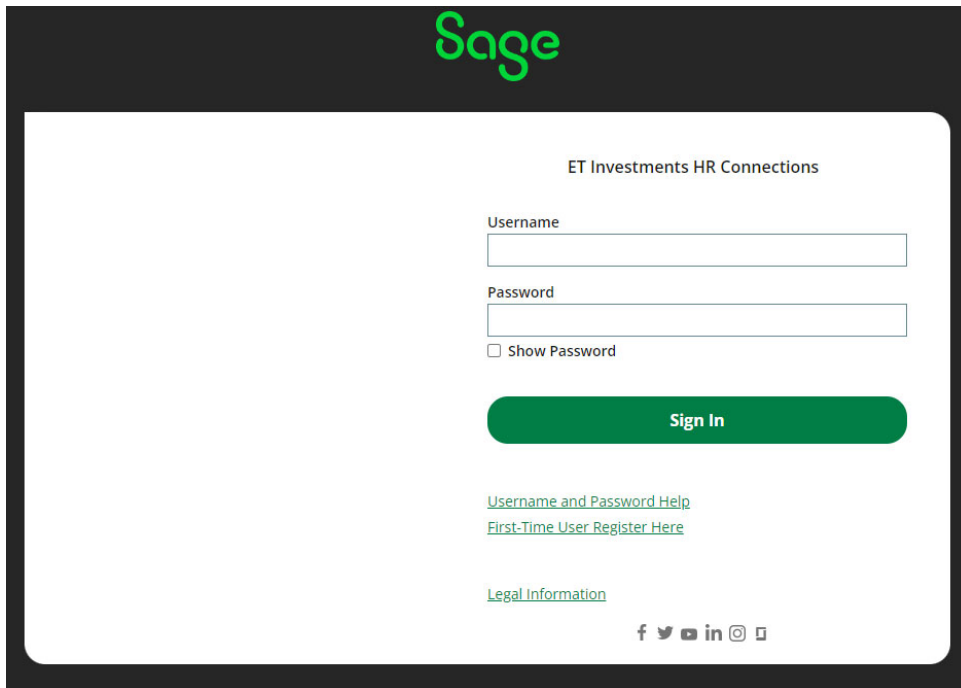


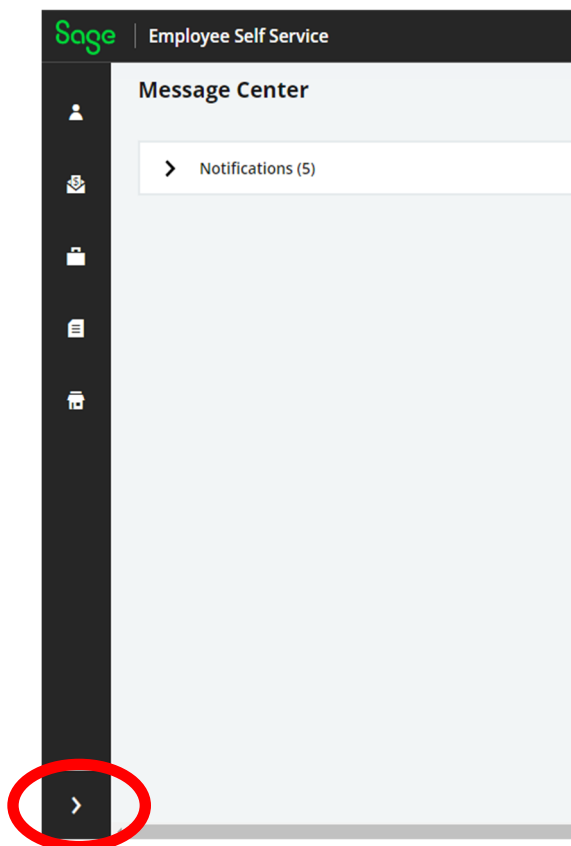
SUPERVISOR: APPROVAL PROCESS

<https://hrtimesheet.etinv.com/selfservice/>

Login to the Sage Time Sheet

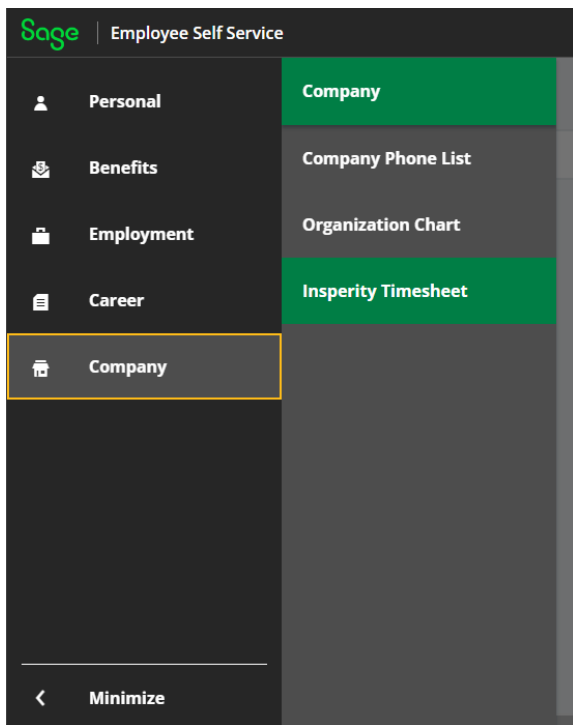


The image shows the login page for Sage ET Investments HR Connections. At the top is the Sage logo. Below it, the text "ET Investments HR Connections" is centered. There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Show Password". A large green "Sign In" button is centered below the fields. At the bottom, there are three links: "Username and Password Help", "First-Time User Register Here", and "Legal Information". Social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram are at the very bottom.



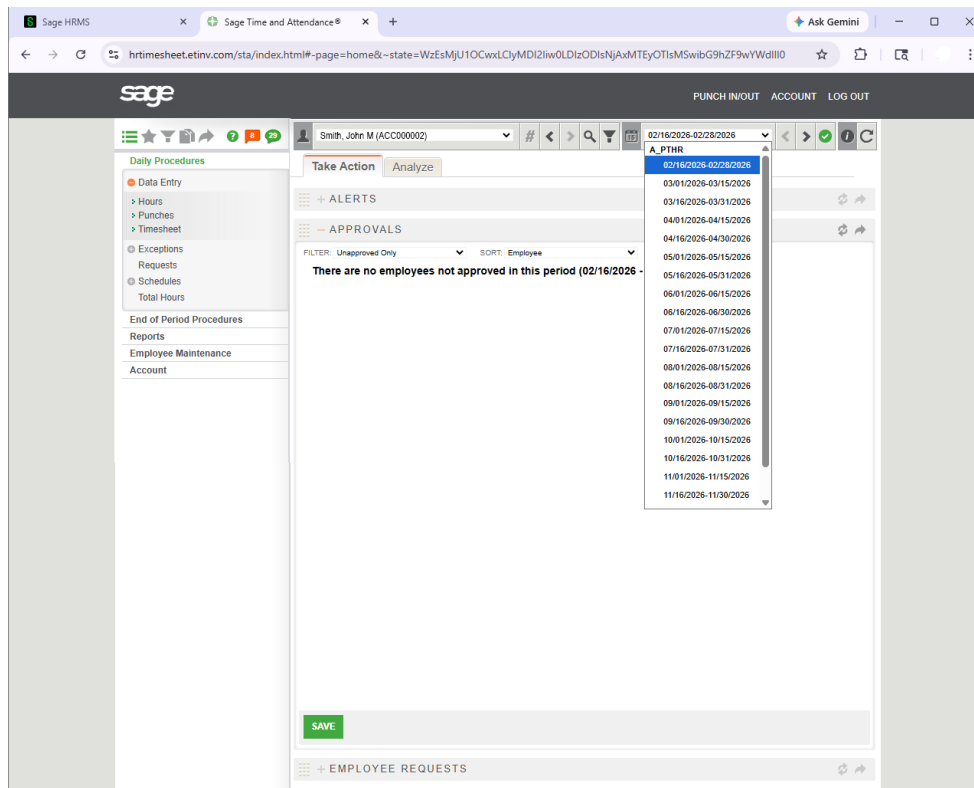
If the screen's side banner is compressed, click the arrow at the bottom left

This will open the menu options

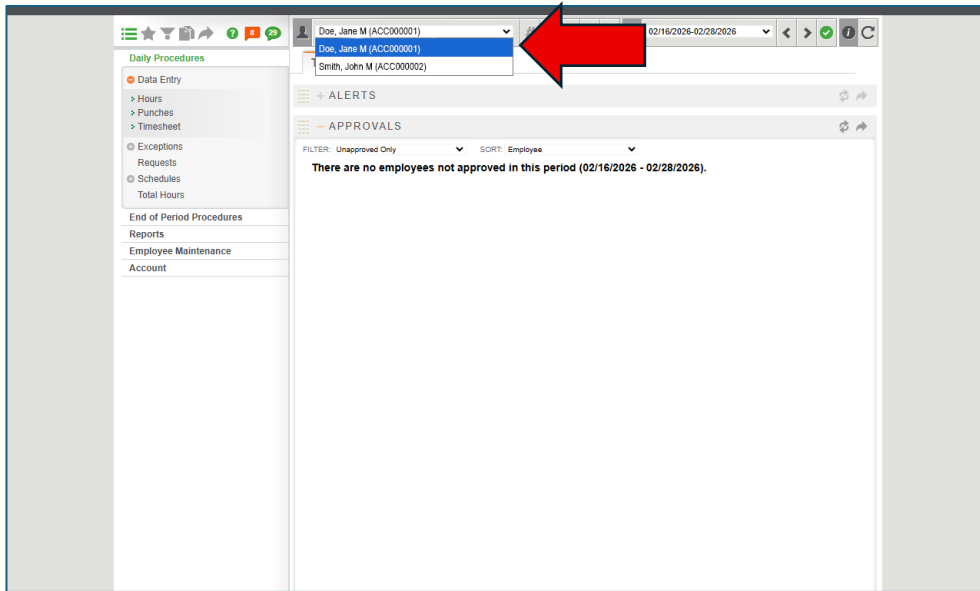


Choose Company, and then Insperity Timesheet

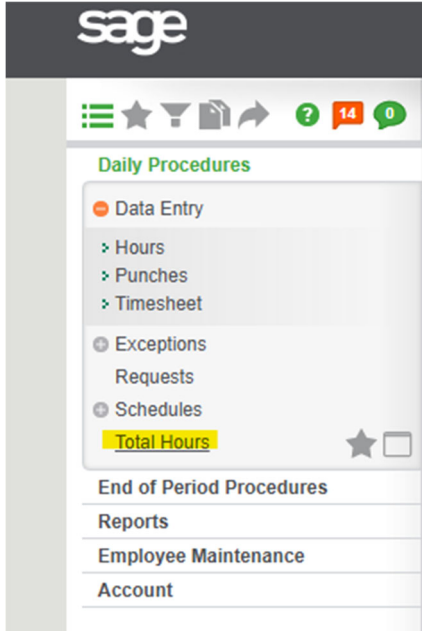
Once the Insperity Timesheet opens, select the appropriate time period in the pull-down on the right side of the upper menu



Then, in the center section of the upper menu, use the pull down to select the appropriate employee. (If you have multiple employees to approve, this process will need to be repeated for each of them.)

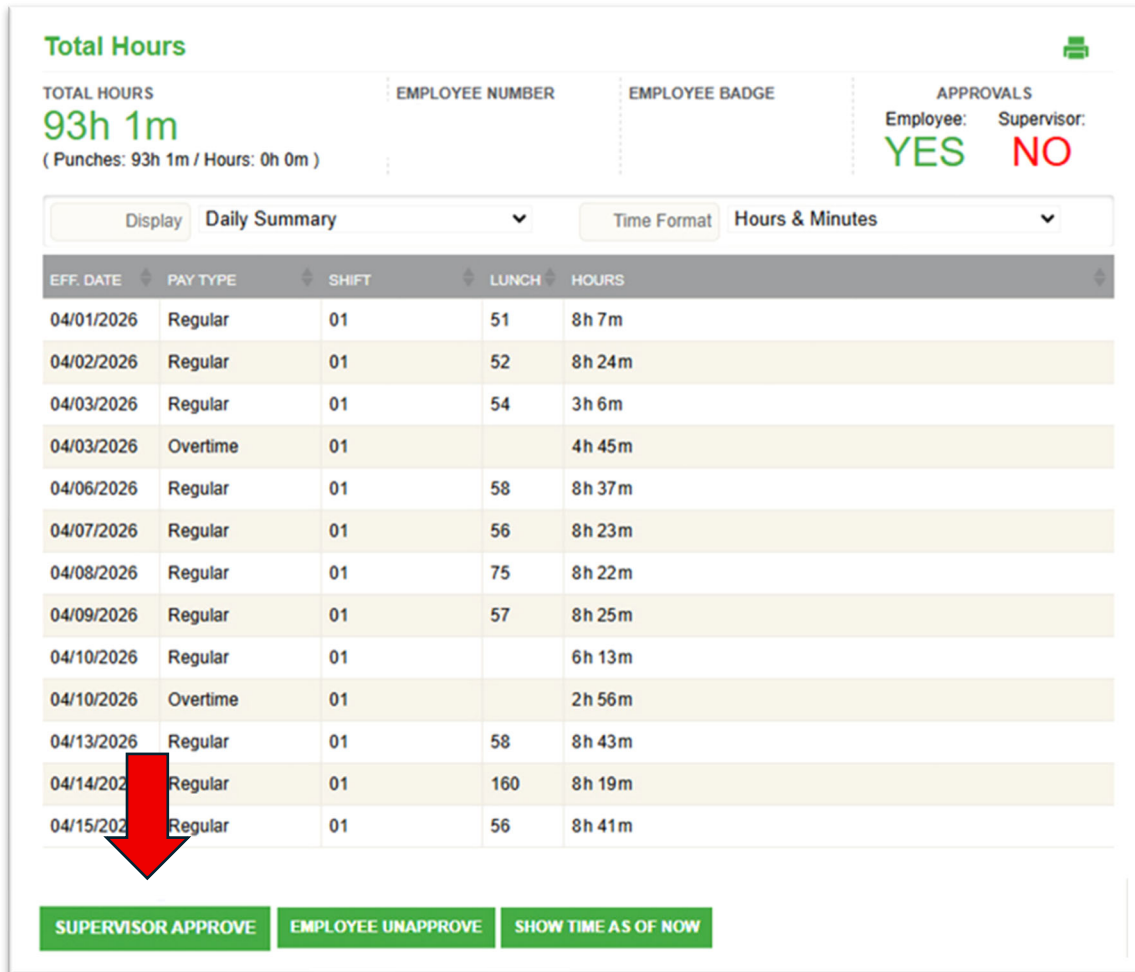


Then select “Total Hours” on the left hand menu



Then in the main section of the screen, you will see the employees daily hours to review for approval. In the top right hand corner you will see if the employee has approved their timecard (indicated by a **Red No** or a **Green Yes**).

If they have approved their time, you can proceed select “Supervisor Approve” at the bottom left of the screen



Total Hours

TOTAL HOURS: **93h 1m**
(Punches: 93h 1m / Hours: 0h 0m)

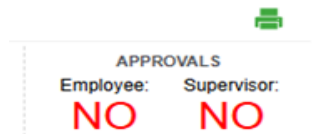
EMPLOYEE NUMBER: EMPLOYEE BADGE: APPROVALS: Employee: **YES** Supervisor: **NO**

Display: **Daily Summary** Time Format: **Hours & Minutes**

EFF. DATE	PAY TYPE	SHIFT	LUNCH	HOURS
04/01/2026	Regular	01	51	8h 7m
04/02/2026	Regular	01	52	8h 24m
04/03/2026	Regular	01	54	3h 6m
04/03/2026	Overtime	01		4h 45m
04/06/2026	Regular	01	58	8h 37m
04/07/2026	Regular	01	56	8h 23m
04/08/2026	Regular	01	75	8h 22m
04/09/2026	Regular	01	57	8h 25m
04/10/2026	Regular	01		6h 13m
04/10/2026	Overtime	01		2h 56m
04/13/2026	Regular	01	58	8h 43m
04/14/2026	Regular	01	160	8h 19m
04/15/2026	Regular	01	56	8h 41m

SUPERVISOR APPROVE **EMPLOYEE UNAPPROVE** **SHOW TIME AS OF NOW**

****In the instance the employee is out, managers can approve time on their behalf (“Employee Approve” button just to the right of the “Supervisor Approve” button - as seen above)**

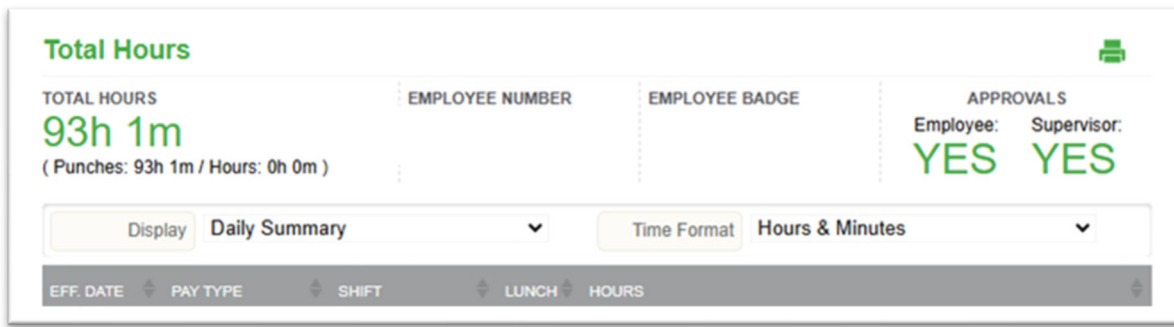


APPROVALS

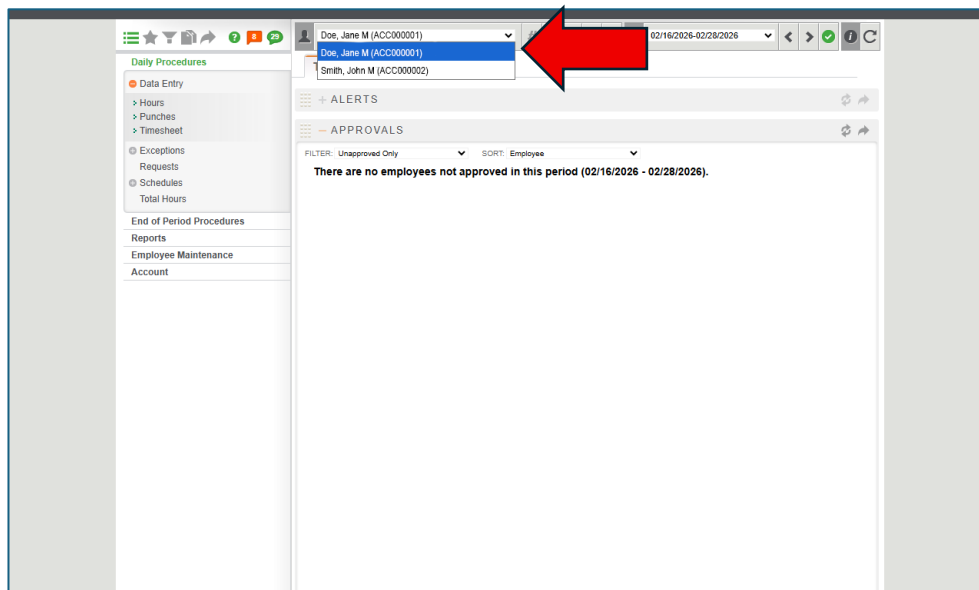
Employee: **NO** Supervisor: **NO**

If you approve your employees’ time, make sure they are notified once they return. It is always best practice to document anything that you do on their behalf.

Once Sage shows YES for both employee & supervisor the process is complete for this employee.



If you have multiple employees to approve, this process will need to be repeated for each of them. Simply select each employee (using the pull down in the upper menu of the center section) until all have been approved.



If you have a timesheet that has already been approved, but you discovered a mistake after the process has been completed, you can 'UNAPPROVE' the timesheet and make adjustments (as long as the Payroll Department has not closed the Pay Period).

If the 'UNAPPROVE' is available, you will see the following buttons at the bottom of the employee's Total Hours screen:



(If you only see the "SHOW TIME AS OF NOW" button, the pay period has already been closed by the Payroll Department.)

