Client Web Time Instructions (Desktop)

Step 1: Log into Https://ats.kimco.com Use Credentials from your welcome Email to login. Chrome is the recommended Browser.	
Step 2: After you log in for the first time, system will prompt you to change your temporary password. If you forget your password, click on "Forgot Password" on login screen and follow instructions. Or contact your Branch Representative to receive a new password.	
Step 3: On your dashboard, you will have the ability to view, approve, or reject employee(s) timesheet(s). You will also find your Branch Contact information should you have any questions.	

Step 4: Review the candidate(s) timesheet(s) and Approve or Reject as needed.	
Note: On the right hand side of the dashboard, you will have access to additional functionality if needed (Read and/or post note, review Timesheet status info, review related employee attachments, etc)	

Employee Webtime Email Notification Process & Frequency:

Day	Recipient	Subject	Message	Time
Fri	Employee	"Action Required: Timesheet is Due – 1st Notice"	$NAME$, "Please be advised that your timecard(s) are due to be submitted by 12:00 AM on Sunday. Please log in to your web time dashboard to process your timecard. Thank you. Click Here to Login."	10:00AM
Mon	Employee	"Action Required: Timesheet is Still Due – 2nd Notice"	$NAME$, Please be advised that your timecard(s) were due to be submitted by 12:00 AM on Sunday. Please log in to your web time dashboard to process your timecard. Thank you. Click Here to Login.	8:00AM
Tue	Employee	"Action Required: Timesheet is Still Due - 3rd & Final Notice"	$NAME$, Please be advised that your timecard(s) were due to be submitted by 12:00 AM on Sunday. Please log in to your web time dashboard as soon as possible to process your timecard. Thank you. Click Here to Login.	8:00AM

Client Webtime Email Notification Process & Frequency:

Day	Recipient	Subject	Message	Time
Mon	Client (Timesheet Approver)	"Action Required: Timesheet Approval is Due – 1st Notice"	"Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm."	8:00AM
Mon	Client (Timesheet Approver)	"Action Required: Timesheet Approval is Due – 2nd Notice"	Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.	1:00PM

Tue	Client (Timesheet Approver)	"Action Required: Timesheet Approval is Due – 3rd Notice"	Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm."	8:00AM
Wed	Client (Timesheet Approver)	"Action Required: Timesheet Approval is Due – 4th Notice"	Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. **Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.**	8:00AM
Wed	Client (Secondary Timesheet Approver)	"Action Required: Timesheet Approval is Due – Final Notice"	Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. **Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.**	10:00AM
Wed	Client (Timesheet Approver)	"Action Required: Timesheet Approval is Due - Final Notice"	Your employee(s) have submitted a timecard(s) which are awaiting your approval in the Web Time system. All approvals must be made by 10:00 AM PST Tuesday. Please log in to the web dashboard to process your employee(s) timecard(s). Thank you in advance for your help with the payroll efforts. If you have any questions, please contact your local branch representative. Click Here to Login. **Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.**	10:00AM

Note: *All Webtime Email notifications will come from the following address: Payroll@kimco.com Please whitelist the address/Domain to avoid getting it trapped in Anti-Spam filters.*