

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.

<p>Approve Timesheets</p> <p>No PO Number</p> <p><input type="checkbox"/> Timesheet Candidate Position Week Hours Mon Tue Wed Thu Fri Sat Sun Expenses Details Reject</p> <p><input type="checkbox"/> 2926848 Zfake, test 06/26/2017 - 07/02/2017 25.00 8.00 8.00 9.00 - - - - \$0.00 overview</p> <p><input type="checkbox"/> Becky again</p> <p>Hide Daily Hours Group By Approver Approve Selected</p>		<p>Contact Information</p> <p> Becky Salios Quality & Talent Development Manager</p> <p>(949) 331-1113 bsalios@kimco.com 17872 Cowan Ave. Irvine, CA 92614 United States of America</p>
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Step 4: Review the candidate(s) timesheet(s) and Approve or Reject as needed.

Timesheet Expenses Notes

Total: 25 hours Regular Pay: 25 hours Dept. (none): 25 hours

Expand all / Collapse all

Mon 06/26/2017	Tue 06/27/2017	Wed 06/28/2017	Thu 06/29/2017	Fri 06/30/2017	Sat 07/01/2017	Sun 07/02/2017
8h 0m	8h 0m	9h 0m	0h 0m	0h 0m	0h 0m	0h 0m
Regular Pay (4h 0m)	Regular Pay (4h 0m)	Regular Pay (4h 0m)				
7:00am - 11:00am	7:00am - 11:00am	7:00am - 11:00am				
Regular Pay (4h 0m)	Regular Pay (4h 0m)	Regular Pay (5h 0m)				
12:00pm - 4:00pm	12:00pm - 4:00pm	12:00pm - 5:00pm				

Approve Reject Close Refresh

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)

Last Note

Any notes added below will be available to the client, recruiters, and payroll department.

enter note text

No relevant notes or calendar items.

Related

0 Attachments

Actions

Generate Document

Timesheet Info

Company
Ricoh Electronics, Inc.

Status

0.00 % Approved
0.00 % Submitted
0.00 % Drafted

Employee Webtime Email Notification Process & Frequency:

Day	Recipient	Subject	Message	Time
Fri	Employee	“Action Required: Timesheet is Due – 1 st 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 – 2 nd 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 – 1 st Notice”	<p>“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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.”</p>	8:00AM
Mon	Client (Timesheet Approver)	“Action Required: Timesheet Approval is Due – 2 nd Notice”	<p>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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.</p>	1:00PM

Tue	Client (Timesheet Approver)	“Action Required: Timesheet Approval is Due – 3 rd Notice”	<p>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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.”</p>	8:00AM
Wed	Client (Timesheet Approver)	“Action Required: Timesheet Approval is Due – 4 th Notice”	<p>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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.</p>	8:00AM
Wed	Client (Secondary Timesheet Approver)	“Action Required: Timesheet Approval is Due – Final Notice”	<p>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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.</p>	10:00AM
Wed	Client (Timesheet Approver)	“Action Required: Timesheet Approval is Due - Final Notice”	<p>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.</p> <p>Any unapproved timesheets will be automatically approved and paid as is on Wednesday at 3pm.</p>	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.