LOGGING INTO TIMEPRO

The TimePro Web Manager link will be placed on the TimePro Landing page. You will need to select Web Manager link to approve timesheets.

The **Virtual TimePro** home page will appear.

From the Main Menu click on [Management]

The **TimePro Security Page** will come up. Enter your User Name (email without the @bowdoin.edu) and your Password (same as email password)
Click OK

Click [Timecard Approval] to approve Time Sheets.

Under the [Date Choices] column choose the date range of the pay period to be reviewed and approved by clicking in the box to the left of the dates - date choices are for the bi-weekly pay period. Then click [Continue].
Note that you may select to view only Timesheets that are “unapproved”. You may also sort by edit group - edit groups are: casuals, Hourly, Hourly international, Student, Student (International).

A blank timesheet will appear. You first need to select an Employee. You can search by Name or ID#, use the arrows or use the drop down menu to scroll to find a specific employee.

Once the name you are searching for appears in the box to the right click on Go and the program will bring you to the timesheet of the employee selected.
The time sheet, as it has been filled out by the employee, will be displayed. To approve the hours line by line you will need to double click in the cell to the left on the line of the record you wish to approve, highlight AP (for approve). Please note if you select OK the timesheet will not process as approved. If you wish to approve all the records that you are set up to approve you may click on the word Approve located at the bottom of each week.

Also note:

- You should always check the job class to make sure it is correct. Some people work in multiple departments.
- Total regular hours will be displayed for the week.
- You can change the hours worked.
- By double clicking on [Type] you can set the line to vacation and sick time as well.

Once you have finalized the Timesheet, press [Save] and then [Exit].