INTRODUCTION

Nexonia Time Off and Timesheets is going to allow you to work on and submit your time off and timesheets completely online. So, no more need for paper timesheets or timecards if you've done those in the past.

YOUR ACCOUNT

Click on your name in the upper right corner and Account from the dropdown menu.
To change the language or date format for your account, click Edit under User Settings. You can also update your password in the second tab.

SUBMITTING TIME OFF

Click the Time Off tab on the menu. The default view is for the calendar to view past, present, and future time off requests, but you may alter between Timeline or Agenda views.

To the left is a summary box and this outlines the types of time off banks that your organization has enabled for you and your account.

Some time off banks may be displayed differently than others. For example, the vacation bank displays the total number of days or hours allocated to you, so you're able to see how many days or hours you've booked and have remaining.

Other time off banks may not show you the total days or hours allocated to you, like a Sick Time bank. Some time off banks may simply show up when you use them, like an Unpaid Time bank.

Requesting the Time

Click the Request button and enter the time off request details.
Select the type of time off, and then the duration of time. This can be single or multiple days, or only a half day.
Below, Nexonia will show the duration in business days if your request is for multiple days and crosses over a weekend. Add a memo at the bottom with any extra information or details about the request.
Click Submit at the bottom.
Your request will be in blue to indicate that it has been submitted. The approver will receive an email notification to review the time off request. Green time off indicates that is has been approved. Red time off requests have been rejected.

Cancelling Time Off

To cancel a submitted time off or to reschedule, select the Recall button on the bottom right to get it back into drafts to make edits before re-submitting again.

CREATING TIMESHEETS

To create a timesheet, click on the Current Week button below the menu bar. To create a timesheet for another week, click Another week, and select a day of the week. In the popup window, the week's date range is highlighted at the top.

The first step is that each row represents a time entry for a specific customer, project, and task category that you're working on for the week. Step two is to enter the number of hours you've worked each day on the right. If you've worked on multiple projects or task categories and you need more rows, click Add Row in the upper left.

Enter each time entry's details on the left, such as the Customer, Project, and Task Category. Then, enter the number of hours that corresponds to the time you worked on each. You may also add a memo for each time entry for specifics. Finally, save in the upper right. Click submit to send it for approval.

Your approver is listed on your timesheet back on the dashboard. The dashboard also breaks down your weekly timesheets by week ranges, hourly breakdowns, and the week's total hours. Blue arrow icons individuate submitted timesheets, green checkmarks indicate approved timesheets, and red arrow icons indicate rejected timesheets. Yellow dot icons represent unsubmitted draft timesheets.

For repetitive timesheet tasks, where you may fill out the same details week by week, select the Actions menu on a completed timesheet. Then, click Copy To from the dropdown, and select the week to copy the entries to.

> **TIP:** *Use our* video *to walk through the Timesheets mobile app.*

APPROVING TIME OFF

To access time off requests and timesheet approvals, click on the Approvals tab on the menu bar. Click on the Time Off tab below the menu bar to access your approvals inbox. Like regular users, the default view is the calendar view and approvers can get a visual of all the requested time off from their employees.

Review the Summary box to the left of all pending time off requests. It will break down the request by users with date and type summaries.

If you can edit a user's time off, you'll see a pencil icon beside each entry to do so.

Yellow triangle icons will note users' requests that currently exceed their allotted time off days or hours. Click the icon to view the user's time off banks. A red bar at the end of each bank will indicate their overage. Dependent on your policy, you may still approve or decide to reject the time off request.

To approve, use the check mark icon back in the summary box.
To reject, click on the 'x' icon, and provide a rejection comment.

APPROVING TIMESHEETS

Still in the approvals tab from the menu bar, click on the Timesheets tab below to access the approvals inbox for Timesheets. Double-click a timesheet to review the details.

Within the timesheet, you'll see the rows of entries from the user. Each will be allocated to a specific customer, project, and task category based on their hours worked. The entry will also note the hours allocated to each task.

Select the gray box to the left of each row, using the approve or reject buttons at the top.
You may also approve using the Timesheets mobile app. The app will simply have an extra icon labeled Approvals to access your inbox of pending timesheets for review.