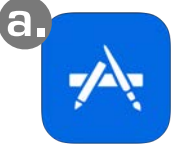


Staff: How to Use *Electronic Timesheets* in QSMobile

1

To use **electronic timesheets**, you must first install **QSMobile**. To do this you need an internet connection. To **install on an iOS device** (iPhone, iPad, etc), follow the steps below:



Select the **App Store** application from the device.

2

To Install on an **Android Device** follow these steps:

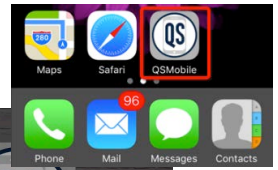
a.



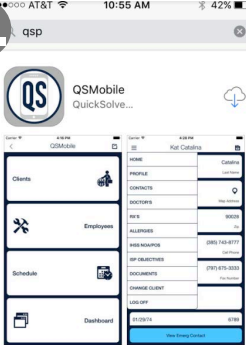
Select the **Play Store** application from the device.

3

Locate **QSMobile** on device and tap to open. It's recommended, when prompted, to "Allow" app to use location and send notifications

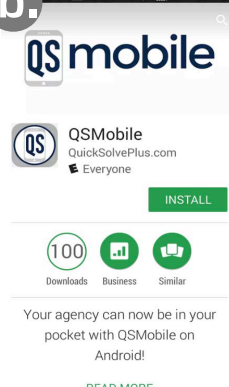


b.

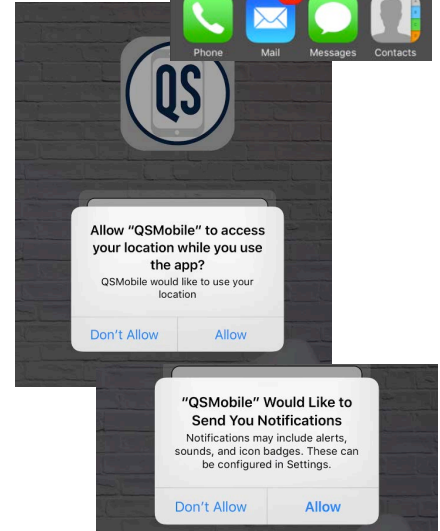


Select the Search bar, type in "qsp" or "qsmobile" or "quicksolveplus". Then select "Get" to install. An **Apple ID** is required to install applications from the App Store.

b.

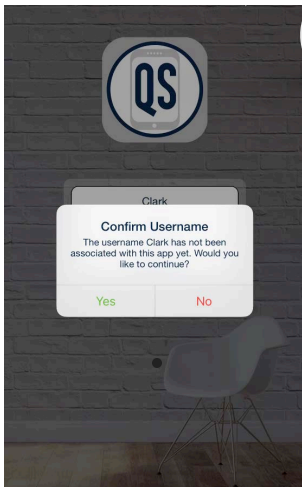


Select Search and type in "qsp" or "qsmobile". Then select "Install" to download. A **Google account** is required to install apps from the Play Store.



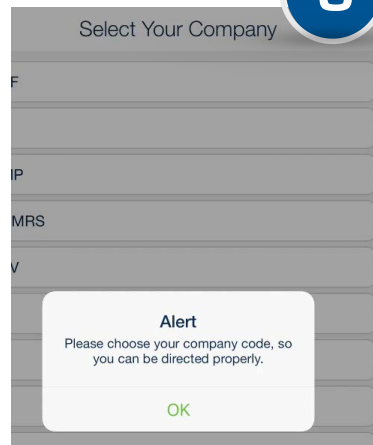
4

The first time logging in after installing, a **one-time configuration** is required. A prompt will ask you to confirm that your username is correct. Select "yes".



5

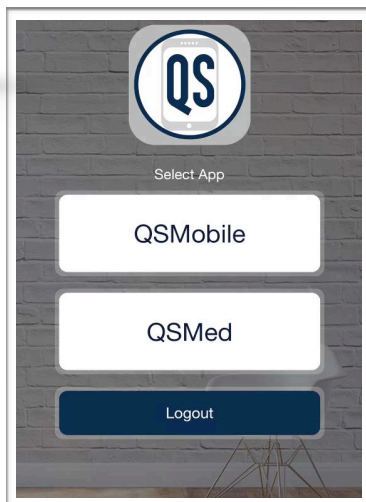
Select Your Company



Next, you will be asked to choose your company code from the list. See your manager for your agency-specific company code. Once selected, confirm choice, then you'll be signed in.

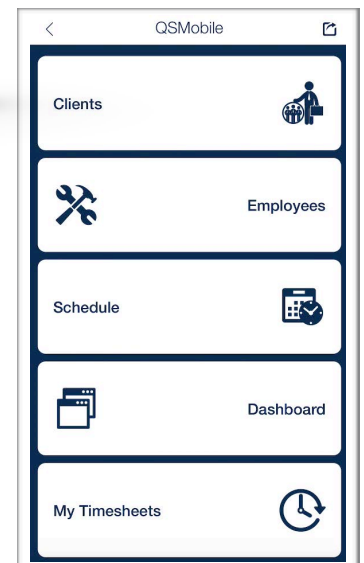
6

If you see multiple apps choose from, choose **QSMobile**. This will take you to the home page of QSMobile.



7

From here select "My Timesheets" near the bottom of the page.



8

The screenshot shows a 'Work Week' screen with a list of timesheet periods. The periods are: May 21 - May 28, 2017 (OPEN), May 14 - May 21, 2017 (Pre-Approved) (PENDING), May 7 - May 14, 2017 (PENDING), Apr 30 - May 7, 2017 (CLOSED), and Apr 23 - Apr 30, 2017 (CLOSED).

The next page shows a list timesheet periods (whether by Work Week, or 1-15th, etc). Each timesheet period can have up to 4 possible timesheet statuses: Open, Pre-Approved, Pending, and Closed.

These are the definitions of the timesheet statuses:

Open (White) - An Open timesheet period is defined as a timesheet that has not yet been signed by the employee nor by the supervisor

Pre-Approved (Red) - A timesheet that has been signed and approved by a supervisor/admin, and not yet signed by the employee

Pending (Green) - A timesheet that has been validated and signed by the employee, but not yet signed and approved by a supervisor/admin

Closed (Gray) - A timesheet that has been signed by both employee and supervisor/admin.

9

When selecting an Open timesheet period, you'll be shown a list of shifts within that period. Select "Correct" next to each accurate shift. If all shifts are indicated as being "Correct" then a blue button at the bottom of the screen will appear to "Validate and Sign".

The screenshot shows the timesheet entry screen for the period May 21 - May 28, 2017. It displays shifts for Jimmy Hudson and Allison Coopers. For each shift, the 'Correct' status is selected. A blue button at the bottom is labeled 'Validate & Sign'.

10

Select "Incorrect" next to any shifts that may be inaccurate. If at least one shift has been indicated as being "Incorrect" then a blue button at the bottom of the screen will appear to "Request Review".

The screenshot shows the timesheet entry screen for the period May 21 - May 28, 2017. It displays shifts for Jimmy Hudson and Allison Coopers. For each shift, the 'Incorrect' status is selected. A blue button at the bottom is labeled 'Request Review'.

a. Then you will be taken to your electronic timesheet to see a summary of the shifts you validated were correct, the total hours worked, and any overtime. To view the specific details of each day, select the drop down arrow to the right.

The screenshot shows the electronic timesheet summary screen for Clark Cant at Alpha Agency. It displays the dates May 21, 2017 to May 28, 2017. Below the dates, there are dropdown arrows for each day. At the bottom, it shows 'Total Overtime' as 30 and 'Total Double Time' as 0.

The screenshot shows the electronic timesheet summary screen for Clark Cant at Alpha Agency. It displays the dates May 21, 2017 to May 28, 2017. Below the dates, there are dropdown arrows for each day. A red box highlights the dropdown arrow for May 22, 2017. At the bottom, it shows 'Regular Hours' as 14, 'Over Time' as 0, 'Double Time' as 0, 'OT Exempt' as 0, and 'Daily Total' as 14.

a. Comments are required to be added to describe what needs to be reviewed and why. These comments are then viewed by the supervisor, who gets alerted in an email, and will follow up as needed.

The screenshot shows the electronic timesheet summary screen for Clark Cant at Alpha Agency. It displays the dates May 21, 2017 to May 28, 2017. Below the dates, there are dropdown arrows for each day. A 'Comments' dialog box is open, prompting the user to 'Please write comments about requested review.' A 'Save' button is visible at the bottom of the dialog box. At the bottom of the screen, it shows 'Regular Hours' as 14, 'Over Time' as 0, 'Double Time' as 0, 'OT Exempt' as 0, and 'Daily Total' as 14.

11

Near the bottom of this page is where you will add your signature. If you already have your signature saved in your employee profile, then it will be filled in automatically. Once signed, select "Submit". One last pop up will ask for your agreement, before displaying a successful timesheet submission message.

12

To save your signature and manage your electronic timesheet message options, visit your employee profile by selecting "Employees" from the home page. Then choose your name, and you'll be taken to your employee profile. Select the menu (3 horizontal lines) in the top left hand corner and choose "Settings".

13

To add your signature, use your finger (or a touch screen tool) by touching within the Employee Signature field and drawing your signature. Once complete, press the blue button labeled "Update Signature". If you mess up, select "Clear", and try it again.

16

There are up to 4 ways to receive alerts regarding your electronic timesheet (depending how your agency has setup notifications): SMS, Push Notification, Email and QSMMessage. Once you've chosen your message preferences, select the save icon in the top right hand corner. Here are details on each one:

Type	SMS	Email	Push Notification	QSMMessage
Client Notifications	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Employee Notifications	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
QSClock Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FIR Notifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Electronic Timesheet Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QSMed Notifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Time Off Request Notifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Employee Signature Clear

a.

If SMS (Text Message) is chosen, please ensure that the number listed under "Cell Phone" in your employee profile is for a mobile device that can receive SMS messages.

b.

If email is chosen, please ensure a valid email exists in your employee profile.

c.

If Push Notification is chosen, please ensure that when you installed QSMobile you also allowed the app to send push notifications.

d.

If QSMMessage is chosen, alerts will be stored in your QSMMessage inbox

Timesheet Notifications

There are 3 types of notifications that you can receive via any of the methods described in #16

1. Timesheet Approval - This type is sent by a supervisor to alert you that they have signed and approved your timesheet. This is sent after you've already signed it, and the result is a Closed and complete timesheet.

2. Timesheet Pre-Approval - This type is also sent by a supervisor to alert you they have signed and pre-approved your timesheet, and it requests you to validate and sign that timesheet as well.

3. Timesheet Modification - This type of alert will be sent to you when a signed timesheet (signed by either you or a supervisor, but not both) has been modified and it requests you to validate and sign that timesheet .