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# SelfServe WebTIME

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SelfServe is your one stop portal for approving your Employee hours, viewing reports created specifically for you, accessing electronic invoice copies, and keeping track of all Employees that have worked for you. SelfServe provides you with the tools you need to access information most important to you.

**Supervisor  
User Manual**

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Welcome to the Oasis WebTIME electronic time entry and SelfServe system. The following guide will assist you in logging into SelfServe/WebTIME to access your reports, invoice copies and approve time for the employees working for you

When you access the link to the WebTIME site, the following screen will be displayed:

<https://selfserve.plsvc.com>



This site is provided for the sole use of authorized associates, clients and business partners. Inappropriate use of this system may subject the user to loss of access privileges and possible criminal prosecution. Please refer to our complete authorized use policy.

For your convenience, your username and password will be your email address for the initial login. Once you login, you will be asked to change your password to something more secure. The Business Key will be supplied to you by your Staffing Agency Representative.

Please note if you should forget your password at any time, you may click on the Forgot Username/Password banner at the top of the screen.

A screenshot of a web form titled 'Forgot Employee Username/Password'. At the top, there is a link '[switch to Supervisor reset]' with a red arrow pointing to it. Below the title, the form is labeled 'Step 1:' and contains three input fields: 'ssn.' with a placeholder 'XXX XX XXXX', 'Business Key', and 'Zip Code'. At the bottom of the form is a 'Continue' button.

When the dialog box appears, click on the Supervisor Reset.

[switch to Employee reset]  
**Forgot Employee Username/Password\***

Step 1:

Customer Id

E-Mail

You will need to know your Customer ID to use this feature. If you do not know your Customer ID, please contact your Staffing Agency Representative to have your password reset.

After your successful login, the Scheduler will be displayed in a monthly calendar format and will provide a color coded quick overview of the status of all your employee's time.

If you would like to view the activity for the week, click on the Week button at the top of the screen. To drill down further from the week view, you may click on the day you wish to view and use the > < keys to access the next or previous day.



## Approval

To approve your employee's time, click on the highlighted Pending line. The list of employees that have submitted time for that day will be listed for your review.

The screenshot shows the 'SelfServe' web application interface. At the top, there is a navigation bar with 'Menu', 'Reports', and 'Settings' dropdowns, and a 'Sign Off' button. Below the navigation bar, there are view options: 'month', 'week', 'day', and 'custom' (highlighted). A red arrow points to the 'custom' view option. Below the view options, there are links for 'Date Range', 'Status Filter', 'Check All', 'Uncheck All', and 'Actions'. A red arrow points to the 'Actions' link. The main content area displays a 'Pending Webtime' entry for 'ACCOUNTANT - LAUREN MAYOR' on 'Tue, 2013-01-08' from '8:25am - 5:30pm'. The entry shows a duration of '9 hours, 5 minutes' and is marked as 'final'. A red arrow points to the entry. Below the entry, there is a text box with the placeholder '[ click here to enter comment ]' and two buttons: 'APPROVE' and 'REJECT'.

You may also add comments to the day in the text box provided. These comments will be viewable by the employee and the Staffing Agency Representative.

Click on the boxes for each day you wish to approve or reject, and click on the Approve or Reject buttons.

To approve or reject multiple days at once, click on the box next to the employee job title/name at the top of the banner and then click the Actions button at the top. That will enable you to approve or reject everything that has been checked for that day for all employees listed.

View: month week day custom

Date Range Status Filter Check All Uncheck All Actions

Approve Checked   
 Reject Checked

ACCOUNTANT - LAUREN MA  
 Wed, 2013-01-09  
 8:25am - 5:30pm

13 to January 9, 2013

final

9 hours, 5 minutes  
9 hours, 5 minutes

[ click here to enter comment ]

APPROVE
REJECT

## Approve All

Should you wish to list all of your pending approvals, click Custom on the top banner.

SelfServe NED SMEDDL

Menu Reports Settings Sign Off

view: month week day custom  color chart

< Previous		January 2013												Next >
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							Sunday	
12.30	12.31	1.1	1.2	1.3	1.4	1.5							1.6	
0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	0 Pending 2 Approved 1 Unsubmitted 0 Rejected <b>3 Total</b>	0 Pending 2 Approved 0 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>							0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	
1.6	1.7	1.8	1.9	1.10	1.11	1.12							1.13	
0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	<b>1 Pending</b> 0 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>							0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	
1.13	1.14	1.15	1.16	1.17	1.18	1.19							1.20	
0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>							0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	
1.20	1.21	1.22	1.23	1.24	1.25	1.26							1.27	
0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>							0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	
1.27	1.28	1.29	1.30	1.31	1	2							1.28	
0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 1 Approved 1 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 2 Unsubmitted 0 Rejected <b>2 Total</b>	0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>							0 Pending 0 Approved 1 Unsubmitted 0 Rejected <b>1 Total</b>	

■ saved ■ submitted ■ supv. appr. ■ agent appr. ■ rejected ■ non-pending

The Custom View will allow you to filter the records you wish to see. To get a full listing of all pending time awaiting your approval, click on the status filter and select Pending from the drop down box. You may also incorporate a specific date range by clicking on the Date Range and choosing the dates from the calendar.

Menu | Reports | Settings

Scheduler

View: month | week | day | custom

Date Range: January 3, 2013 to January 9, 2013

Status Filter: Pending

9 hours, 5 minutes

9 hours, 5 minutes

[ click here to enter comment ]

APPROVE REJECT

saved
  submitted
  supv. appr.
  agent appr.
  rejected
  non-pending

In this view, you can approve or reject all the pending time for your employees. To approve all time, click on Check All > Actions>Approve Checked.

Once you choose to approve time, the hours will be submitted to your agency for final approval and processing. If you choose to reject the time, an email will be sent to the employee so he or she can correct the entry and resubmit.

### Action History

To see the history of all approved, rejected, and un-submitted time, select the options from the Custom drop down box.

A complete log of all activity is stored including date and time stamps under each day.

< Previous Tuesday 1, January 2013 Next >

ROBERT JONES total

in: 8:00am - out: 5:00pm 9 hours

Record History (click to close)

- 2013-01-28 16:51:43 - (Employee) saved record
- 2013-01-28 16:51:50 - (Employee) submitted record for Supervisor Approval
- 2013-01-28 16:53:50 - (Supervisor) submitted record for Agent Approval
- 2013-01-29 14:28:33 - (Agent) time approved by Agent

To change your view at any time, click on the Month, Week, or Day icons at the top of the screen under the Scheduler option.

You can follow the progress of the approval process by viewing the color associated with each action. When everything is complete and the agency has processed payroll, the records will be green

## Reports

In addition to managing your employee's time, the SelfServe module gives you easy access to reports you may find helpful.

### WebTIME History:

This report will give you a full listing of all activity for any date range or status selected.

**SelfServe** NED SMEDDLY  
previous login on 02-06-2013 at 11:33 AM

Menu ▾ Reports ▾ Settings ▾ Sign Off

WebTime History Hours History AR Invoice Aging Invoice Recap Invoice Reprint

Date Range Status Filter

filter output by status:

- All
- Pending
- Approved
- Rejected
- Unsubmitted
- All

JOB TITLE:		Status	Time	Hours
01-01		Approved	8:00am - 5:00pm	09:00:00
01-02		Unsubmitted		
2013-01-03		Unsubmitted		
2013-01-04		Unsubmitted		
2013-01-05		Unsubmitted		
2013-01-06		Unsubmitted		
Approved Hours:				9:00:00
Total Hours:				9:00:00
LAUREN MAYOR		JOB TITLE: ACCOUNTANT		
Notes	Date	Status	Time	Hours
	2013-01-01	Approved	9:00am - 5:00pm	07:00:00
	2013-01-02	Approved	9:00am - 5:00pm	07:00:00
	2013-01-03	Approved	9:00am - 5:00pm	07:00:00
Employee finished AR review	2013-01-04	Approved	9:00am - 5:00pm	07:00:00
Approved Hours:				28:00:00
Total Hours:				28:00:00

## Employee Hours By Customer

This report will list all your hours by employee and department to help you manage your time and budgets. To expand the date range or list multiple customer/department IDs, click on Report Filter.

SelfServe

Menu Reports Settings Sign Off

WebTime History Hours History AR Invoice Aging Invoice Recap Invoice Reprint

Report Filters

Employee Hours By Customer [download as pdf](#)

From Weekend Bill: 1/1/2013  
To Weekend Bill: 1/2/2013

EMPLOYEE NAME	AIDENT	STRAIGHT TIME HOURS	OVERTIME HOURS	DOUBLE TIME HOURS	VACATION HOURS	HOLIDAY HOURS	OTHER HOURS	TOTAL HOURS
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## AR Invoice Aging

The AR Invoice Aging Summary will give you the ability to manage your accounts receivable and obtain copies of any associated invoice. This report can be filtered by days open or display any credits applied. By clicking on the invoice number displayed on the report you will be able to view, print or download your invoice copies.



Report Filters

Customer ID:  
166571 - ABC METAL STAMPING  
Open as/of Date:  
09-05-2012  
Show Only Chargebacks:  
  
Exclude Credit Memos:  
  
Invoices to Report:  
All Open Invoices  
[Filter](#)

[download as pdf](#)

### Accounts Receivable Aging Report - Summary DEMO STAFFING AGENCY

Activity through 9/5/2012

Invoice	Invoice #	Amount	Pymts	Adjust.	Balance	<=30	31-60	61-90	91-120	121-179	180+ D	Days	
100999: DEMO STAFFING AGENCY													
ABC METAL STAMPING (166571)			Last Payment Date:		Phone:		(800) 555-4477						D&B:
90 Day DSO: N/A			Est. Sales Last 90 Days: \$0.00		Credit Limit: \$10,000.00 [ OVER LIMIT: \$125,349.00   1,253% ]								
01/13/2011	891041	\$1,585.00			\$1,585.00							601	
01/20/2011	894700	\$300.00			\$300.00							594	

↑ click on the invoice number to view the invoice

## Invoice Recap

The Invoice Recap will give you a complete listing of all employees including invoice date and skill with a break-down of all pay types. A date range can be used to run this report for any time period you wish.

WebTime History   Hours History   AR Invoice Aging   **Invoice Recap**   Invoice Reprint

Report Filters

Customer ID: 167374  
ABC COMPANY  
Start Date: 01-01-2013  
End Date: 01-02-2013  
[Filter](#)

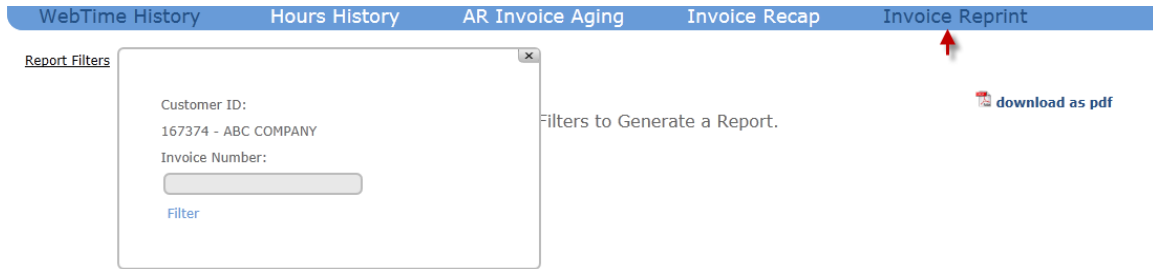
[download as pdf](#)

Employee	SSN	Skill Description	Invoice Date	Bill Rate	ST Hours	ST Billing	OT Hours	OT Billing	Amount Billed	Invoice Number
Billing:										
Grand Total ST Hours:										
Grand Total ST Billing:										
Grand Total OT Hours:										
Grand Total OT Billing:										

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## Invoice Reprint

You may always view or print a copy of any invoice by clicking on Invoice Reprint. You will need the invoice number for the invoice you wish to reprint or view. This number can be obtained from The AR Invoice Aging or Invoice Recap reports.



## Settings

Under the Settings option, you have the ability to change your password, view your login history or change the range of dates that will appear on the Scheduler and when approving time.

### Password

#### **Password**

Please keep in mind the following rules.

1. minimum 8 characters
2. and contain 3 of the following elements: characters, digits or symbols.
3. 'stop' icon will change to a 'check' when minimum requirements are met.

Step 1:

New Password 

Confirm Password 

### Login History

For security purposes, the system will keep track of your login history and the IP address used to access the system.

## Login Log

success	172.21.121.18	2013-02-06 14:01:57
success	172.21.121.18	2013-02-06 11:33:38
success	172.21.121.18	2013-02-06 11:28:54
success	172.21.121.18	2013-02-06 11:26:24
success	172.21.128.48	2013-02-06 09:47:04
success	172.21.128.48	2013-02-06 09:36:49
success	172.21.128.48	2013-02-06 09:35:57
success	172.21.128.48	2013-01-31 15:56:12
success	172.21.128.48	2013-01-31 15:35:35
failure	172.21.128.48	2013-01-31 15:34:54
success	172.21.121.18	2013-01-30 09:42:11
success	172.21.121.18	2013-01-29 14:54:19
success	172.21.121.18	2013-01-29 14:46:36
success	172.21.121.18	2013-01-29 14:40:22
success	172.21.121.18	2013-01-29 14:32:51
success	172.21.121.18	2013-01-29 14:21:24
success	172.21.121.18	2013-01-29 13:39:55
success	172.21.121.18	2013-01-28 16:52:13
success	172.21.121.18	2013-01-28 14:14:31
success	172.21.121.18	2013-01-28 13:51:03

## Options

The Default view is what determines the screen that appears when you first login or when you click on the Scheduler option. You have the ability to customize your screen to display the time frame you would like to view from the Scheduler and the days back when approving pending employee time. Please note, the default setting is the monthly view with a 7 day look back for pending time.

