

quick guide



Login

Access **Webtime** at <http://webtime.solomonpage.com> and enter your user name and password.



Review Timesheets

A list of submitted timesheets awaiting approval will be available on the Webtime homepage. Click on the “**Timesheet ID**” link to display the details.

Expense attachments can only be viewed by clicking the attachment link from the **Detailed Timesheet View**.



Approve Hours

Click “**Approve**” if the hours submitted are accurate.

APPROVAL DEADLINE:

WEDNESDAY END OF BUSINESS DAY



Reject Hours

From the Webtime homepage click “**Reject**” if the hours submitted are inaccurate. A rejection reason must be provided when prompted. The consultant will be notified to amend and resubmit the timesheet.

You must approve the resubmitted timesheet before it can be processed for payment.



Questions?

Technical Support: helpdesk@solomonpage.com

Webtime Payroll/Billing: sppayrollops@solomonpage.com