Webtime
by SOLOMON PAGE

quick guide *for Healthcare*

Complete Expense Report

Prior to adding expenses into Webtime, you must complete a Solomon Page Expense Report. Provide a brief description for each expense and enter the **Reimbursement Amount** for each expense on the specific day they occurred.

Mileage Reimbursement

The Solomon Page Expense Report includes a formula which will automatically calculate the payout once the number of miles being claimed has been entered under the **"Miles"** column.

Combine PDF

Combine the completed expense report and all supporting receipts into one PDF document file.

Enter Hours and Expenses in Webtime

On a single line item on your timesheet, select the pay type **Expense (Billable)** and enter the Grand Total Amount from your expense report.

Upload File

Click the "**Choose File**" button to select and attach your combined PDF file.

Submit for Approval

Record all hours and/or expenses for the week, upload your combined expense report to your timesheet and proceed to submit your timesheet.

SUBMISSION DEADLINE: MONDAY AT 9:00AM

Once approved, you will receive an email notification. No further action is required.

Rejected Timesheets

If your timesheet is rejected, you will receive an email with the reason(s) stated. You must make the necessary adjustments by editing your rejected timesheet in Webtime. After the changes have been made, **re-submit** for approval.

Questions?

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