



DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

## Client Portal – Managing Timesheets

When you enter the portal you will start in the Temp Jobs tab. In the top menu select “Timesheets” to review and approve timesheets.

The screenshot shows the 'Client Portal' interface. At the top, the 'Timesheets' tab is highlighted in the navigation menu. The main content area is titled 'TEMP JOBS' and features a table of job listings for October 2023. The table has columns for ID, Position, Location, Dates, Time, Days, Filled, Scheduled, and Status. The 'Filled' column shows the number of filled slots out of the total (e.g., 0/1, 1/1). The 'Scheduled' column shows a question mark icon, and the 'Status' column shows 'PUBLISHED' or 'CREATED'. A sidebar on the left contains filter options for Temp Jobs, including a search bar, status dropdown, location dropdown, position dropdown, and date range selector. The user's name 'Roger Holcombe' and role 'Company Admin' are visible in the top right corner.

ID	Position	Location	Dates	Time	Days	Filled	Scheduled	Status
#652dc0fb...	Dental Assistant	Test Dental - Bellevue Office	Oct 19th - 19th	8a-5p	F	0/1	?	PUBLISHED
#652dc0e...	Dental Assistant	Test Dental - Bellevue Office	Oct 18th - 18th	8a-5p	TH	1/1		PUBLISHED
#65283f6d...	Dental Assistant	Test Dental - Bellevue Office	Oct 17th - 17th	8a-5p	W	1/1		PUBLISHED
#65283f59...	Dental Assistant	Test Dental - Bellevue Office	Oct 16th - 16th	8a-5p	T	0/1	?	PUBLISHED
#65283f1a...	Dental Assistant	Test Dental - Bellevue Office	Oct 15th - 15th	8a-5p	M	1/1		PUBLISHED
#65283f03...	Dental Assistant	Test Dental - Bellevue Office	Oct 12th - 12th	8a-5p	F	0/1	?	PUBLISHED
#65283ee...	Dental Assistant	Test Dental - Bellevue Office	Oct 11th - 11th	8a-5p	TH	1/1		PUBLISHED
#651c80c4...	Dental Hygienist	Test Dental - Bellevue Office	Oct 2nd - 2nd	3p-5p	T	1/1		CREATED
#651c7d0a...	Dental Hygienist	Test Dental - Bellevue Office	Oct 3rd - 3rd	1p-6p	W	1/1		PUBLISHED
#651c7c63...	Dental Hygienist	Test Dental - Bellevue Office	Oct 2nd - 2nd	10a-2p	T	1/1		PUBLISHED



DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

Below is a view of the Timesheets screen. Across the top are navigation controls that allow you to search by text, date range, office location, or position. You can also filter to just time sheets by Need Approval, Draft, Approved, etc.

Temp Jobs Timesheets Who's Working

### TIMESHEETS

Timesheet History Create Timesheet

Search for timesheet ID, worker, Temp Job or location Select date range Select Location Select Position Apply Filters

All Needs Approval 1 Approved Rejected Draft Archived

ID	WORKER NAME	TEMP JOB	TEMP JOB ID	LOCATION	DATE	HOURS	STATUS	ACTION
#650c9a6...	Staffup Test			SuperTooth Tester (Primary Location)	Sep 21st - 21st 2023	02:01	SUBMITTED	
#6519e8b9...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 1st - 1st 2023	00:00	DRAFT	
#6519e90e...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 2nd - 2nd 2023	01:42	APPROVED	
#6519ea96...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 3rd - 3rd 2023	00:05	APPROVED	
#651de583...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 4th - 4th 2023	01:11	APPROVED	
#652dc331...	Courtney Campbell- TEST			SuperTooth Tester (Primary Location)	Oct 25th - 25th 2023	00:00	DRAFT	



DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

The status of each timesheet is shown in the Status column. Click on the eye icon to view or the pencil icon to edit.

Temp Jobs Timesheets Who's Working

TIMESHEETS

Timesheet History

Create Timesheet

Search for timesheet ID, worker, Temp Job or location

Select date range

Select Location

Select Position

Apply Filters

All Needs Approval 1 Approved Rejected Draft Archived

ID	WORKER NAME	TEMP JOB	TEMP JOB ID	LOCATION	DATE	HOURS	STATUS	ACTION
#650c9a6...	Staffup Test			SuperTooth Tester (Primary Location)	Sep 21st - 21st 2023	02:01	SUBMITTED	
#6519e8b9...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 1st - 1st 2023	00:00	DRAFT	
#6519e90e...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 2nd - 2nd 2023	01:42	APPROVED	
#6519ea96...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 3rd - 3rd 2023	00:05	APPROVED	
#651de583...	Staffup Test			SuperTooth Tester (Primary Location)	Oct 4th - 4th 2023	01:11	APPROVED	
#652dc331...	Courtney Campbell- TEST			SuperTooth Tester (Primary Location)	Oct 25th - 25th 2023	00:00	DRAFT	



DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

When you open a timesheet, you will see a more detailed view of time punches for the day. Across the top are controls to Approve or Edit the timesheet.

ETS

← Back to List

Approve Reject Archive Edit

Timesheet Audit Trail

DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

Staffup Test

**ID**  
650c9a658866420014ab4b32

**Timesheet Status**  
SUBMITTED

**Position**  
N/A

**Company**  
Dental Professionals

**Location**  
SuperTooth Tester (Primary Location)

**Dates**  
September 22nd - 22nd 2023

**Regular Hours**  
02:01

**Overtime Hours**  
00:00

**Doubletime Hours**  
00:00

**Breaktime Hours**  
00:59

**Thursday - September 21, 2023**

Clock In	Approved	Break	Clock Out	Approved	Hours	OT	DT	Breaks
12:35 PM	--	01:36 PM - 02:35 PM	03:35 PM	--	02:01 (2.02)	00:00	00:00	00:59



DENTAL PROFESSIONALS  
EMPLOYMENT SERVICES

From the edit screen you can correct the time punches and update the status to approved. You can also leave a note explaining any edits.

← Back to List × Cancel Save



Staffup Test

**ID**  **Timesheet Status**

**Position**  **Company**  **Location**  **Dates**

**Regular Hours**  **Overtime Hours**  **Doubletime Hours**  **Breaktime Hours**

Thursday - September 21, 2023

Clock In	Break	Clock Out	Hours	OT	DT	Breaks
<input type="text" value="12:35 PM"/>	<input type="text" value="01:36 PM"/> - <input type="text" value="02:35 PM"/>	<input type="text" value="03:35 PM"/>	<input type="text" value="02:01"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:59"/>

**Notes**