

# Reviewing & Authorizing Timecards in the Creative Circle Timecard Portal

You will receive an email from [creativecircle@backofficeportal.com](mailto:creativecircle@backofficeportal.com) alerting you that a timecard is ready for your review in the portal.

1

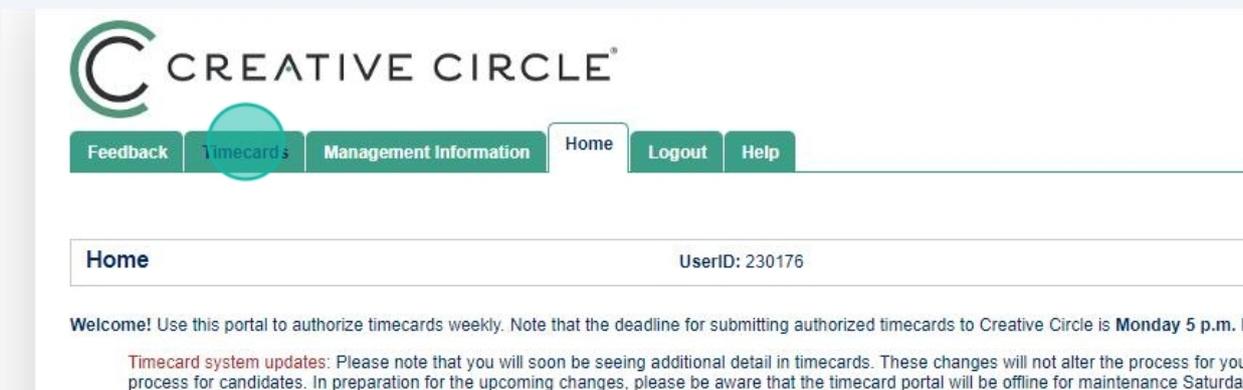
To log into Creative Circle's Timecard Portal, enter your chosen Username and Password combination and click **Submit**.

Use [this resource guide](#) to set-up your account.



2

Click **Timecards** tab at the top of the page.



3

Click **Authorization** to view all submitted timecards waiting for approval.



4

We recommend using **View** to check details of the timecard before authorizing.

While you can click the **Authorize** button to sign off on the timecard without reviewing the details, the timecard will immediately be removed from your Authorization List.

Candidate Name	Week Ending	Total Days	Reg Hours	OT Hours	DT Hours	Total Hours	How Submitted	Action
Candidate	08/18/2024	0.00	7.12	0.00	0.00	7.12	ONLINE	<a href="#">View</a> <a href="#">Authorize</a>
Candidate	08/11/2024	0.00	16.31	0.00	0.00	16.31	ONLINE	<a href="#">View</a> <a href="#">Authorize</a>

5

Review the time submitted and click **Authorize** to approve.

This automatically alerts the candidate of your authorization and forwards the timecard to Creative Circle.

Project / Costcenter	Start Time	End Time	Total
	10:31 AM	02:16 PM	3.75
	09:15 AM	12:37 PM	3.37

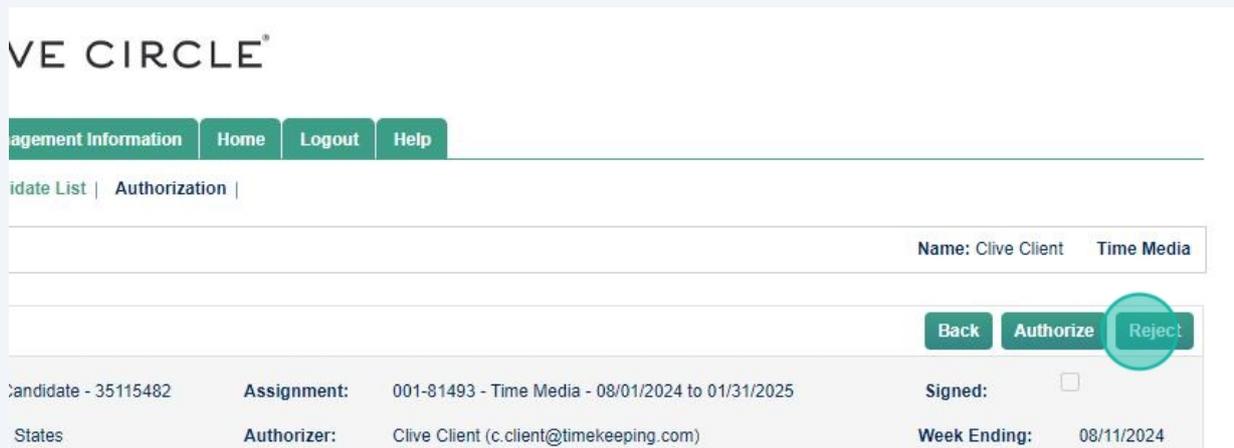
6

You'll know the authorization process is complete when you see the **Timecard Authorized** confirmation at the top of the screen.



7

**IF** the timecard has an inaccuracy click the **Reject** button.



8

Provide a reason for rejecting the timecard. Your entry will be shared with the candidate.



9 Click the **Save** button in the top right corner.

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Authorization |

Name: Clive Client Time Media

Cancel Save

15482 Assignment: 001-81493 - Time Media - 08/01/2024 to 01/31/2025 Signed:

Authorizer: Clive Client (c.client@timekeeping.com) Week Ending: 08/11/2024

Timecard ID: 2554131 Notes:

10 You will receive confirmation that the timesheet has been rejected. Follow-up with the candidate on next steps.

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UserID: 230176

**i** • Timecard rejected

Candidate: Cam Candidate - 35115482 Assignment: 001-81493 - Time Media - 08/01/2024 to 01/31/2025

Office: United States Authorizer: Clive Client (c.client@timekeeping.com)

Purchase Order No: Timecard ID: 2554131

Date mm/dd/yyyy	Project / Costcenter	Start Time
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