**Time and Effort: Part III**

|  |
| --- |
| Script |
| Welcome to the third video of the AmpliFund Training video series focused on time and effort |
| With Amplifund’s time and effort, there are three main goals that you can accomplish. First you can capture staff's salary and time allocation to specific grants. You will also be able to allow staff to generate and create grant-specific timesheets. And through all of that you will be able to create a structured review, approval and certification process |
| In parts 1 and 2 we covered configuring staff timesheets and entering time in timesheet. |
| In today’s video, we will cover the final part of the process which is the certification and approval process. |
| In this video, I am acting as the supervisor who is going to approve and certify the time sheet that Angela Test submitted.  In order to do this, I need to navigate to Activity > Timesheet Approvals |
| This brings me to the page of all submitted timesheets where I am the assigned supervisor.  To open the timesheet, click the hyperlink |
| Now we are looking at information that was entered by the employee. You can enter any notes or comments in the record information section |
| You can either save, reject or approve this timesheet. To save means the work that supervisor has done will be saved and they can come back to it later and work on it. To reject means it will be sent back to the employee where they are responsible for looking over the timesheet and correcting any hours. To approve means that this timesheet has been approved by the supervisor and is ready for the official certification.  So, for today, I am going to click approve |
| We are then brought to a pop up where we need to confirm our approval. |
| Now that we approved the timesheet, it is ready to be certified  To certify a timesheet, you will go to Activity > Timesheet Approvals > Completed. I will then click on the hyperlink for the timesheet I just approved |
| I will be taken to the same timesheet screen where I make sure everything looks good and then I will go ahead and click the certify button at the bottom of the screen |
| Clicking certify brings us to a pop screen where we will scroll down and enter the supervisor’s signature and the certified date.  Once that is done, they will click save and export to PDF |
| This will bring us to a pdf version of a certified timesheet for Angela |
| Through this training video you’ve learned about approving and certifying timesheets. Should you have any additional questions, please reference our support site. Thank you! |