

Acara Timekeeper Manager Tutorial

This overview will provide you with a step-by-step process to utilize the Acara timekeeper for locating and approving contractors' timesheets for payment and invoicing.

What will you need?

- To register, Acara will provide you with a username and password. Once you have received the communication, you will need to log in to the timekeeper to create your own unique password.

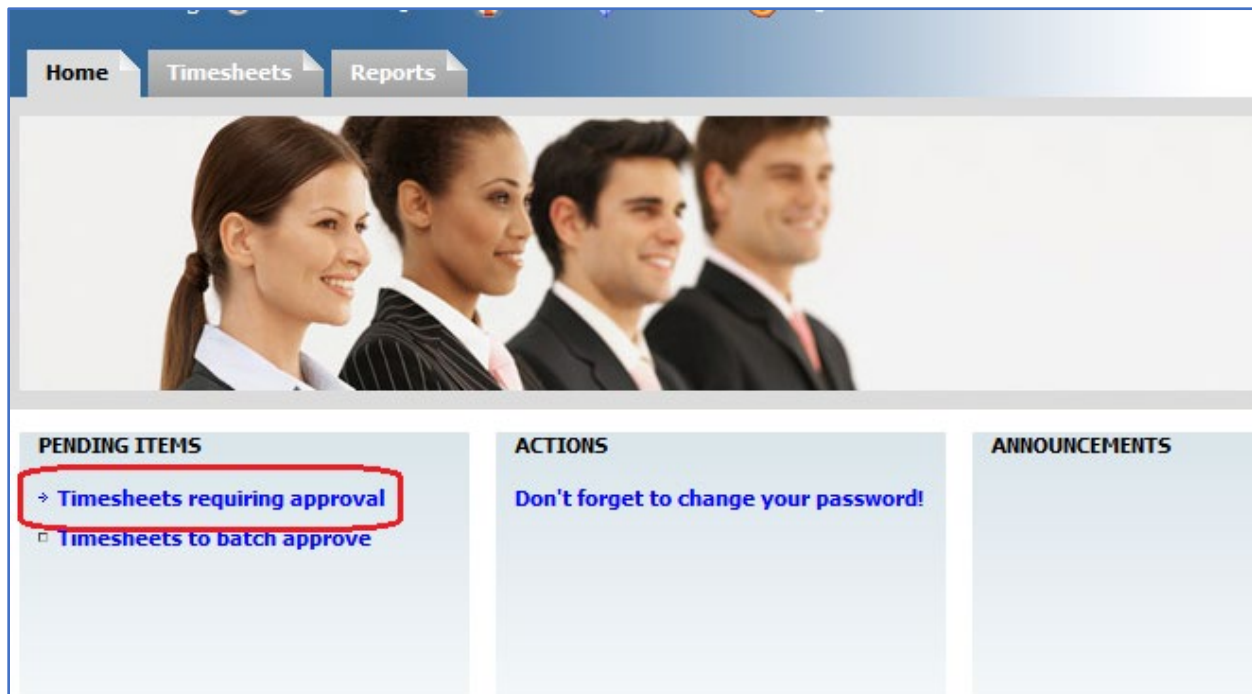
Deadline for approving contractor timesheets - no later than Monday at 2 p.m.

Access Acara Timekeeper via:

<https://timekeeper.worknexusvms.net/worknexus/wksuperior.nsf>

Acara timesheet approval process:

- **Step 1:** Log in to Acara Timekeeper using the link above and input your username and password.
- **Step 2:** On your homepage, choose the option, "Timesheets requiring approval" (circled in red below).



- Step 3:** In the “timesheets requiring approval” section you will see the names of contractors assigned to you and their timesheets. At this step, you can either click approve or click on the timesheet to review the contractor’s daily hours breakdown. At this step you also have the option to batch approve multiple timesheets at one time.

Timesheets Requiring Approval

Approve?	Approver	Week Ending	Name	Status	Reg. Hrs.	OT Hrs.	DT Hrs.	Total Hrs Decimal	Total Hrs:Min.
<input checked="" type="checkbox"/>	[REDACTED]	08/09/2020	[REDACTED]	Submitted	35.00	0.00	0.00	35.00	35:00

Contractor Timesheet:

Within the contractor timesheet, you can review the contractor’s daily hours worked. We highly recommend customer managers review each timesheet to ensure there are no errors. You can approve each timesheet individually at this step as well (circled in red below).

Print
Approve
Reject
Approve With Changes
Close

Hourly Timesheet

WT-BS93FE for [REDACTED]

****As a reminder, all overtime hours must be approved in advance by your manager.****

Approving Manager: [REDACTED] Delegate: _____
 Work State/Province: New York, USA Shift: 1
 Week Ending Date: 08/09/2020

Month/Day	Shift	Total Worked Hours		
Monday	1	Worked Hours		End Time
			08:30AM	05:00PM
		Out Time		In Time
			02:00PM	02:30PM
		Other Break		00:00AM
Worked hours for each area:		Project Total		
000000503487 - 08:00, 00:00, 00:00		08:00		
Tuesday	1	Worked Hours		End Time
			08:30AM	05:00PM
		Out Time		In Time
			02:00PM	02:30PM
		Other Break		00:00AM
Worked hours for each area:		Project Total		
000000503487 - 08:00, 00:00, 00:00		08:00		

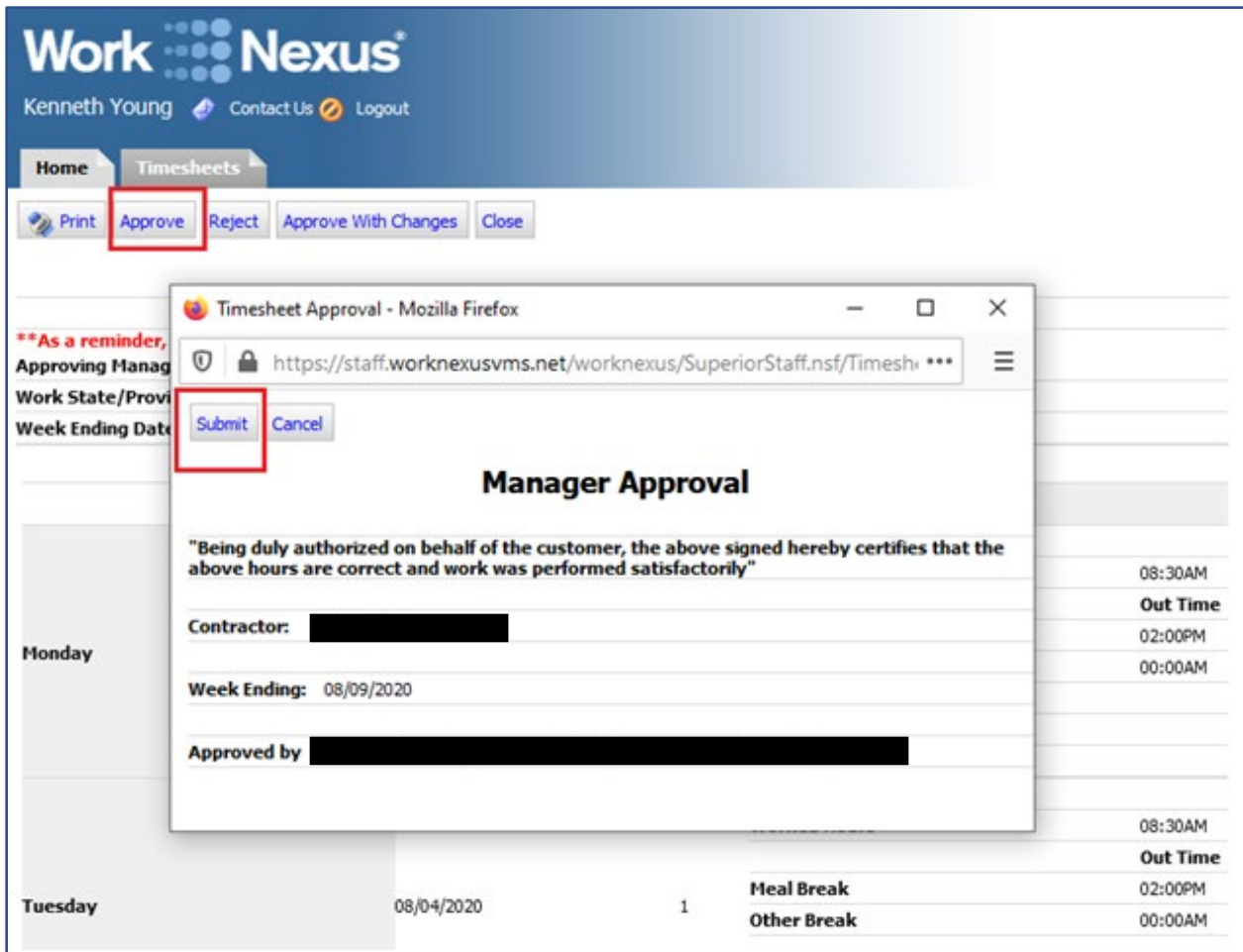
What if there is an issue with the timesheet?

If after reviewing the timesheet you feel there is an issue with the timesheet, you can reject the contractor’s timesheet. If you reject a contractor’s timesheet, it is critical that you insert a comment in the comment box to make the contractor aware. They may then adjust their timesheet and re-submit it to you for approval.

Items to review in a contractor's timesheet:

When reviewing a contractor's timesheet, it is important that you pay close attention to the following areas as an error in one of these sections can affect the contractor pay as well as the invoicing to your company.

- **Week ending date** – Ensure that the contractor's hours are entered under the correct week.
 - **Shift** – Ensure the contractor's hours are entered under the correct shift.
 - **Meal breaks** – If the contractor did take "unpaid" meal breaks, ensure that it is listed.
 - **Hours under regular, overtime, and double time** – Review the hours to ensure the contractor entered their hours under the correct section (regular, overtime, and double time).
 - **Holiday hours** – If a contractor did not physically work on a holiday, then there should not be any hours listed on a contractor's timesheet. If a contractor is due holiday pay, per our agreement with your company, then that pay would be processed outside of the normal weekly pay for labor.
-
- **Step 4:** After you have reviewed the contractor's timesheet and have confirmed that the information shown is accurate, you may then click "approve." After clicking approve, a pop-up window will appear where you can "submit" this timesheet for approval.



The screenshot displays the Work Nexus interface for reviewing a contractor's timesheet. The 'Approve' button is highlighted in red. A 'Manager Approval' pop-up window is open, showing a 'Submit' button also highlighted in red. The pop-up contains a certification statement, contractor information, and a signature line.

Manager Approval

"Being duly authorized on behalf of the customer, the above signed hereby certifies that the above hours are correct and work was performed satisfactorily"

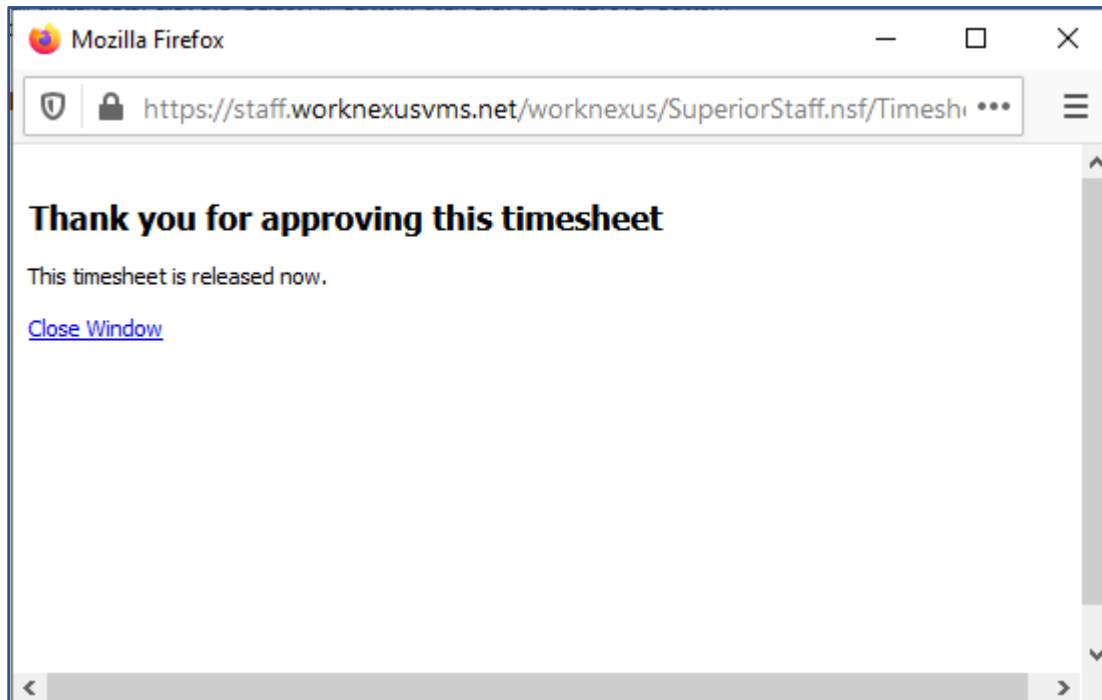
Contractor: [REDACTED]

Week Ending: 08/09/2020

Approved by [REDACTED]

Submit **Cancel**

- **Step 5:** Once you have submitted the timesheet for approval, you will see the message below acknowledging that the timesheet was successfully submitted for payment.



Future questions or issues:

If you have any questions or issues related to the Acara timekeeping system, we encourage you to contact our payroll team for assistance. Please send your inquiry to acarapayroll@acarasolutions.com along with your business name and location. Our payroll team will respond to you within an hour to address your issue. We also recommend that you copy your normal day-to-day Acara point of contact on these communications as well.

FAQs for Technical Troubleshooting

I am attempting to log in to the Work Nexus web portal however, the web page is not loading. What should I do?

- Try utilizing a different web browser such as FireFox or Google Chrome.

A contingent is saying they submitted a timesheet for approval however, I do not have it. Why is this happening?

- Your contingent most likely saved this as a draft. They should log in and ensure it was submitted and not saved.

I am out of office and unable to log into Work Nexus to approve. What should I do?

- Let your secondary approver know to approve the timecards. If you are unsure who that is, reach out to your Acara point of contact and they can assist.

I forgot my password how can I reset it?

- Please reach out to your Acara point of contact or local branch. They will be able to reset your password.

What if the above solutions do not work, or I have an additional question. Who do I contact?

- Please reach out to your Acara point of contact or local branch. We are happy to assist.