SpringAhead

Getting Started Guide for Approvers

Approving time and expenses in SpringAhead is simple and straight-forward. Below are the details for:

- Approving Timecards and Expense Reports
- Running Reports
- Changing Your Password
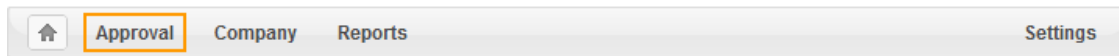
Approving Timecards and Expense Reports

1. Log in to SpringAhead using the login instructions and password provided by your administrator

2. Click **Approval** in the Navigation Bar to view all timecards and expense reports awaiting your approval

3. You can review the timecards and expense reports by clicking on the line items

4. For enterprises with a Clock In / Clock Out time entry mode, approvals will be the same process. The only difference is that a small clock icon will be visible next to the time entered

5. Approve any or all items by checking the boxes in the first column, set the status to **Approve** and click **Submit**

6. Reject any or all by checking the box in the first column, set the status to **Reject**, enter a reason for the rejection, and click **Submit**. An email notification will go to the employee so they know it has been rejected

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7. You'll know when all work is completed because your screen will show nothing pending approval

Running Reports

1. Click **Reports** in the Navigation Bar to view your reporting options

2. Select the report to view, enter your parameters and click **Run**

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Changing Your Password

1. Click **Settings** in the Navigation Bar
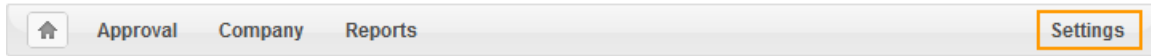
2. Click **Change Password** on the left hand side