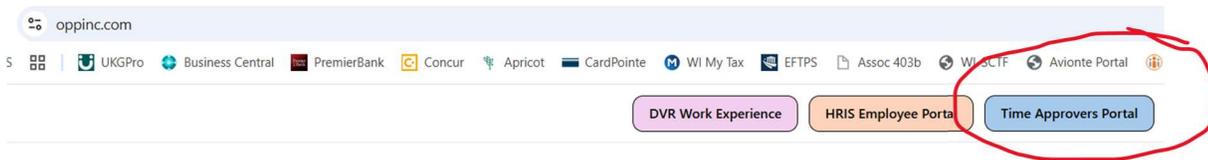
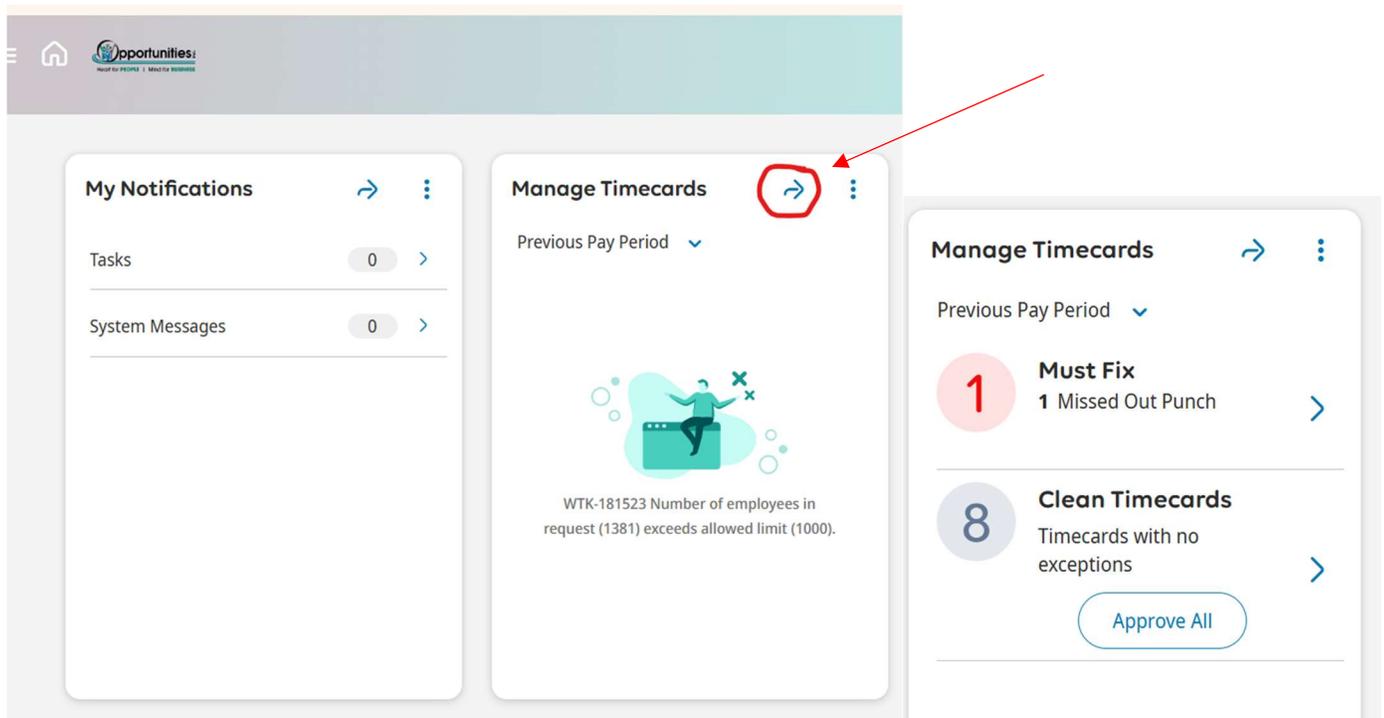


Approving Time Worked

Be sure to login by clicking the time approver link from the Oppinc.com webpage. This is different than the employee portal. Each time approver was provided login information. For a new provider, please send a request for login information to DVRpayroll@oppinc.com.



From the home screen, click on the arrow next to the Manage Timecards title.



This will take you to Employee Timecards.

1. It will default to **PREVIOUS PAY PERIOD** but you are able to view other pay periods. To change, click on the drop-down arrow on the left and select the pay period you want to review.
2. You will be able to see your employees and switch between them.
3. Enter Employee times worked including breaks if need to be subtracted.
4. Add work times click approve.
5. Repeat until all employee's times are approved.

Employee Timecards

Employee  **2 →** 435785 < 1277 of 1381 > **1 →** Previous Pay Period













		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	⊖	Mon 3/17			7:00 AM	4:00 PM				8:3
+	⊖	Tue 3/18	3 →		7:00 AM	4:00 PM				8:3
+	⊖	Wed 3/19			7:00 AM	4:00 PM				8:3
+	⊖	Thu 3/20			7:00 AM	4:00 PM				8:3
+	⊖	Fri 3/21			7:00 AM	4:00 PM				8:3
+	⊖	Sat 3/22								
+	⊖	Sun 3/23								
+	⊖	Mon 3/24			7:00 AM	4:00 PM				8:3
+	⊖	Tue 3/25			7:00 AM	4:15 PM				8:4

For other employees that come and go, a second line will be added. The + sign opens the line.













		Date	Schedule	Absence	In	Out
+	⊖	Tue 4/01				
+	⊖	Wed 4/02			8:00 AM	11:00 AM
+	⊖				11:30 AM	3:00 PM
+	⊖	Thu 4/03			8:00 AM	12:00 PM
+	⊖	Fri 4/04				

At any time you can click on Opportunities, Inc. to return to the home screen.



Employee Timecards