hh2 REMOTE PAYROLL

SUPERVISOR TIMESHEET APPROVAL INSTRUCTIONS

Approving Time Through a Browser

Website: https://kierconstruction.hh2.com/WebApp/v2/Default.html

Username: Enter your KIER email address and password.

Select RP (Remote Payroll)

- Select TIME APPROVAL.
- If a timesheet shows **APPROVE** next to it, this indicates that the timesheet is ready for **YOU** to review and approve.
- Do not approve timesheets that show **PROMOTE**, as there are still managers below you in the approval path who have not yet reviewed and approved the timesheet. These steps are important in the approval pathway.
- If a timesheet shows **RECLAIM,** the employee has not approved the timesheet and submitted it yet.
- If you see problems on a timesheet, **DENY** the time noting the reason. Reach out to the employee to let them know they need to **RECLAIM** their time, make the change as requested in the note, and approve it once again. The timesheet will automatically reroute to you for approval.
- The supervisor and employee should always refresh hh2 after making changes.

Approving Time By Using the hh2 App:

- Select the appropriate PAYROLL GROUP.
- Select the proper Period End Date (each work week must be approved separately when using the app).
- Select APPROVAL.
- If a timesheet shows **APPROVE** next to it, this indicates that the timesheet is ready for **YOU** to review and approve.
- Select the "eyeball" to review the timecard.
- Select APPROVE if the time is correct.
- Do not approve timesheets that show **PROMOTE**, as there are still managers below you in the approval path who have not yet reviewed and approved the timesheet.
- If a timesheet shows **RECLAIM,** the employee has not approved the timesheet and submitted it yet.
- If you see problems on a timesheet, **DENY** the time noting the reason. Reach out to the employee to let them know they need to **RECLAIM** their time, make the change as requested in the note, and approve it once again. The timesheet will automatically reroute to you for approval.
- The supervisor and employee should always refresh the hh2 app after making changes.