



Welcome, Steve

How to Approve Your Timesheets

ON CORESTAR

START



Live Filled Bookings



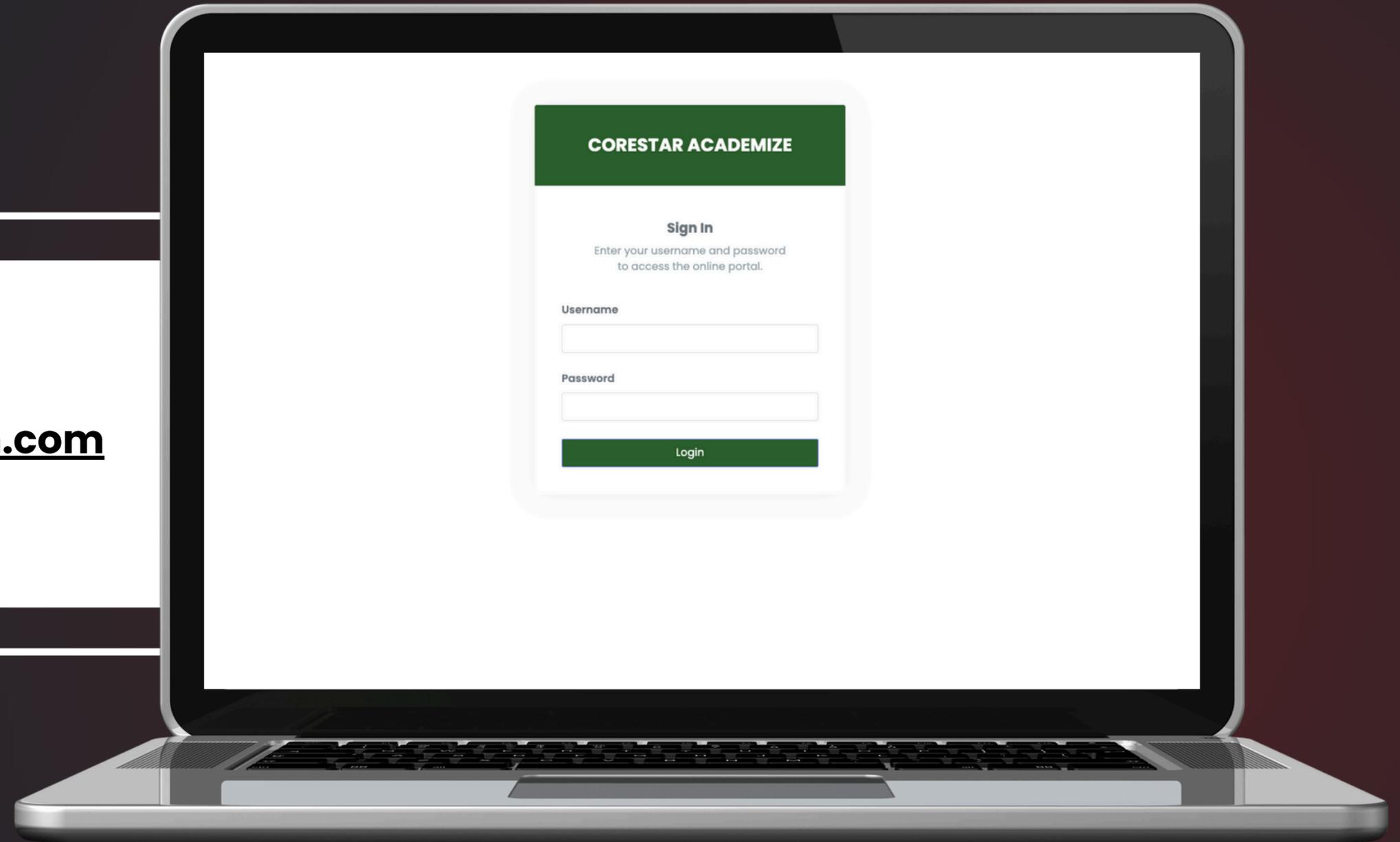
0 Unfiled Bookings



2 Timesheets that need approving

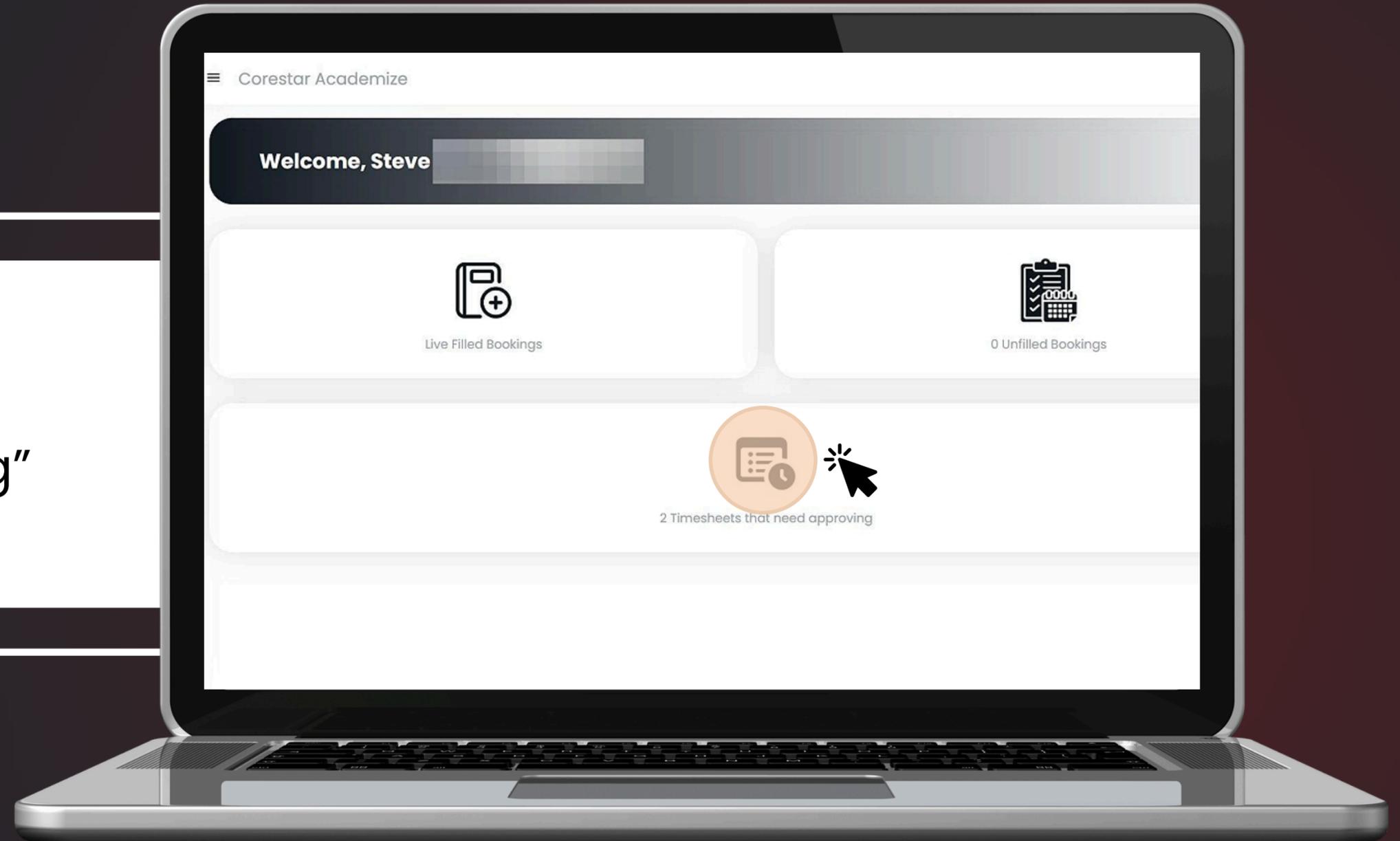


1. Navigate to:
corestar.connex-education.com
and Log in





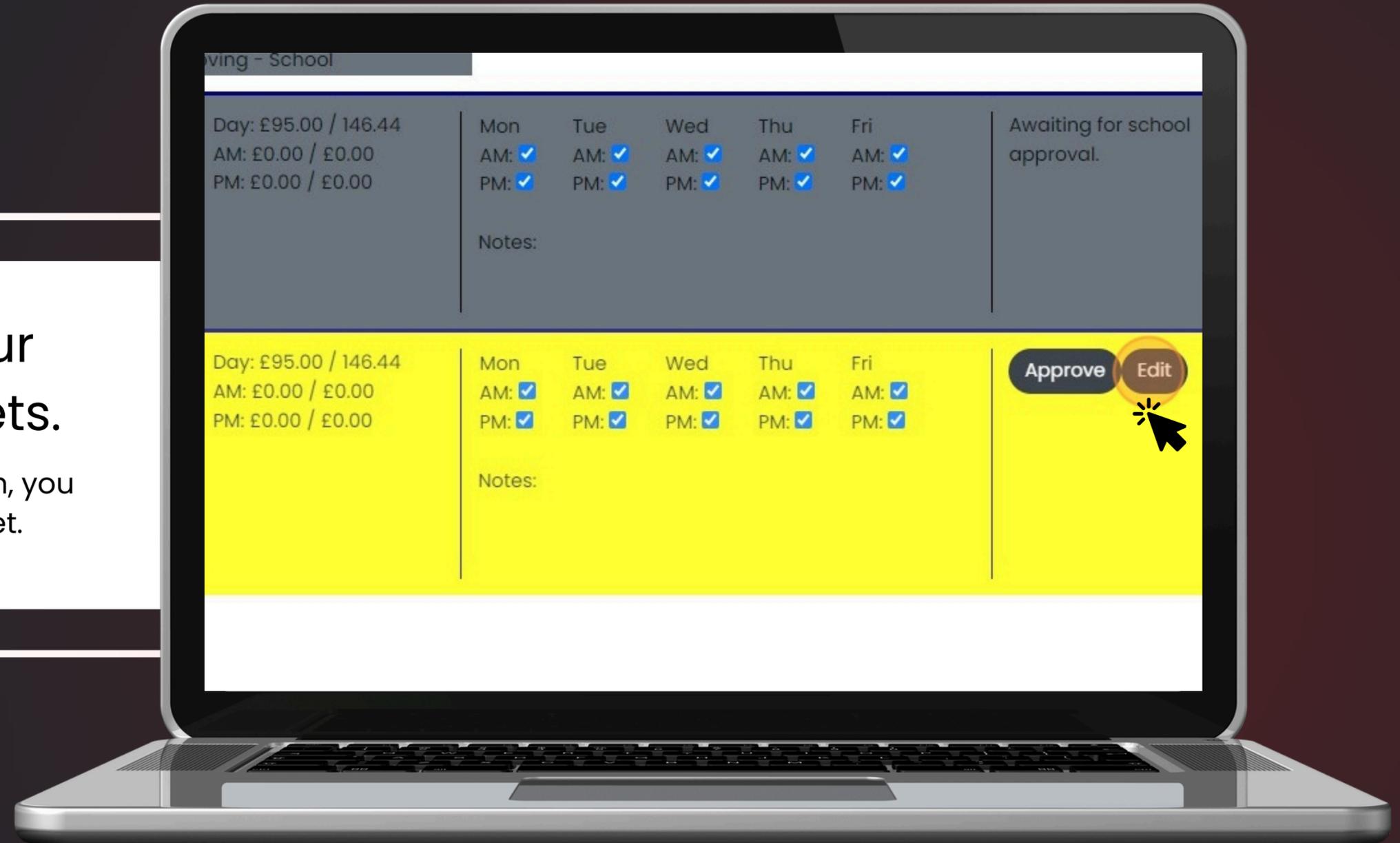
2. Click “Timesheets that need approving”





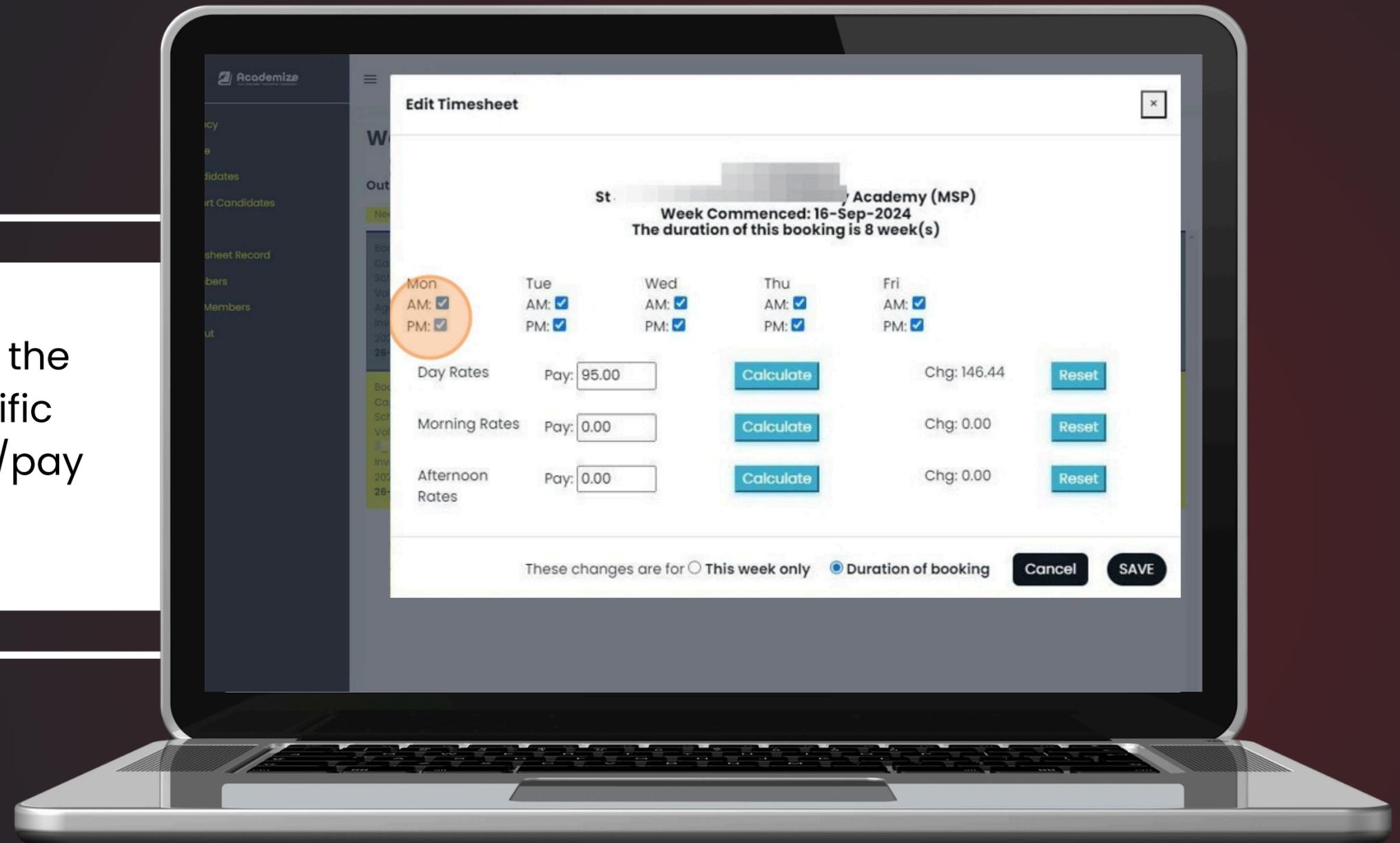
3. This will display all your outstanding timesheets.

NOTE: If the timesheet does not match, you can click on 'edit' & alter the timesheet.



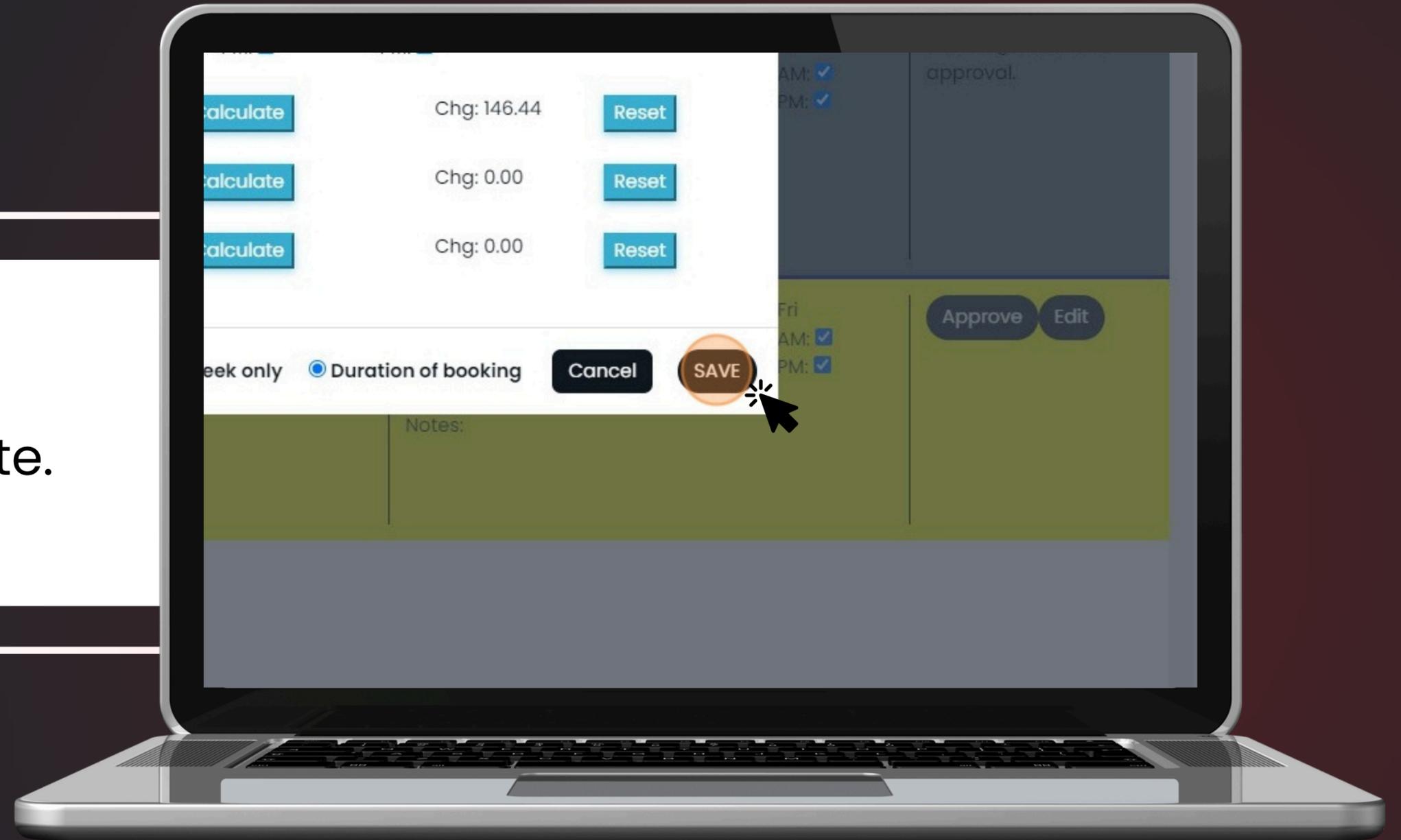


4. You can edit the timesheet if the candidate did not work specific days. You can alter the days/pay and charge accordingly.





5. Click "SAVE" when
your edit is complete.





6. If the timesheet is correct click on “APPROVE” so the timesheet is approved.

