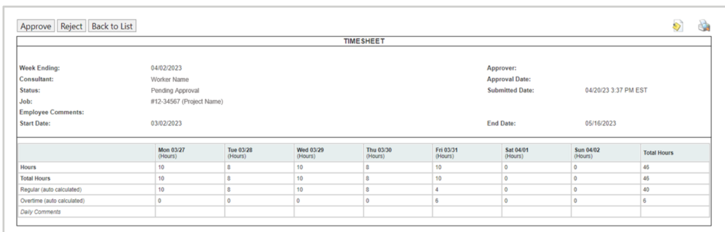
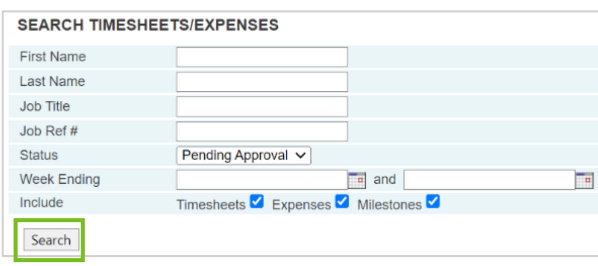
Time & Expense Submission Approval

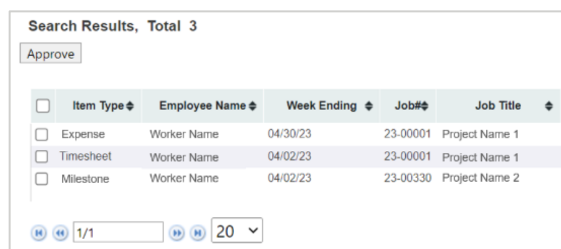
You will receive an email notification from 'JobDiva' (MBO's financial partner) each time a worker engaged on your project submits time, milestones, deliverables, and/or expenses. Simply click the link within the email to log in using your MBO username and password to review the submission(s). Please be sure to **approve all submissions by COB on Monday**. Failure to meet this deadline may delay payments.

1. There are two ways that you can access submissions that are pending your approval:
   - Click on the link in the email that you receive, requesting your approval. Upon logging in, you will be automatically navigated to the applicable submission from that email.

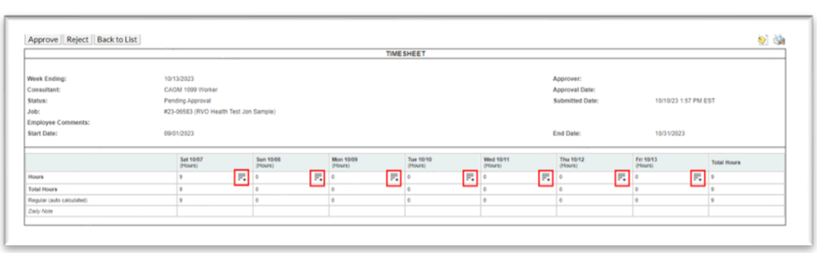


   - You can [log in directly](), rather than clicking on the link in the approval request email. From your home page click "Jobs" then "Approve Timesheets/Expenses" to view submissions pending your approval (or refine your search by using the available filters and hit "Search").





2. To view the *RVO Health required* information *before* approving, open the line item of the submission you would like to view.
   - For timesheet approvals, click the icon next to each hourly entry to review the details for that day.
     ▶ **NOTE:** This step must be repeated for each day that hours are submitted.



- For milestone approvals, click the yellow ladder icon to review the details for the submission.

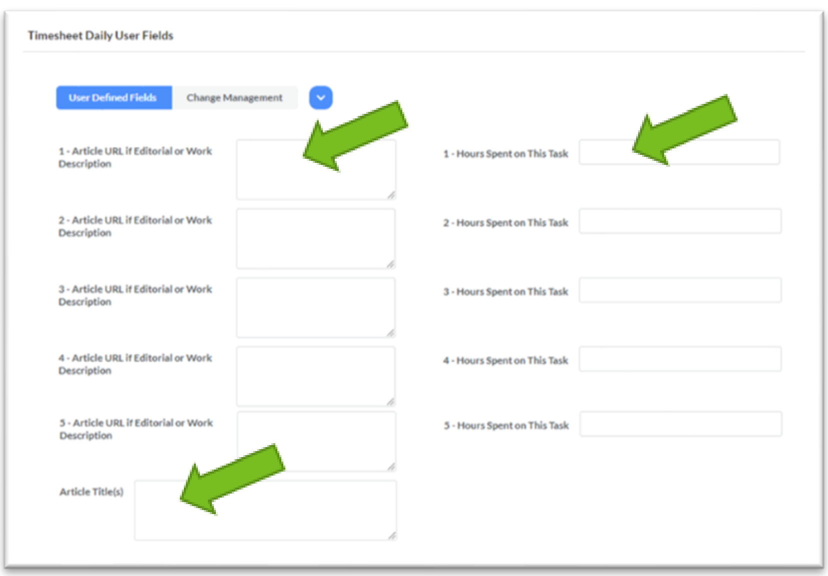
Additional items to note upon review:

- Overtime hours (if entered) will be broken out separately from regular time
- Any additional worker comments provided can be viewed next to "Employee Comments" at the top
- Expense receipts can be viewed by clicking the 'post-it' icon to the right of an expense

3. Review the information provided and ensure that all required details are entered, based on the type of work being performed.

   For timesheet approvals:

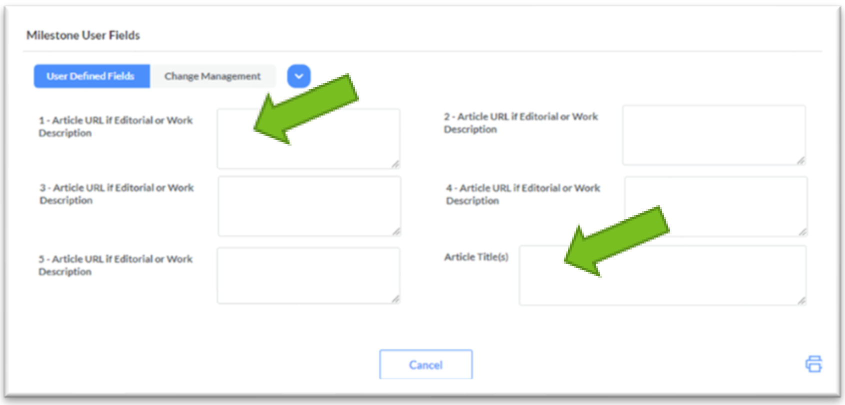
   - **POST:** The "Article URL", the "Hours Spent on This Task", and the "Article Title(s)" should all be provided.
   - **CDI:** The "Article URL", the "Hours Spent on This Task", and the "Article Title(s)" should all be provided.
   - **VIDEO:** The applicable details should be provided in the "Article URL if Editorial or Work Description" box (i.e., BBR Code, Article URL, Assignment Asana link), the "Hours Spent on This Task", and the "Article Title(s)" as appropriate.
   - **ALL OTHERS:** A brief description of the work performed should be provided in the "Article URL if Editorial or Work Description" box along with the "Hours Spent on This Task"



▶ **NOTE:** If more than one article is worked within a single entry, the above information should be provided for each article in the same format, but on the rows following row 1 as well as in the "Article Title" box.

For milestone approvals:

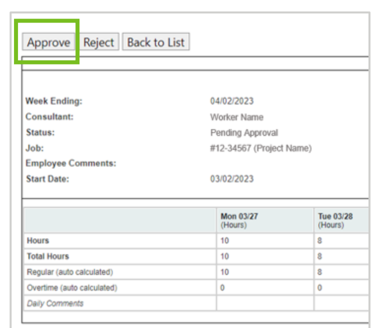
- **POST:** The “Article URL” and the “Article Title(s)” should all be provided.
- **CDI:** The “Article URL” and the “Article Title(s)” should all be provided.
- **VIDEO:** The applicable details should be provided in the “Article URL if Editorial or Work Description” box (i.e., BBR Code, Article URL, Assignment Asana link) and the “Article Title(s)” as appropriate.
- **ALL OTHERS:** A brief description of the work performed should be provided in the “Article URL if Editorial or Work Description” box.



▶ **NOTE:** If more than one article is worked within a single entry, the above information should be provided for each article in the same format, but on the rows following row 1 as well as in the “Article Title” box.

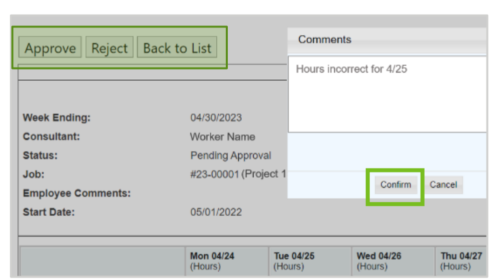
To approve an individual submission:

- Click the “Approve” button at the top of the *Timesheet* or *Expense Details* page
- A comment box will appear should you wish to add a comment
- The worker will receive an email notifying them of the approval
- Note: Only time submission approvals can be reversed by clicking the “Undo Approval” button at the top of a *Timesheet*



To reject an individual submission:

- Click the “Reject” button at the top of the *Timesheet* or *Expense Details* page
- A comment box will appear—please leave a comment regarding why you are rejecting the submission (this is required)
- The worker will receive an email notifying them of the rejection at which time they can log back in to correct their submission



MBO partners

Upon approval or rejection, submission(s) will fall off your list of “pending transactions.” However, you may review previously approved or rejected submissions by adjusting the “Status” filter on your home screen.