



Lynx Timesheet System for Approvers

Lynx Recruitment has introduced a new Timesheet system called Invoxy, to allow smoother processing and management of our staff and invoicing.

There are two ways you can approve or reject timesheets. When a staff member submits their timesheet for approval the nominated approver will be sent an email, select the 'View Request' option.

The screenshot shows an email interface with a close button (red 'x') at the top center. The main content is centered and reads: 'Approval Request for Amber YAHOO Utting'. Below this, the text says 'Hi Amber,' followed by 'Please approve Amber YAHOO Utting's time for 02 May 22 to 11 May 22.' Then 'Thanks,' and 'Amber Utting'. At the bottom of the main content area, there are two buttons: 'Approve Time' (highlighted with a green border) and 'View Request'. At the very bottom of the email content, there is a small icon and a line of text: 'This email was sent to you by Invoxy Limited. Your email address was provided to Invoxy by a subscriber of our service for the purpose of managing time sheets, billing and payroll. For information on our Privacy Policy please go to <https://www.invoxy.com/privacy>'. Below the email content area, there is a footer line: 'If you would like to unsubscribe and stop receiving these important emails, please contact your Invoxy account administrator.'

From here you can review the hours and select 'Approve' or 'Reject'. If you reject a timesheet, please add a comment with details just like timeadder. An email will be sent when the timesheet has been updated for you to review again. Once approved your job is done!

If you have multiple workers or would prefer you can request a login to our system to manage approvals, please email any requests or queries to accounts@lynrecruitmnet.co.nz.



Approval Request

for Amber YAHOO Utting

Current Status: Pending

TimeAdder test job

TimeAdder test

Hours

Mon, 2 May	Regular Hours 02:30am - 11:30pm	21:00
Tue, 3 May	Regular Hours 08:30pm - 10:45pm	02:15
Wed, 4 May	Regular Hours 08:08am - 04:20pm (60 mins break)	07:12
Thu, 5 May	Regular Hours 12:15pm - 08:15pm	08:00
Thu, 5 May	Regular Hours 10:00am - 11:45am	01:45
Fri, 6 May	Regular Hours 03:45pm - 11:30pm	07:45
Wed, 11 May	Regular Hours 03:15pm - 10:45pm	07:30
Thu, 12 May	Regular Hours 03:45pm - 08:00pm	04:15
Fri, 13 May	Regular Hours 10:45am - 03:00pm	04:15
		63:57

Note or Reason (optional)

Approve

Reject

Upon request an invite will be emailed to you from Invoxy and you will need to follow the instructions to create an account then login.



You're Invited

Hi Amber YAHOO,

Please click Accept below to register your account and get started with Lynx Recruitment Limited. If you've already registered your account you can log in any time at LynxRecruitment1.invoxy.com

Learn more about accepting your invite here: [Accepting an Invite](#)

Thanks,

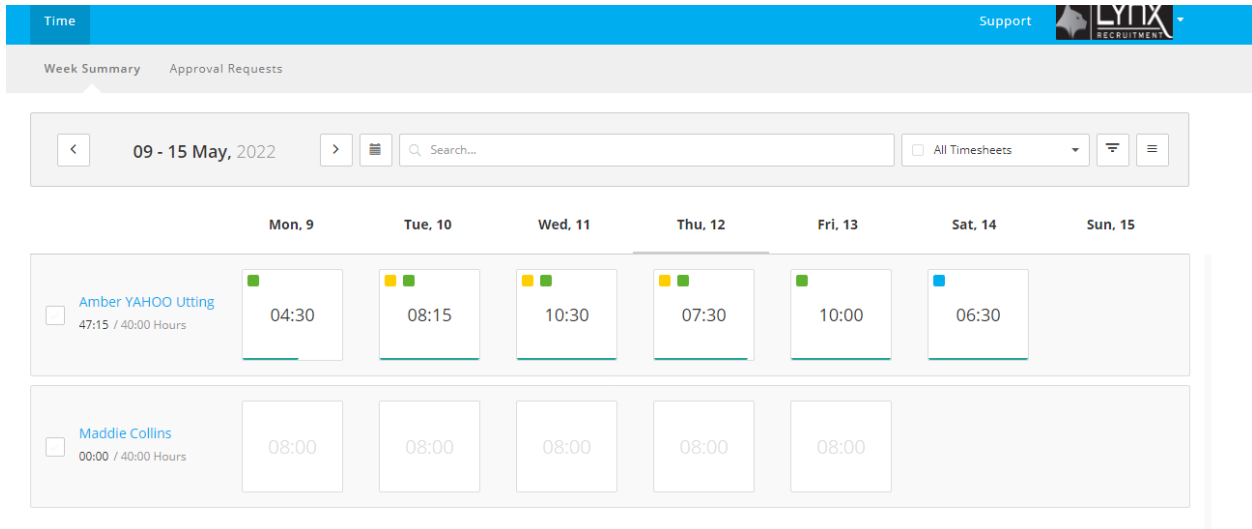
Amber Utting

[Accept Invite](#)

From the 'Weekly Summary' tab you can see all placements.

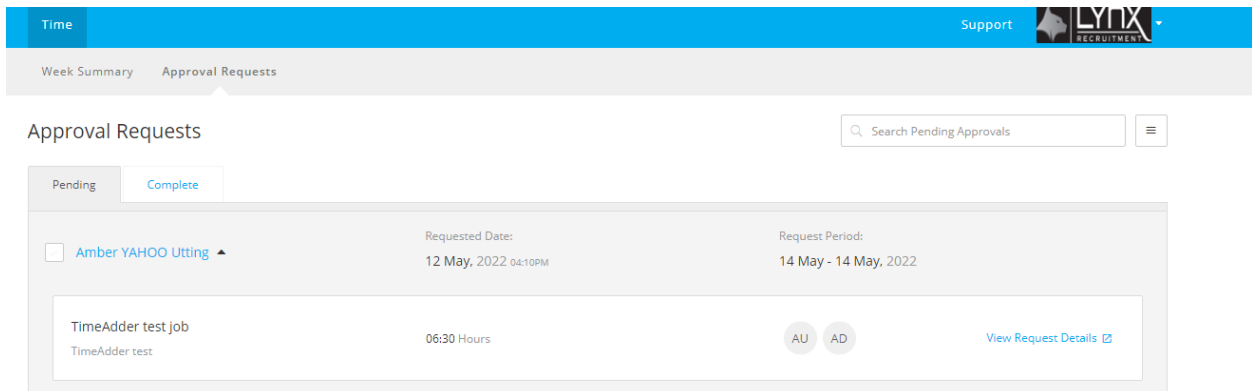
You can click the checkbox on left of each timesheet and then the green button on top left to approve or reject.

The time will display a yellow Pending Approval label when the time is waiting to be approved, which will become a green Approved label once you approve the request. A rejected timesheet will show as blue. You can hover your mouse over the label to check what it means.




From the 'Approval Requests' tab you can see view pending or completed requests.

Select 'View Request Details' for more information.



Once you have viewed the request select it by ticking the box.

On the right-hand side is a drop down menu, click on it to Approve or Reject the timesheet.

Time Support 

Week Summary Approval Requests

Approval Requests

+

Pending
Complete

<div style="display: flex; align-items: center;"> ✓ Amber YAHOO Utting ▲ </div>	<p>Requested Date: 12 May, 2022 04:10PM</p>	<p>Request Period: 14 May - 14 May, 2022</p>	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;"> Deselect All Pending Requests Approve Reject </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> TimeAdder test job TimeAdder test </div>	06:30 Hours	AU AD	View Request Details

If you have any problems with timesheets, please do not hesitate to contact your consultant or call us on 09 883 0585. Any queries regarding invoicing can be emailed to accounts@lynxrecruitment.co.nz.