



Approving timesheets on the Deputy website.

You will receive an email from Express Services, Inc. containing a link to Portal.ExpressPros.com. Follow the link to create your login. During your first sign-in, you will be prompted to set up your password.

After creating your password, you will be prompted to review and accept the Express Terms and Conditions for utilizing Deputy, then you will be redirected to Deputy.

Moving forward, log in at Portal.ExpressPros.com to manage and approve timesheets in Deputy, or use the same login credentials on the Deputy app.

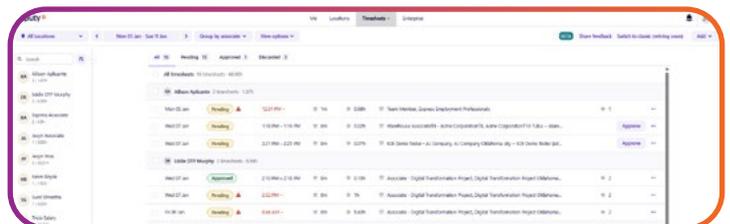
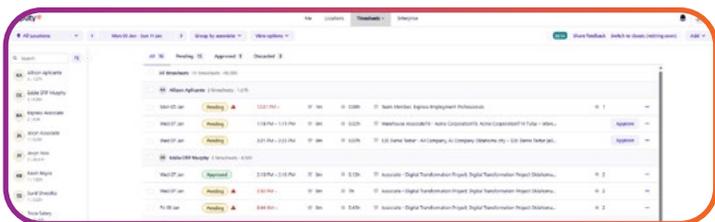
1. Select the location of timesheets you would like to view.

2. Select the date range of timesheets that you would like to view.

3. You will be presented with a view displaying Express associates with timesheets in the period you selected.

Express associate initials in the list circled in yellow have timesheets not yet approved. The circles will turn green once all timesheets for the period have been approved.

You can select an Express associate from the list by clicking on them, or use the search field to type in a specific name and view their timesheets.



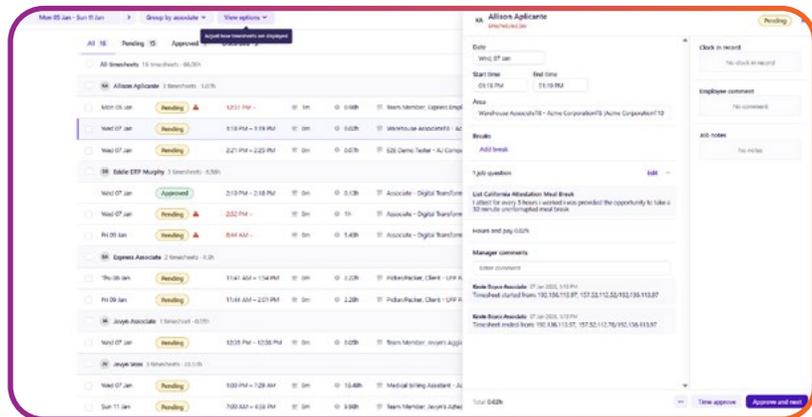
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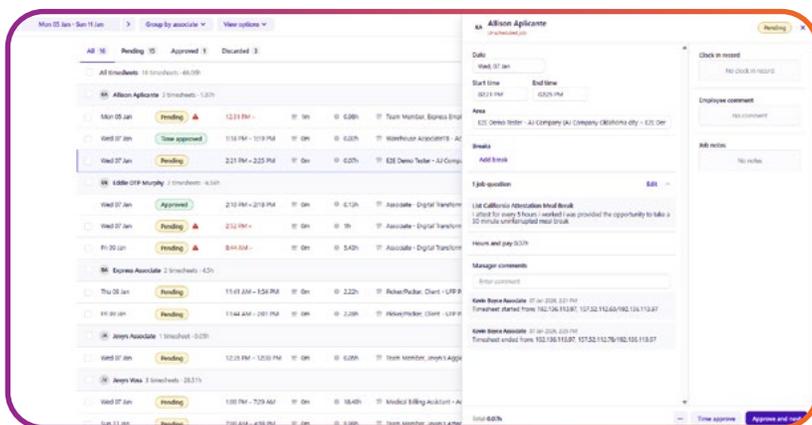
4. To approve a timesheet, select a timesheet with **Pending status** and review the shift details on the screen.

Once you are satisfied with the timesheet, click **Approve** or **Approve and Next** if you would like to view the next timesheet.



Approve and Next will take you to the Express associate's next timesheet automatically. If you have approved all the selected timesheets, then **Approve and Next** will take you to the timesheet of the next Express associate on this list.

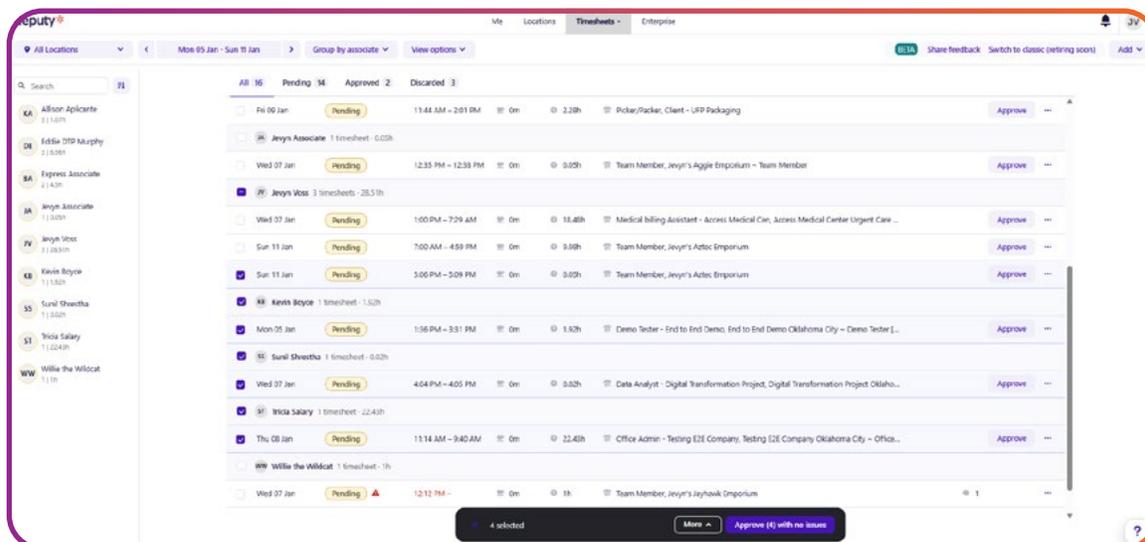
Express associates whose timesheets are all approved for the period selected will be circled in green.



Bulk approving timesheets on the Deputy website.

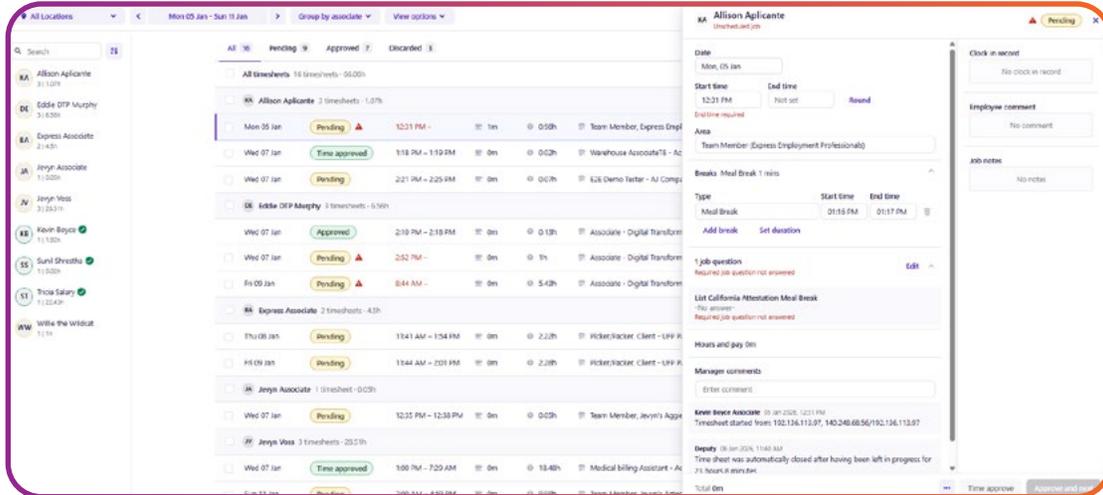
If you are satisfied with all timesheets for the selected time period for a selected Express associate, you can bulk approve all their times sheets by clicking on **Approve (#) with no issues**.

In the example below, Jane Doe has 7 timesheets to approve for this time period. Clicking **Approve (#) with no issues** will approve them all.





Note that only timesheets with the **timesheet progress** as Pending can be bulk approved. If you have a timesheet with progress listed as On Job you will need to review the timesheet individually.

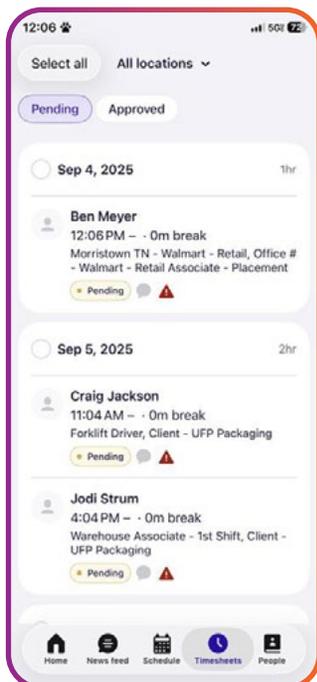
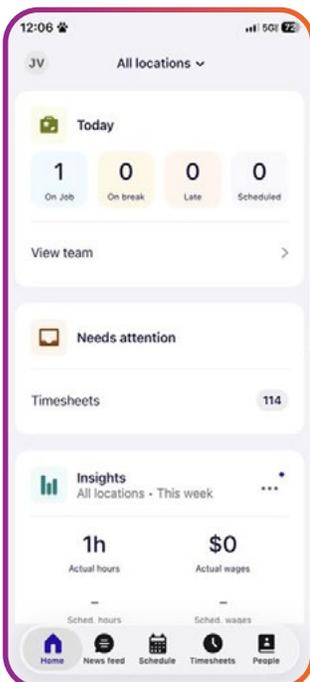


How to approve timesheets on the Deputy mobile app

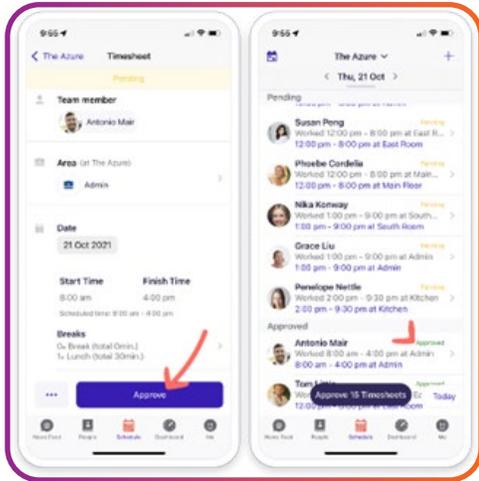
As an Express client, you can also approve Express associate timesheets directly from the Deputy mobile app. Use the QR code to download the app to your mobile device.

To view, edit, and approve Express associate timesheets, open the mobile app on your device and follow the steps below. The Deputy app requires iOS 16.4 or later or Android 7.0 and up.

Download the Deputy app now!



1. Tap on the **Schedule** tab in your mobile app.
2. Select the **Location and Date** for the timesheets you wish to view and approve.
3. Tap on the **Express associate's** timesheet you wish to view, edit, or approve.



4. Review and edit the shift details as required, then tap **Approve**.

Approved timesheets now appear at the bottom of the list for this date.

Bulk approve timesheets on the Deputy mobile app.

You can also bulk approve timesheets on the Deputy mobile app.

1. If you are satisfied with all timesheets for a selected Location and Date, tap on the **Approve X Timesheets** button at the bottom of the screen.
2. On the next screen you can select the Express associates' timesheets by tapping on their photo or you can tap **Select All**.
3. When you have selected all timesheets you wish to approve, tap the **Approve X** button.

