



THE ADECCO GROUP

# Aapo-portal: Instructions for electronic timesheets



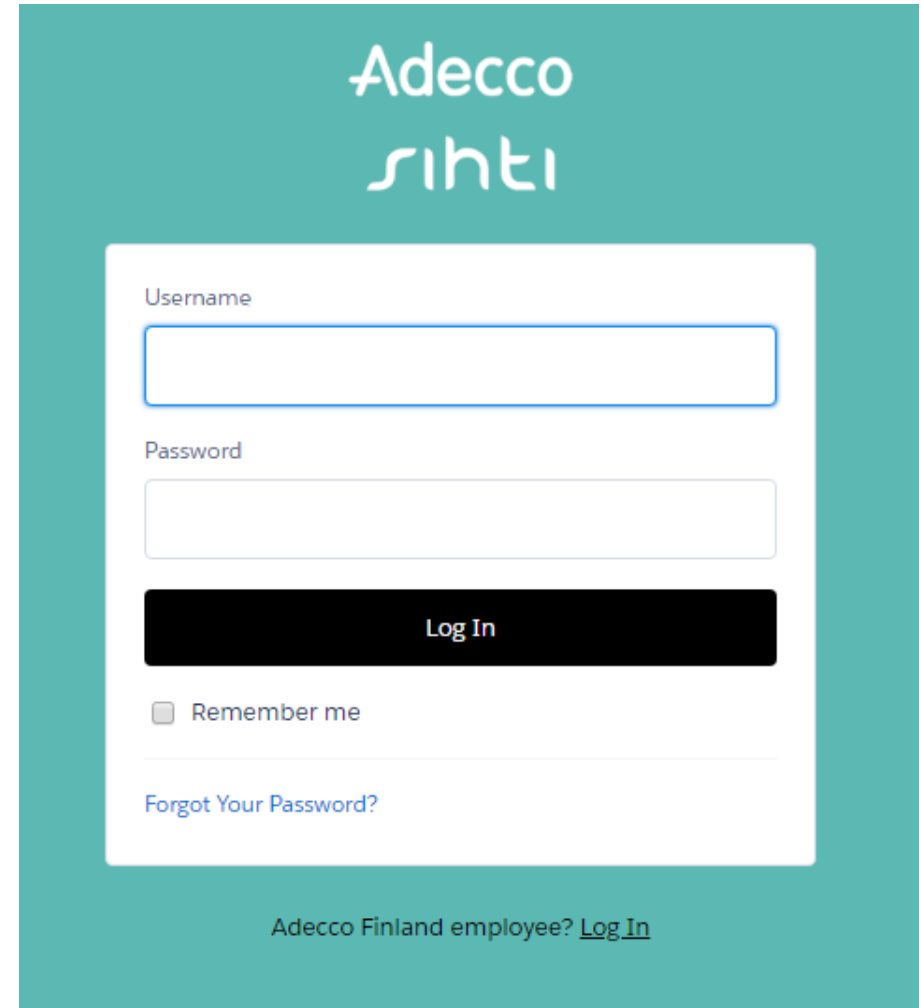
# Aapo – Instructions for approving electronic timesheets

- Please approve timesheets according to the approval schedule that you have received from your Adecco/Sihti contact person (separate document).
- You will receive an email notification during the morning of the last approval day if you have timesheets waiting for approval.
- In case you experience problems, please contact [userinfo@adecco.fi](mailto:userinfo@adecco.fi) / [yhteydenottopyynnnot@sihti.fi](mailto:yhteydenottopyynnnot@sihti.fi) or you may reach out to your Adecco/Sihti contact person.



# Login

- You will receive your username and link <https://aapo.adecco.fi/aapo/login> to the Aapo-portal via email.
- When you login for the first time, you need to set a password and accept our privacy policy.
- We recommend you use computer to access the portal.
- It is also recommended to use the portal with Chrome browser. The portal is not compatible with other browsers.
- If you have forgotten your password, click on the **Forgot your password** – link. You will receive an email to set a new password.
- The system requires you to change your password every 90 days.
- You can use the portal either in Finnish or English. In case you wish to change the language, please contact your contact person.

The image shows the Adecco sihti login interface. At the top, the text "Adecco sihti" is displayed in white on a teal background. Below this is a white login form. The form contains two input fields: "Username" and "Password". Below the password field is a black "Log In" button. Underneath the button is a checkbox labeled "Remember me". At the bottom of the form is a link that says "Forgot Your Password?". Below the form, on the teal background, is the text "Adecco Finland employee? [Log In](#)".

Adecco  
sihti

Username

Password

Log In

☐ Remember me

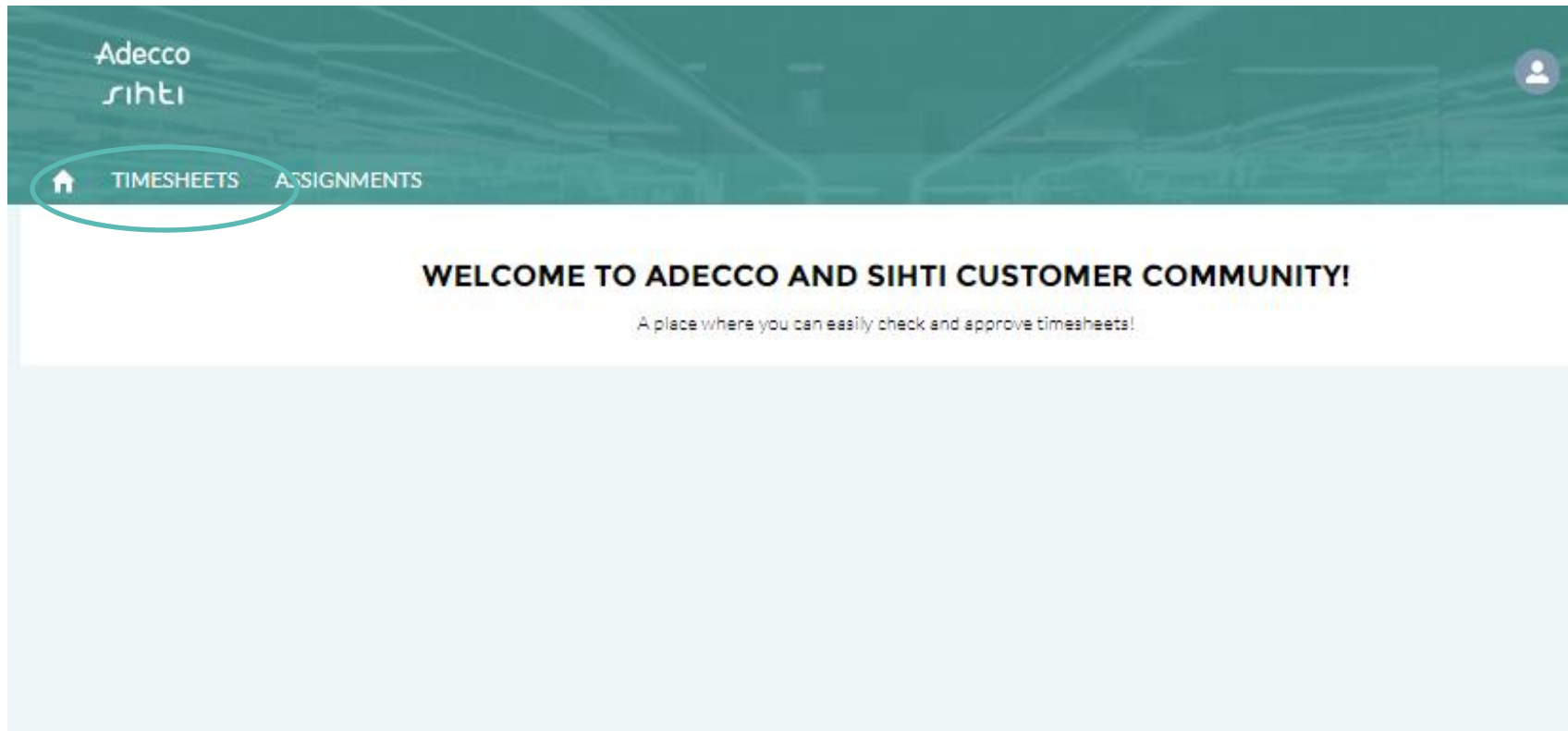
[Forgot Your Password?](#)

Adecco Finland employee? [Log In](#)

# Navigation

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- Click on the "Timesheet"-tab to view the timesheets.



# Timesheet view 1/3

- From this view you can see all timesheets which are waiting for approval. If this view is empty, you don't have any timesheets to be approved.
- You can filter the timesheets according to payroll period.
- You can view weekly and daily entries by clicking on "Expand" or by clicking on the arrow in front of the employee/timesheet.
- You can modify the width of the column by clicking from the side of the column and moving it right/left.

The screenshot shows the 'Waiting for approval' section of a timesheet management system. It includes a filter dropdown set to 'Display All', a section header 'Tuntityö', and a table of timesheet entries. Annotations include arrows pointing to the filter dropdown, the 'Expand' button, a specific timesheet entry, and a vertical column width handle on the right side of the table.

|                          | Name                | Total h... | Start     | End       | Break ... | Overti... | Absen... | Comm...    | Add-on | Add-o... | Refer... |
|--------------------------|---------------------|------------|-----------|-----------|-----------|-----------|----------|------------|--------|----------|----------|
| <input type="checkbox"/> | > Työntekijä, Toivo | 143:00     |           |           | 10:00     | Yes       | 24,5     | Yes        | Yes    | 26       | Yes      |
| <input type="checkbox"/> | ▼ Työntekijä, Taina | 70:30      |           |           | 04:30     | Yes       | 15       | Yes        | Yes    | 11       | Yes      |
| <input type="checkbox"/> | > TS-201910-348677  | 31:30      | 16.9.2019 | 22.9.2019 | 02:00     | Yes       | 7,5      | Yes        | Yes    | 6        | Työ...   |
| <input type="checkbox"/> | ▼ TS-201910-348678  | 31:30      | 23.9.2019 | 29.9.2019 | 02:00     | Yes       | 7,5      | Yes        | Yes    | 5        | Työ...   |
| <input type="checkbox"/> | 23.9.2019           | 09:00      | 07:00     | 16:30     | 00:30     | Yes       | 0        |            |        |          |          |
| <input type="checkbox"/> | 24.9.2019           | 07:30      | 07:00     | 15:00     | 00:30     |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 25.9.2019           | 07:30      | 07:00     | 15:00     | 00:30     |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 26.9.2019           | 07:30      | 07:00     | 15:00     | 00:30     |           | 0        | Olosuhd... |        | 5        |          |
| <input type="checkbox"/> | 27.9.2019           | 00:00      | ---       | ---       | ---       |           | 7,5      | Loma       |        |          |          |
| <input type="checkbox"/> | 28.9.2019           | 00:00      | ---       | ---       | ---       |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 29.9.2019           | 00:00      | ---       | ---       | ---       |           | 0        |            |        |          |          |
| <input type="checkbox"/> | > TS-201910-348679  | 07:30      | 30.9.2019 | 30.9.2019 | 00:30     |           | 0        |            |        |          | Työ...   |
| <input type="checkbox"/> | > Työntekijä, Timo  | 114:00     |           |           | 07:30     | Yes       |          |            | Yes    | 3        | Yes      |

## Timesheet view 2/3

- "Yes" in the overtime column means that the employee has chosen overtime compensation. By expanding to daily level, you can see which days contain overtime compensation.
- By expanding to weekly timesheet level, you can see the references per timesheet.
- By expanding the view to daily level, you can see also the comments and daily add-ons which the employee has chosen.

The screenshot shows a web application interface for timesheet management. At the top, there's a navigation bar with 'TIMESHEETS' and 'ASSIGNMENTS'. Below it, a section titled 'Waiting for approval' contains buttons for 'Expand All', 'Collapse All', 'Approve All Selected', and 'Reject All Selected'. A 'Select Job Type' dropdown is set to 'Display All'. The main table is titled 'Tuntityö' and has columns for Name, Total h., Start, End, Break, Overti..., Absen..., Comm..., Add-on, Add-o..., and Refer... . The table lists several employees and their timesheet entries. Annotations include: a green arrow pointing from the first bullet point to the 'Overti...' column; a green arrow pointing from the second bullet point to the 'Refer...' column; and a green arrow pointing from the third bullet point to a daily entry for 26.9.2019, which is circled in green. This daily entry shows '0' for hours, '7,5' for overtime, and 'Loma' (leave) as a comment. Other entries are also circled in green, including the 'Yes' in the 'Overti...' column for Työntekijä, Toivo and Työntekijä, Taina, and the 'Työ A' reference for TS-201910-348677 and TS-201910-348678.

| <input type="checkbox"/> | Name                | Total h. | Start     | End       | Break | Overti... | Absen... | Comm...    | Add-on | Add-o... | Refer... |
|--------------------------|---------------------|----------|-----------|-----------|-------|-----------|----------|------------|--------|----------|----------|
| <input type="checkbox"/> | > Työntekijä, Toivo | 143:00   |           |           | 10:00 | Yes       | 24,5     | Yes        | Yes    | 26       | Yes      |
| <input type="checkbox"/> | ▼ Työntekijä, Taina | 70:30    |           |           | 04:30 | Yes       | 15       | Yes        | Yes    | 11       | Yes      |
| <input type="checkbox"/> | > TS-201910-348677  | 31:30    | 16.9.2019 | 22.9.2019 | 02:00 | Yes       | 7,5      | Yes        | Yes    | 6        | Työ A    |
| <input type="checkbox"/> | ▼ TS-201910-348678  | 31:30    | 23.9.2019 | 29.9.2019 | 02:00 | Yes       | 7,5      | Yes        | Yes    | 5        | Työ A    |
| <input type="checkbox"/> | 23.9.2019           | 09:00    | 07:00     | 16:30     | 00:30 | Yes       | 0        |            |        |          |          |
| <input type="checkbox"/> | 24.9.2019           | 07:30    | 07:00     | 15:00     | 00:30 |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 25.9.2019           | 07:30    | 07:00     | 15:00     | 00:30 |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 26.9.2019           | 07:30    | 07:00     | 15:00     | 00:30 |           | 0        | Olosuht... | 5      |          |          |
| <input type="checkbox"/> | 27.9.2019           | 00:00    | ---       | ---       | ---   |           | 7,5      | Loma       |        |          |          |
| <input type="checkbox"/> | 28.9.2019           | 00:00    | ---       | ---       | ---   |           | 0        |            |        |          |          |
| <input type="checkbox"/> | 29.9.2019           | 00:00    | ---       | ---       | ---   |           | 0        |            |        |          |          |
| <input type="checkbox"/> | > TS-201910-348679  | 07:30    | 30.9.2019 | 30.9.2019 | 00:30 |           | 0        |            |        |          | Työ A    |
| <input type="checkbox"/> | > Työntekijä, Timo  | 114:00   |           |           | 07:30 | Yes       |          |            | Yes    | 3        | Yes      |

# Timesheet view 3/3

- You can see timesheet details also by clicking the timesheet number.
- From the timesheet details you can see for example reference, job name, employee's name, status, total working hours and total absent hours.
- You can also find below information:
  - start time and end time (break will be deducted from the working hours if the employee has entered a break)
  - working hours per day
  - absence hours
  - overtime (Y=employee has chosen overtime to be compensated)
  - Add-on names and quantities
  - employee's daily comments
- Click "View all" to see absence details.

TYÖAIKARAPORTIT

TOIMEKSIANNOT

Työaikaraportti

TS-201910-348678

Referenssi

Työaikaraportti

Työ A

Työntekijän nimi

Taina Työntekijä

Tila

Lähetetty

Säännölliset tunnits yhteensä

31,50

Poissaolotunnits yhteensä

7,50

Työaikaraportti (7)

| PÄIVÄMÄÄRÄ | ALOITUS | LOPETUS | TYÖTUNNIT | POISSAOLOT | YLITYÖT | LISÄT            | LISIEN MÄÄRÄ | KOMMENTTI |
|------------|---------|---------|-----------|------------|---------|------------------|--------------|-----------|
| 23.9.2019  | 07:00   | 16:30   | 9         | 0          | Y       |                  |              |           |
| 24.9.2019  | 07:00   | 15:00   | 7,5       | 0          |         |                  |              |           |
| 25.9.2019  | 07:00   | 15:00   | 7,5       | 0          |         |                  |              |           |
| 26.9.2019  | 07:00   | 15:00   | 7,5       | 0          |         | Olosuhdelisä (e) | 5            |           |
| 27.9.2019  | --:--   | --:--   | 0         | 7,5        |         |                  |              | Loma      |
| 28.9.2019  | --:--   | --:--   | 0         | 0          |         |                  |              |           |
| 29.9.2019  | --:--   | --:--   | 0         | 0          |         |                  |              |           |

(1-7 of 7)

Näytä kaikki

Hyväksymishistoria (3)

Hyväksy

Hylkää

| VAIHEEN NIMI                | PÄIVÄYS          | TILA      | KOMMENTIT                        |
|-----------------------------|------------------|-----------|----------------------------------|
| CORECaP_MyTimesheetApprover | 31.10.2019 14:02 | Odottaa   |                                  |
| CORECaP_MyTimesheetApprover | 31.10.2019 14:02 | Odottaa   |                                  |
| Hyväksymispyyntö lähetetty  | 31.10.2019 14:02 | Lähetetty | Submitting request for approval. |

Näytä kaikki

Aloituspäivä

23.9.2019

Tila

Lähetetty

Toimeksiannon tehtävän nimi

Työntekijän kommentit

Yhteenveto, lisät

1

Yhteenveto, lisien määrä

5,00

Ylityöpäivät

1

Kommenttien lukumäärä

1

Päättyminen päivä

29.9.2019

Myyjä

Myyjän sähköpostiosoite

Tilaisuus

Tuntityö

Hyväksyjä käyttäjä

Henri Hyväksyjä

Toinen hyväksyjä käyttäjä

Henna Hyväksyjä

Kolmas hyväksyjä käyttäjä

Henna Hyväksyjä

# Approving / Rejecting timesheets 1/3

- You can approve a timesheet from the waiting for approval list by choosing a timesheet and clicking from the arrow on the right corner.
- You can also choose one or several timesheets to be approved at the same time by choosing the timesheet(s) and then clicking "Approve All Selected".
- Please notice that you can only approve or reject timesheets on employee or weekly level.
- Approved timesheets will be sent to Adecco's/Sihti's payroll.

**Waiting for approval**

Expand All Collapse All **Approve All Selected** Reject All Selected

Select Job Time  
Display All

**Tuntityö**

Expand Collapse

| <input type="checkbox"/>            | Name                | Total h. | Start     | End       | Break | Overti... | Absen... | Comm... | Add-on | Add-o... | Refer... |
|-------------------------------------|---------------------|----------|-----------|-----------|-------|-----------|----------|---------|--------|----------|----------|
| <input type="checkbox"/>            | > Työntekijä, Toivo | 143:00   |           |           | 10:00 | Yes       | 24,5     | Yes     | Yes    | 26       | Yes      |
| <input type="checkbox"/>            | > Työntekijä, Taina | 70:30    |           |           | 04:30 | Yes       | 15       | Yes     | Yes    | 11       | Yes      |
| <input checked="" type="checkbox"/> | > TS-201910-348677  | 31:30    | 16.9.2019 | 22.9.2019 | 02:00 | Yes       | 7,5      | Yes     | Yes    | 6        | Työ A    |
| <input type="checkbox"/>            | > TS-201910-348678  | 31:30    | 23.9.2019 | 29.9.2019 | 02:00 | Yes       | 7,5      | Yes     | Yes    | 5        | Ty       |
| <input type="checkbox"/>            | > TS-201910-348679  | 07:30    | 30.9.2019 | 30.9.2019 | 00:30 |           | 0        |         |        |          | Ty       |
| <input type="checkbox"/>            | > Työntekijä, Timo  | 114:00   |           |           | 07:30 | Yes       |          |         | Yes    | 3        | Yes      |

Approve  
Reject



# Approving / Rejecting timesheets 2/3

- You can also approve or reject a timesheet in Aapo-portal from the "Approval History" by clicking Approve or Reject.
- You will receive an email when you have a timesheet to be approved. You can quickly accept or reject the timesheet by replying APPROVE or REJECT to the email.
- Please notice that the email notification contains only an overview of the timesheet. In case you wish to see all daily timesheet details you need to login to Aapo.

The screenshot shows the Aapo portal interface for managing timesheets. At the top, there are tabs for 'TIMESHEETS' and 'ASSIGNMENTS'. Below this, a specific timesheet is identified as 'TS-201910-348678'. A summary table provides key information:

| Reference | Associate Name   | Status    | Total Regular Hours | Total Absent Hours |
|-----------|------------------|-----------|---------------------|--------------------|
| Työ A     | Taina Työntekijä | Submitted | 31,50               | 7,50               |

Below the summary, the 'Timesheet Details (7)' section displays a table of daily entries:

| DATE      | START TIME | END TIME | REGULAR HOURS | ABSENCE | OVERTIME | ADD-ON NAMES     | ADD-ON QUANTITIES | COMMENTS |
|-----------|------------|----------|---------------|---------|----------|------------------|-------------------|----------|
| 23.9.2019 | 07:00      | 16:30    | 9             | 0       | Y        |                  |                   |          |
| 24.9.2019 | 07:00      | 15:00    | 7,5           | 0       |          |                  |                   |          |
| 25.9.2019 | 07:00      | 15:00    | 7,5           | 0       |          |                  |                   |          |
| 26.9.2019 | 07:00      | 15:00    | 7,5           | 0       |          | Olosuhteissa (e) | 5                 |          |
| 27.9.2019 | --:--      | --:--    | 0             | 7,5     |          |                  |                   | Loma     |
| 28.9.2019 | --:--      | --:--    | 0             | 0       |          |                  |                   |          |
| 29.9.2019 | --:--      | --:--    | 0             | 0       |          |                  |                   |          |

Navigation controls for the details table include arrows and a '(1-7 of 7)' indicator. Below the details, the 'Approval History (3)' section shows a table of actions:

| STEP NAME                   | DATE             | STATUS    | COMMENTS                         |
|-----------------------------|------------------|-----------|----------------------------------|
| CORECaP_MyTimesheetApprover | 31.10.2019 14:02 | Pending   |                                  |
| CORECaP_MyTimesheetApprover | 31.10.2019 14:02 | Pending   |                                  |
| Approval Request Submitted  | 31.10.2019 14:02 | Submitted | Submitting request for approval. |

At the bottom right of the approval history table, there are buttons for 'Approve' and 'Reject', which are circled in red in the original image. A 'View All' link is also present at the bottom right of the table.

## Approving / Rejecting timesheets 3/3

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- You can reject the timesheet if there is missing or incorrect information in the portal from the waiting for approval view or by opening the timesheet details.
- If you reject a timesheet, you need to add a reason for rejection to the comments -field. Employee can view the comments on the rejected timesheet.
- After the employee has amended the timesheet, you will receive an email notification and it will be returned for your approval.

### Reject Timesheet

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Comments

Cancel

Reject

# Viewing and filtering timesheets

- Below the list of timesheets waiting for approval, you can view all the timesheets.
- You can view all timesheets or filter them by status:
  - All/Kaikki
  - Approved/Hyväksytty
  - Edited by payroll/Palkkahallinnon muokkaama
  - Expired/Umpeutunut
  - Pending approval/Odottaa hyväksyntää
  - Rejected/Hylätty
  - System approved/Automaattisesti hyväksytty (timesheets have been transferred to payroll without approval)
  - Recently Viewed (default)



## Waiting for approval

Expand All Collapse All Approve All Selected Reject All Selected

Select Job Type

Display All

## Tuntityö

Expand Collapse

| <input type="checkbox"/> | Name                | Total h... | Start | End | Break ... | Overti |
|--------------------------|---------------------|------------|-------|-----|-----------|--------|
| <input type="checkbox"/> | > Työntekijä, Toivo | 143:00     |       |     | 10:00     | Yes    |
| <input type="checkbox"/> | > Työntekijä, Taina | 70:30      |       |     | 04:30     | Yes    |
| <input type="checkbox"/> | > Työntekijä, Timo  | 114:00     |       |     | 07:30     | Yes    |

