

Timekeeping – Approver

Step 1: Sign in to Portal

Go to the Office of Infectious Diseases Preparedness and Response's DEPOTT Portal and click on Sign In

	🔒 🛛 PH Reserve Corps Application 📔 Help and Support - 📗 Sign in
OIDPR	DEPOTT
₽	
Welcome to the Office of Infectious Disease Preparedness & Response's o	nline portal for DEPloyments, Orientation, Training and Timekeeping (DEPOTT).
Please contact the OIDPR DEPOTT Workforce Management Team if you have isso with your registration ContactTracingPortalSupport@cdph.ca.gov	ies
For additional OIDPR DEPOTT Portal help and support please view the support a	

Step 2: Enter username and password

- Enter your user name and password in the appropriate fields.
- Click the blue 'Sign in" button.

Public	cHealth		🟫 Time Management Help and Support Sign in
→⊃ Sign	n in Redeem i	nvitation	
For user r Sign in	name recovery plea to Manage you	ase click here: User Name Recovery Jr profile	
	* User name	Ihsupervisor	
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Public	cHealth		🟫 Time Management Help and Support Sign in
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	* Password		
		Remember me? Forgot your password?	



Step 3: Access Time Sheets

• After clicking the 'Sign in' button in the previous step, you are taken to the home page. (Notice the menu bar has changed).

California Department of PublicHealth	A Time Management - PH Reserve Corps Application Help and Support - ♣ Rodger OIDPR -
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Home Welcome to the Office of Infectious Dise	ase Preparedness & Response's online portal for DEPloyments, Orientation, Training and Timekeeping (DEPOTT).

1. Click on "Time Management" from the menu bar at the top of the page. A drop-down menu will appear.

California Department of PublicHealth	↑ Time Management	PH Reserve Corps Application	Help and Support - 🐥 Rodger OIDPR -
	OIDPR	DEPC	DTT
Home Welcome to the Office of Infe	ectious Disease Preparedness & Respon	se's online portal for DEPloyments, Ori	entation, Training and Timekeeping (DEPOTT).



2. From the drop-down menu, select "Time Approval". **Note:** only Supervisors have the Time Approval option.



Step 4: Select Staff Timesheet

On the Staff Timesheet page, you can select the time sheet you wish to review and approve. There are two ways to approve a timesheet:

- 1. Click on the timesheet hyperlink and approve it through the Staff Timesheet Entry Review page.
- 2. Click on the arrow button on the far right (next to the 'Status Reason' field) for a drop-down menu and select 'approve' from the drop-down menu.

Option 1:

PublicHealth						
A Survey	Assignment Training	Required Confirmation	ns 🗸 📔 Time Managen	nent - Help and Supp	ort	
Leia Approv	ving Supervisor Hawley 3 🗕					
Home > Staff Time	sheets					
Staff Tin		Year 🕇	Month	Total Hours	Status Reason	
Leia 2 Hawley 2 - 4/2021	Leia 2 Hawley 2	2021	April		Submitted	~
Leia 2 Hawley 2 - 5/2021	Leia 2 Hawley 2	2021	May		Submitted	~



Option 2:

PublicHealth						
🔒 Survey	Assignment Training	Required Confirmation	ns - Time Managen	nent - Help and Supp	ort	
Leia Approv	ing Supervisor Hawley 3 🗸					
Home > Staff Times	sheets					
Staff Tin	nesheets					
Timesheet	Individual 🕇	Year 🕇	Month	Total Hours	Status Reason	
Leia 2 Hawley 2 - 4/2021	Leia 2 Hawley 2	2021	April		Submitted	
Leia 2 Hawley 2 - 5/2021	Leia 2 Hawley 2	2021	May		Submitted	Approve

Step 5: Review and Approve or Return Timesheet

If you choose option 1 in step 4, you are redirected to the timesheet entry review page. Here, you can review the timesheet submission and approve or return the timesheet to the submitter for review.

1. If the timesheet is accurate, click the 'Approve' button located at the bottom of the page below the data fields.

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24	25	26	27	28	29	30
31						
Total Hours Work	ed	Status Reason				
72.00		Submitted				
Position Number						
A-B-C-D						
Document leave u	used (if no leave us	ed, please type "no leav	e used") *			
Revision Commen	nts		1			



2. Once you click the 'Approve' button, you are redirected back to the staff timesheet page and a confirmation message will appear, confirming the timesheet has been approved.

P	ublicHealth							
^	Survey	Assignment	Training R	equired Confirmations +	Time Management +	Help and Support	1	
	Leia Approvi	ng Supervisor Haw	ey 3 +					
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Tim	nesheet	Individual 🕇		Year 🕈	Month	Total Hours	Status Reason	
There	e are no records to	display.						

3. If the timesheet is inaccurate, enter a comment in the 'Revision Comments' datafield and click the 'Save' button.

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11	12	13	14	15	16	17
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4. After revision comments have been saved, click the "Return for Review" button. This will send the timesheet back to the submitter for review, correction and resubmission and you are redirected back to the Staff Timesheet page.

Note: The timesheet submitter will receive an email notifying them of the returned timesheet.

	5	6	7	8	9	10
	8.00	8.00	8.00	8.00	8.00	
11	12	13	14	15	16	17
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Home > Staff Time	sheets					
Staff Tin	nesheets					
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