www.teamavalon.com

CLIENT TIMESHEET AND EXPENSE INSTRUCTIONS

The web portal allows timesheet approvers to log into the system to view working candidates, approve and reject timesheets, and manage positions. Avalon will grant you web portal login access using your email address.

Log into Web Portal

- To access the portal, enter your username, usually an email address, and password into the login page.
- The login credentials are emailed to you when access is granted by Avalon.
- If you forget your password, click on the Forgot Your Password? link to reset. You'll be prompted to enter your email address. A password reset link will then be sent to that address, provided it matches the email address associated with an active eRecruit account.
- You can opt to receive notification when all time has been submitted or to change notification settings. Contact temppayroll@teamavalon.com to make adjustments to your current settings.

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