

Approve Employee Timesheets

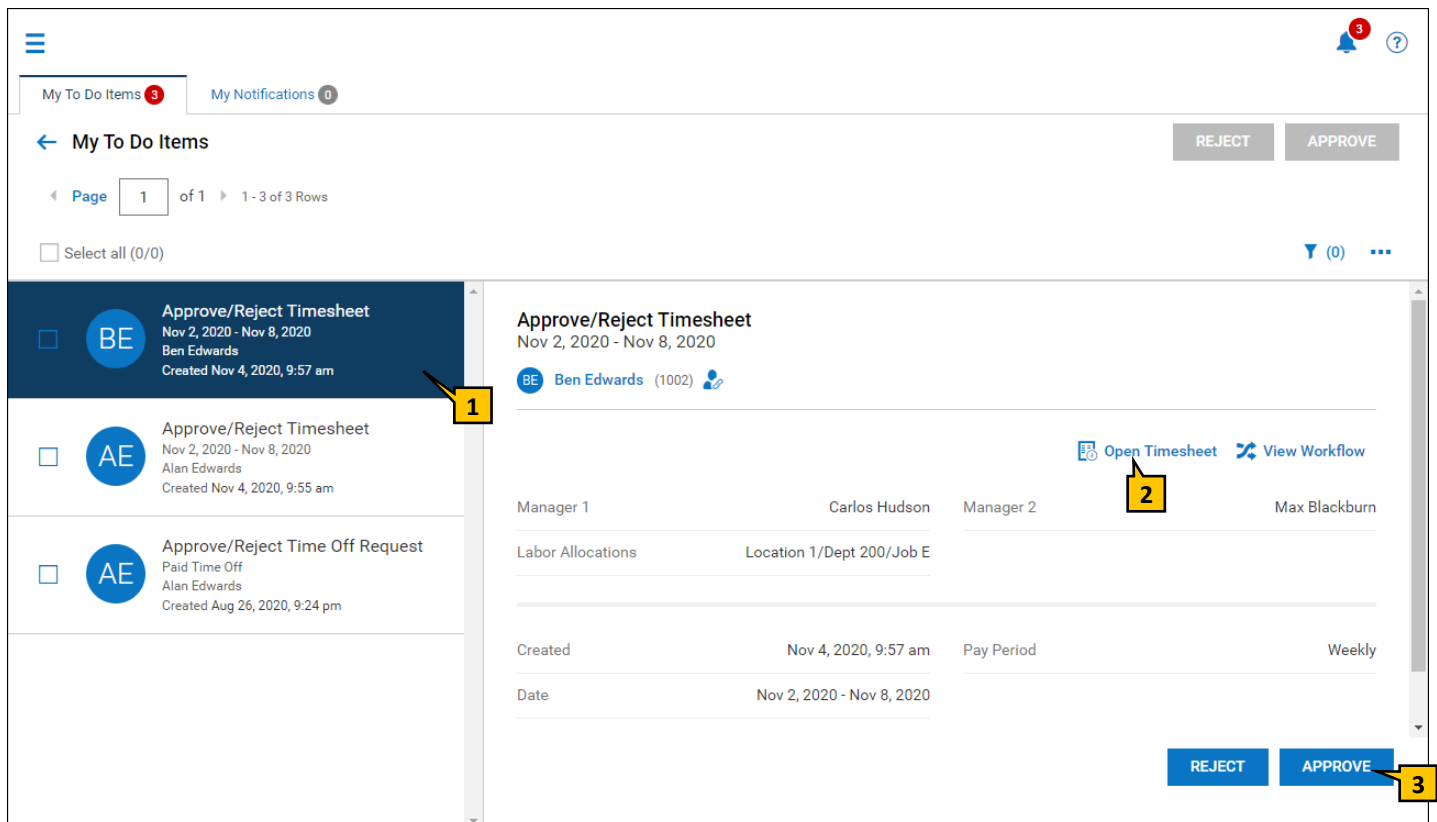
There are multiple ways to approve employee timesheets in the system.

Approve using My Mailbox

Navigation: Select **My Mailbox**  in the top right of your screen.

1. Select the timesheet you wish to approve from the left panel. Information about the timesheet displays.
2. Select **Open Timesheet** to open the timesheet for review or to make changes, then select **Back** to return to the **My To Do Items** screen.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Timesheet. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

Note: Take action on multiple timesheets at once by selecting desired items in the left panel and selecting **Approve** or **Reject** at the top right of the screen.



The screenshot shows the 'Approve/Reject Timesheet' interface. On the left, a list of timesheets is displayed under the 'My To Do Items' header. The first item, 'Approve/Reject Timesheet' for Ben Edwards (Nov 2, 2020 - Nov 8, 2020), is selected, indicated by a yellow callout '1'. The main panel displays details for this timesheet, including the employee's name, manager (Carlos Hudson), and labor allocations. A yellow callout '2' points to the 'Open Timesheet' button. At the bottom right, there are 'REJECT' and 'APPROVE' buttons, with a yellow callout '3' pointing to the 'APPROVE' button.

Approve from timesheet list screen

Navigation: **Team > Time > Timesheets > Manage Timesheets > All Timesheets**

1. Select the **Current View** drop down and select the desired list screen.
2. Select the timesheets you wish to approve using the checkboxes.
3. Select **Approve** or **Reject**. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

Timesheets (Pending Approval)

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Current view

Timesheet Dates: Last And Current Months

	Employee Id	Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet
<input checked="" type="checkbox"/>			90.00	10	10	01/27/20
<input checked="" type="checkbox"/>			90.00	10	10	01/27/20
<input type="checkbox"/>			90.00	10	10	01/27/20
<input type="checkbox"/>			90.00	10	10	01/27/20
<input type="checkbox"/>			90.00	10	10	01/27/20
<input type="checkbox"/>			90.00	10	10	01/27/20

Approve directly from timesheet

Take action on an open timesheet, including approving or rejecting it, by using the action buttons in the top right of the Timesheet Edit screen.

TIME

Search

Time > Timesheets > All Timesheets

← Timesheet Edit

Alan Edwards | 11 January, 2021 - 17 January, 2021 | Open

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

31.83 hrs Raw Total | 30.50 hrs Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Activities	Notes
MON 11 Jan 7 AM - 3 PM	07:01 am	03:22 pm	8.35	7.75	MON 11 Jan		Macon/Aquatics/Lifeguard	Choose...	
			8.35 hrs	7.75 hrs					
TUE 12 Jan 7 AM - 3 PM									

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