



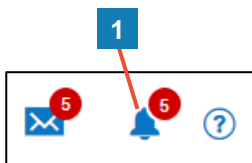
Approving My Employees Timesheets

This job aid covers several ways to approve employee timesheets for payroll processing.

Approving or rejecting my employee's timesheet through My To Dos

- 1 Click the **My To Do** icon.
- 2 Use the **Open Timesheet** icon in the **Description** column to open the timesheet for review or to make changes.
- 3 Click **Back** to return to your **My To Do screen**.
- 4 In the **Description** column, click the **Approve** or **Reject** button.
- 5 Enter a comment (optional for approvals) and click **OK**.

Note: You may not be able to make changes to the timesheet after it is approved. If changes need to be made after approval, the timesheet must be rejected by a higher-level approver or your payroll administrator.



Select multiple requests using the checkboxes and click one of these options to mass approve or reject them.

	To Do Type	Description	Created
<input type="checkbox"/>	Workflow: Timesheet	Approve Level 1 Employee: Adil Wilcox (1001) Pay Period: Biweekly Date: 11/19/2018 - 12/02/2018 APPROVE REJECT	12/04/2018 05:14p
<input type="checkbox"/>	Workflow: Timesheet	Approve Level 1 Employee: Anel Harrell (1002) Pay Period: Biweekly Date: 11/19/2018 - 12/02/2018 APPROVE REJECT	12/04/2018 05:15p

Date	Cost Center	Active
FRI 23	Location 1/Dept 200	
	Location 1/Dept 200	

Approve Timesheet



Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?

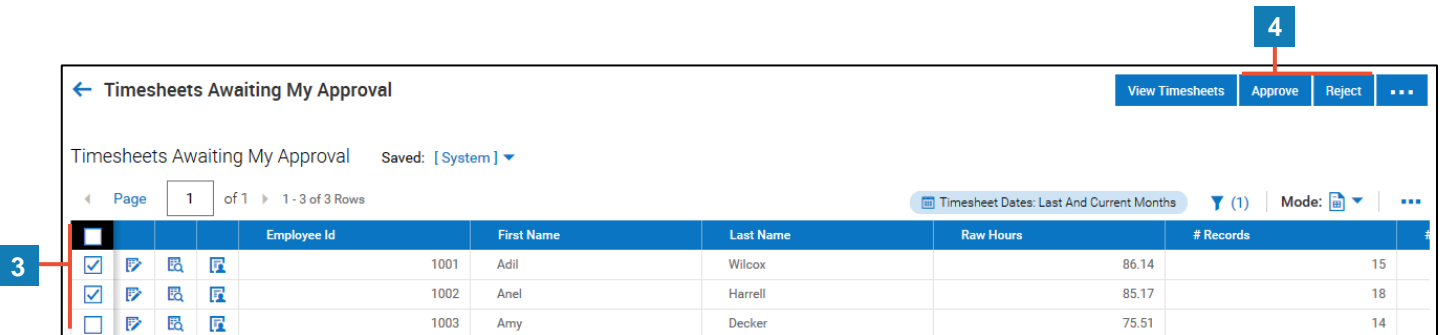
Comment:

Cancel OK

Approving or rejecting my employee's timesheet from a list screen

You can approve one or more timesheets from any of the timesheet list screens.

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets**.
- 2 From the **Timesheets** menu, click **Pending Approval > Pending Approval** or click **Timesheets > Manage Timesheets** and select one of the available submenus.
- 3 Select the timesheet(s) to approve using the checkboxes.
- 4 Click **Approve** or **Reject**.
- 5 Enter a comment (optional for approvals) and click **OK**.



← Timesheets Awaiting My Approval View Timesheets Approve Reject ...



Timesheets Awaiting My Approval Saved: [System] ▼

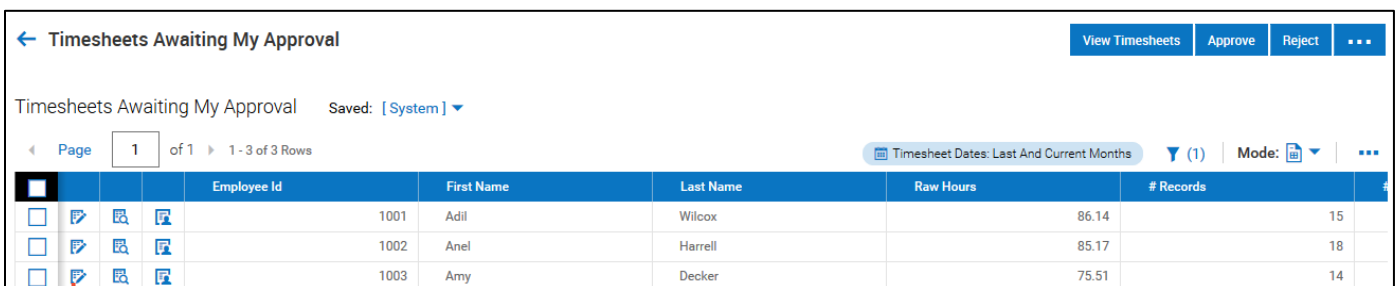
← Page 1 of 1 ▶ 1 - 3 of 3 Rows Timesheet Dates: Last And Current Months (1) Mode: [icon] ...

	Employee Id	First Name	Last Name	Raw Hours	# Records
<input checked="" type="checkbox"/>	1001	Adil	Wilcox	86.14	15
<input checked="" type="checkbox"/>	1002	Anel	Harrell	85.17	18
<input type="checkbox"/>	1003	Amy	Decker	75.51	14

Approving or rejecting my employee's timesheet while viewing it

You can approve an individual timesheet while viewing it.

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets**.
- 2 From the **Timesheets** menu, click **Pending Approval > Pending Approval** or click **Timesheets > Manage Timesheets** and select one of the available submenus.
- 3 Click the **Edit Timesheet** icon next to the timesheet you wish to approve.
- 4 In the **Edit Timesheet** screen, click **Approve** or **Reject**.
- 5 Enter a comment (optional for approvals) and click **OK**.

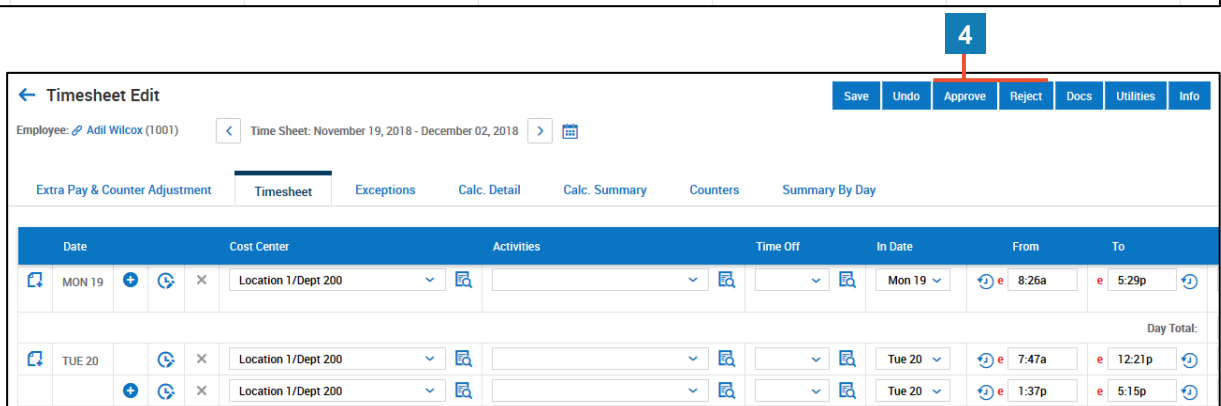


← Timesheets Awaiting My Approval View Timesheets Approve Reject ...

Timesheets Awaiting My Approval Saved: [System] ▼

← Page 1 of 1 ▶ 1 - 3 of 3 Rows Timesheet Dates: Last And Current Months (1) Mode: [icon] ...

	Employee Id	First Name	Last Name	Raw Hours	# Records
<input type="checkbox"/>	1001	Adil	Wilcox	86.14	15
<input type="checkbox"/>	1002	Anel	Harrell	85.17	18
<input type="checkbox"/>	1003	Amy	Decker	75.51	14



← Timesheet Edit Save Undo Approve Reject Docs Utilities Info

Employee: Adil Wilcox (1001) Time Sheet: November 19, 2018 - December 02, 2018

Extra Pay & Counter Adjustment **Timesheet** Exceptions Calc. Detail Calc. Summary Counters Summary By Day

Date	Cost Center	Activities	Time Off	In Date	From	To
MON 19	Location 1/Dept 200			Mon 19	8:26a	5:29p
Day Total:						
TUE 20	Location 1/Dept 200			Tue 20	7:47a	12:21p
	Location 1/Dept 200			Tue 20	1:37p	5:15p