

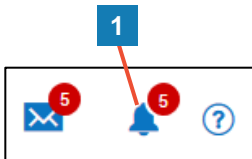


# Approving or Rejecting a Timesheet Change Request

This job aid covers how to approve and reject a timesheet change request submitted by an employee.

## Approving or rejecting my employee's timesheet change request

- 1 Click the **My To Do** icon.
  - 2 In the left panel, click to select the request.
  - 3 Review the request details using the text, icons and links in the right panel.
  - 4 At the bottom right, click the **Approve** or **Reject** button.
- (Note: After approving a timesheet change request, the time entry will be updated with the requested change on the employee's timesheet.)



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

The screenshot shows the 'My To Do Items' interface. At the top, there are tabs for 'My To Do Items' (8) and 'My Notifications' (18). Below the tabs, there are 'REJECT' and 'APPROVE' buttons. A list of requests is shown on the left, with the first one selected. The right panel shows the details of the selected request: 'Timesheet Change Request' for 'Adil Wilcox' (1001), created on Feb 19, 2020. The details include Manager 1 (Carlos Hudson), Manager 2 (Max Blackburn), Cost Centers, Location 1/Dept 200, and a table of fields to be updated.

Fields	Current	New
Date	Feb 6, 2020	Feb 6, 2020
From	08:00 am	07:45 am
To	05:00 pm	05:00 pm



This icon indicates that a comment was added to the request. Click the icon to view the comment.