

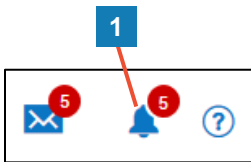


Approving My Employees' Timesheets

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 Select the timesheet you wish to approve by clicking in the left panel.
 - 3 Use the **Timesheet** link to open the timesheet for review or to make changes.
 - 4 Click **Back** to return to your **My To Do** screen.
 - 5 At the bottom of the screen, click the **Approve** or **Reject** button.
 - 6 Enter a comment (optional for approvals) and click **Approve**.
- (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 may need to 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.

1 My To Do Items

2 Select all (0/0)

3 Timesheet

4 REJECT APPROVE

5 REJECT APPROVE

6 CANCEL APPROVE


Approve Timesheet

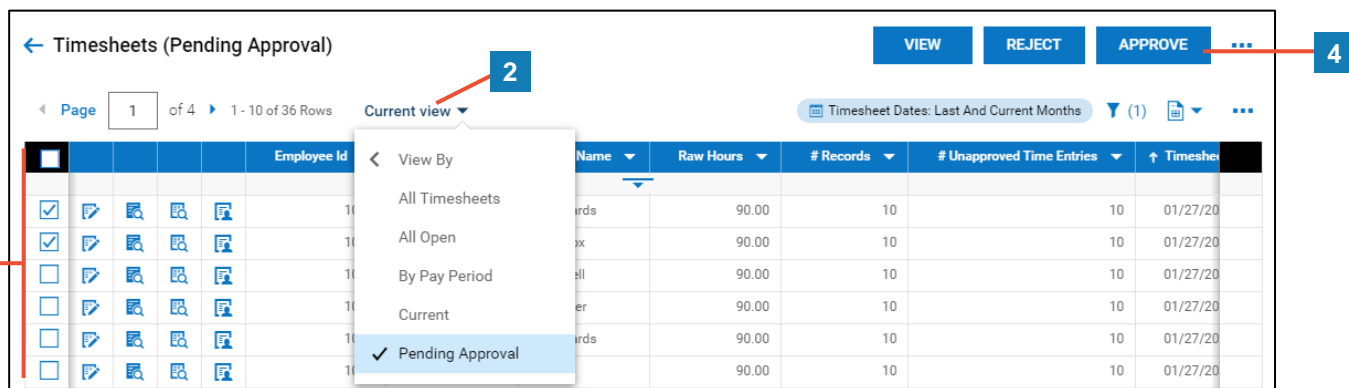
Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?

Comment

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 > All Timesheets**.
- 2 From the **Timesheets** screen, click the **Current View** drop down and select **View By > Pending Approval**.
- 3 Select the timesheet(s) to approve using the checkboxes.
- 4 Click **Approve** or **Reject**.
- 5 Enter a comment (optional for approvals) and click **Approve**.

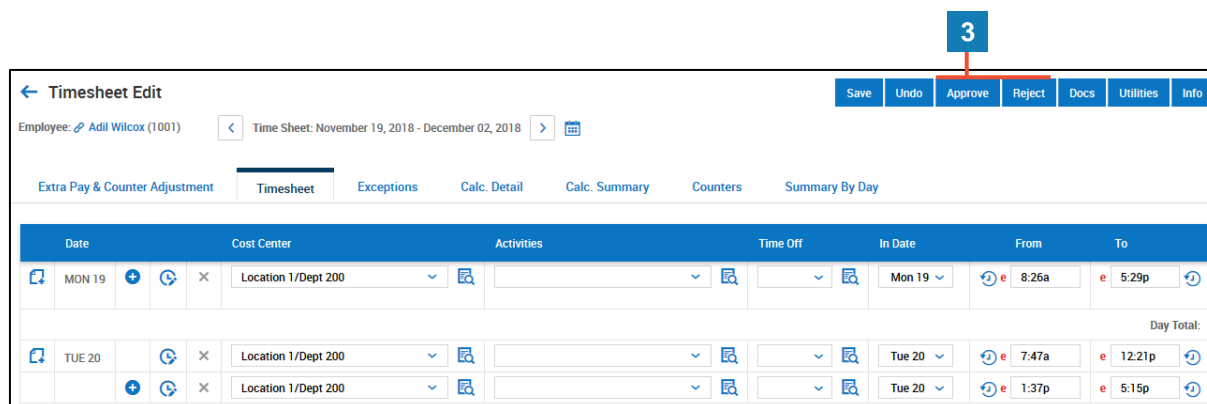


Employee Id	Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Date
1001	Adil Wilcox	90.00	10	10	01/27/2018
1001	Adil Wilcox	90.00	10	10	01/27/2018
1001	Adil Wilcox	90.00	10	10	01/27/2018
1001	Adil Wilcox	90.00	10	10	01/27/2018
1001	Adil Wilcox	90.00	10	10	01/27/2018
1001	Adil Wilcox	90.00	10	10	01/27/2018

Approving or rejecting my employee's timesheet while viewing it

You can approve an individual timesheet while viewing it.

- 1 While viewing an employee's timesheet, click **Approve** or **Reject** in the upper right of your screen.
- 2 Enter a comment (optional for approvals) and click **Approve**.



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