

Approve Employee Timesheets

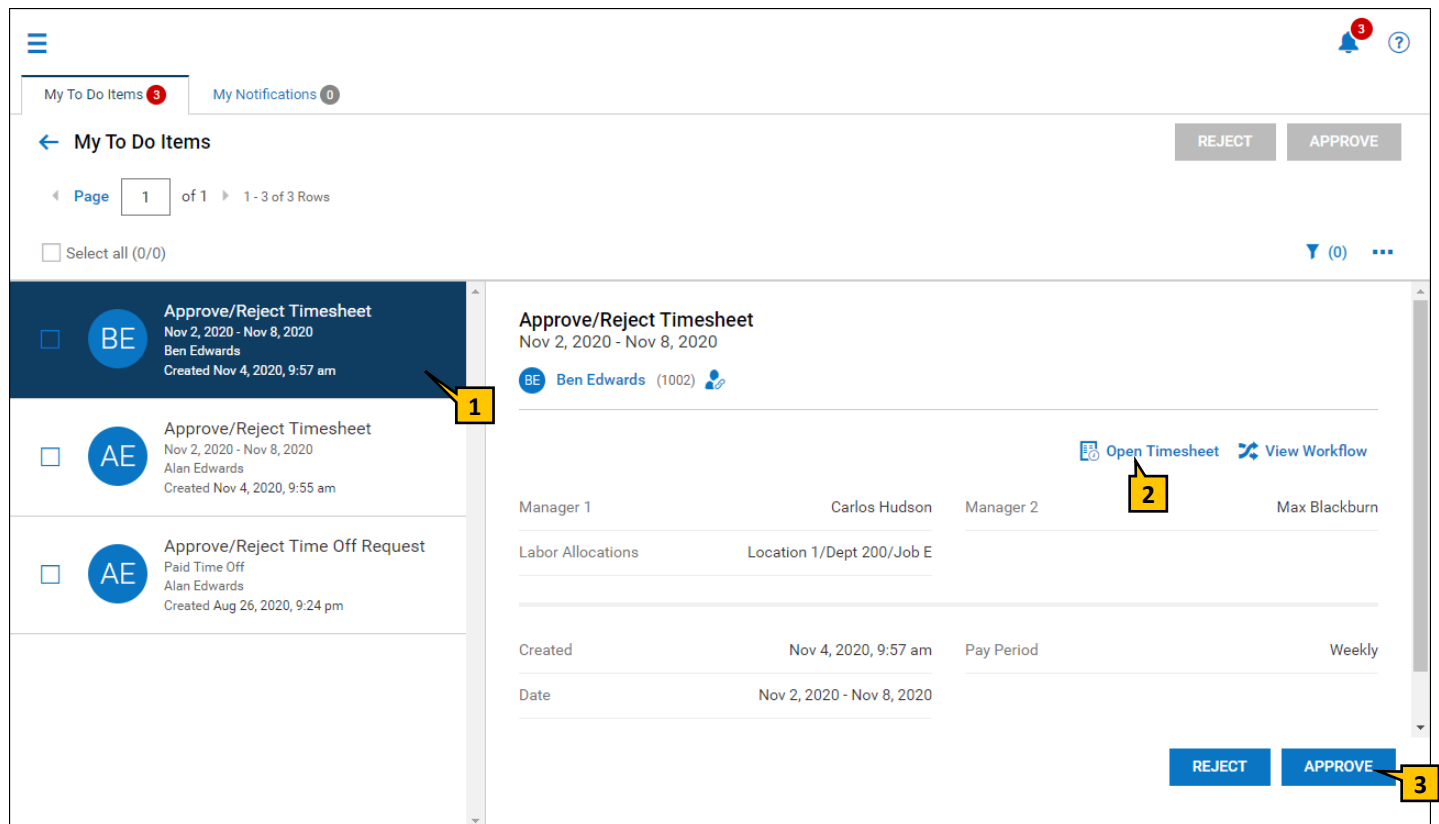
There are multiple ways to approve employee timesheets in the system.

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 click **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 displays the 'My To Do Items' interface. On the left, a list of items is shown, with the first item selected. A yellow callout '1' points to this item. The main area shows the details of the selected timesheet, including the employee name (Ben Edwards), manager (Carlos Hudson), and pay period (Nov 2, 2020 - Nov 8, 2020). 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**.

Employee Id	Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Date
	ards	90.00	10	10	01/27/20
	ox	90.00	10	10	01/27/20
	ell	90.00	10	10	01/27/20
	er	90.00	10	10	01/27/20
	ards	90.00	10	10	01/27/20
		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.

Date, From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center
MON Oct 19		8.68	8.25			
07:42 am	04:23 pm	8.68	8.25	MON Oct 19		Kirkville/Salesfloor/Farr
TUE Oct 20		7.42	7.25			
08:23 am	12:18 pm	3.92	3.75	TUE Oct 20		Kirkville/Salesfloor/Farr

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