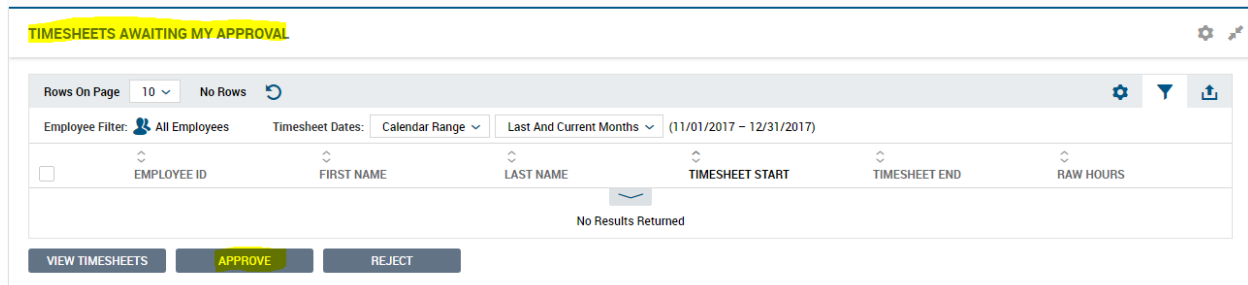


Approving or Rejecting Timesheets: A Guide for Managers

APPROVING TIMESHEETS

Once logged in, scroll down your **Dashboard** until you locate the **Timesheets Awaiting My Approval** widget (third widget down).

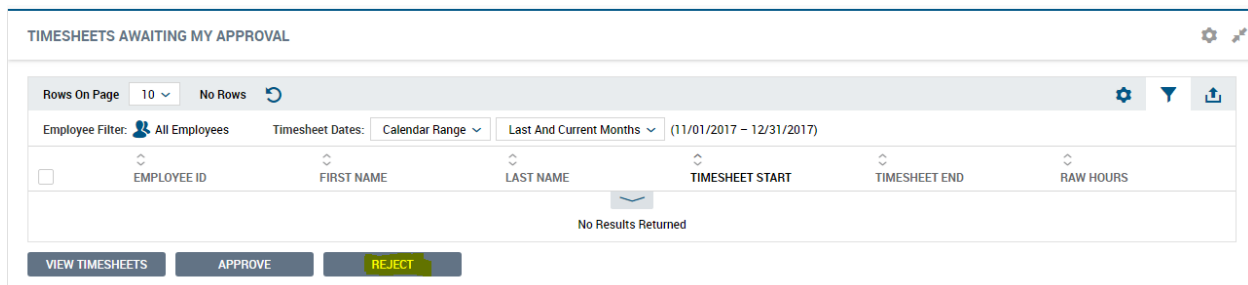


The screenshot shows a web interface for managing timesheets. At the top, the title is "TIMESHEETS AWAITING MY APPROVAL". Below the title, there are controls for "Rows On Page" (set to 10) and "No Rows". The "Employee Filter" is set to "All Employees". The "Timesheet Dates" are set to "Calendar Range" for "Last And Current Months" from "11/01/2017" to "12/31/2017". A table with columns for "EMPLOYEE ID", "FIRST NAME", "LAST NAME", "TIMESHEET START", "TIMESHEET END", and "RAW HOURS" is shown, but it is empty with the message "No Results Returned". At the bottom, there are three buttons: "VIEW TIMESHEETS", "APPROVE" (highlighted in yellow), and "REJECT".

You can view the timesheets to make sure they look correct, and then click **Approve**.

WHAT TO DO IF AN EMPLOYEE SUBMITS A TIMESHEET TOO EARLY?

If an employee submits a timesheet too early, go to the widget **Timesheet Awaiting My Approval** and click **Reject**.



This screenshot is identical to the one above, showing the "TIMESHEETS AWAITING MY APPROVAL" widget with "No Results Returned" and the "APPROVE" button highlighted. In this instance, the "REJECT" button is highlighted in yellow instead of "APPROVE".

The employee's timesheet will revert back to the employee as open.