

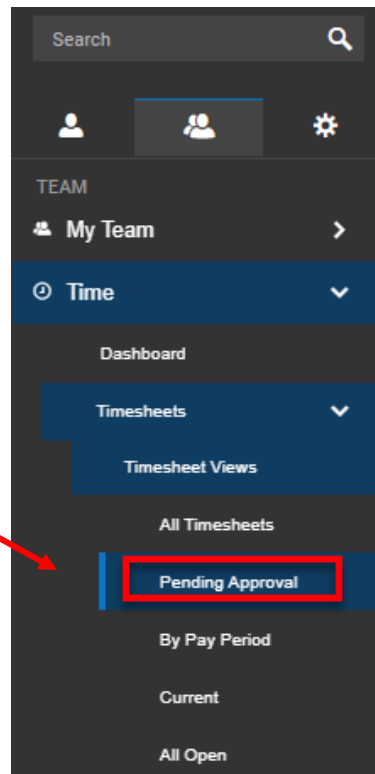
Approving Timesheets

Review and approve employee timesheets.

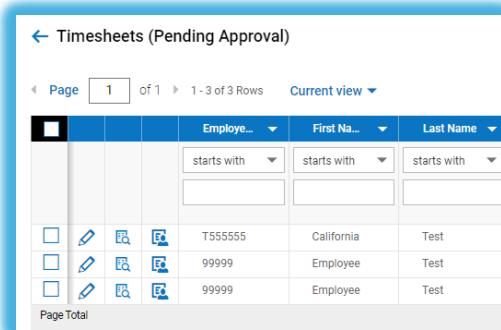
Pay Period End Tasks:

- Check for outstanding time off Requests
- Check for outstanding time sheet change requests
- Approve the Timesheet(s)

Team > Timesheets > Pending Approval



Select the **Pencil** icon to review timesheet:



Approve or **Reject** for further review from the employee:

