

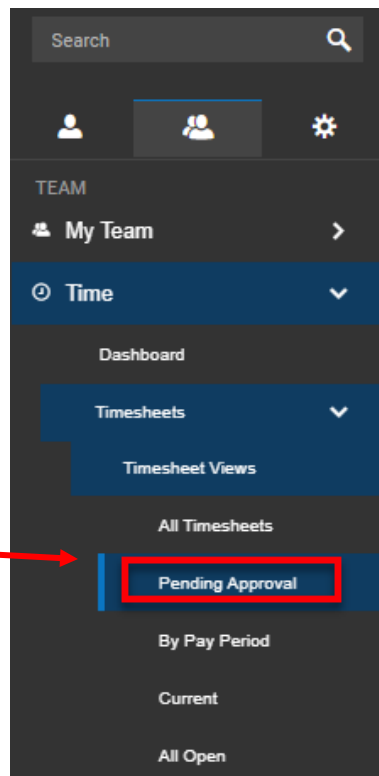
Approving Timesheets

Review and approve employee timesheets.

Pay Period End Tasks:

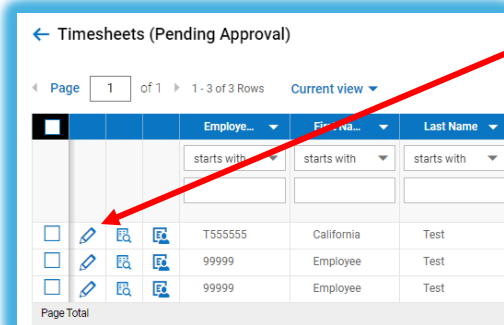
- Check for outstanding time off Requests
- Check for outstanding time sheet change requests
- Approve the Timesheet(s)

Team > Timesheets > Pending Approval



Viewing & Approve an Individual Timesheet:

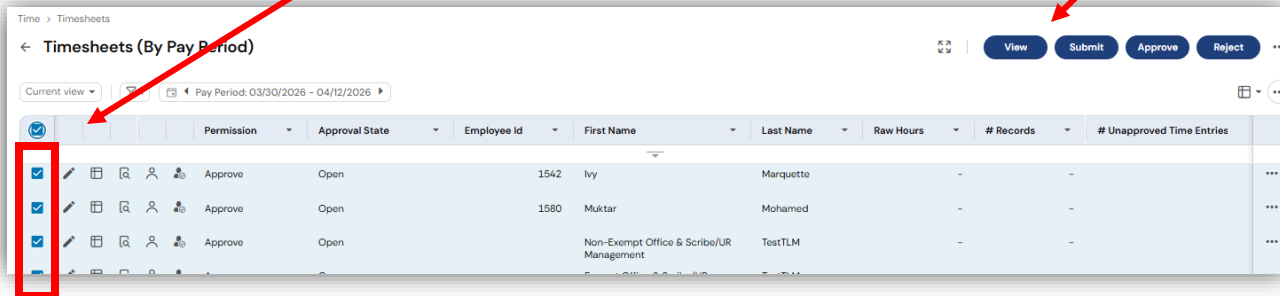
Select the **Pencil** icon to review an individual timesheet:



Viewing & Approving Multiple Timesheets:

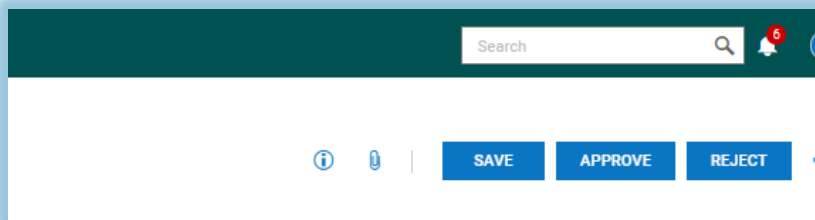
If you have multiple timesheets to review, this view makes it easier to move from one timesheet to the next.

To view multiple timesheets click the **box at the top** to select all available timesheets. Then click **View**



This will open up the first timesheet and allow you to Approve or Reject

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



When you are ready to move to the next timecard, click the **black arrow** to move to the next available timesheet.

