

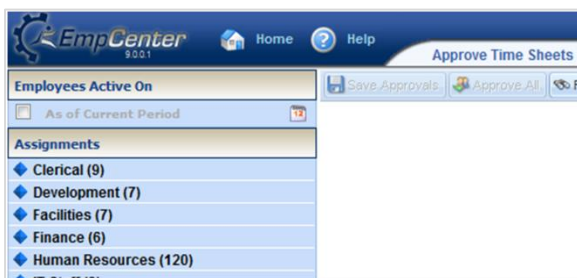


## Job Aid: Approving Timesheets

Managers can approve timesheets for individual employees or for an entire group. When reviewing employee hours, you can see whether an employee’s timesheet contains any exception messages.

Timesheets with errors need correcting before approval. You can choose to open and edit timesheets to correct any condition causing an exception, to reject timesheets and direct employees to correct them, or approve them despite exceptions. The primary focus of approving or rejecting hours is to correct timesheets to eliminate exceptions.

1. To approve or reject employee time, select **Time Entry** → **Approve Timesheets**.  
The **Approve Timesheets** window appears.

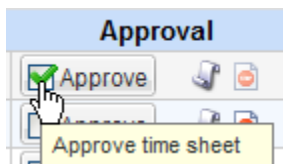


2. From the assignment tree, select the group for which you want to approve or reject hours.  
The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.

Employee	Name	T8 Hrs	Reg. Hrs	OT/OT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey, Jim	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0002	Hatch, Stacy	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0003	Cobert, Becky	40.00	16.00		24.00	No	Yes	<input type="checkbox"/> Approve
A012-0004	Lewis, Graham	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0005	Frank, Frank	40.00	40.00	0.50		No		<input type="checkbox"/> Approve
A012-0006	Greenwood, Morgan	40.00	40.00			No		<input type="checkbox"/> Approve
A012-0007	Page, Jackson	40.25	40.00	0.25		No		<input type="checkbox"/> Approve

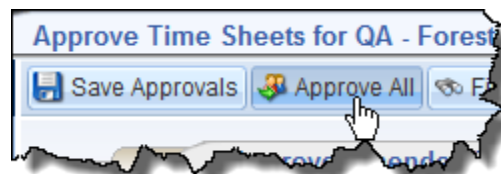
(To view an employee’s timesheet, click anywhere on the row of an employee.)

3. To approve an individual employee’s hours, select the **Approve** checkbox in the **Approval** field.

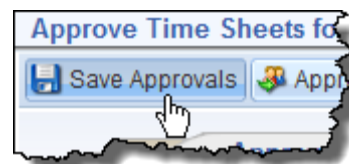


The **Approve** button for an accepted timesheet includes a green check mark. This is a toggle; you can uncheck it to undo the approval.

4. If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.



5. If the timesheet data indicates a mixture of error-free timesheets and timesheets with exceptions, you can approve the error-free timesheets immediately by checking the box for **Manager’s Approval**. (You can correct all timesheet errors first, and then approve all employees at once.)
6. Click **Save Approvals**.



The hours for the applicable employees are saved for the specified work period. When employees access their timesheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their timesheet for that work period.

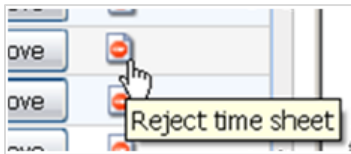
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## Rejecting Timesheets

To reject an employee timesheet, do the following:

1. Click the **Reject** timesheet button in the **Manager Approval** field.



2. The **Reject Timesheet** window appears. Complete the fields in the **Reject Timesheet** dialog.
3. Do one of the following:
  - Click **Send** to reject the timesheet and send the email message.
  - Click **Close Window** to quit the **Reject Timesheet** window without rejecting the timesheet.
  - Click **Undo** to rescind the previous rejection of a timesheet.