# Quick Guide: Approve Employee Timesheets



### Approve using My Mailbox

Navigation: Select My Mailbox

in the top right of your screen. This is also the landing page when you log in.

- 1. Select the timesheet you wish to approve from the left panel. Information about the timesheet displays. *Note: By clicking on My Mailbox, it will expand the My To Do Items, or you can work the My To Do Items from the main dashboard.*
- 2. Select Open Timesheet to open the timesheet for review or to make changes,
- 3. If timesheet is accurate, select Approve or Reject from the open timesheet at the bottom of the screen.

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4. A confirmation dialog box displays. Enter a comment (optional) in the dialog box and select **Approve**. A comment is required to reject a timesheet.

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#### Approve from Timesheet List Screen

#### Navigation: Team > Time > 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. A comment is required to reject a timesheet.

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