


# 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.

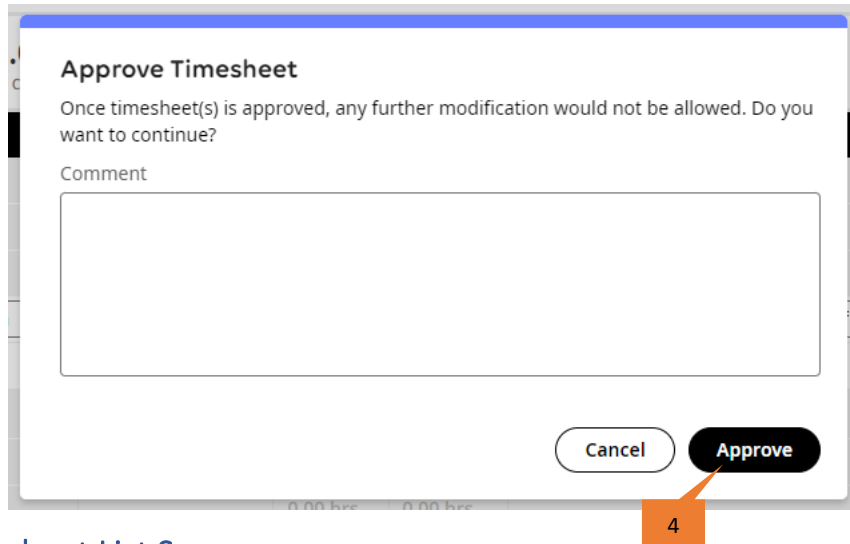
The screenshot shows the 'My mailbox' interface. On the left, there is a list of 'My To Do Items' under the heading 'Approve/Reject Timesheet'. The first item is selected and highlighted in blue. A red callout box with the number '1' points to this list. On the right, the details of the selected timesheet are displayed, including the manager's name (Mary Manager) and the pay period (Jun 19, 2023 - Jun 25, 2023). A red callout box with the number '2' points to the 'Open Timesheet' button located in the top right of the details panel. At the bottom right of the details panel, there are 'Reject' and 'Approve' buttons.

The screenshot shows the 'Timesheet Edit' interface. At the top, there are buttons for 'Save', 'Approve', and 'Reject'. A red callout box with the number '3' points to the 'Approve' button. Below the buttons, there is a table with columns for Date, Person Assignments, From, To, Raw Total, Calc. Total, In Date, Time Off, Activities, Shift Premium, and Notes. The table shows time entries for the week of June 25 to July 5, 2023. The total hours for the week are 64.00 hrs. The table is expanded to show details for the week of June 25 to July 5, 2023.

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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.



## 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.

Approval State	Last Name	View By	Employee Name	Employee Id	Person Assignments(Assignm...	Timesheet Start	Timesheet End	Calc. Work Hours	Calc. Time Off Hours	Comment	
<input type="checkbox"/>	Submitted	Dining				05/29/2023	06/04/2023	12.00	-	12.00	Donnie subr
<input type="checkbox"/>	Submitted	Volunteer				06/11/2023	06/24/2023	16.25	12.00	28.25	VTS workflow
<input type="checkbox"/>	Submitted	Test				06/11/2023	06/24/2023	81.00	8.00	89.00	
<input type="checkbox"/>	Submitted	Test	VUPS	VUPS	ETST0010	06/11/2023	06/24/2023	-	8.00	8.00	
<input type="checkbox"/>	Submitted	Test	Union 60	union60	ETST0001	06/12/2023	06/18/2023	-	-	-	
<input type="checkbox"/>	Submitted	Test	Union 60	union60	ETST0001	06/19/2023	06/25/2023	-	-	-	
<input type="checkbox"/>	Submitted	Dining	Donnie	dineTRN1	000TRN1	06/19/2023	06/25/2023	12.00	-	12.00	