

Approving, Rejecting, or Resetting Timesheets Using Timesheet Review

Once you choose your filter options and review timesheet details, you can begin to choose a series of action items for those timesheets.

Reports > People, Time, & Payroll > Timesheet Review

First, select the user(s) whose timesheet(s) you wish to approve, reject, or reset. Simply click the checkbox beside any number of users, or click the checkbox beside "User" at the top to choose the entire list.

Keep in mind, a single selection does not apply to all pages. You must make selections on each page you wish to include.

<input checked="" type="checkbox"/> User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input checked="" type="checkbox"/>	EMPLOYEE Gilligan, Louis (LGill1132E)	37:30	37:30	00:00	37:30	00:00	Pending
<input checked="" type="checkbox"/>	EMPLOYEE Helpinstill, Maggie (MHelp1134E)	37:30	37:30	00:00	37:30	00:00	Pending
<input checked="" type="checkbox"/>	EMPLOYEE Ignatius, Debbie (Digna1068E)	37:30	37:30	00:00	37:30	00:00	Pending
<input checked="" type="checkbox"/>	EMPLOYEE Inolo, Marie (W001583116)	20:00	20:00	00:00	20:00	00:00	Submitted

Once you choose your user(s), click the **Approve, Reject, or Reset Timesheets** button at the top of the page. A pop-up box will appear. Click the dropdown arrow, and choose "Approve Selection," "Reject Selected," "Reset Selected to Submitted," or "Reset Selected to Pending."

Each option provides passage toward a forward or reverse stage in the approval process. If a timesheet requires additional details or a re-cap on time worked, the approver can reject or reset the submittal stage. If a timesheet is approved, it cannot be edited unless reset to "submitted" or "pending."

Keep in mind, if you reject a timesheet you may be required to select a "Reject Reason" and leave a comment. You should only reject a timesheet if that employee has the permission to edit their own timesheet and make a correction.

Click the checkbox to signify your approval, and choose **Submit** once you are finished.

