

Overview

This Job Aid defines the steps to follow to Review and Approve Timesheets.

There are two (2) independent actions associated with working with Timesheets as a Timesheet Manager.

1. Review and Approve Timesheets
2. Act as a Timesheet Delegate

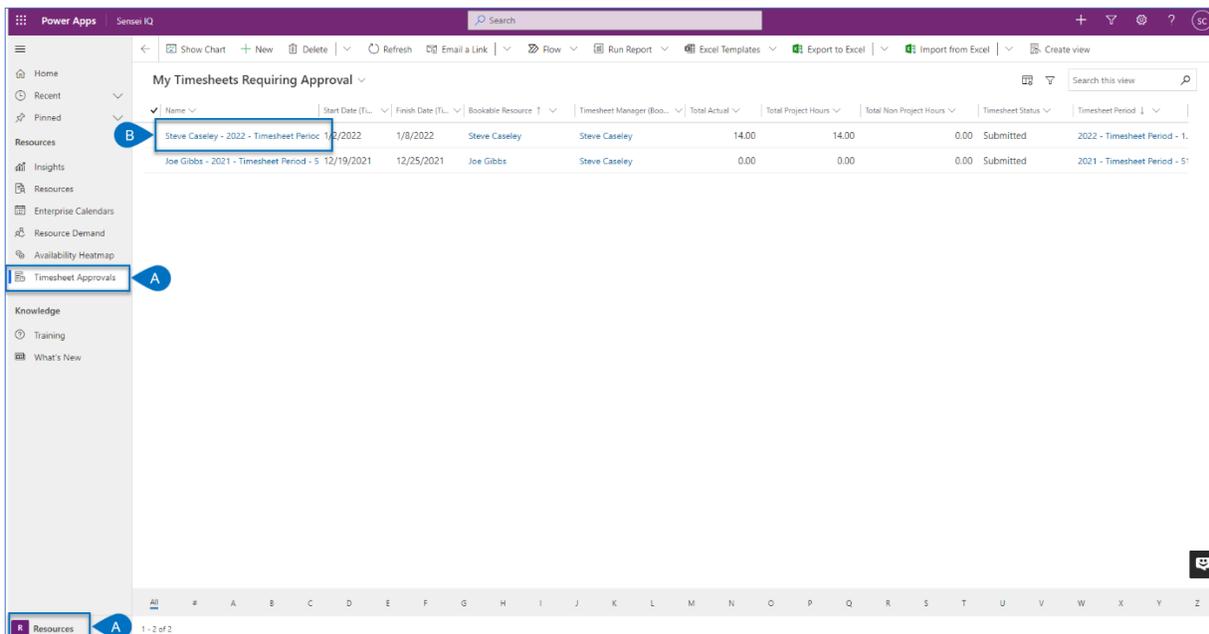
Review and Approve Timesheets

 **Timesheet Manager**

 **Resources – Timesheet Approvals**

1. REVIEW AND APPROVE TIMESHEETS

- a. Ensure you are in the **Resources area**, click **Timesheet Approvals** in the **Resources** section.
- b. Select the **Timesheet** you wish to **approve** from the list.



- c. Review the **timesheet** and select **Approve or Reject**.

Project/Task	Total	1/2/2022	1/3/2022	1/4/2022	1/5/2022	1/6/2022	1/7/2022	1/8/2022
Totals	14.0	0.0	5.0	3.0	3.0	3.0		
Non Project Time	0.0							
Training	0.0							
Vacation	0.0							
Employee Satisfaction Survey	0.0							
Analyze Survey Responses	0.0							
Conduct Employee Survey	0.0							
Resource Management Implementation	2.0			2.0				
Closing Phase activities	2.0			2.0				
Warehouse Modernization Phase 1	12.0	0.0	5.0	1.0	3.0	3.0		
Align budget request with business go...	5.0			1.0	1.0	3.0		
Align budget request with infrastrucur...	2.0				2.0			
Align long/short term infrastructure de...	0.0							
Communicate impact to community	0.0							

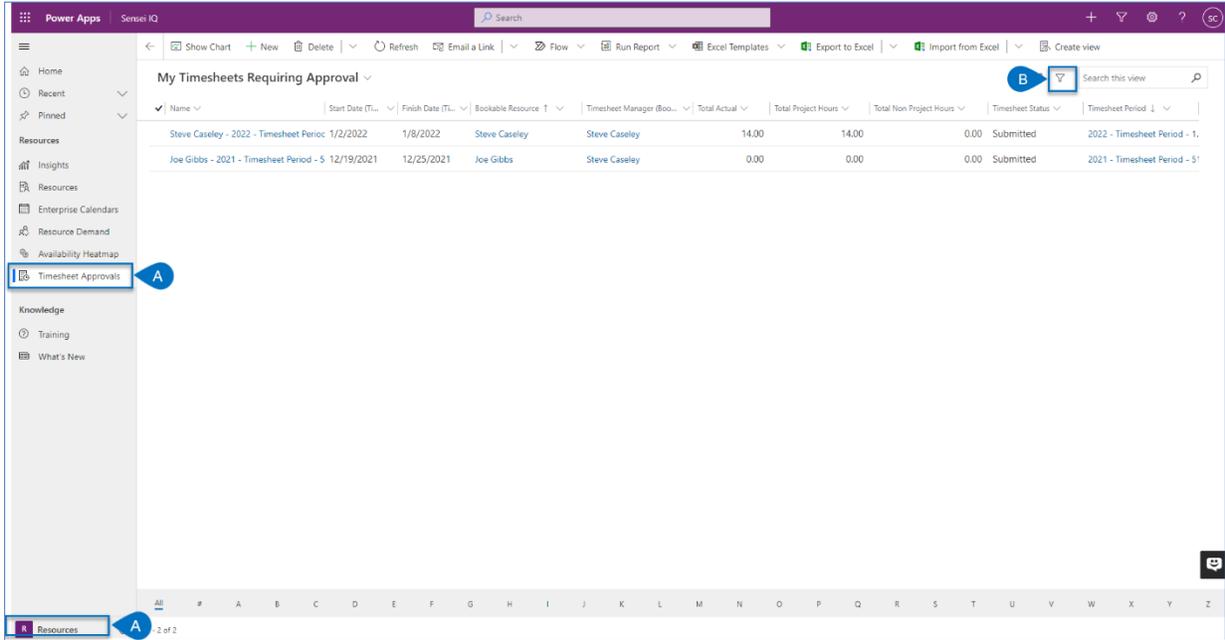
- d. If you **reject a Timesheet**, you will also need to provide comments to **indicate why it was rejected** and to identify the corrective actions required,

- e. You can also **Approve or Reject multiple timesheets** by selecting them from the list.
- f. Use the **Approve or Reject button on the ribbon**.
- g. If you reject multiple timesheets this way, **you cannot provide individual rejection messages**.

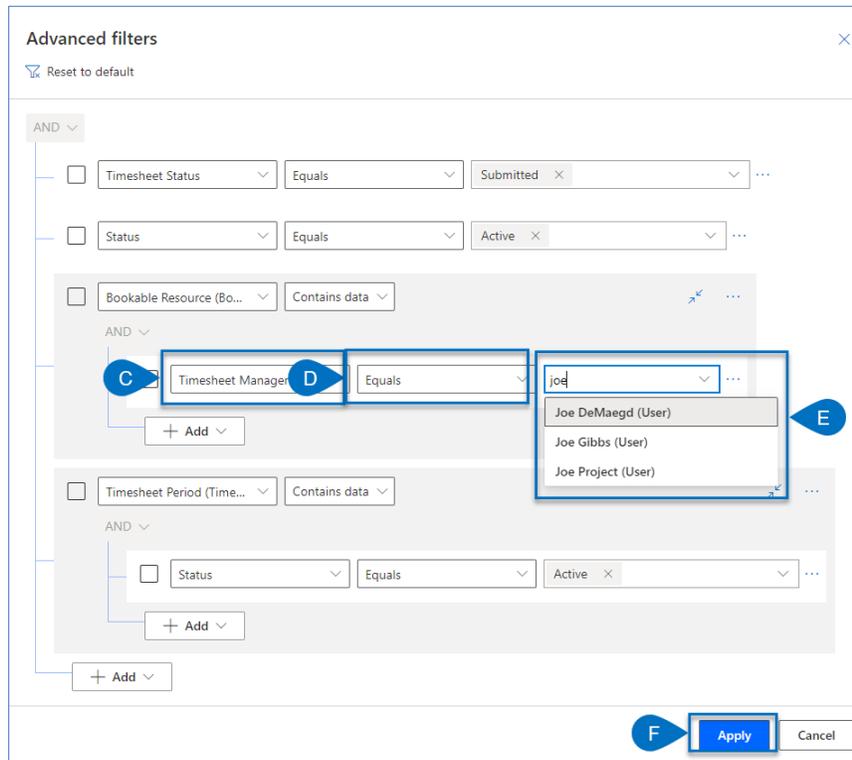
Act as a Timesheet Delegate

1. APPROVE SUBMITTED TIMESHEETS AS A DELEGATE

- a. Ensure you are in the **Resources area**, click **Timesheet Approvals** in the **Resources** section.
- b. Click the **Filter icon**.



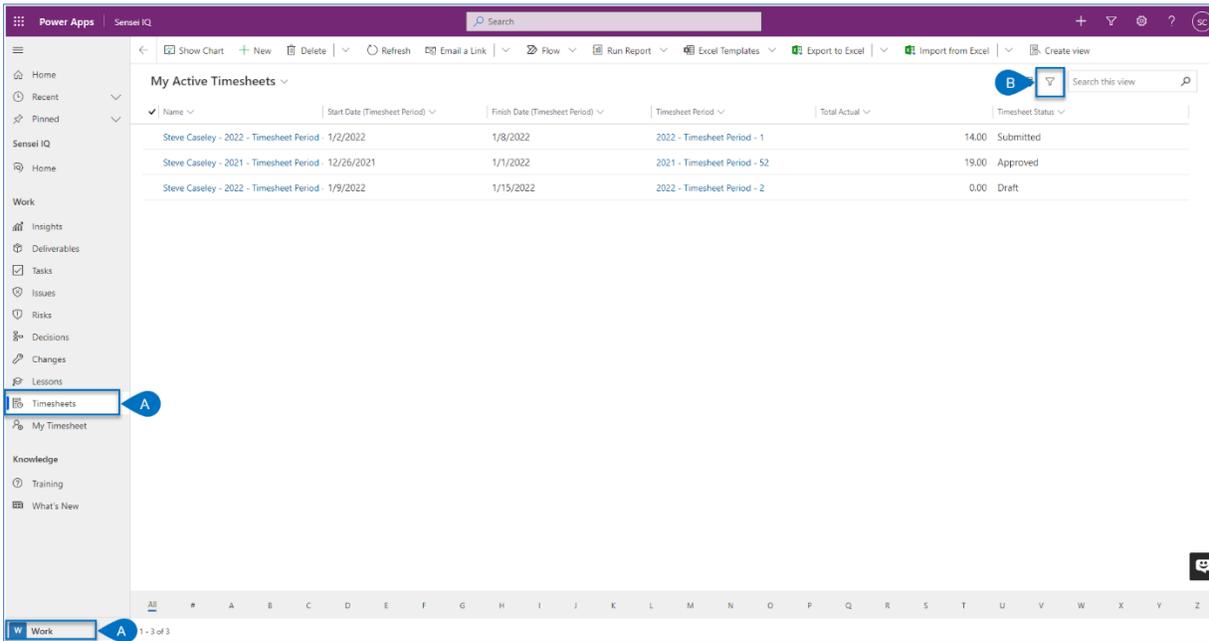
- c. Change the **filter** criteria for the **Timesheet Manager**
- d. To **Equals**
- e. The **name of the person** for whom you need to approve Timesheets.
- f. Click **Apply**.



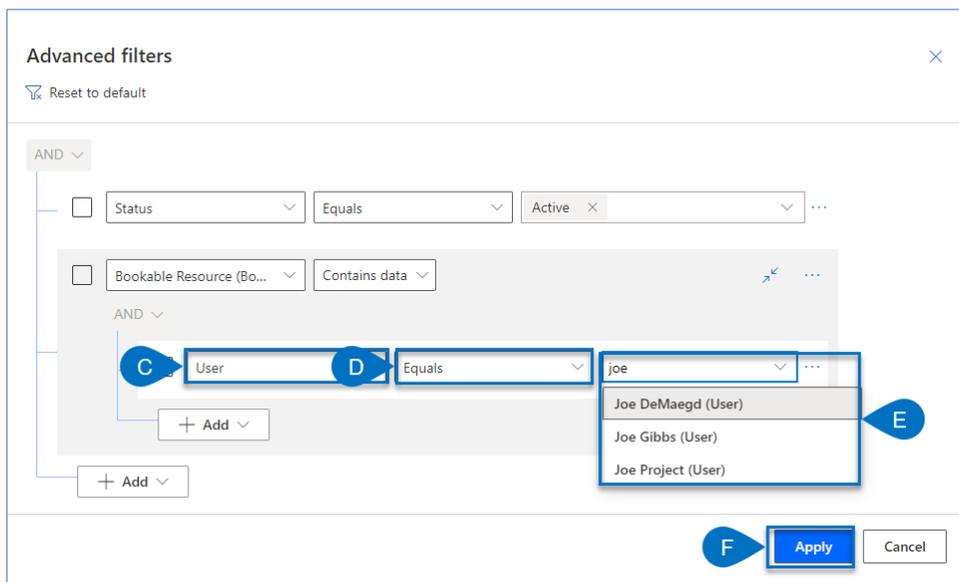
- g. Follow standard processes for reviewing and approving Timesheets.

2. SUBMIT TIMESHEETS AS A DELEGATE

- a. Ensure you are in the **Work area**, click **Timesheets** in the **Work** section.
- b. Click the **Filter icon**.



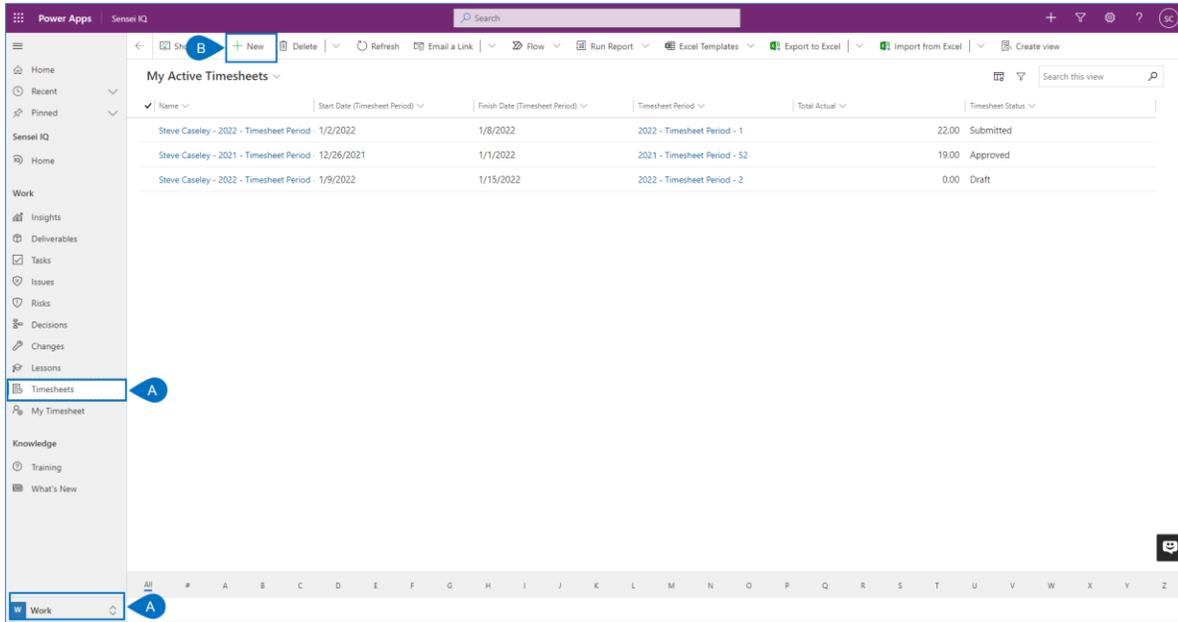
- c. Change the **filter** criteria for the **User**
- d. To **Equals**
- e. The **name of the person** for whom you need to submit a Timesheet.
- f. Click **Apply**.



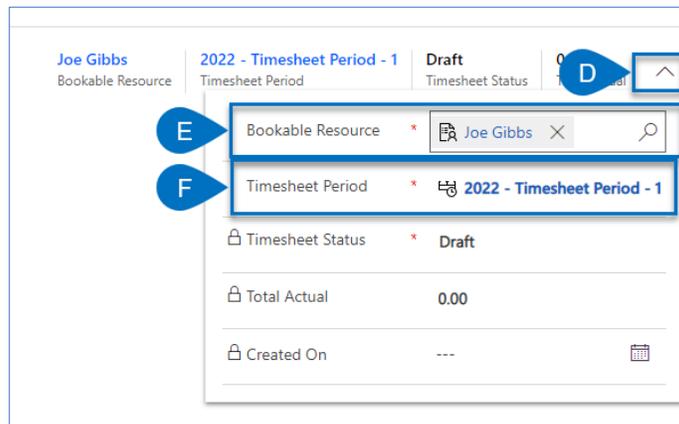
- g. Follow standard processes for submitting a Timesheet.

3. CREATE A NEW TIMESHEET AS A DELEGATE

- a. Ensure you are in the **Work area**, click **Timesheets** in the **Work** section.
- b. Click **New** from the ribbon.



- h. From the **Header Dropdown**,
- i. Search for and **select the Resource** for whom you need to create a Timesheet.
- j. Search for and **select the appropriate Timesheet Period**.



- k. Click **Save** and follow standard processes for submitting a Timesheet.