

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

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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.

General Related								
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① This timesheet is currently submitted and awaiting manage	er approval.							
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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.

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Act as a Timesheet Delegate

Timesheet Manager

Job Aid



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**.

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- 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.

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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.

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- 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.

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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.

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- 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.

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