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

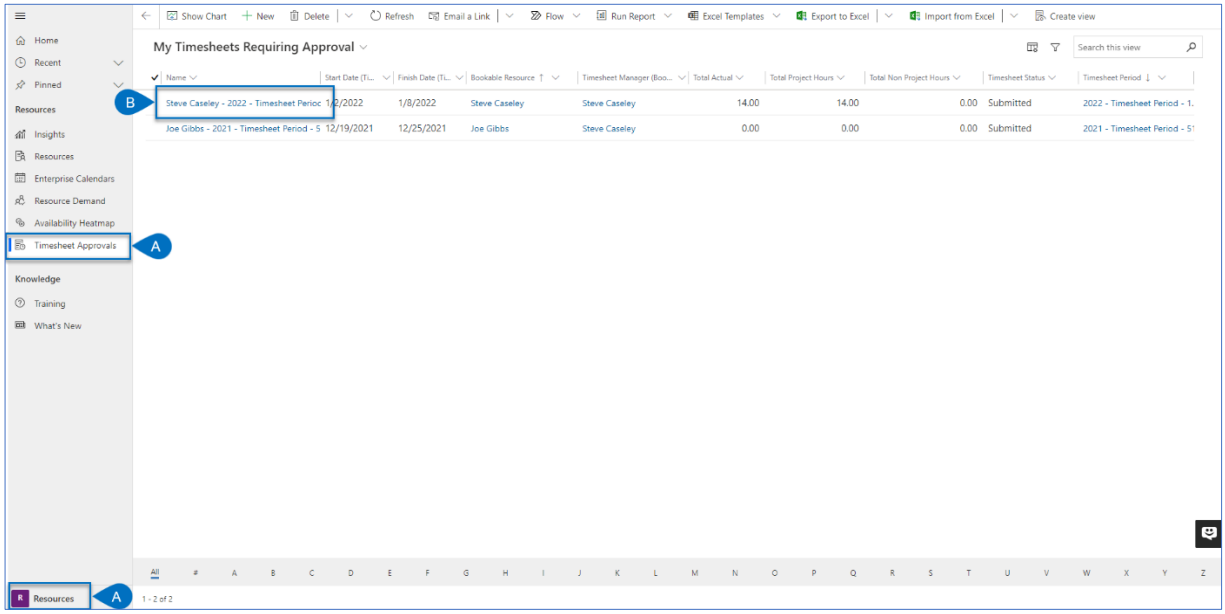
Review and Approve Timesheets

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**.

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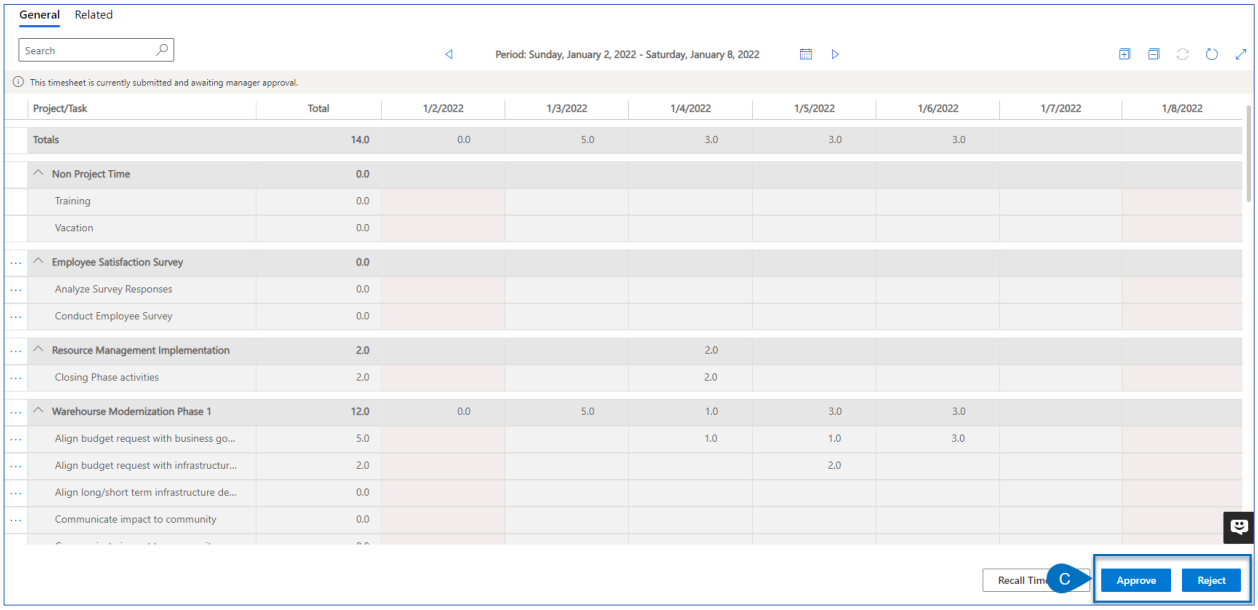
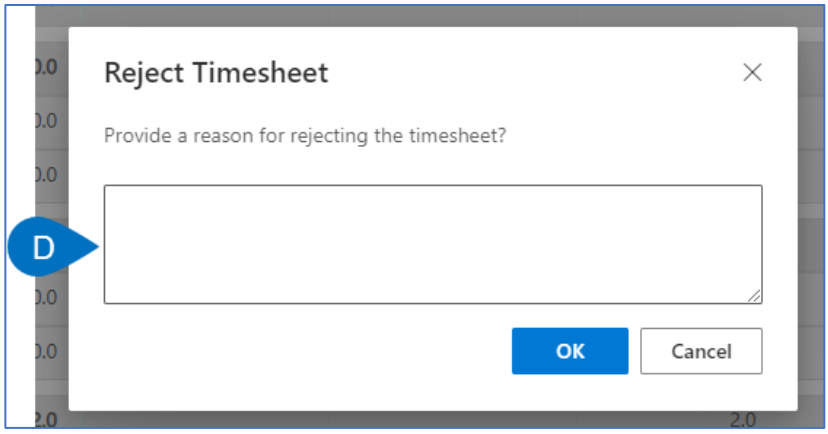
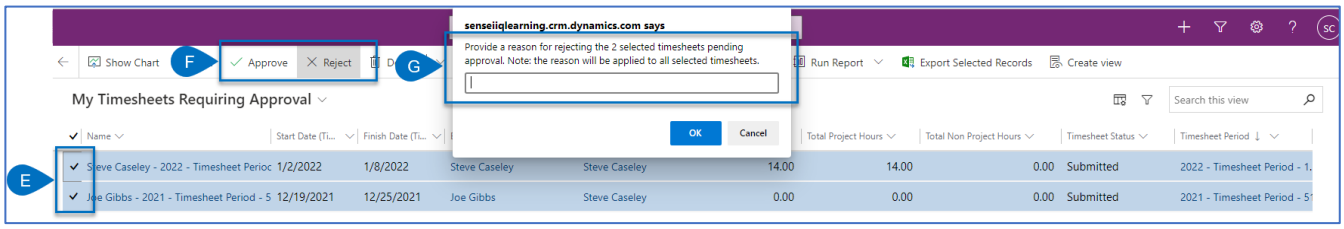


d. If you **reject a Timesheet**, you will also need to provide comments to **indicate why it was rejected** and to identify the corrective actions required.



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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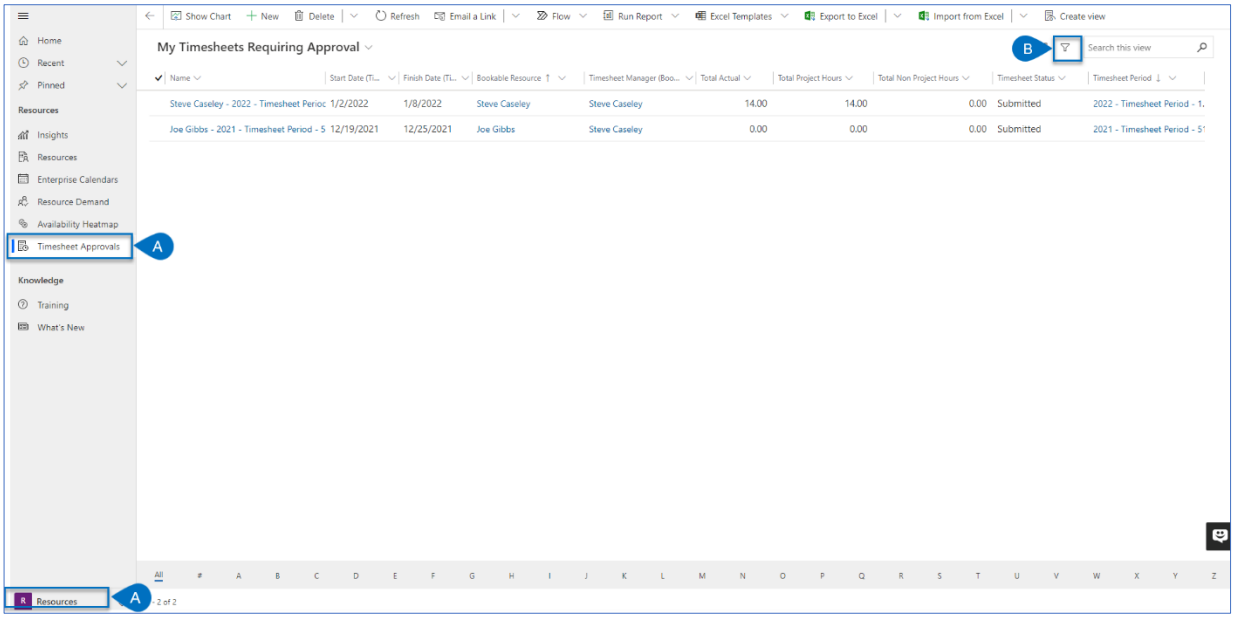
Act as a Timesheet Delegate

Timesheet Manager | Resources and Work

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**.

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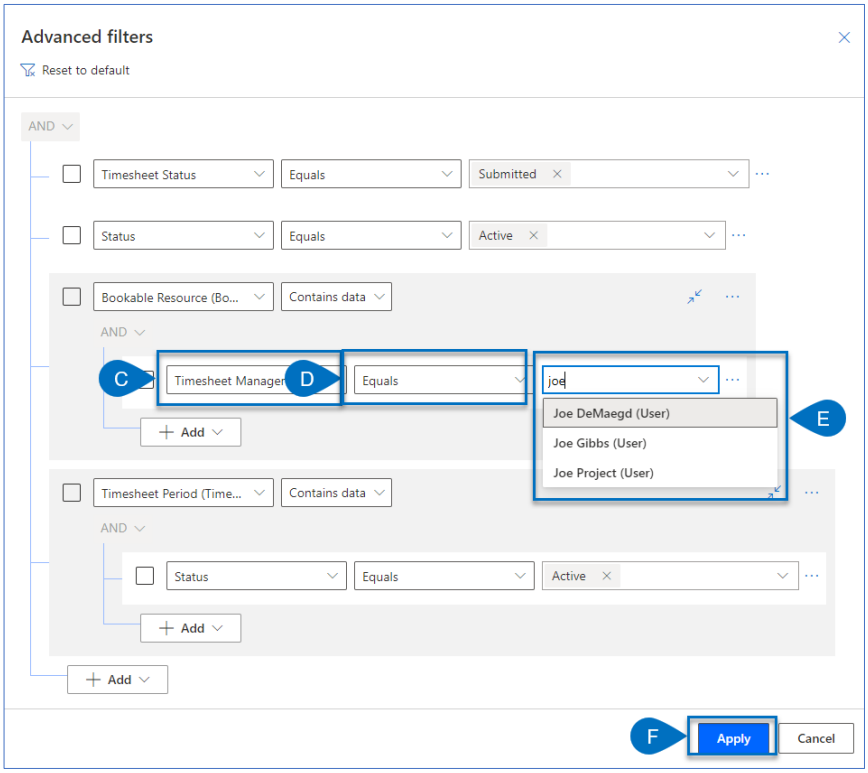
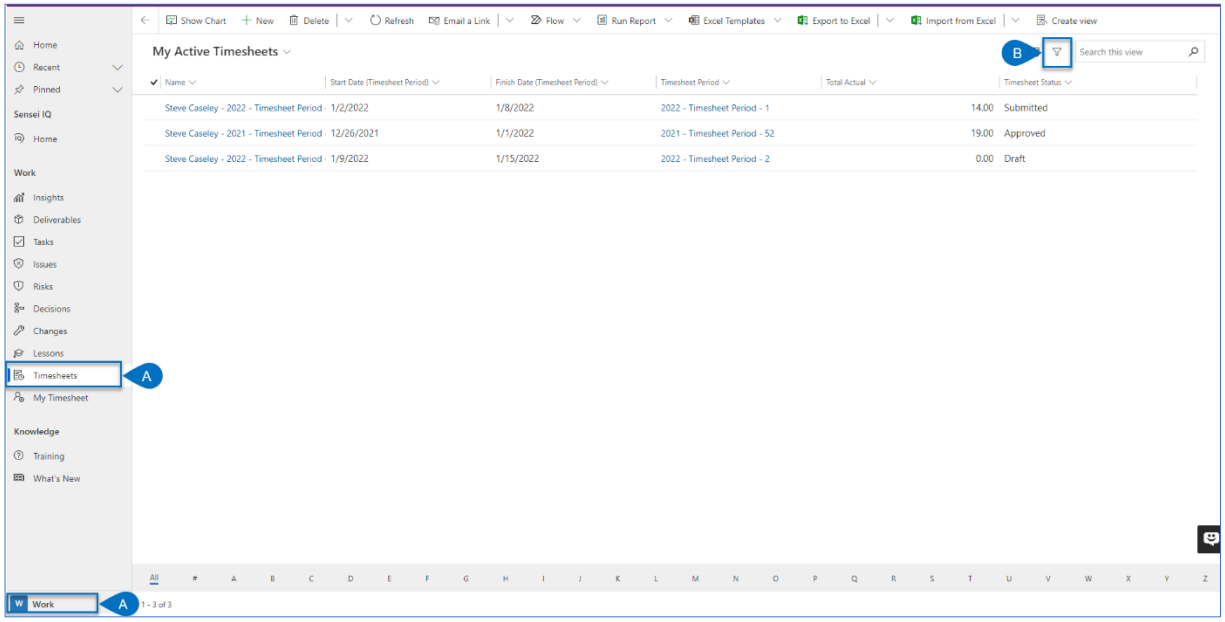


g. Follow standard processes for reviewing and approving Timesheets.

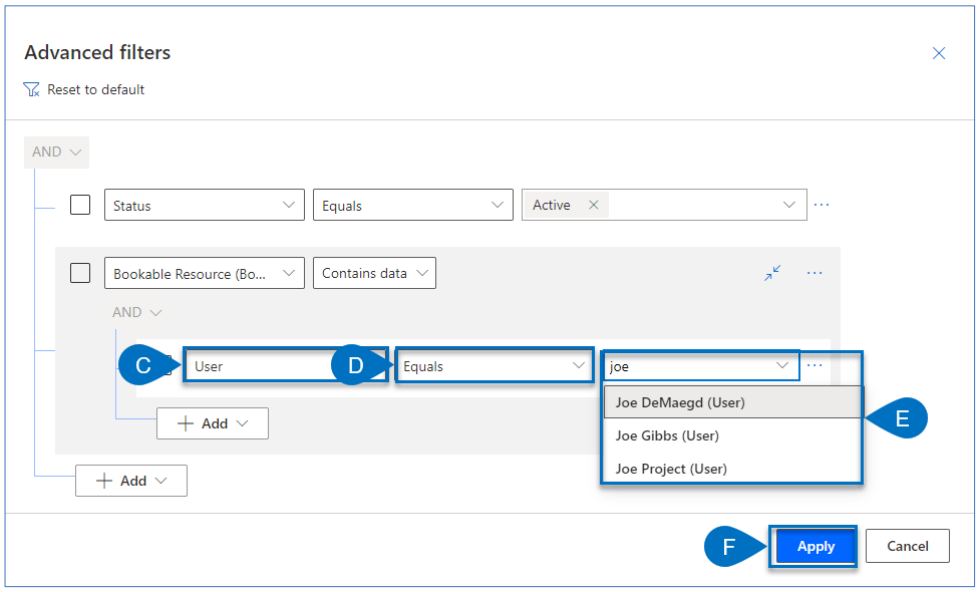
2. SUBMIT TIMESHEETS AS A DELEGATE

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



c. Change the **filter** criteria for the **User.**
d. To **Equals.**

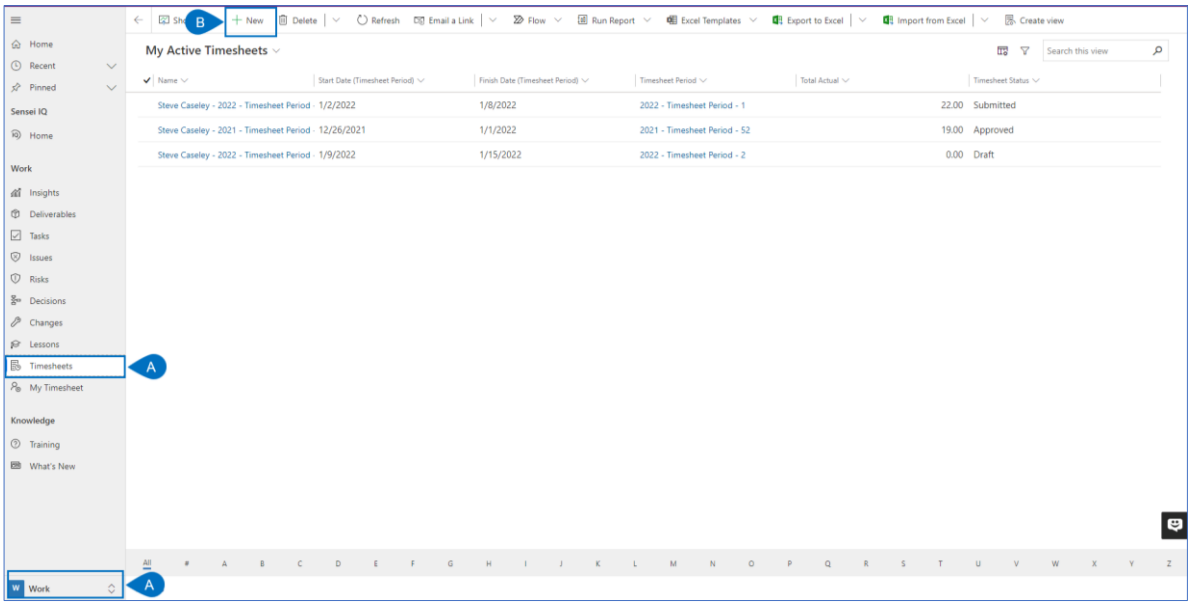
e. The **name of the person** for whom you need to submit a Timesheet.
f. Click **Apply**.



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.**

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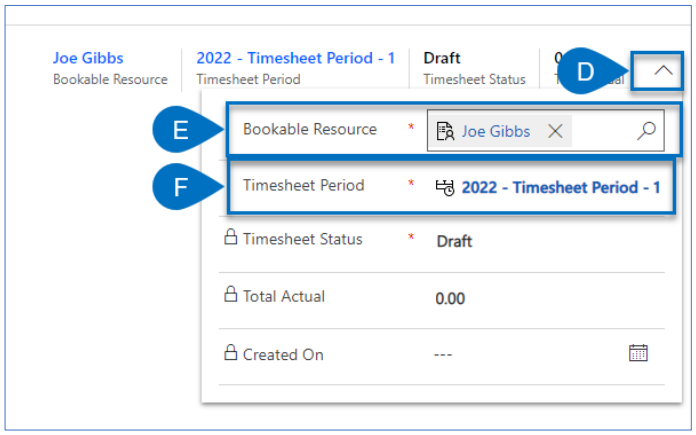

k. Click **Save** and follow standard processes for submitting a Timesheet.

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