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Timesheet approvals

Approvals - basics

Timesheet approvals is a module that allows administrators and supervisors, or time-tracking administrators to approve or reject timesheets submitted by their teams for approval.

Approval period

The Approval period defines the frequency of sending timesheets for approval. TimeCamp allows choosing between daily and weekly periods.

Submit Timesheet

Timesheets can be submitted by all users and can be approved by Administrators or Supervisors assigned to specific groups of users.

Approve Timesheet

After users submit their timesheets, the Administrator or Supervisor can view their timesheet and approve it or reject it. Each action can be supported by a comment.

Who can approve timesheets?

Our Timesheet Approvals feature allows you to choose who is in charge of approving or rejecting timesheets. You can decide who's going to have the ability to approve timesheets by adjusting the "Who can approve timesheets" setting.

Turn off the approvals feature for specific users

After enabling the Timesheet Approvals feature, by default all users will have to submit their timesheets. We provide a setting that helps to turn off the approvals feature for specific users.