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Search for articles...

88

Approvals - basics

In this article:

- Enable the Approvals feature
- Approvals setting
- Email reminders

Timesheet approvals is a module that allows administrators and supervisors to approve or reject timesheets submitted by their teams. Administrators can choose between daily and weekly modes of approving timesheets.

Once approved, the timesheet will become uneditable for users. Administrators can unlock approved timesheets at any time to allow users for applying changes.

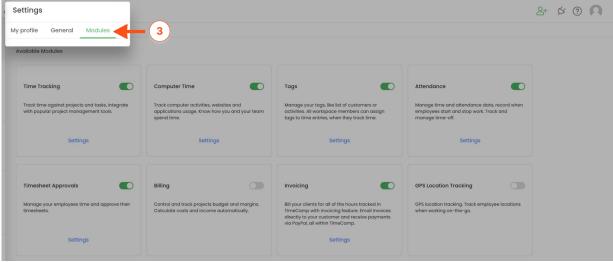
Timesheet Approvals feature is available in the Ultimate plan.

Enable the Approvals feature

To start using the Timesheet approvals module you need to enable it in the Settings section. Click on your avatar in the upper-right corner and select the **Account Settings** option. Then navigate to the **Modules** tab, scroll through the page to find the **Timesheet Approvals** module, and click on the **switch button** to enable the Approvals. After the module is enabled click on its **Settings**.

Only the Administrators of the account can enable the Approvals modules.

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Available modules			
GPS Location Tracking	Invoicing	Attendance	Time Tracking
GPS location tracking. Track employee locations when working on-the-go.	Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp.	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.	Track time against projects and tasks, integrate with popular project management tools.
Settings		Settings	Settings
Computer Time	Screenshots	Timesheet Approvals	
Track computer activities, websites and applications usage. Know how you and your team spend time.	Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes.	Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.
Settings			Settings
Single sign-on login	Tags	Two-factor authentication	
Enable single sign-on login by using OneLogin or SAML 2.	Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.	Add extra layer of security to your account by requiring more than just a password to log in.	
	Settings		

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GPS location tracking. Track employee locations when working on-the-go.	Bill your clients for all of the hours tracked in TimeCamp with involcing feature. Email Involces directly to your customer and receive payments via PayPal, all within TimeCamp.	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.	Track time against projects and tasks, integrate with popular project management tools.
Settings		Settings	Settings
Computer Time	Screenshots	Timesheet Approvals	Billing
Track computer activities, websites and applications usage. Know how you and your team spend time.	Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes.	Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.
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	Settings		

The approval status does not affect time-tracking reports or invoicing possibilities.

Approvals setting

After the module is enabled you can set up the Timesheet Approvals feature according to your organization's needs.

Timesheet Approvals settings are global. It is not possible to set different settings per group.

To open the Approvals settings and set up your account click on the "gear" icon next to Timesheet Approvals.

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Invoices	EA) Emily Admin	Nov 26, 2023	0m	Waiting for submission		

The additional way to access settings is to click on your avatar in the upper-right corner and select the Account Settings option. You'll be redirected to the General tab where you can use the shortcut to get to the Timesheet Approvals settings.

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+ 0		🖄 Submit for approval	

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Invoices			Geofencing	Go to settings
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			Enable additional module	
				Delete account

Let's go through all of the available options:

• Approval period - defines the frequency of sending timesheets for approval. You can choose between daily and weekly periods. Learn more

Using the **weekly approval period** you submit an entire week with one click and you also approve, reject, and reopen with one click. It is best for teams who fill and correct their timesheets at the end of the week. The **daily approval period** allows you to submit and make any actions within just one day of the week.

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• Who can approve timesheets - defines who can approve or reject submitted timesheets. You can choose between Supervisors and Administrators for people who they manage and Time Tracking

Administrators. Depending on your choice, people with such roles will be able to approve and reject timesheets for people they manage. Learn more

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Keep in mind that Supervisors and Administrators can see and approve or reject timesheets submitted only by people from their group and its subgroups.

- Do not show a task name if an approver does not have permission to it- if an approver is not assigned to a task, they won't see its name in the submitted timesheet;
- Automatically submit current day timesheet for approval at choose the time at which timesheet will be automatically sent for approval (available only for a daily approval period);
- Automatically approve submitted timesheets after (*number of*) days choose the number of days after which timesheet will be automatically approved;
- Enable limited hierarchical reporting structure with this setting Supervisors will receive submitted timesheets only from Supervisors who are below them in the structure, not their entire teams

profile General Add-ons Billing Rates	
Approval period:	
Daily	~
Who can approve timesheets:	
Supervisors and administrators for people they manage	~
Remind everyone to submit their timesheets	
Remind everyone to submit their timesheets Monday	at 10:00
Monday v	at 10:00
Monday V Do not show a task name if an approver does not have permission to it	at 10:00
Monday V Do not show a task name if an approver does not have permission to it	at 10:00
Monday Do not show a task name if an approver does not have permission to it Automatically submit current day timesheet for approval at 11:00	at 10:00

Email reminders

You can set automatic email reminders for users to submit their timesheets on a specific day of the week and selected time.

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Get automatic email reminder ind everyone to submit their tin onday	esheets approver aces not nave permission to it ay timesheet for approval at ^{11:00}		

By default, all users need to submit their timesheets for approval. If you want to turn off this setting for specific people, navigate to the Users tab, click on the name of user to open their profile settings, and turn

off Should send timesheets for approval. Learn more

In the **Profile settings** of each user, you can **set email notifications for yourself** for the Timesheet Approvals feature. There are 4 types of notifications:

- **Remind me to submit my timesheet for approval** users will receive email reminders informing them about submitting their timesheet for approval;
- Alert when someone approves my timesheet users will receive an email notification after their timesheet is approved by their approver;
- Alert when someone reopens my timesheet users will receive an email notification after their timesheet is reopened by their approver;
- Alert when someone submits a timesheet you should approve Supervisors and Administrators will receive this notification when users who they manage submit timesheets for approval;

I	Live chat window:
	Show live chat widget with customer support representative on every page on bottom right corner
I	Email notifications:
	✓ Weekly computer-time team summary
	✓ Alert when someone change my time entry
	✓ Alert when I have time entries without a task
	Remind me to submit my timehseet for approval
	Alert when someone approve my timesheets
	Alert when someone reopen my timesheets
	Alert when someone submits timesheets you should approve
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	Save settings Cancel

Each user has access to their profile settings. In addition, The Administrator of account can access the profile settings of each user from their team.