Welcome to TimeCamp Help!

Search for articles...

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.

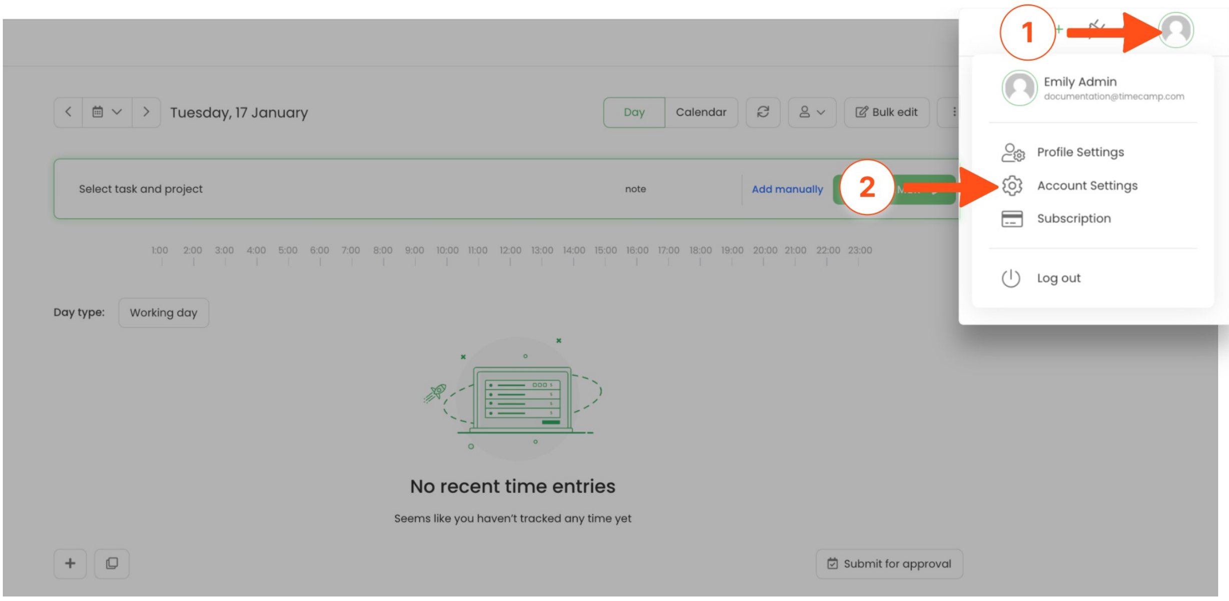
Once approved, the timesheet will become uneditable for users. Administrators can unlock approved timesheets at any time to allow users apply changes.

> Timesheet Approvals feature is available in the Ultimate plan.

Enable the Approvals feature

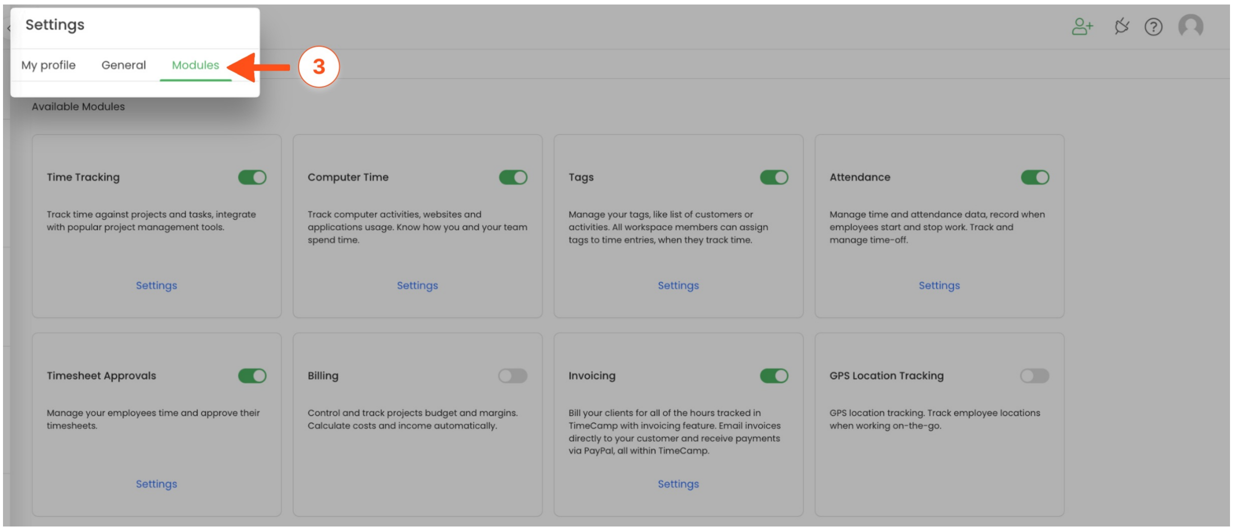
To start using the Timesheet approvals module you need to enable it in the Settings section. Click on your avatar in the upper-right corner and select the **Account Settings** option. Then navigate to the **Modules** tab, scroll through the page to find the **Timesheet Approvals** module, and click on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


1
2
Tuesday, 17 January
Day
Calendar
Bulk edit
Select task and project
note
Add manually
1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00
Day type:
Working day
Emily Admin
documentation@timecamp.com
Profile Settings
Account Settings
Subscription
Log out
Submit for approval

No recent time entries

Seems like you haven't tracked any time yet


Settings
My profile
General
Modules
3
Available Modules

Time Tracking – Track time against projects and tasks, integrate with popular project management tools.

Computer Time – Track computer activities, websites and applications usage. Know how you and your team spend time.

Tags – Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.

Attendance – Manage time and attendance data, record when employees start and stop work. Track and manage time-off.

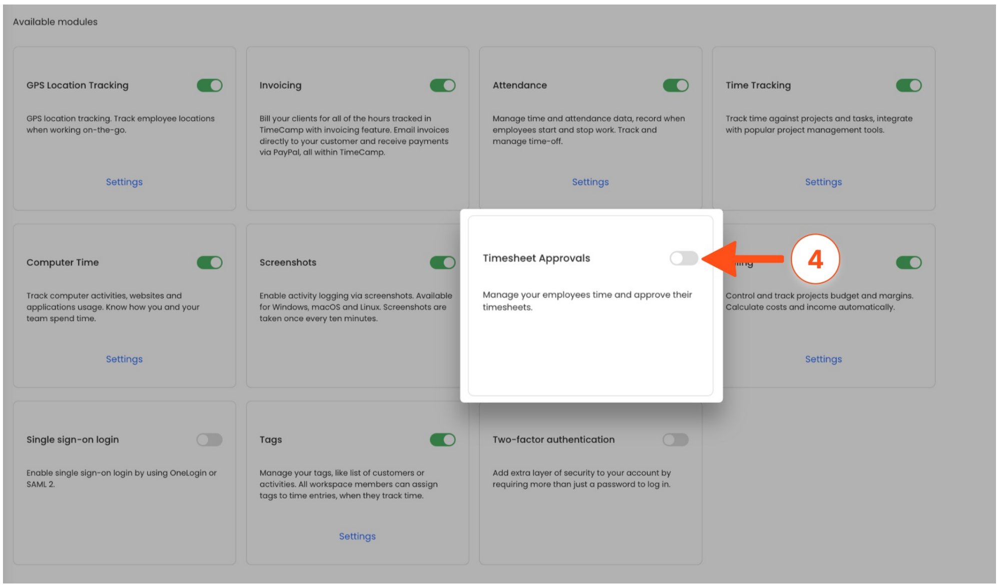
Timesheet Approvals – Manage your employees time and approve their timesheets.

Billing – Control and track projects budget and margins. Calculate costs and income automatically.

Invoicing – 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.

GPS Location Tracking – GPS location tracking. Track employee locations when working on-the-go.

Settings


Available modules
4
Settings

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Screenshots – Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes.

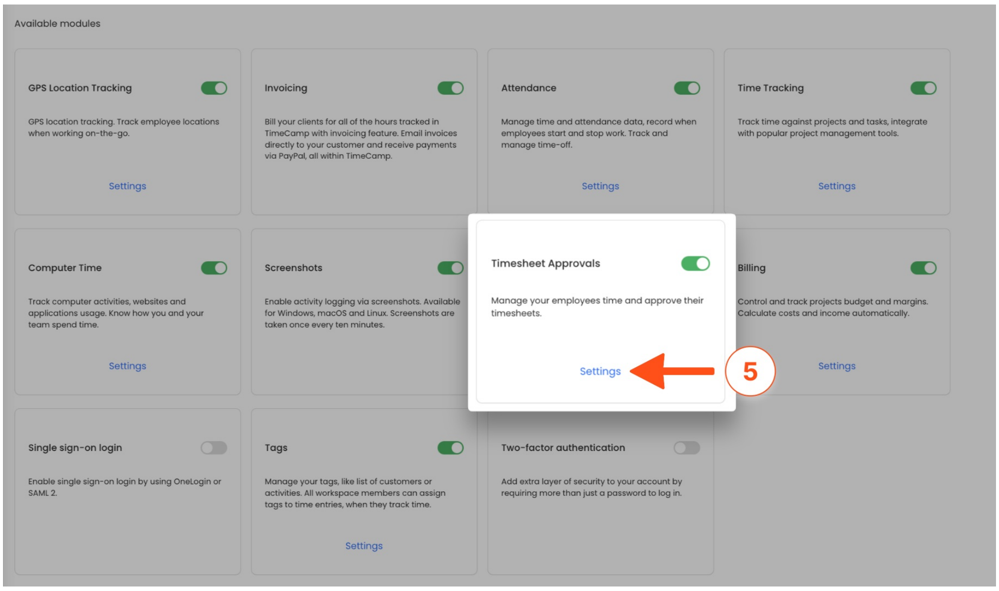
Timesheet Approvals – Manage your employees time and approve their timesheets.

Control and track projects budget and margins. Calculate costs and income automatically.

Single sign-on login – Enable single sign-on login by using OneLogin or SAML 2.

Tags – Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.

Two-factor authentication – Add extra layer of security to your account by requiring more than just a password to log in.



Available modules

GPS Location Tracking
GPS location tracking. Track employee locations when working on-the-go.

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Add extra layer of security to your account by requiring more than just a password to log in.

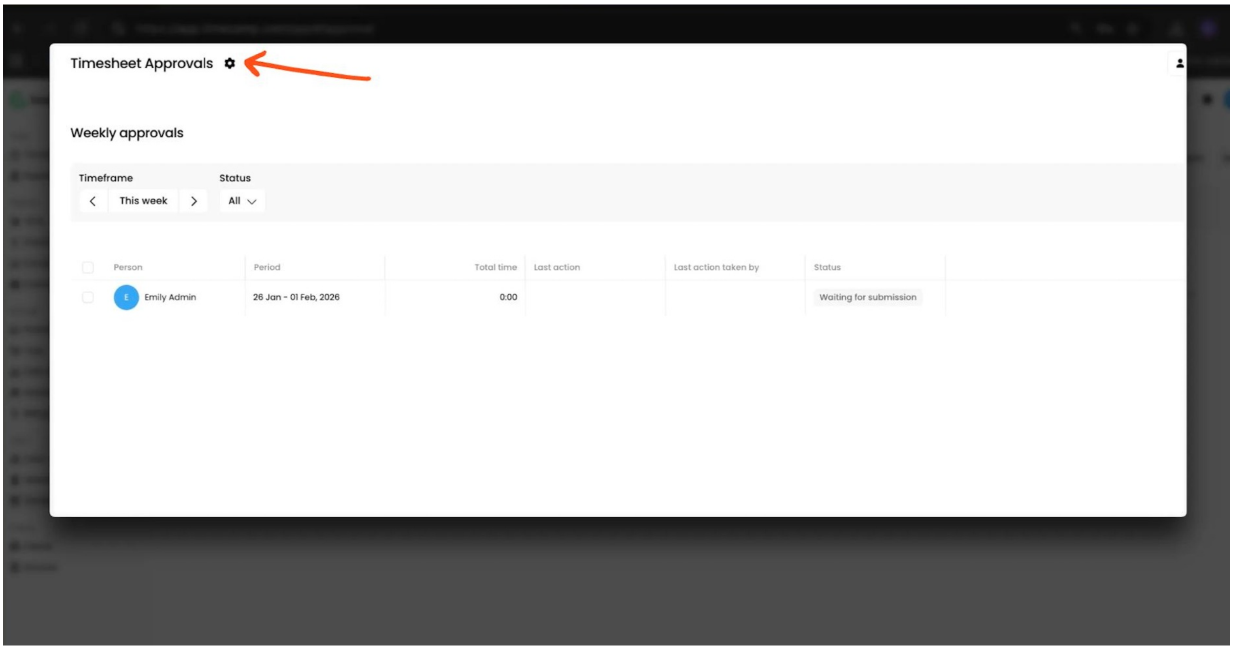
> The approval status does not affect time-tracking reports or invoicing possibilities.

Approvals setting

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

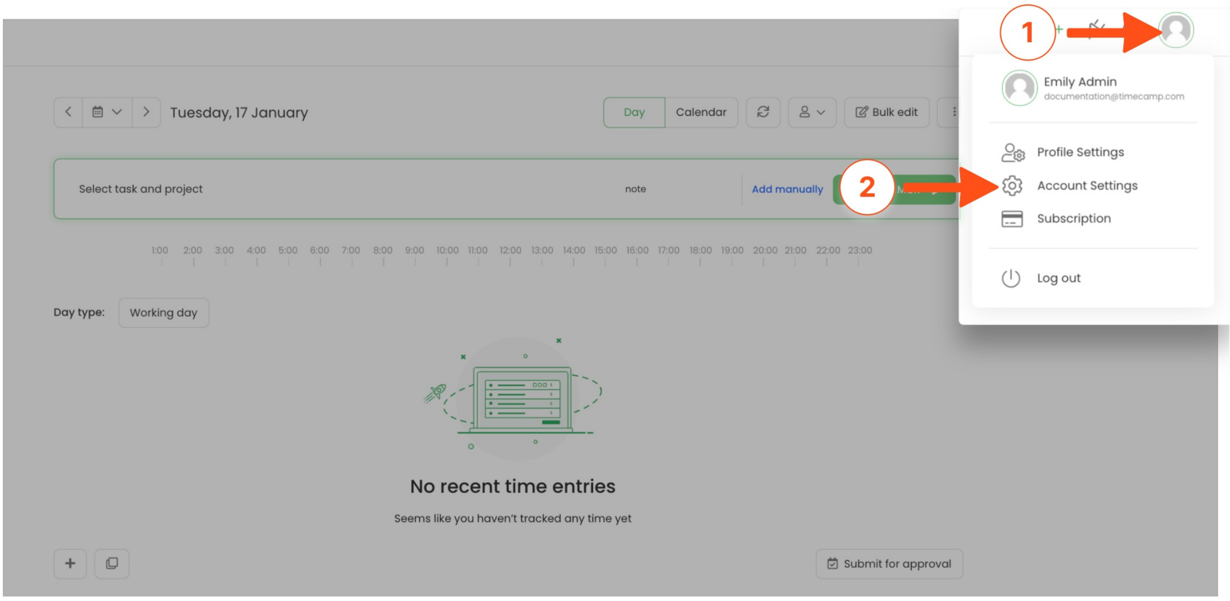
> Timesheet Approvals settings are global. It is not possible to set different settings per group.

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


Timesheet Approvals
Weekly approvals
Timeframe
This week
Status
All

Person	Period	Total time	Last action	Last action taken by	Status
E Emily Admin	26 Jan - 01 Feb, 2026	0:00			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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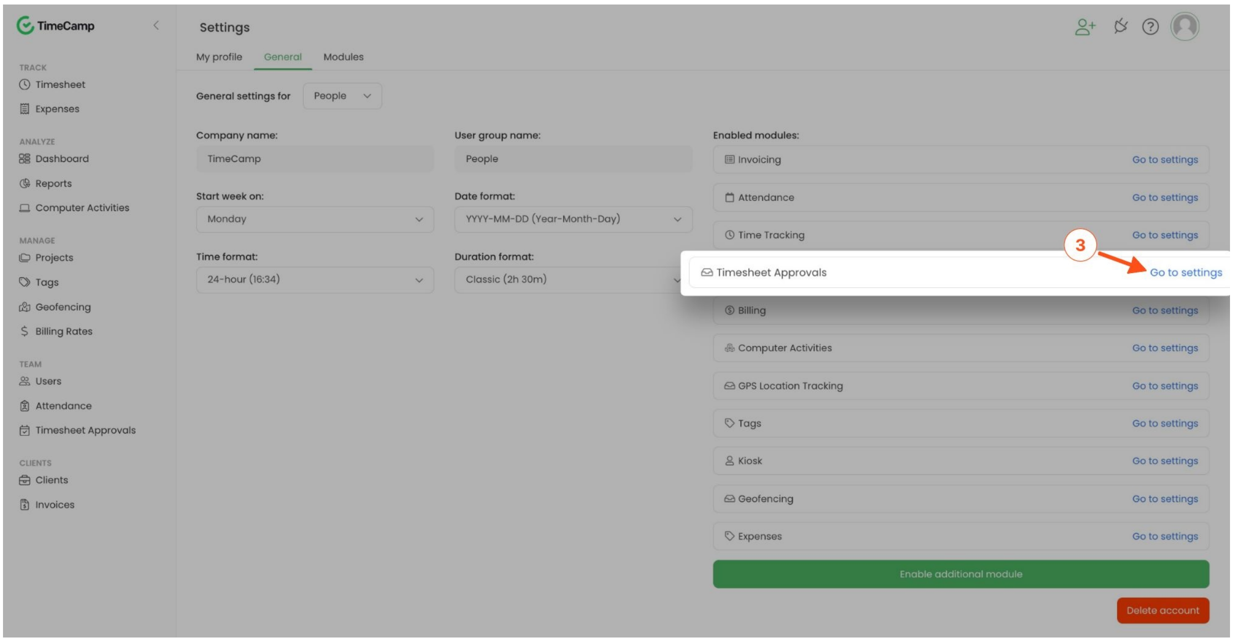
9:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00
Day type:
Working day
No recent time entries
Seems like you haven't tracked any time yet
Submit for approval
Emily Admin
documentation@timecamp.com
Profile Settings
Account Settings
Subscription
Log out


TimeCamp
TRACK
Timesheet
Expenses
ANALYZE
Dashboard
Reports
Computer Activities
MANAGE
Projects
Tags
Geofencing
Billing Rates
TEAM
Users
Attendance
Timesheet Approvals
CLIENTS
Clients
Invoices
Settings
My profile
General
Modules
Enabled modules:
Invoicing
Go to settings
Attendance
Go to settings
Time Tracking
Go to settings
3
Timesheet Approvals
Go to settings
Billing
Go to settings
Computer Activities
Go to settings
GPS Location Tracking
Go to settings
Tags
Go to settings
Kiosk
Go to settings
Geofencing
Go to settings
Expenses
Go to settings
Enable additional module
Delete account

General settings for: People

Company name: TimeCamp

User group name: People

Start week on: Monday

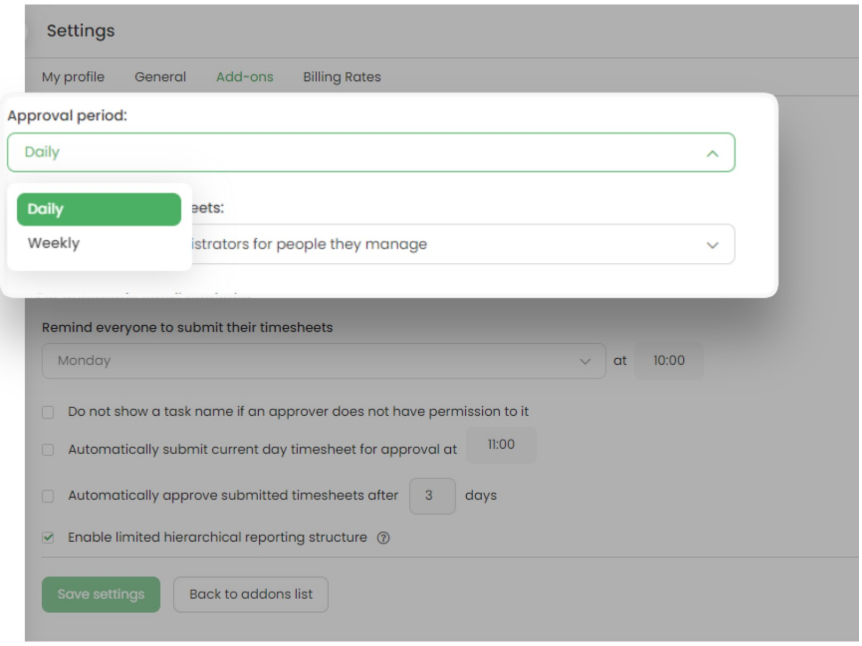
Date format: YYYY-MM-DD (Year-Month-Day)

Time format: 24-hour (16:34)

Duration format: Classic (2h 30m)

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.


Settings
My profile
General
Add-ons
Billing Rates
Daily
Weekly
Save settings
Back to addons list

Approval period: Daily

…eets: …istrators for people they manage

Remind everyone to submit their timesheets: Monday at 10:00

☐ Do not show a task name if an approver does not have permission to it

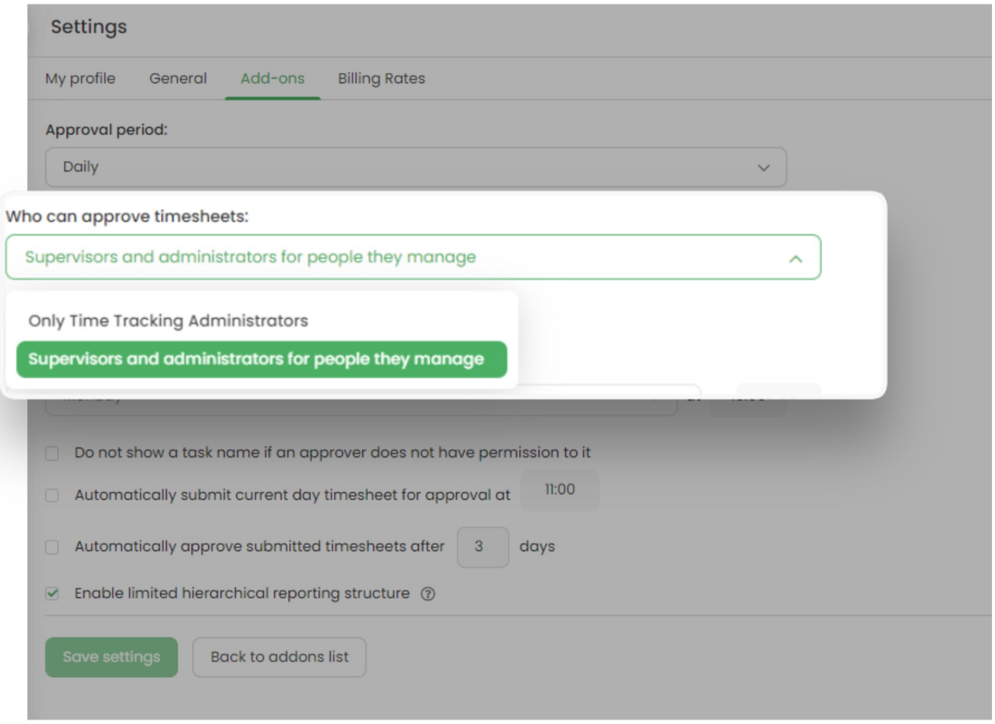
☐ Automatically submit current day timesheet for approval at 11:00

☐ Automatically approve submitted timesheets after 3 days

☑ Enable limited hierarchical reporting structure

- **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



Approval period: Daily

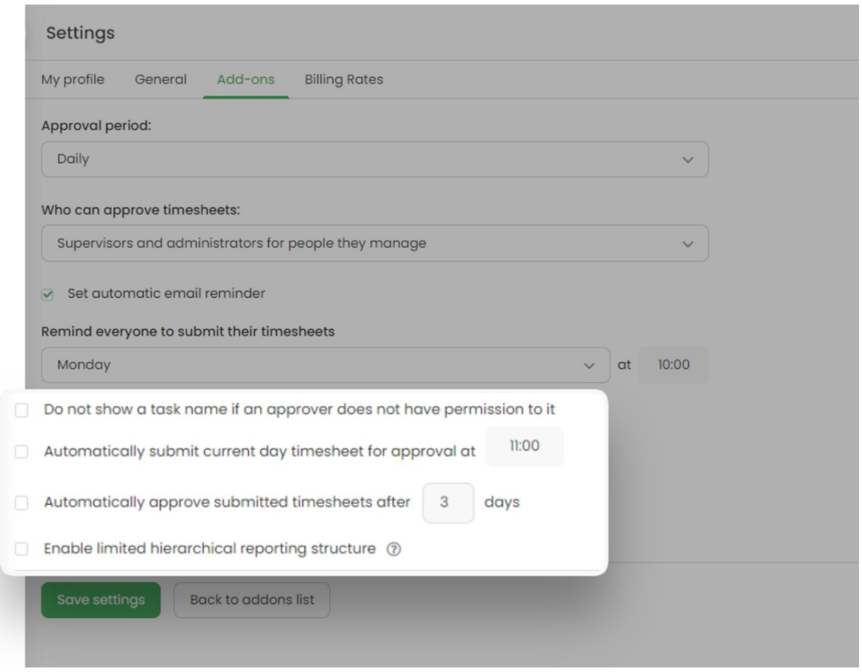
Who can approve timesheets: Supervisors and administrators for people they manage

Only Time Tracking Administrators
Supervisors and administrators for people they manage

☐ 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
☐ Automatically approve submitted timesheets after 3 days
☑ Enable limited hierarchical reporting structure

> 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


Settings
My profile
General
Add-ons
Billing Rates
Save settings
Back to addons list

Approval period: Daily

Who can approve timesheets: Supervisors and administrators for people they manage

☑ Set automatic email reminder

Remind everyone to submit their timesheets: Monday at 10:00

☐ Do not show a task name if an approver does not have permission to it

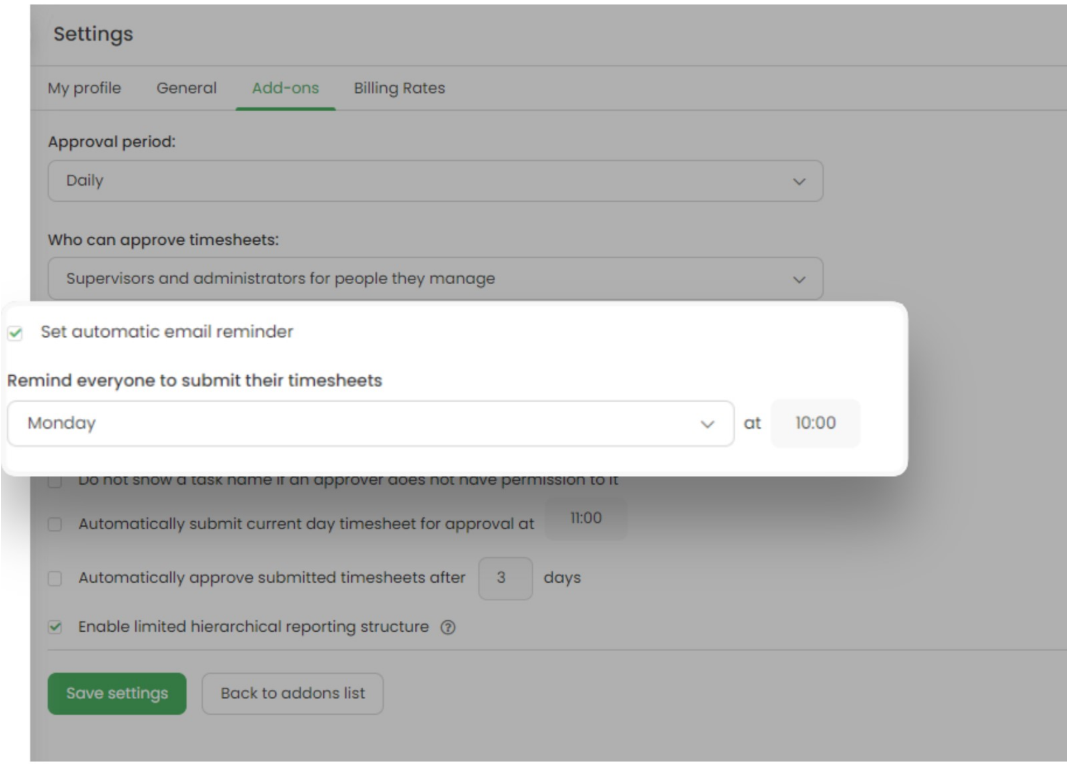
☐ Automatically submit current day timesheet for approval at 11:00

☐ Automatically approve submitted timesheets after 3 days

☐ Enable limited hierarchical reporting structure

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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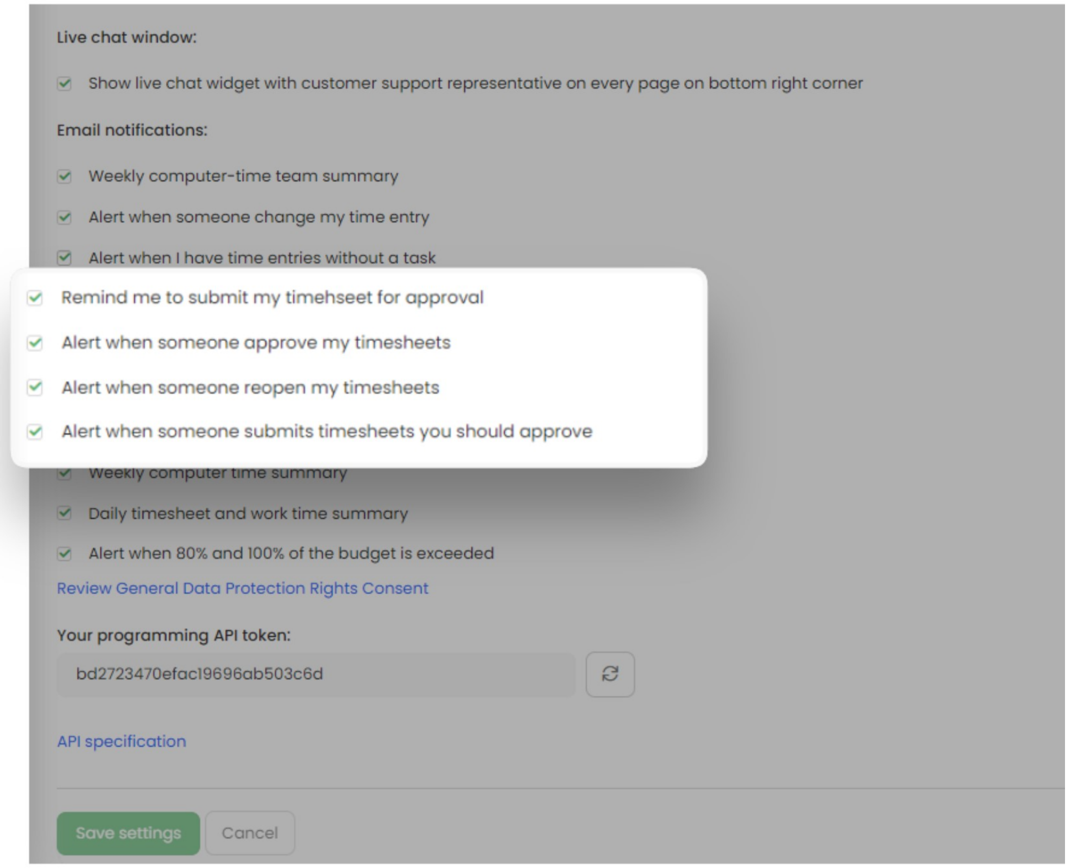
> By default, all users need to submit their timesheets for approval. If you want to turn off this setting for

> 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;



Live chat window:

☑ Show live chat widget with customer support representative on every page on bottom right corner

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
☑ Weekly computer time summary
☑ Daily timesheet and work time summary
☑ Alert when 80% and 100% of the budget is exceeded

Review General Data Protection Rights Consent

Your programming API token:

bd2723470efac19696ab503c6d

API specification

> 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.