

Welcome to TimeCamp Help!

Search for articles...

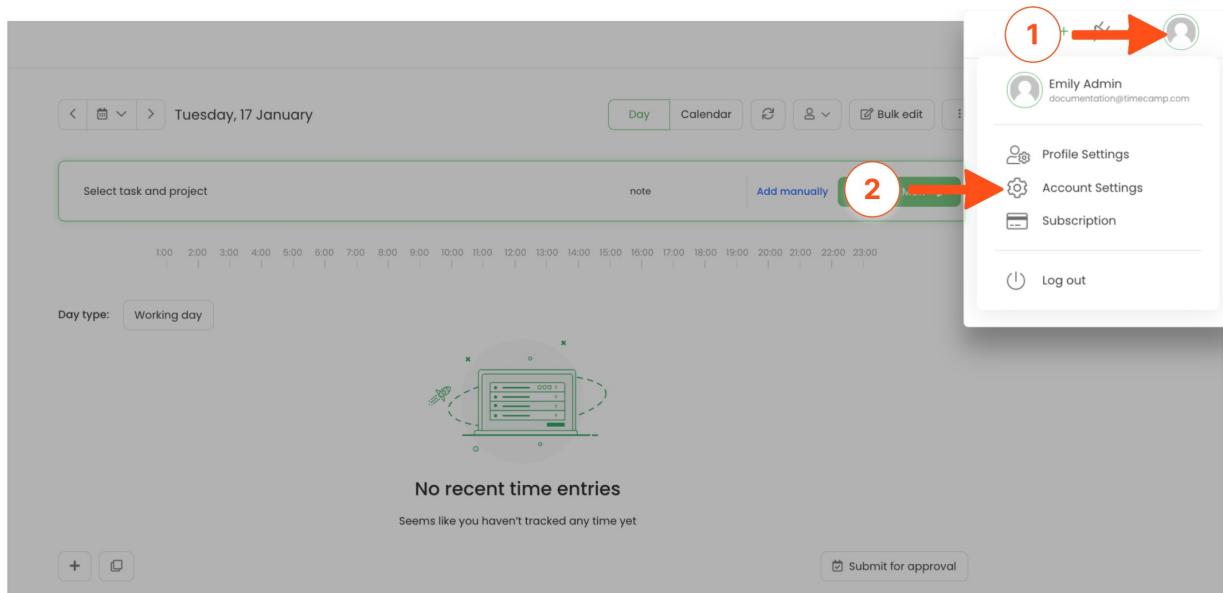
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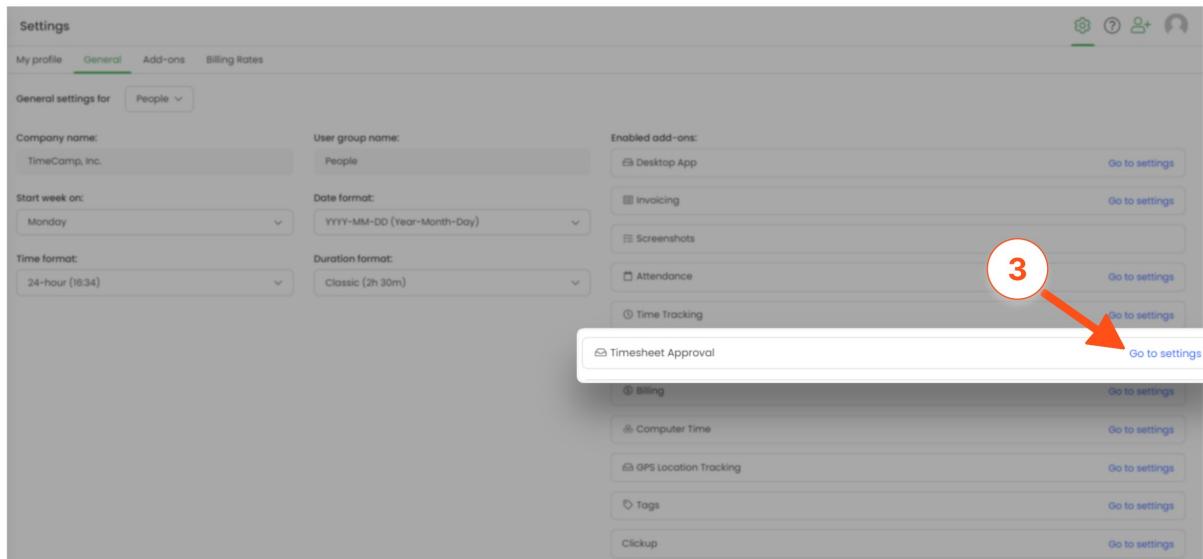
Who can approve timesheets?

In this article:

- [Time Tracking Administrators](#)
- [Supervisors and Administrators](#)
- [Enabling a limited hierarchical reporting structure](#)

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. 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](#).





Settings

General Add-ons Billing Rates

General settings for People

Company name: TimeCamp, Inc.

User group name: People

Enabled add-ons:

- Desktop App
- Invoicing
- Screenshots
- Attendance
- Time Tracking
- Timesheet Approval
- Billing
- Computer Time
- GPS Location Tracking
- Tags
- Clickup

Start week on: Monday

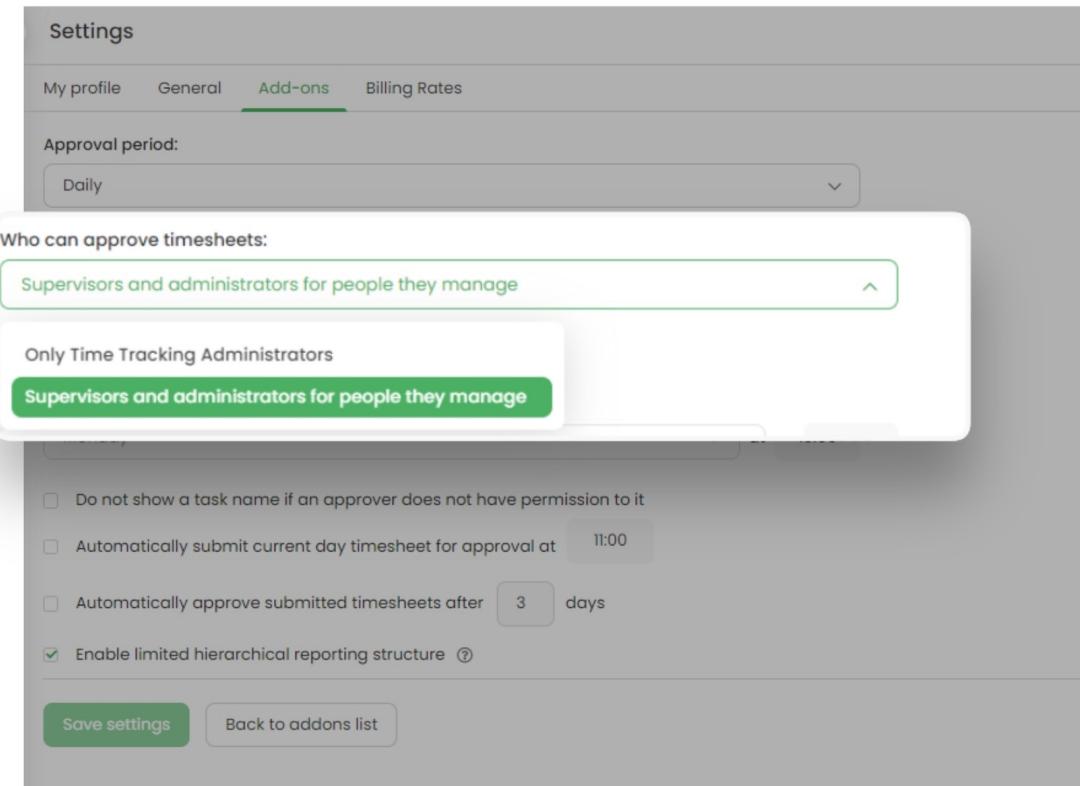
Date format: YYYY-MM-DD (Year-Month-Day)

Time format: 24-hour (16:34)

Duration format: Classic (2h 30m)

There are two available options:

- Only Time Tracking Administrators
- Supervisors and administrators for people they manage



Settings

My profile General Add-ons Billing Rates

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 ?

Save settings Back to addons list

Time Tracking Administrators

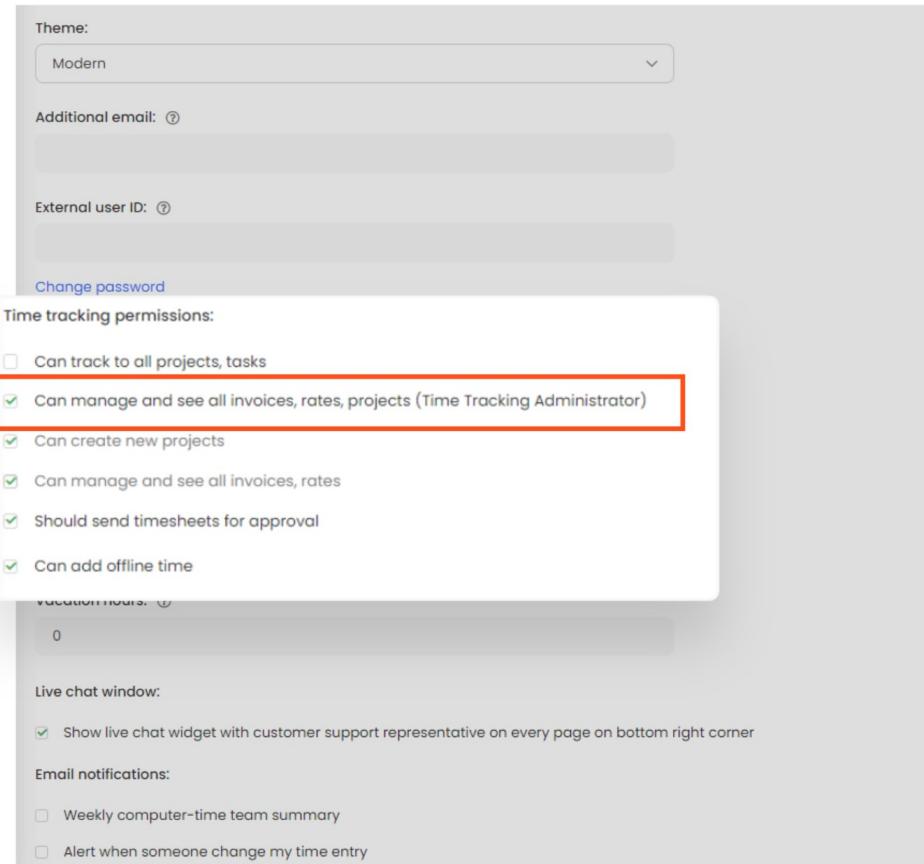
Administrators are granted the Time Tracking Administrator permission automatically.

Time Tracking Administrator is a global role that **can be assigned to any user within the account**.

Time Tracking Administrators can create new projects and modify all projects (change settings, assign people, create subtasks) within the account. They can also browse the timesheets of every user within the account and generate reports for all projects and users.

Selecting this option will grant any user with the Time Tracking Administrator permission the ability to approve or reject the timesheet of any user within the account (including their own timesheet).

Time Tracking Administrator permission can be assigned in users' profile settings. Please go to the **Users** module on the left side menu and **click on the name of the user** you'd like to edit. You'll be redirected to the **Profile Settings** of this user.



Supervisors and Administrators

This option grants timesheet approval permission to Administrators and Supervisors from Groups they manage within the organization's structure, as well as all their potential subgroups.

This works well if you've divided your users into specific Groups/Departments and assigned proper team roles

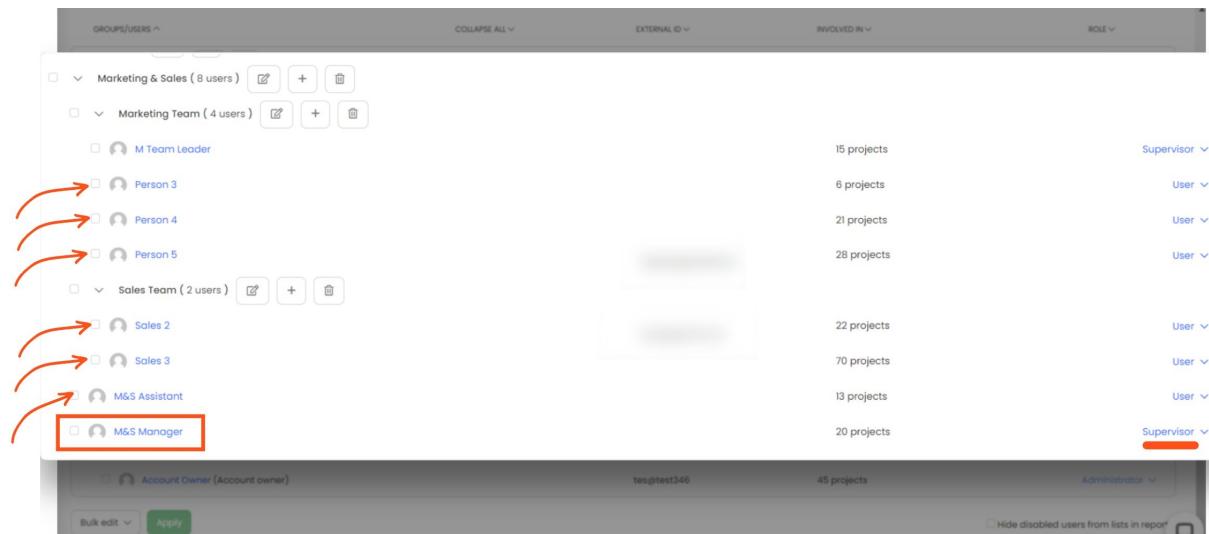
to them.

One user can be added to different groups as a Supervisor or Administrator and approve timesheets for users within all groups they are added to.

If the same user is added to one group as a Supervisor/Administrator and to another group as a User, they will be able to approve timesheets only for users from the groups they are added to as a Supervisor/Administrator.

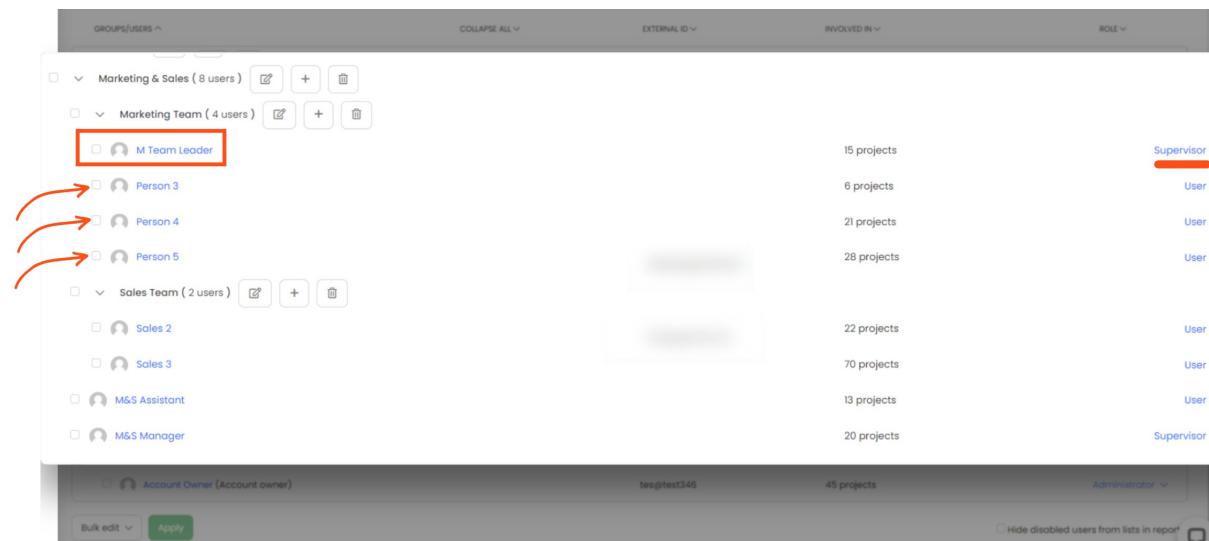
EXAMPLE:

In this example, the **M&S Manager** who is located in the “**Marketing&Sales**” parent group will be able to approve timesheets for all users within this group, as well as both the “**Sales Team**” and “**Marketing Team**” subgroups.



Group/User	Projects	Role
Marketing & Sales (8 users)	15 projects	Supervisor
Marketing Team (4 users)	6 projects	User
M Team Leader	21 projects	User
Person 3	28 projects	User
Person 4		User
Person 5		User
Sales Team (2 users)	22 projects	User
Sales 2	70 projects	User
Sales 3		User
M&S Assistant	13 projects	User
M&S Manager	20 projects	Supervisor
Account Owner (Account owner)	45 projects	Administrator

The **M Team Leader** will only be able to approve or reject the timesheets submitted by people from the **Marketing Team**.



Group/User	Projects	Role
Marketing & Sales (8 users)	15 projects	Supervisor
Marketing Team (4 users)	6 projects	User
M Team Leader	21 projects	User
Person 3	28 projects	User
Person 4		User
Person 5		User
Sales Team (2 users)	22 projects	User
Sales 2	70 projects	User
Sales 3		User
M&S Assistant	13 projects	User
M&S Manager	20 projects	Supervisor
Account Owner (Account owner)	45 projects	Administrator

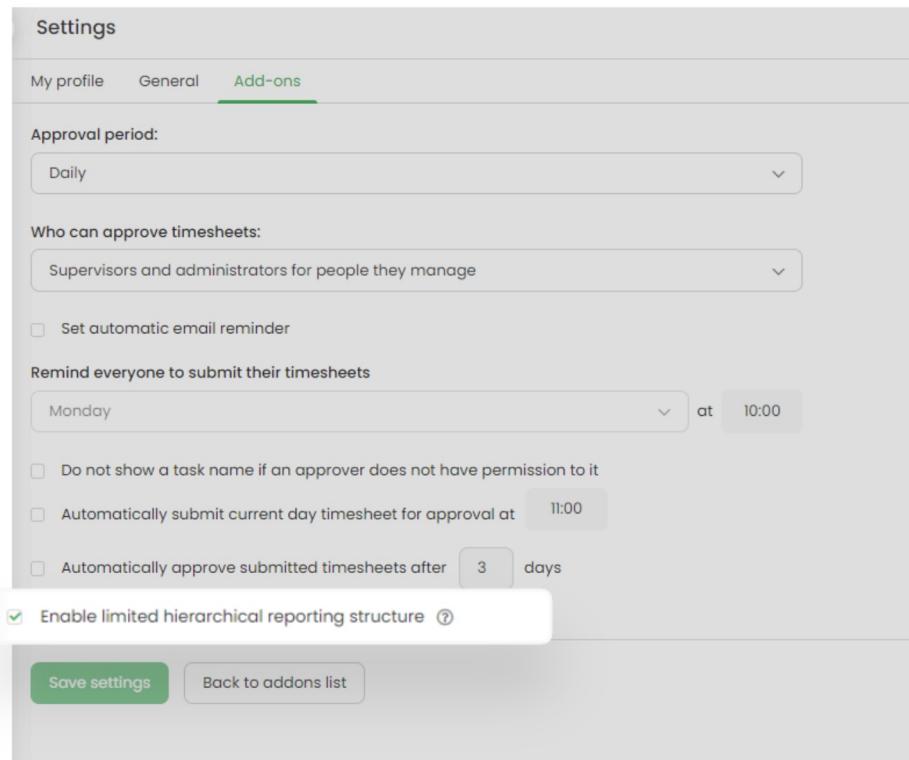
In the provided example timesheets submitted by **M Team Leader** can be approved only by the **Administrator**. The Administrator should be located in the same subgroup or in the parent group.

If there are no subgroups created and you have only one parent group, then permissions will work in the same way but only within this one group. Supervisors and Administrators will have access to the Timesheets of all users within this one group.

Enabling a limited hierarchical reporting structure

This advanced feature is the development of the **Supervisors and administrators for people they manage** option and work only with it.

If you selected TimeTracking Administrators for approving timesheets, this setting wouldn't be available.



After enabling such a feature, your Supervisors will be limited to approving timesheets only submitted by **Users**

within their group and submitted only by Supervisors from potential subgroups.

The task of approving timesheets for Users within subgroups will belong to Supervisors located in these subgroups.

Supervisors from parent groups will be responsible for approving timesheets of users from subgroups **only** if these subgroups do not include any Supervisors.

EXAMPLE:

Marketing&Sales is a parent group of 2 subgroups: Marketing Team and Sales Team.

The **M&S Manager** who is located in the “**Marketing&Sales**” parent group will be able to approve timesheets for all users within this group, all users within the “**Sales Team**” group (as there’s no Supervisor there), and timesheets submitted by the **M Team Leader**.

Group/User	Projects	Role
Marketing & Sales (8 users)	15 projects	Supervisor
Marketing Team (4 users)	6 projects	User
Marketing Team (4 users)	21 projects	User
Marketing Team (4 users)	28 projects	User
Sales Team (2 users)	22 projects	User
Sales Team (2 users)	70 projects	User
Sales Team (2 users)	13 projects	User
M&S Manager	20 projects	Supervisor
Account Owner (Account owner)	45 projects	Administrator

The **M Team Leader** will be able to approve or reject the timesheets submitted by people from the **Marketing Team** – and will be the only person with such permissions.

GROUPS/USERS ▾

COLLAPSE ALL ▾

EXTERNAL ID ▾

INVOLVED IN ▾

ROLE ▾

Group/Team	Users	Projects	Role
Marketing & Sales (8 users)			
Marketing Team (4 users)	M Team Leader, Person 3, Person 4, Person 5	15 projects, 6 projects, 21 projects, 28 projects	Supervisor, User, User, User
Sales Team (2 users)	Sales 2, Sales 3	22 projects, 70 projects	User, User
	M&S Assistant	13 projects	User
	M&S Manager	20 projects	Supervisor
Account Owner (Account owner) tes@test346 45 projects Administrator			
<input type="button" value="Bulk edit"/>		<input type="button" value="apply"/>	<input type="checkbox"/> Hide disabled users from lists in report

Red arrows point to the user entries: M Team Leader, Person 3, Person 4, and Person 5, which are all highlighted with a red box.