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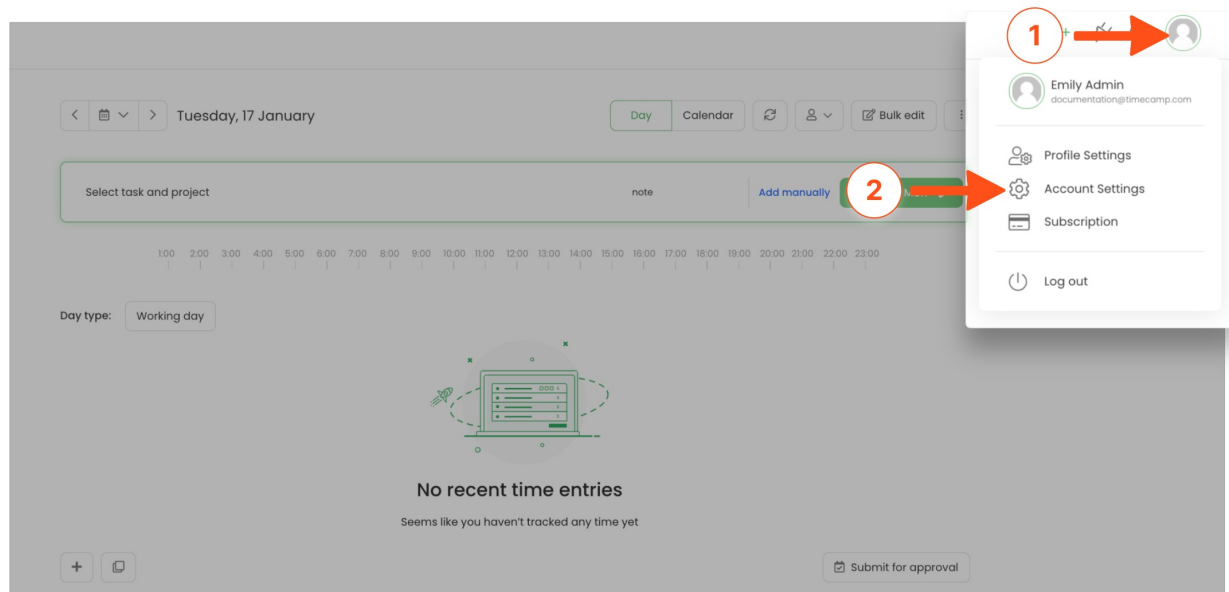
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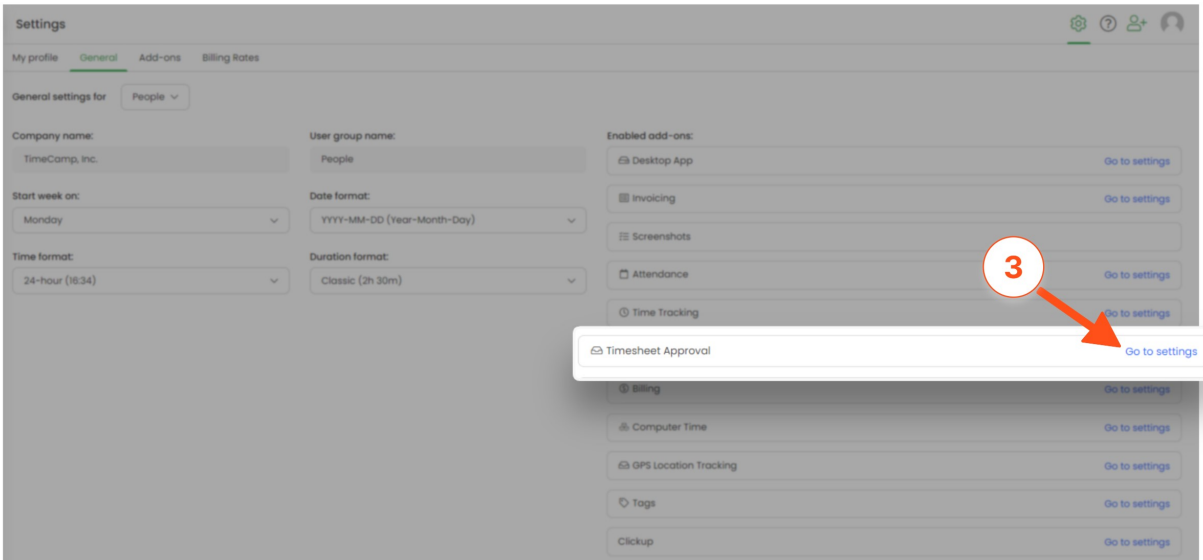
Who can approve timesheets?

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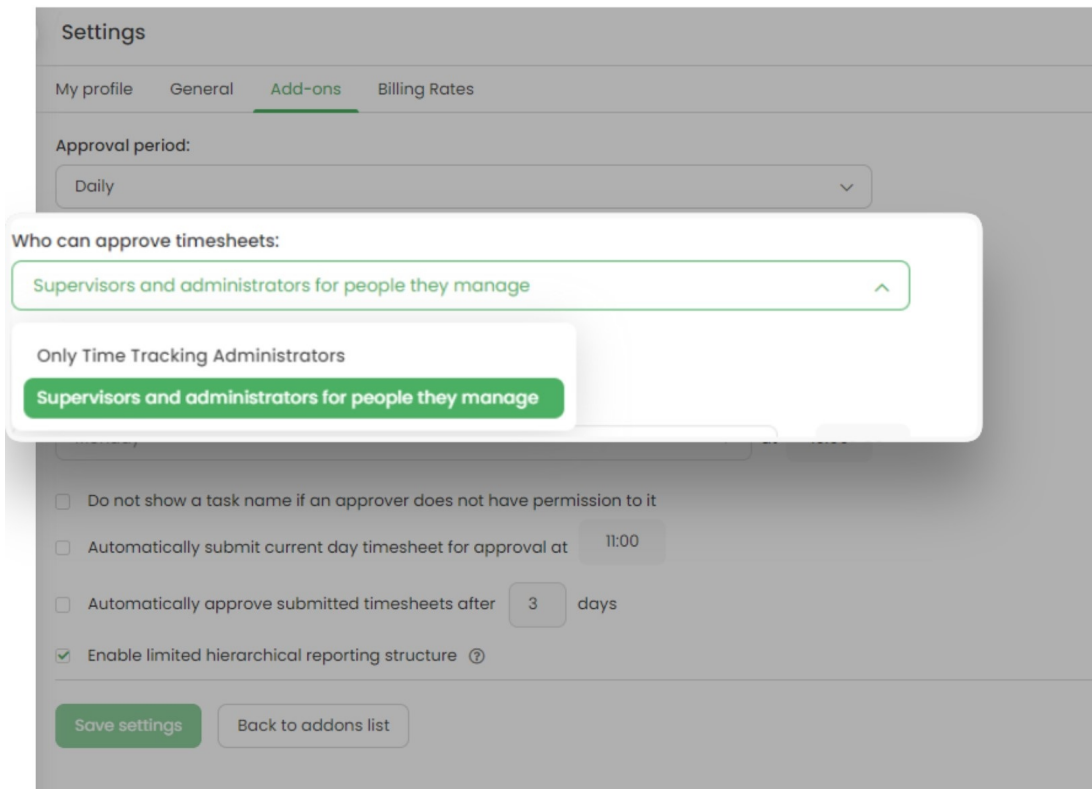
Our Timesheet Approvals feature allows you to choose who is in charge of approving or rejecting timesheets. You can decide who's going to have the ability to approve timesheets by adjusting the “**Who can approve timesheets**” setting. Click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Timesheet Approvals settings**.





There are two available options:

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



Time Tracking Administrators

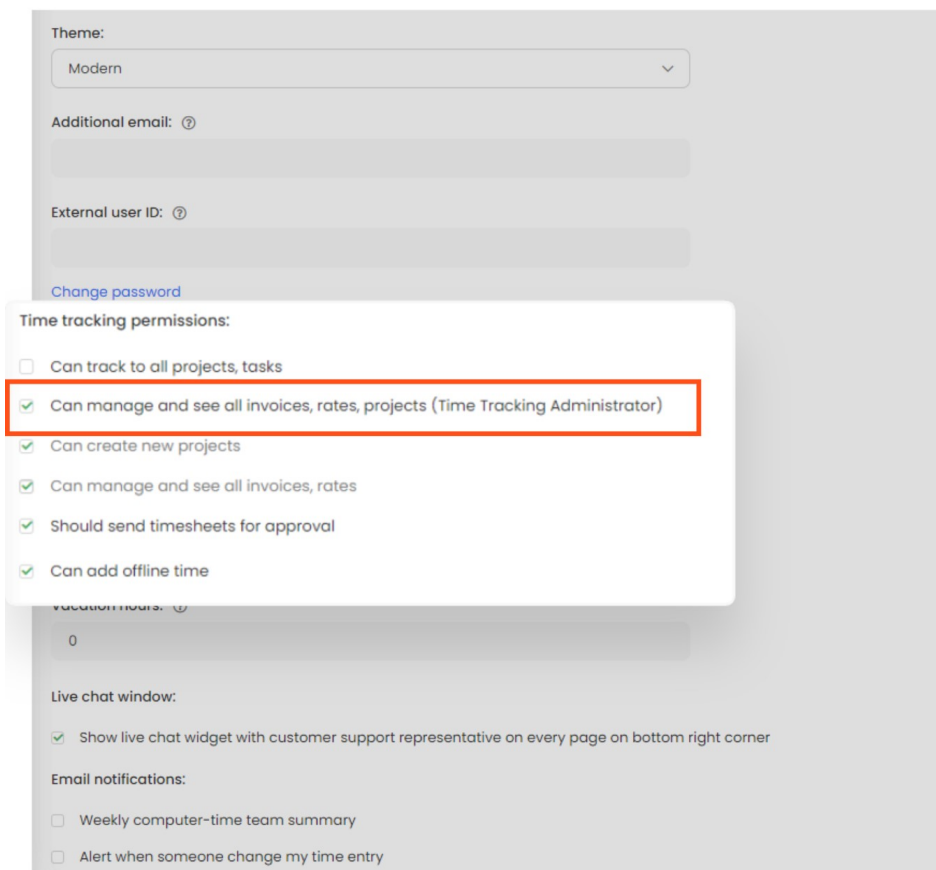
Administrators are granted the Time Tracking Administrator permission automatically.

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.



The image shows a user profile settings page with a modal window for 'Time tracking permissions'. The modal contains a list of permissions with checkboxes. The permission 'Can manage and see all invoices, rates, projects (Time Tracking Administrator)' is checked and highlighted with a red box. Other permissions include 'Can track to all projects, tasks', 'Can create new projects', 'Can manage and see all invoices, rates', 'Should send timesheets for approval', and 'Can add offline time'. The background page shows fields for 'Theme' (Modern), 'Additional email', 'External user ID', 'Change password', 'Vacation hours', 'Live chat window', and 'Email notifications'.

Theme: Modern

Additional email: @

External user ID: ?

[Change password](#)

Time tracking permissions:

- Can track to all projects, tasks
- Can manage and see all invoices, rates, projects (Time Tracking Administrator)
- Can create new projects
- Can manage and see all invoices, rates
- Should send timesheets for approval
- Can add offline time

Vacation hours: @

0

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

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.

GROUPS/USERS	COLLAPSE ALL	EXTERNAL ID	INVOLVED IN	ROLE
Marketing & Sales (8 users)				
Marketing Team (4 users)				
M Team Leader			15 projects	Supervisor
Person 3			6 projects	User
Person 4			21 projects	User
Person 5			28 projects	User
Sales Team (2 users)				
Sales 2			22 projects	User
Sales 3			70 projects	User
M&S Assistant			13 projects	User
M&S Manager			20 projects	Supervisor
Account Owner (Account owner)		tes@test348	45 projects	Administrator

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

GROUPS/USERS	COLLAPSE ALL	EXTERNAL ID	INVOLVED IN	ROLE
Marketing & Sales (8 users)				
Marketing Team (4 users)				
M Team Leader			15 projects	Supervisor
Person 3			6 projects	User
Person 4			21 projects	User
Person 5			28 projects	User
Sales Team (2 users)				
Sales 2			22 projects	User
Sales 3			70 projects	User
M&S Assistant			13 projects	User
M&S Manager			20 projects	Supervisor
Account Owner (Account owner)		tes@test348	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.

The screenshot shows the 'Settings' page with the 'Add-ons' tab selected. The 'Approval period' is set to 'Daily'. The 'Who can approve timesheets' dropdown is set to 'Supervisors and administrators for people they manage'. There are several other options: 'Set automatic email reminder' (unchecked), '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' (unchecked), 'Automatically submit current day timesheet for approval at 11:00' (unchecked), and 'Automatically approve submitted timesheets after 3 days' (unchecked). The 'Enable limited hierarchical reporting structure' option is checked and highlighted with a white tooltip. At the bottom, there are 'Save settings' and 'Back to addons list' buttons.

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**.

GROUPS/USERS	COLLAPSE ALL	EXTERNAL ID	INVOLVED IN	ROLE
Marketing & Sales (8 users)				
Marketing Team (4 users)				
M Team Leader			15 projects	Supervisor
Person 3			6 projects	User
Person 4			21 projects	User
Person 5			28 projects	User
Sales Team (2 users)				
Sales 2			22 projects	User
Sales 3			70 projects	User
M&S Assistant			13 projects	User
M&S Manager			20 projects	Supervisor

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 ↓

- Marketing & Sales (8 users)
 - Marketing Team (4 users)
 - M Team Leader** (15 projects) Supervisor
 - Person 3 (6 projects) User
 - Person 4 (21 projects) User
 - Person 5 (28 projects) User
 - Sales Team (2 users)
 - Sales 2 (22 projects) User
 - Sales 3 (70 projects) User
 - M&S Assistant (13 projects) User
 - M&S Manager (20 projects) Supervisor

Account Owner (Account owner) | tes@rest348 | 45 projects | Administrator

Bulk edit | APPLY | Hide disabled users from lists in report

