

Welcome to TimeCamp Help!

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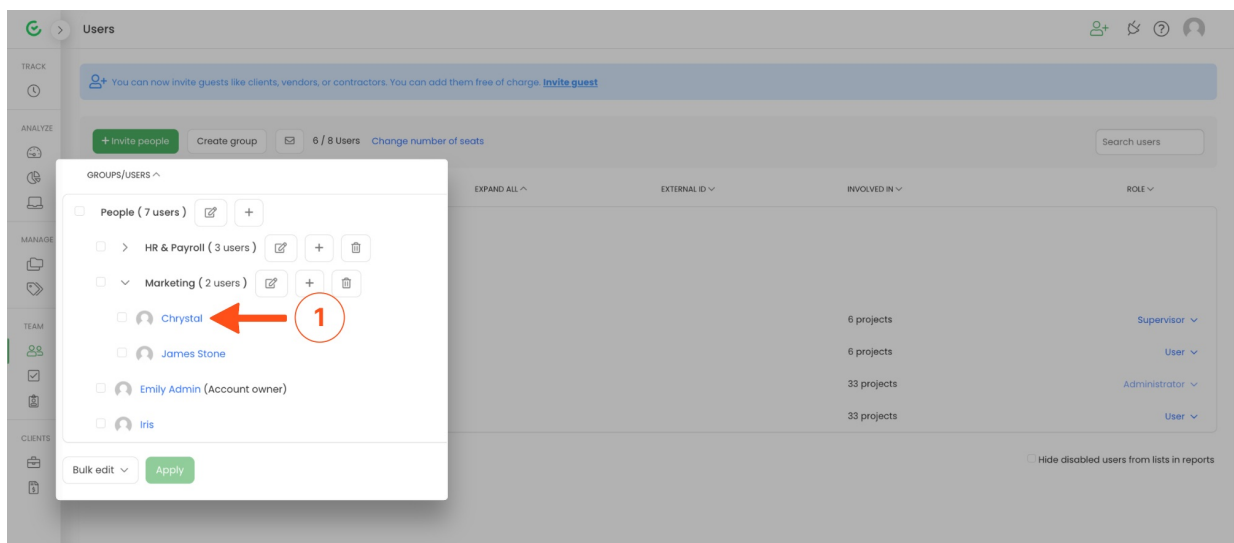
Turn off the approvals feature for specific users

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.

Only the **Administrator** of account can manage this setting. Users and Supervisors can't change it for themselves.

All you have to do is to turn off the option **Should send timesheets for approval** in the user's profile settings.

To do that navigate to the **Users** module on the left side menu and click on the user's name to open their profile settings. Next, scroll down to the Time tracking permissions section and remove a tick from the checkbox next to the **Should send timesheets for approval**. Don't forget to **Save** your changes.



The image shows a user profile settings page. On the left is a sidebar with icons for TRACK, ANALYZE, MANAGE, TEAM, and CLIENTS. The main content area contains the following fields:

- Full name: Chrystal
- Language: English (English)
- Theme: Modern
- Distance unit:
- Additional email: ?
- External user ID: ?
- Change password
- Time tracking permissions:
 - ☐ Can track 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

A red circle with the number '2' and an arrow points to the 'Should send timesheets for approval' checkbox.

If the option is disabled, user won't have to submit a timesheet and won't receive any notifications regarding submitting their timesheet.

Users who should not submit their timesheets won't be visible on the list of users in the Timesheet Approvals module. In addition, such users won't see the button Submit for Approval on their Timesheet.

We don't provide a bulk edit option here, profile settings should be adjusted for each user separately.