Welcome to TimeCamp Help!

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Submit Timesheet

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Timesheets can be submitted by all users and can be approved by Administrators or Supervisors assigned to specific groups of users.

> If the Timesheet is submitted or already approved it is not possible to edit its time. To view approved Timesheets navigate to the Timesheet Approvals module and click on its status.
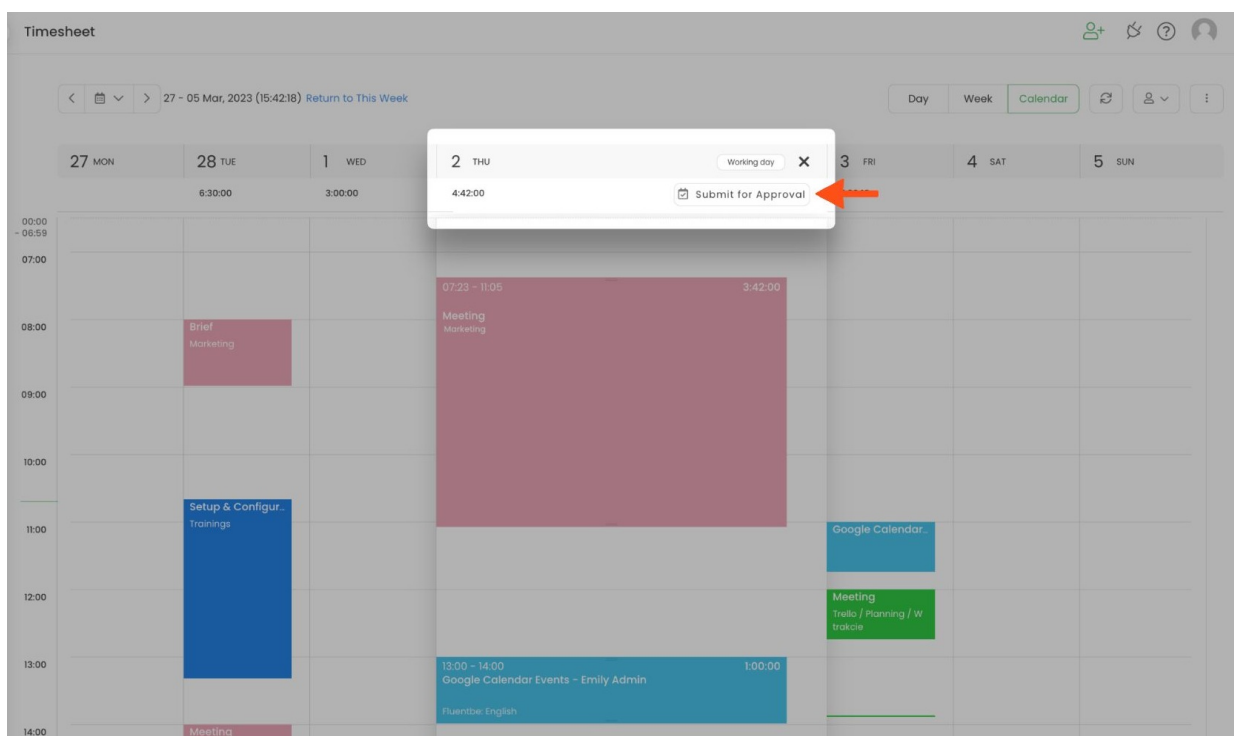
Submit a day

To manually submit a day for approval navigate to your Timesheet and click on the **Submit for approval** button. Make sure that your timesheet has all the correct time entries!

In a **Day view** button is located in the bottom right corner under your time entries. Submit each day separately.
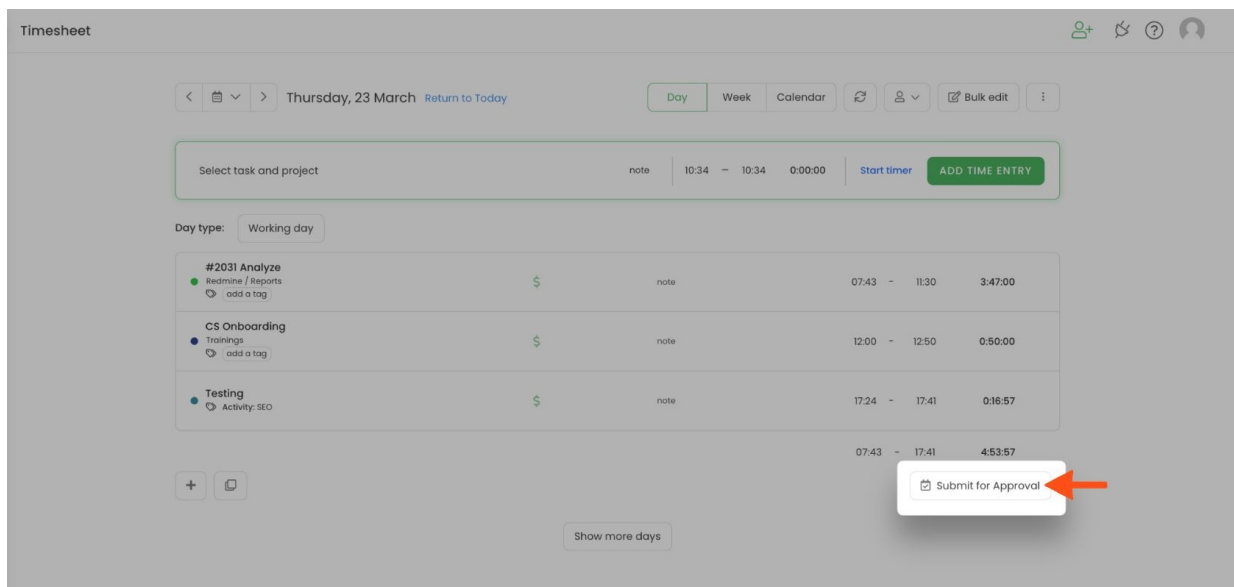
In a **Calendar view** button is located next to the selected day. Click on the specific day column and the submit button will appear next to its date in the top part of the column.

In a **Week view** button is located next to each date in the top part of a day column. Submit each day separately.
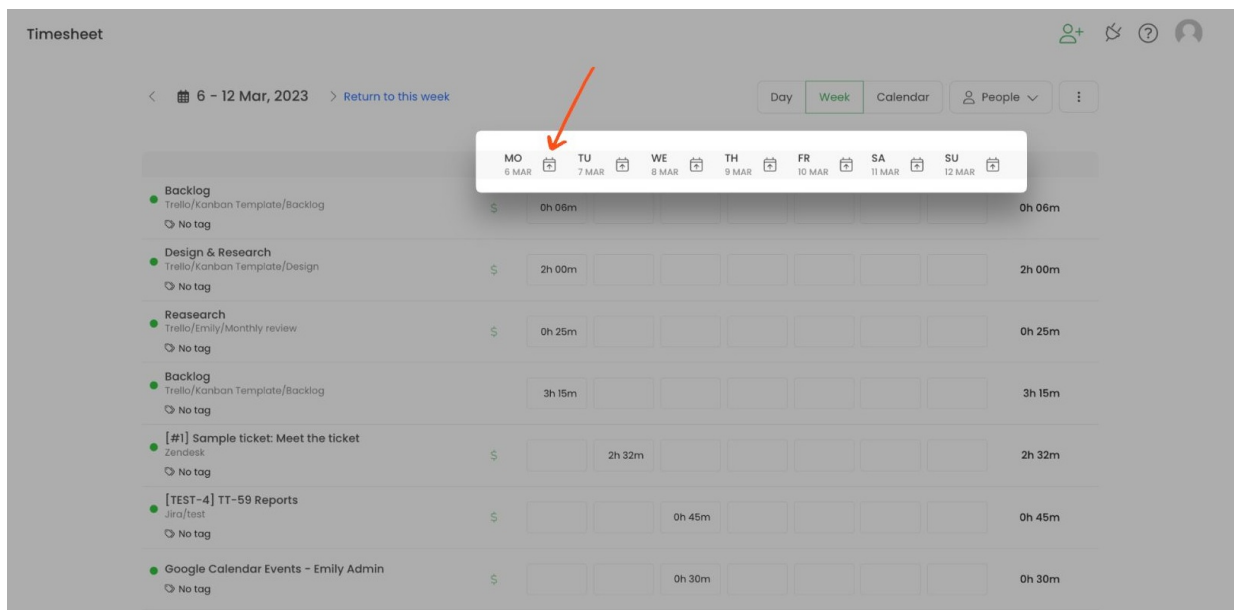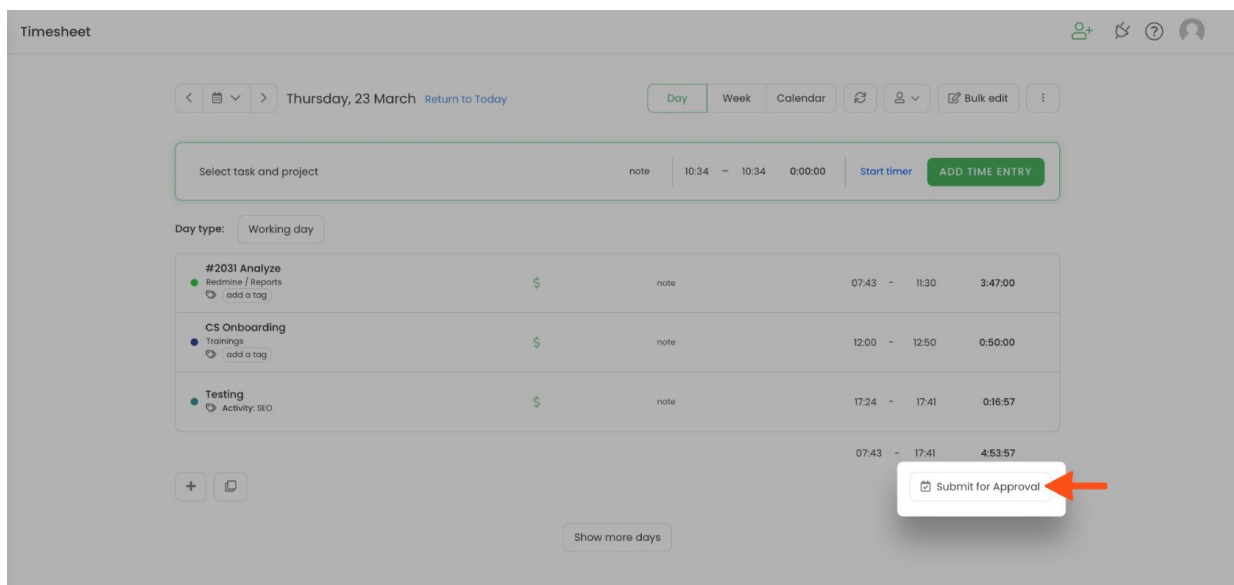
> If you can't find "Submit for approval" button on your Timesheet, please contact your Administrator to check if the option **Should send timesheets for approval** is enabled in your profile settings.
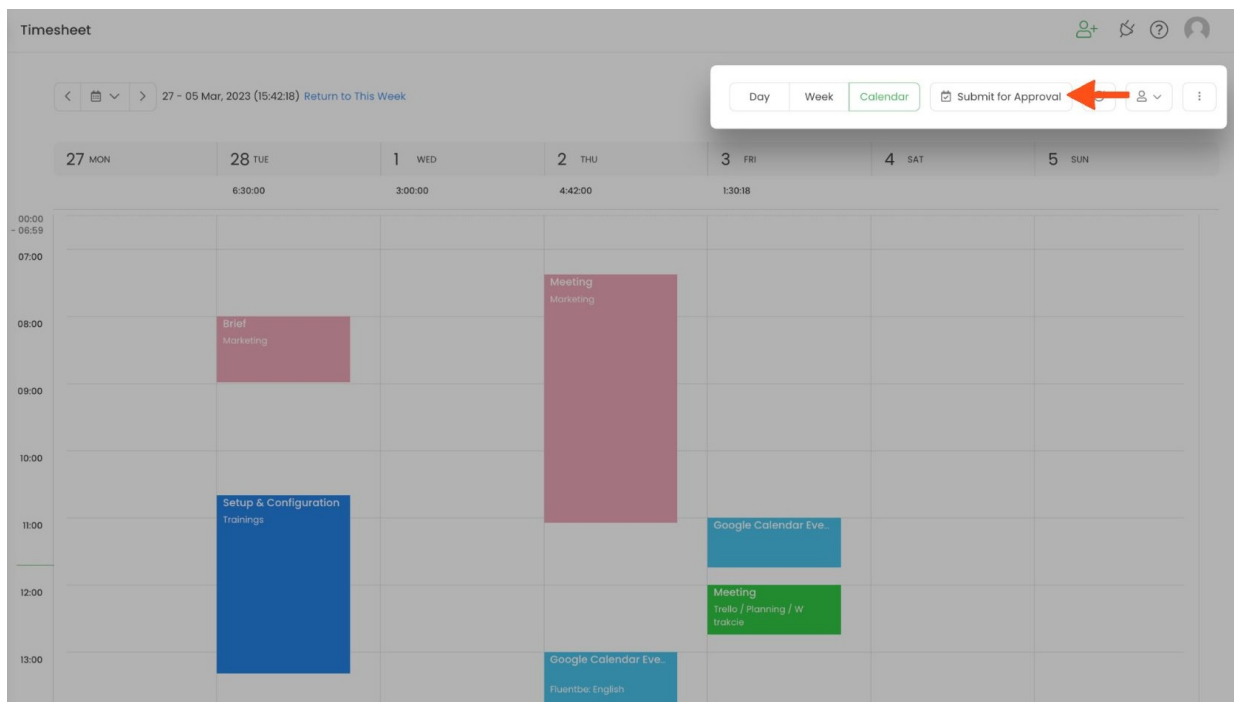
Submit a week

To manually submit a week for approval navigate to your Timesheet and click on the **Submit for approval** button. Make sure that your timesheet has all the correct time entries!
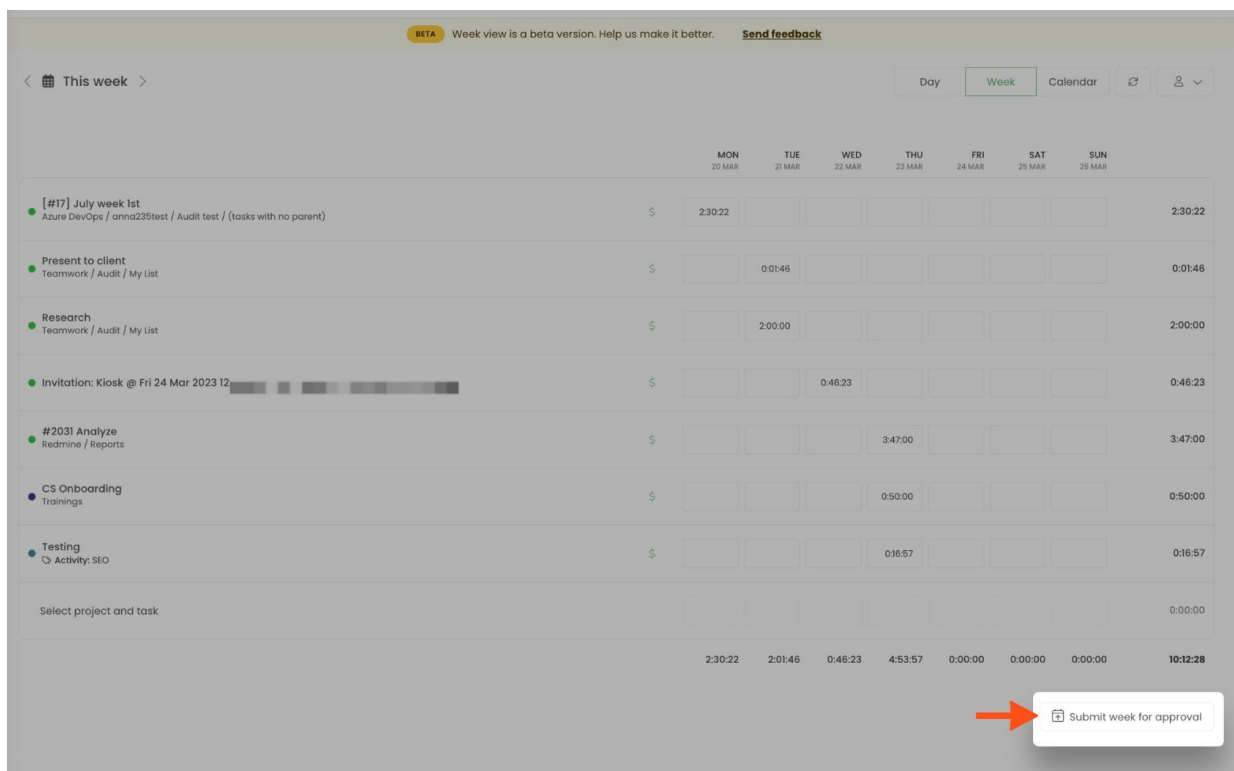
In a **Day view** click on the "Submit for Approval" button on any day so the entire week will be submitted.

In a **Calendar view** button is located in the top menu bar next to view navigation. It will submit the entire week.

In a **Week view** button is located in the bottom right corner under time entries table. It will submit the entire week.

If you can't find "Submit for approval" button on your Timesheet, please contact your Administrator to check if option **Should send timesheets for approval** is enabled in your profile settings.
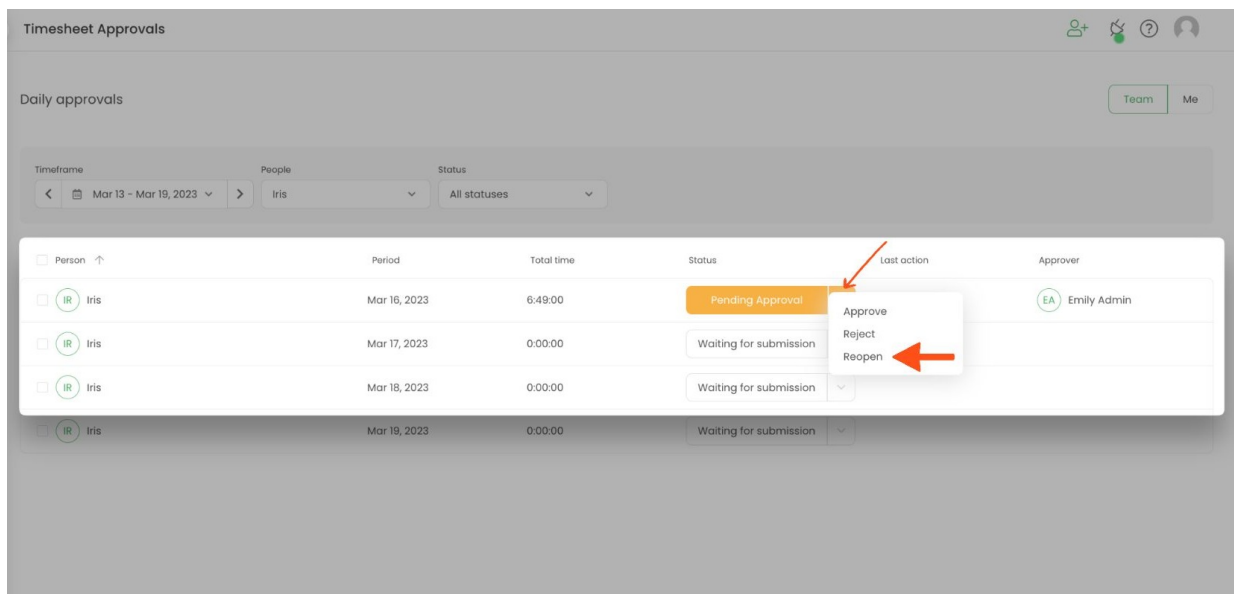
Edit submitted timesheet

If you would like to add or change anything in your timesheet before it gets approved or rejected, you can reopen it. To do that, click on the yellow **Pending Approval - Reopen button**, it is located in the same place as "Submit for Approval" button. Now you can input changes to your timesheet.
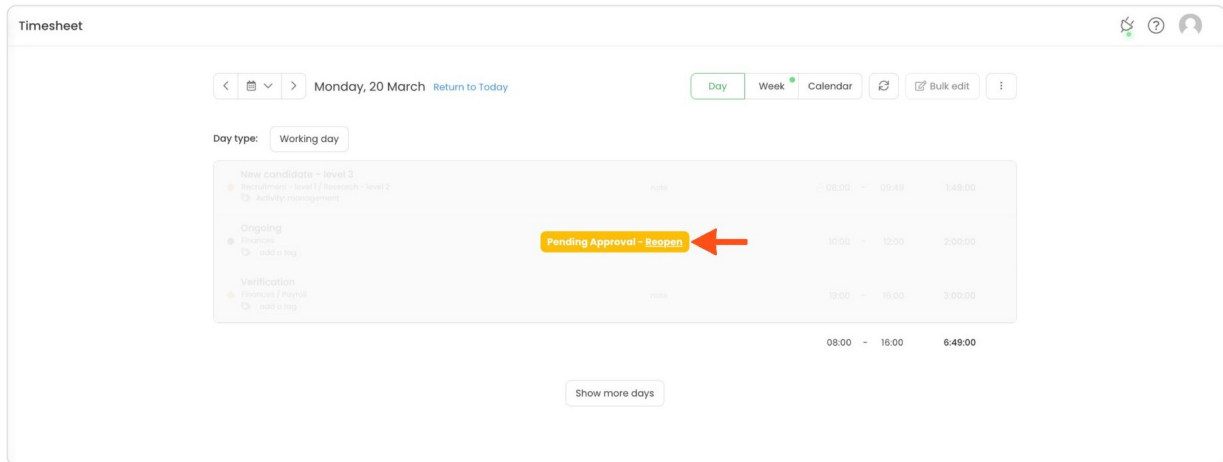
After reopening the timesheet, remember to submit it for approval again!

Optionally the approver can also reopen the timesheet within the Approvals view. Navigate to the Timesheet Approvals module on the left side menu and **click on the arrow** next to the timesheet status. Select **Reopen** from the menu.

If timesheet is already approved, **only the approver is able to reopen it.**

Important! Submitted and approved timesheets can't be edited. If you would like to change your time entries, please reopen the timesheet first.

Please keep in mind, that the option to edit or delete time is available only on Timesheet. The Timesheet Approvals view doesn't contain such feature.