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Approve Timesheet

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After users submit their timesheets, the Administrator or Supervisor can view their timesheet and approve it or reject it. Each action can be supported by a comment.

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.

Review timesheet

To check the submitted timesheets navigate to the Timesheet Approvals module on the left side menu. Use a **date range filter** and **people picker** to search the target timesheet. Optionally you can also use the Status filter to get only submitted timesheets or also timesheets awaiting submission.

To view someone's timesheet **click on the status** next to the selected user and date, e.g **Pending Approval**.

Timesheet Approvals

Daily approvals

Timeframe: Mar 13 - Mar 19, 2023 | People: Iris | Status: All statuses

| Person | Period | Total time | Status | Last action | Approver |
|--------|--------------|------------|------------------------|--------------|-------------|
| Iris | Mar 16, 2023 | 6:49:00 | Pending Approval | about 1 hour | Emily Admin |
| Iris | Mar 17, 2023 | 0:00:00 | Waiting for submission | | |
| Iris | Mar 18, 2023 | 0:00:00 | Waiting for submission | | |
| Iris | Mar 19, 2023 | 0:00:00 | Waiting for submission | | |

You'll see the list of time entries added by this user within the selected and submitted period.

Timesheet Approvals

Iris
Weekly Approvals - Mar 16, 2023 - 6:49:00 Total
Status: Pending

[View full timesheet](#)

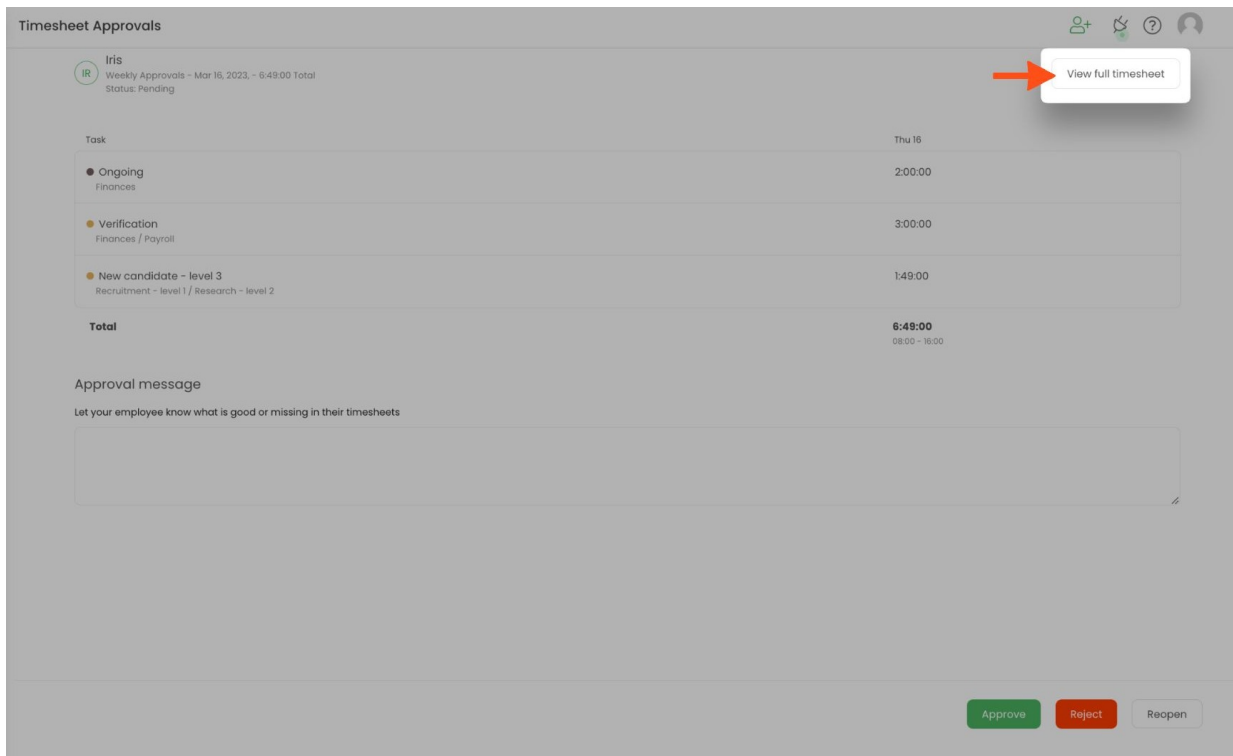
| Task | Thu 16 |
|--|---------------------------------|
| <ul style="list-style-type: none"> Ongoing Finances | 2:00:00 |
| <ul style="list-style-type: none"> Verification Finances / Payroll | 3:00:00 |
| <ul style="list-style-type: none"> New candidate - level 3 Recruitment - level 1 / Research - level 2 | 1:49:00 |
| Total | 6:49:00 08:00 - 16:00 |

Approval message

Let your employee know what is good or missing in their timesheets

[Approve](#) [Reject](#) [Reopen](#)

Optionally you can click on the **View full timesheet** button to be redirected to the full Timesheet view of this user.



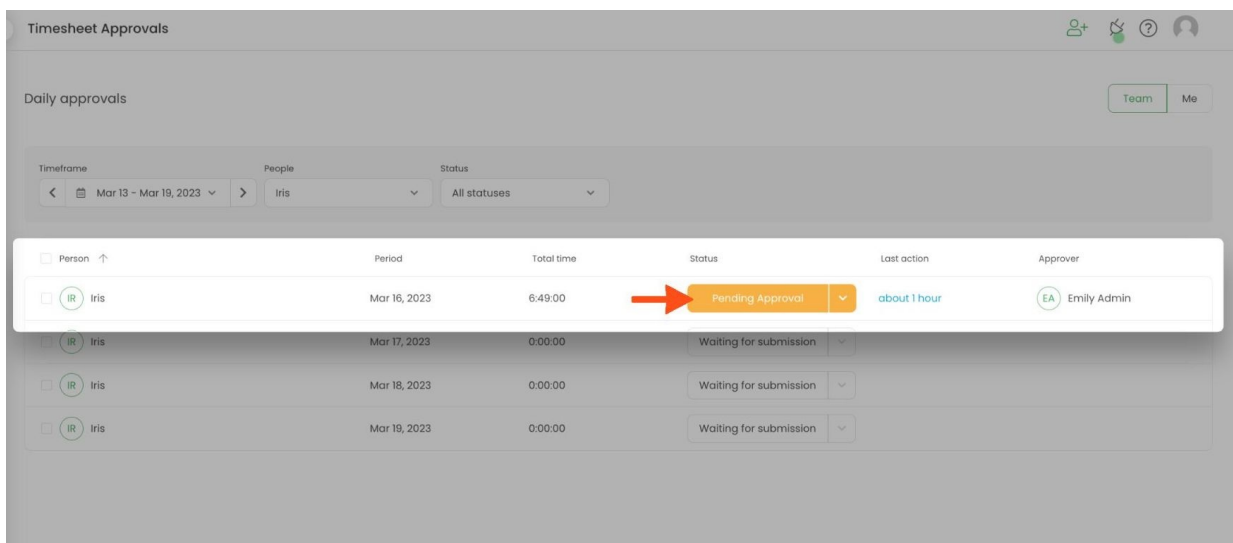
Approve timesheet

Approved timesheet will be closed and user won't be able to edit it or reopen it for editing.

If you want to approve a timesheet, navigate to the Timesheet Approvals tab on the left-side menu.

Step 1

Find the submitted timesheet and **click on the status button e.g Pending Approval** to open it.



Step 2

At the bottom of the page, you will see a field called Approval message where you can optionally leave a note for the user.

The screenshot shows the 'Timesheet Approvals' interface for a user named Iris. The status is 'Pending' and the total time is 6:49:00. The task list is as follows:

| Task | Time |
|---|---------------------------------|
| Ongoing Finances | 2:00:00 |
| Verification Finances / Payroll | 3:00:00 |
| New candidate - level 3 Recruitment - level 1 / Research - level 2 | 1:49:00 |
| Total | 6:49:00 08:00 - 16:00 |

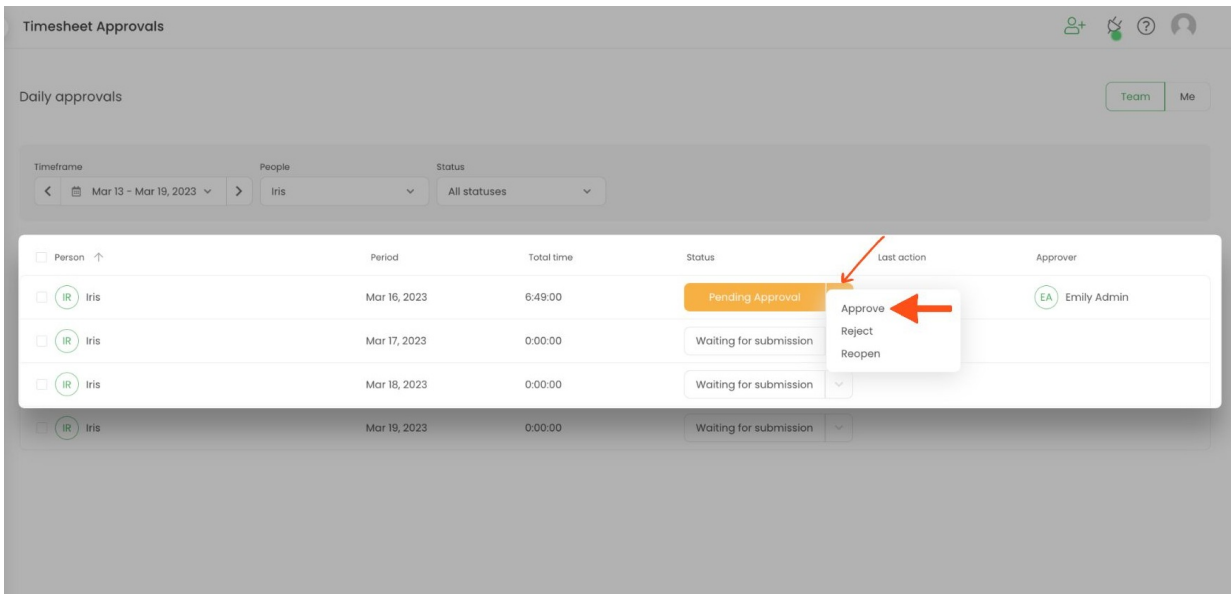
Below the task list is an 'Approval message' field with the text: 'Let your employee know what is good or missing in their timesheets'. A red arrow points to this field. At the bottom right, there are three buttons: 'Approve' (green), 'Reject' (red), and 'Reopen' (grey).

Step 3

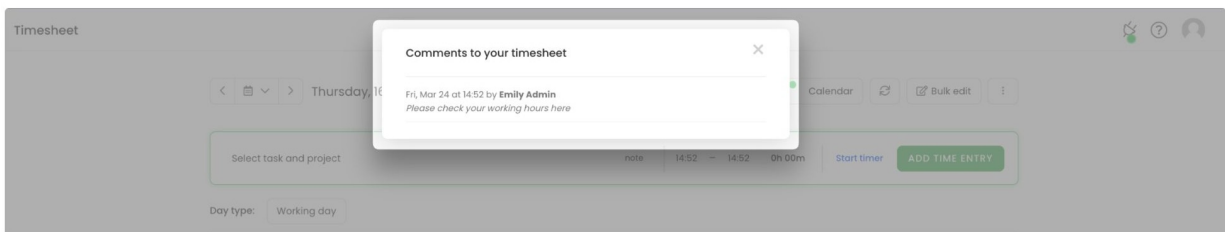
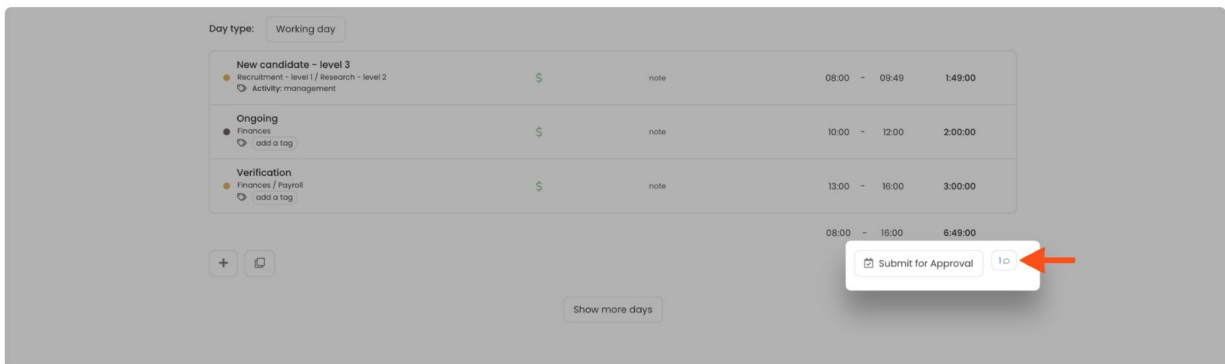
Next, click on the green **Approve** button.

This screenshot is identical to the previous one, but with a red arrow pointing to the green 'Approve' button at the bottom right of the interface.

The second easy way to approve a timesheet is to **click on the small arrow** next to the approval status and select an **Approve** option. This way doesn't provide an option to leave a note.



Optionally leave a comment on the approved timesheet. Note will be visible on the user's Timesheet in the bottom right corner next to the Submit for approval button.



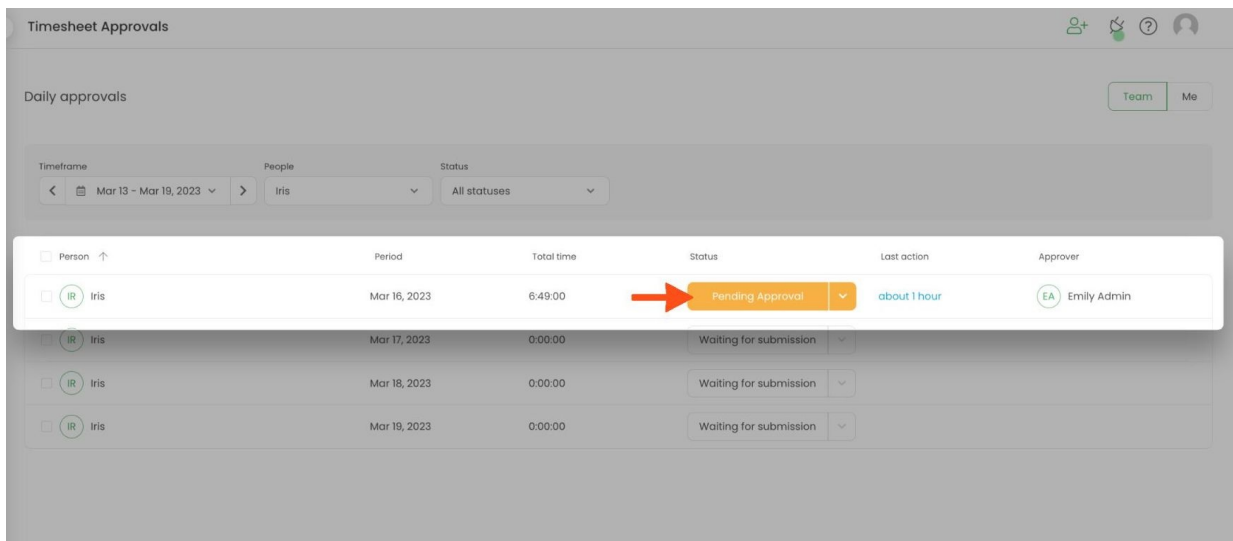
Reject timesheet

Rejected timesheet will be opened and user will be able to edit it and submit it for approval again.

If you want to reject a timesheet, navigate to the Timesheet Approvals tab on the left-side menu.

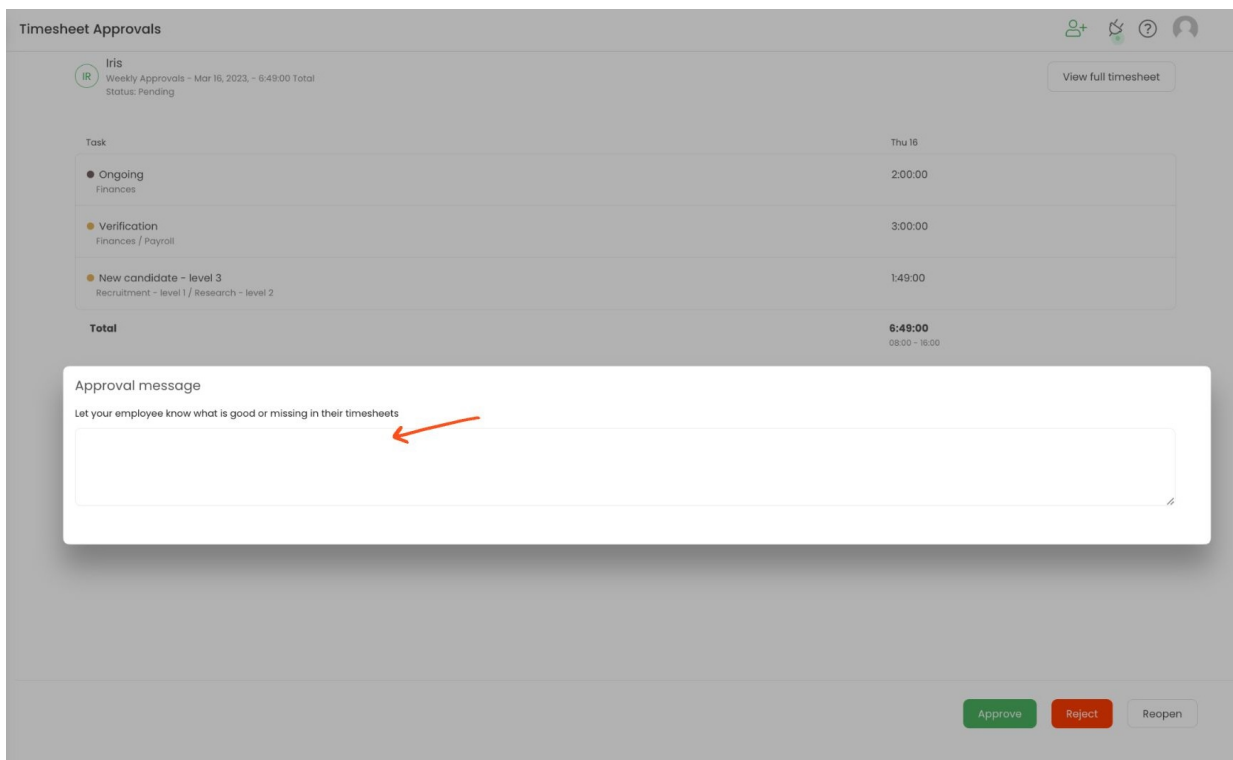
Step 1

Find the submitted timesheet and click on the status button e.g Pending Approval to open the timesheet.



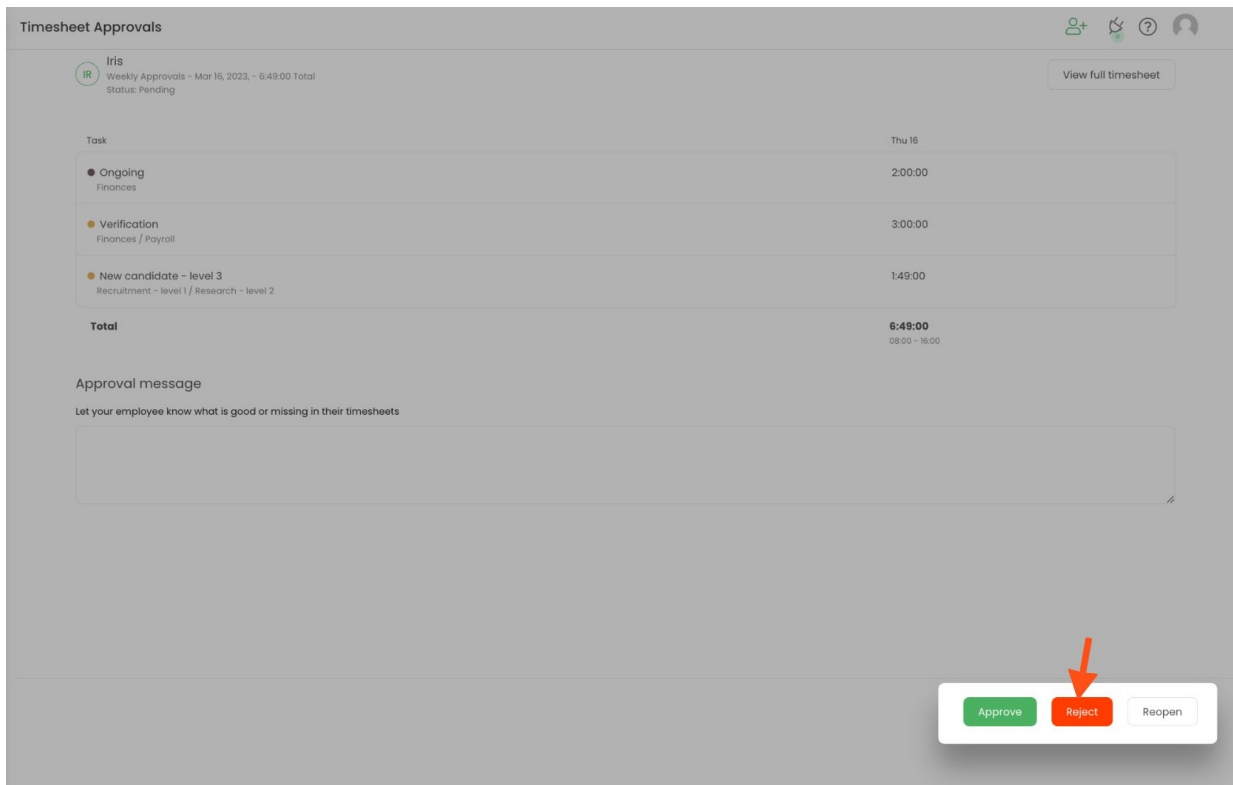
Step 2

At the bottom of the page, you will see a field called Approval message where you can optionally leave a note for the user.

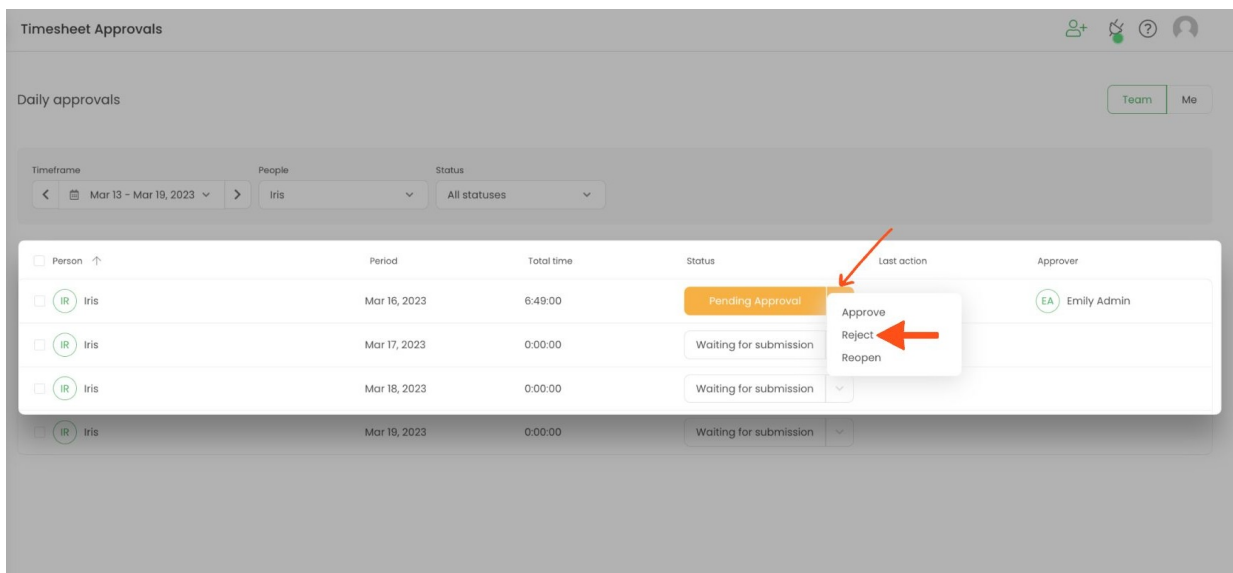


Step 3

Next, click on the red Reject button.



The second easy way to reject a timesheet is to **click on the small arrow** next to the approval status and select the **Reject** option. This way doesn't provide an option to leave a note.



Optionally leave a comment on the approved timesheet. Note will be visible on the user's Timesheet in the bottom right corner next to the Submit for approval button.

Day type: Working day

| | | | | | | |
|--|----|------|-------|---|-------|---------|
| New candidate - level 3 Recruitment - level 1 / Research - level 2 Activity: management | \$ | note | 08:00 | - | 09:49 | 1:49:00 |
| Ongoing Finances add a tag | \$ | note | 10:00 | - | 12:00 | 2:00:00 |
| Verification Finances / Payroll add a tag | \$ | note | 13:00 | - | 16:00 | 3:00:00 |

08:00 - 16:00 6:48:00

+ [icon]

Submit for Approval [icon]

Show more days

Timesheet

Thursday, 16

Comments to your timesheet

Fri, Mar 24 at 14:52 by Emily Admin
Please check your working hours here

Select task and project note 14:52 - 14:52 On 60m Start timer ADD TIME ENTRY

Day type: Working day