

# Welcome to TimeCamp Help!

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## Approve Timesheet

### In this article:

- [Review timesheet](#)
- [Approve timesheet](#)
- [Reject timesheet](#)

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

Team

Me

Daily approvals

Timeframe

<

Mar 13 - Mar 19, 2023

>

People

Iris

Status

All statuses

Person	Period	Total time	Status	Last action	Approver
<input type="checkbox"/> Iris	Mar 16, 2023	6:49:00	<div>Pending Approval</div>	about 1 hour	Emily Admin
<input type="checkbox"/> Iris	Mar 17, 2023	0:00:00	Waiting for submission		
<input type="checkbox"/> Iris	Mar 18, 2023	0:00:00	Waiting for submission		
<input type="checkbox"/> 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
<div>Ongoing</div> <div>Finances</div>	2:00:00
<div>Verification</div> <div>Finances / Payroll</div>	3:00:00
<div>New candidate - level 3</div> <div>Recruitment - level 1 / Research - level 2</div>	1:49:00
<b>Total</b>	<b>6:49:00</b> 08:00 - 16:00

Approval message

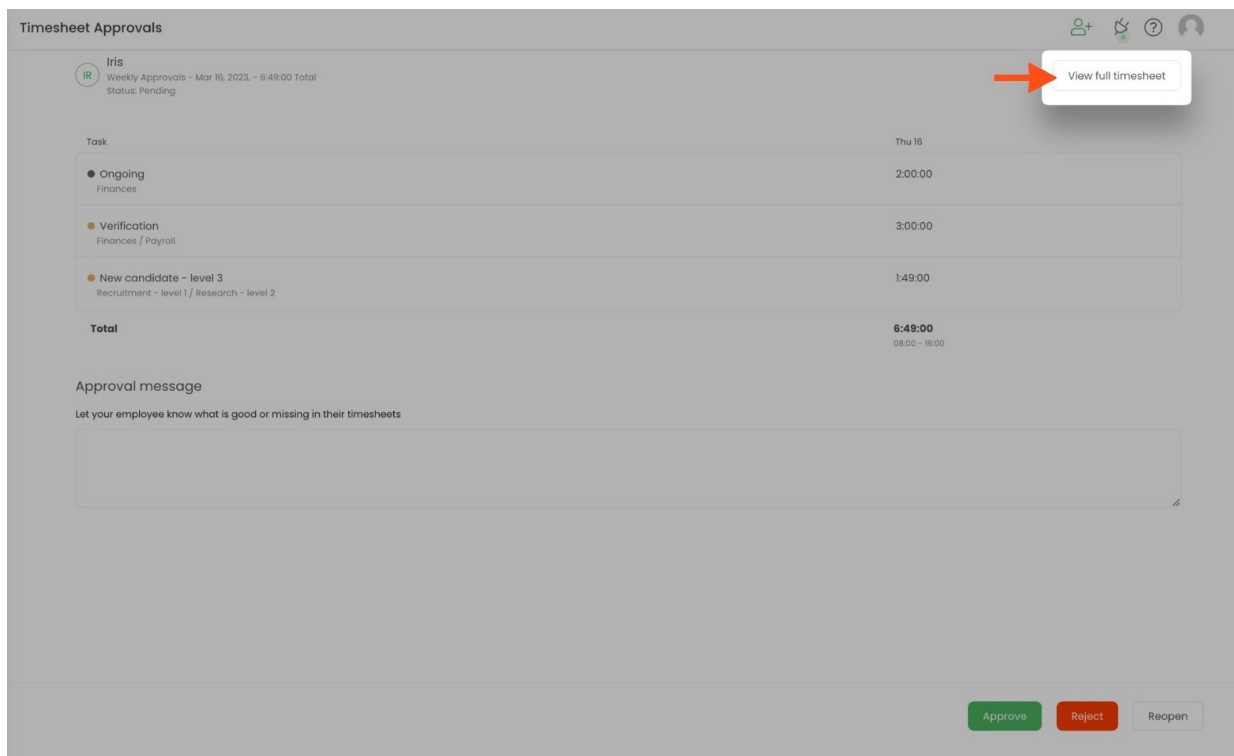
Let your employee know what is good or missing in their timesheets

Approve

Reject

Reopen

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



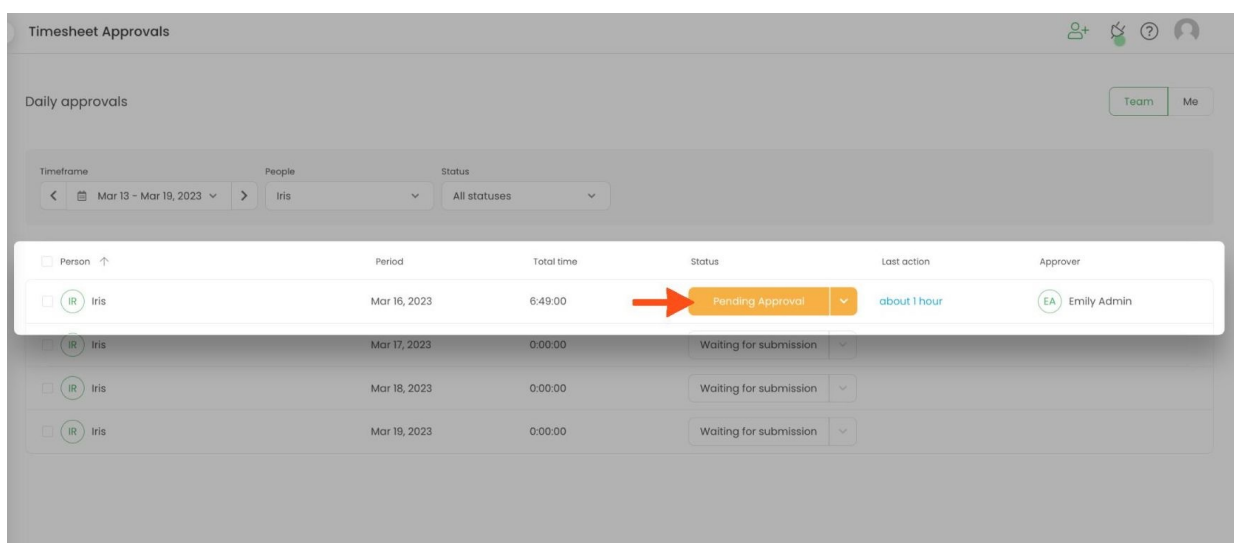
## Approve timesheet

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.

**Timesheet Approvals**

 **Iris**  
Weekly Approvals - Mar 16, 2023, - 6:49:00 Total  
Status: Pending View full timesheet

Task	Thu 16
● Ongoing Finances	2:00:00
● Verification Finances / Payroll	3:00:00
● New candidate - level 3 Recruitment - level 1 / Research - level 2	1:49:00
<b>Total</b>	<b>6:49:00</b> 08:00 - 16:00





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


Approve Reject Reopen

### Step 3

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

**Timesheet Approvals**

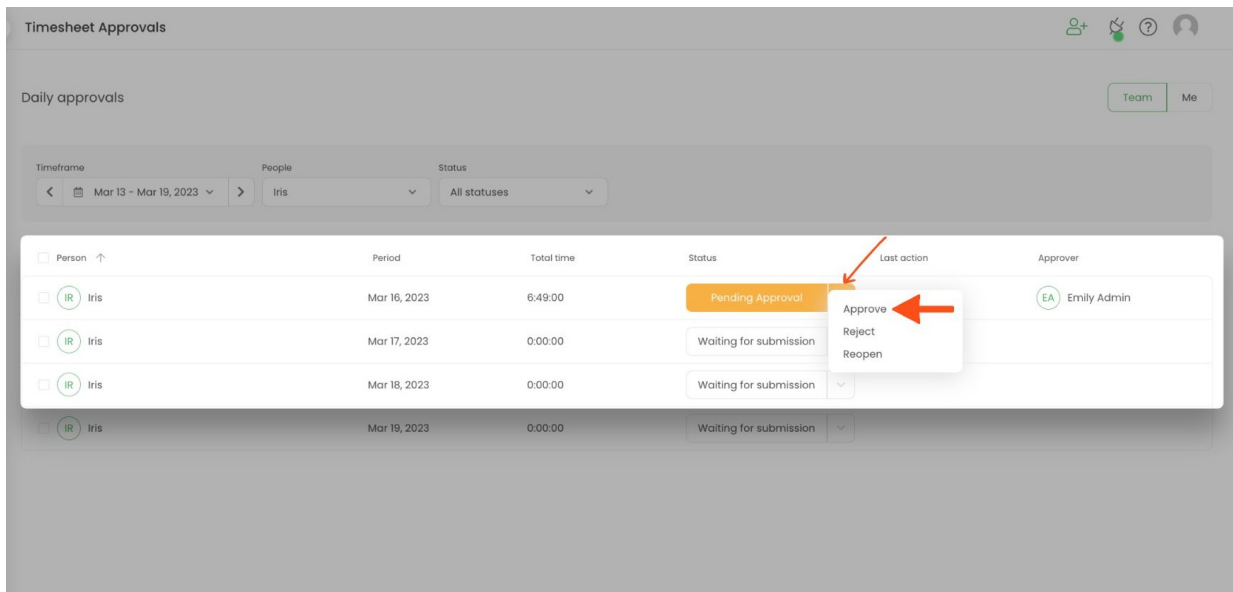
 **Iris**  
Weekly Approvals - Mar 16, 2023, - 6:49:00 Total  
Status: Pending View full timesheet

Task	Thu 16
● Ongoing Finances	2:00:00
● Verification Finances / Payroll	3:00:00
● New candidate - level 3 Recruitment - level 1 / Research - level 2	1:49:00
<b>Total</b>	<b>6:49:00</b> 08:00 - 16:00

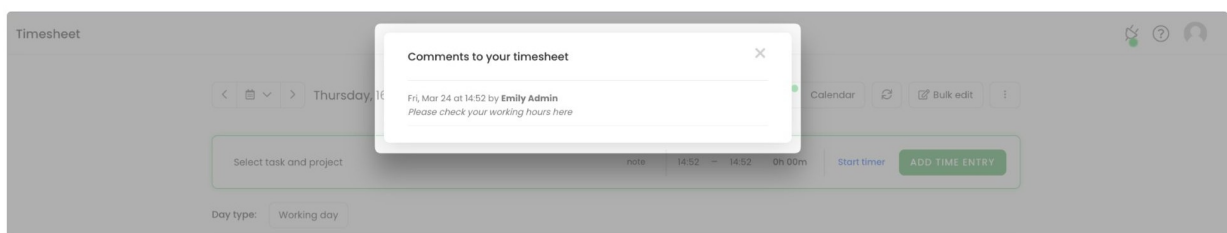
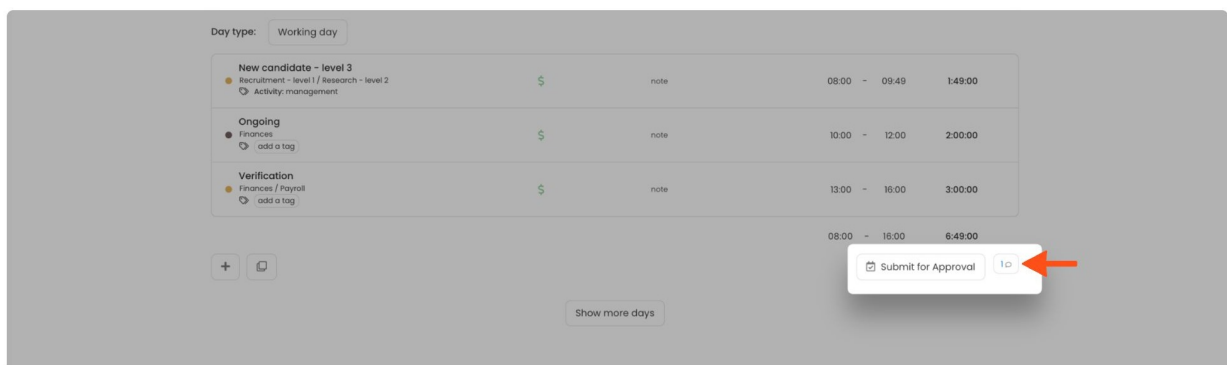
**Approval message**  
Let your employee know what is good or missing in their timesheets

Approve Reject Reopen

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.



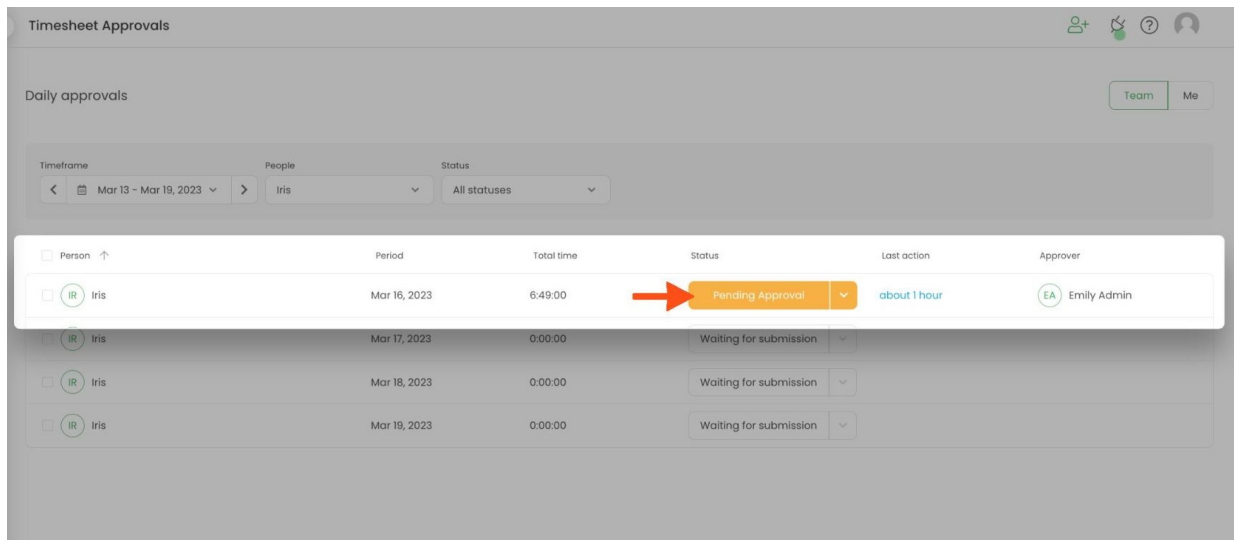
## Reject timesheet

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.

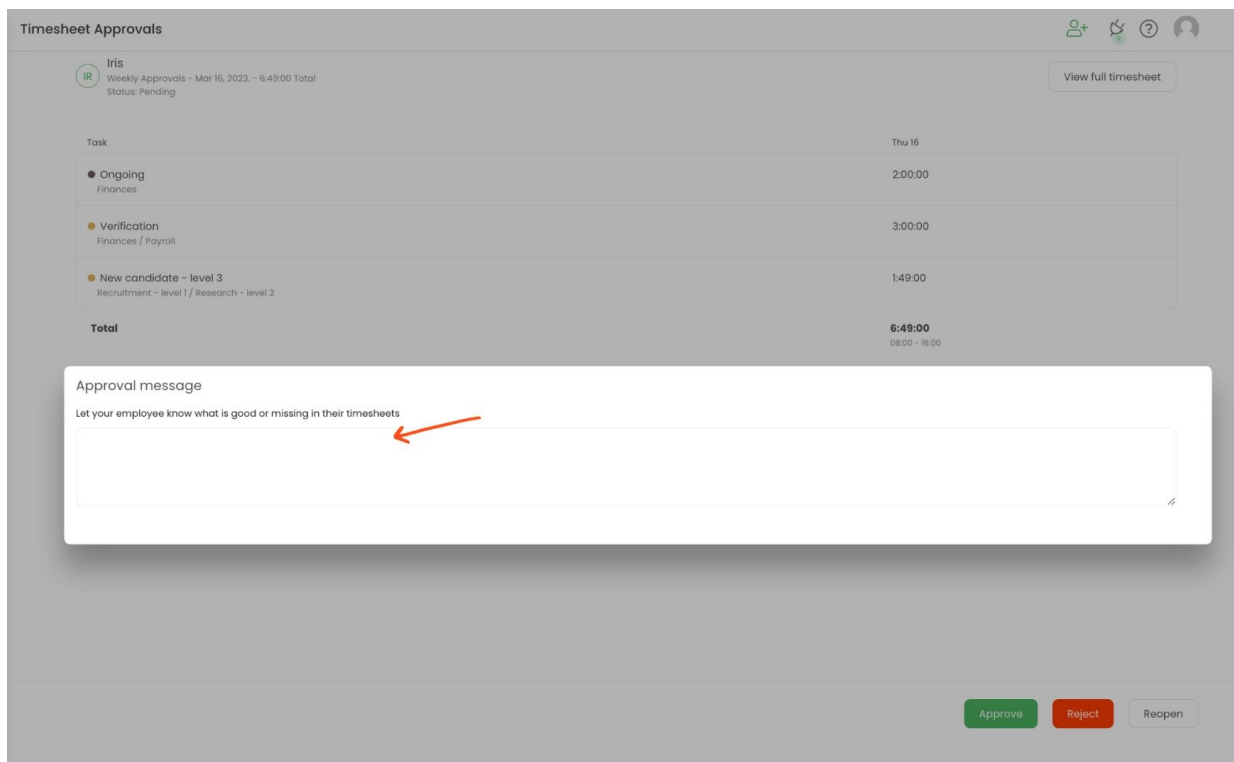


The screenshot shows the 'Timesheet Approvals' page. At the top, there are filters for 'Timeframe' (Mar 13 - Mar 19, 2023), 'People' (Iris), and 'Status' (All statuses). Below the filters is a table with columns: Person, Period, Total time, Status, Last action, and Approver. The first row for 'Iris' on 'Mar 16, 2023' shows a total time of 6:49:00 and a status of 'Pending Approval', which is highlighted with a red arrow. The other rows for 'Mar 17, 2023', 'Mar 18, 2023', and 'Mar 19, 2023' show a total time of 0:00:00 and a status of 'Waiting for submission'.

Person	Period	Total time	Status	Last action	Approver
Iris	Mar 16, 2023	6:49:00	Pending Approval	about 1 hour	EA 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		

## 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' page for 'Iris'. It displays a summary of weekly approvals for Mar 16, 2023, with a total of 6:49:00. Below this is a table of tasks: 'Ongoing' (2:00:00), 'Verification' (3:00:00), and 'New candidate - level 3' (1:49:00). At the bottom, there is an 'Approval message' field with a red arrow pointing to it. The field contains the text: 'Let your employee know what is good or missing in their timesheets'. At the bottom right, there are three buttons: 'Approve', 'Reject', and 'Reopen'.

Task	Time
Ongoing	2:00:00
Verification	3:00:00
New candidate - level 3	1:49:00
<b>Total</b>	<b>6:49:00</b>

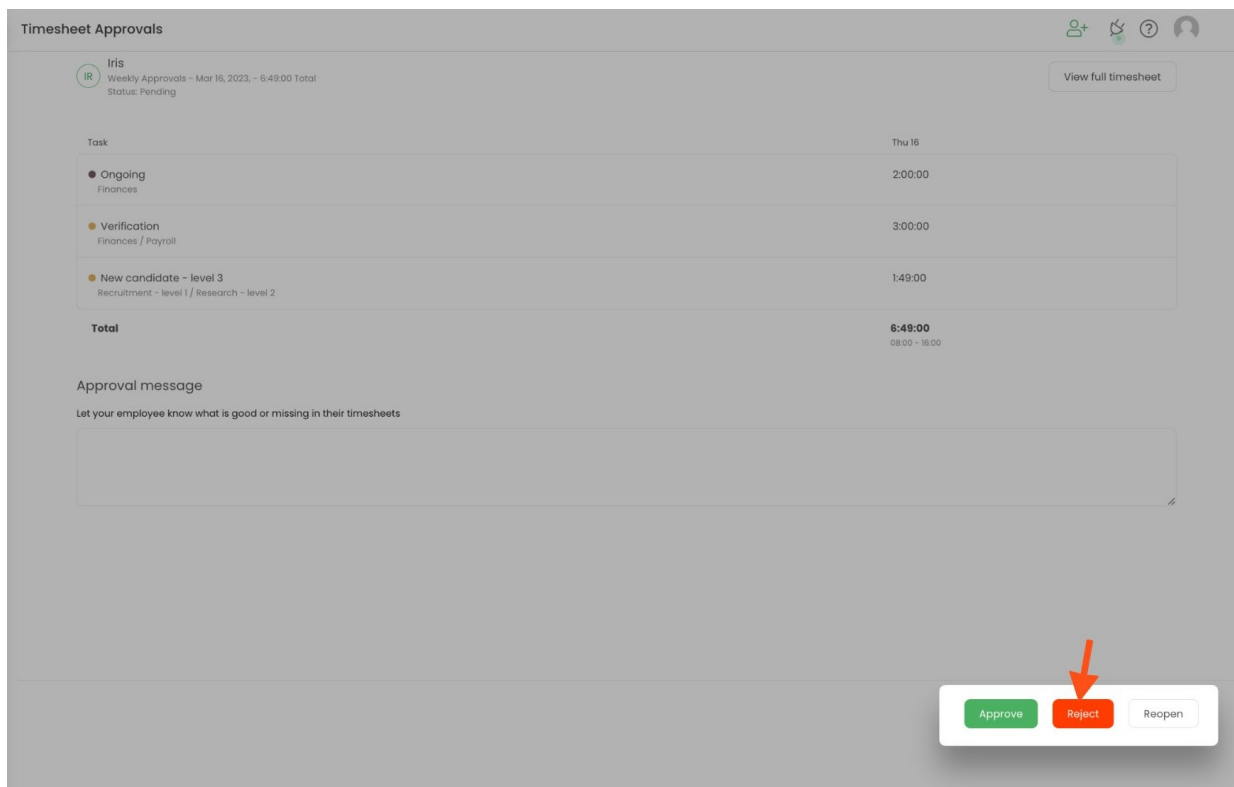
Approval message

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

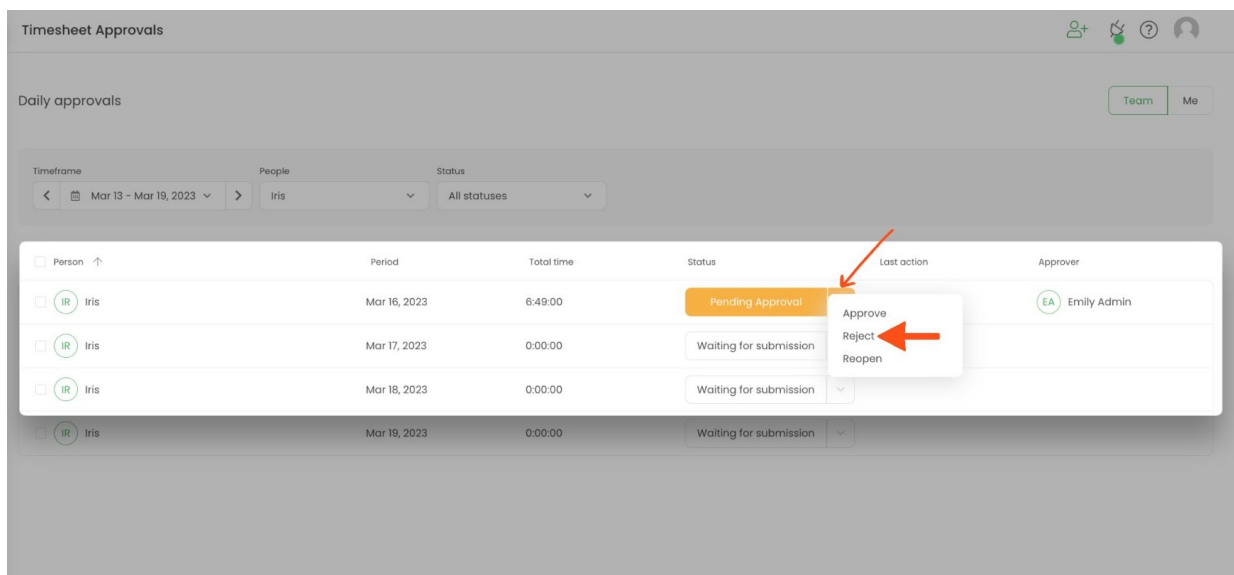
Approve Reject Reopen

## 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 6:49:00

+

Show more days

Submit for Approval

Timesheet

Comments to your timesheet

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

Thursday, 16

Select task and project

note 14:52 - 14:52 on 6m

Calendar Bulk edit

Start timer ADD TIME ENTRY

Day type: Working day