

Welcome to TimeCamp Help!

Search for articles...

88

Approve Timesheet

In this article:

- [Review timesheet](#)
- [Approve timesheet](#)
- [Reject timesheet](#)
- [Last actions](#)
- [Send reminder](#)

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, first make sure you're viewing your **Team's Timesheets**. You can use the buttons in the right upper corner to switch the view between **You and your Team**:

Timesheet Approvals

Weekly approvals

Timeframe: 12 - 18 Jan, 2026 | People: All | Status: All

Person	Period	Total time	Last action	Last action taken by	Status	Action
Emily Admin	12 - 18 Jan, 2026	4:00	11 minutes ago	Emily Admin	Rejected	Approve
James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve

Then, to view details click on the note icon in Action column:

Action

Approve

Approve

Approve

Approve

Approve

Approve

Approve

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

TimeCamp

Timesheet Approvals

Emily Admin

Weekly approvals - 12 - 18 Jan, 2026, 4:00 Total

Submit: Waiting for submission

View full timesheet

Task	Mon 12 Jan	Tue 13 Jan	Wed 14 Jan	Thu 15 Jan	Fri 16 Jan	Sat 17 Jan	Sun 18 Jan
Asana	4:00	0:00	0:00	0:00	0:00	0:00	0:00
Total	4:00 118 - 518	0:00	0:00	0:00	0:00	0:00	0:00

Approval message

Send a message to your approver

Send reminder

Approve

Reject

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

Timesheet Approvals

Emily Admin
Weekly approvals - 12 - 18 Jan, 2026, 4:00 Total
Status: Waiting for submission

Task	Mon 12 Jan	Tue 13 Jan	Wed 14 Jan	Thu 15 Jan	Fri 16 Jan	Sat 17 Jan	Sun 18 Jan
Asana	4:00	0:00	0:00	0:00	0:00	0:00	0:00
Total	4:00 11:08 - 15:08	0:00	0:00	0:00	0:00	0:00	0:00

Approval message
Send a message to your approver

Send reminder **Approve** **Reject**

At the bottom of the page, you will see a field called **Approval message** where you can **optionally leave a note** for the user and **Approve, Reject or send the reminder** directly from here:

TimeCamp

Timesheet Approvals

Emily Admin
Weekly approvals - 12 - 18 Jan, 2026, 4:00 Total
Status: Waiting for submission

Task	Mon 12 Jan	Tue 13 Jan	Wed 14 Jan	Thu 15 Jan	Fri 16 Jan	Sat 17 Jan	Sun 18 Jan
Asana	4:00	0:00	0:00	0:00	0:00	0:00	0:00
Total	4:00 11:08 - 15:08	0:00	0:00	0:00	0:00	0:00	0:00

Approval message
Send a message to your approver

1 My message

2 Send message & send reminder **Send message & approve** **Send message & reject**

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.

First, find the submitted timesheet and click on the arrow to open a drop-down list and select a correct status:



Then click on the status to **Approve your Timesheet**:

Timesheet Approvals

Invite people

Weekly approvals

Timeframe 12 - 18 Jan, 2026 People All Status All

Person	Period	Total time	Last action	Last action taken by	Status	Action
Emily Admin	12 - 18 Jan, 2026	4.00			Waiting for submission	Approve
James Stone	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
Mark Ed	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
Chrystal	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
Iris	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
Steve Smith	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
documentation+15	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve

Upon clicking **Approve Timesheet**, the status of your Approval will change accordingly:

Timesheet Approvals 

Invite people    

Team Me

Weekly approvals

Timeframe  12 - 18 Jan, 2026  People Status   All 

Person	Period	Total time	Last action	Last action taken by	Status	Action
 Emily Admin	12 - 18 Jan, 2026	4:00	About 1 hour ago	 Emily Admin	 Approved 	Reject 
 James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 

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.

Timesheet Approvals 

Invite people    

Team Me

Weekly approvals

Timeframe  12 - 18 Jan, 2026  People Status   All 

Person	Period	Total time	Last action	Last action taken by	Status	Action
 Emily Admin	12 - 18 Jan, 2026	4:00	About 1 hour ago	 Emily Admin	 Approved 	Reject 
 James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 
 documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve 

Upon clicking **Approve Timesheet**, the status of your Approval will change accordingly:

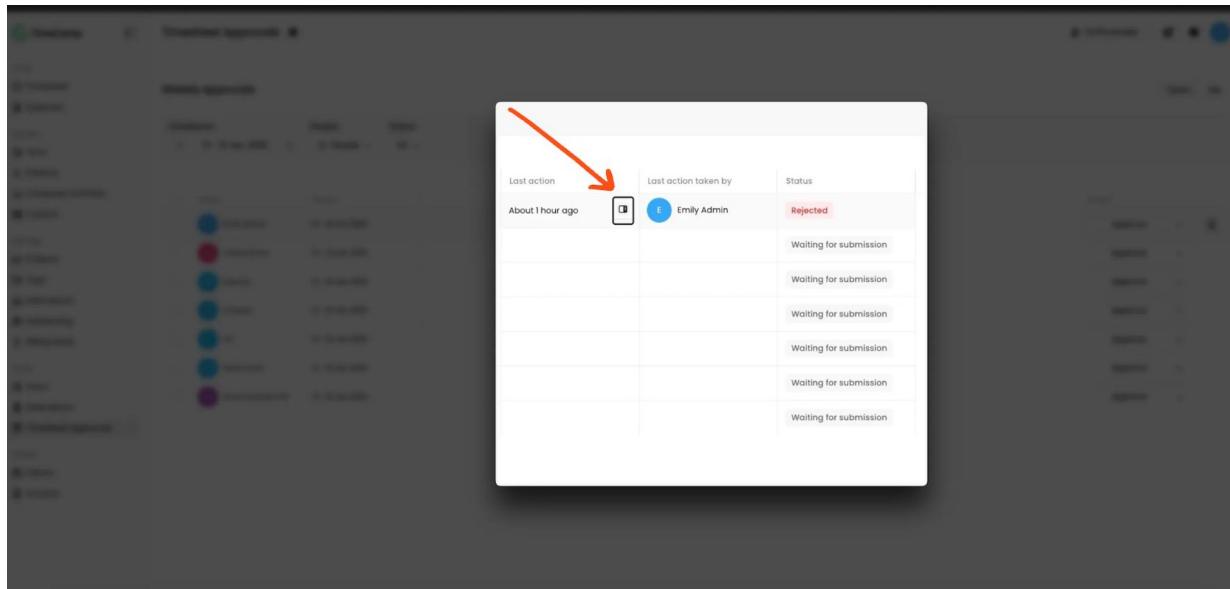
Weekly approvals

Team Me

Person	Period	Total time	Last action	Last action taken by	Status	Action
 Emily Admin	12 - 18 Jan, 2026	4:00	About 1 hour ago	 Emily Admin	Rejected	
 James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	
 Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	
 Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	
 Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	
 Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	
 documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	

Last actions

You can view history of all changes made to your Approvals by hovering your mouse over the last action:



A pop-up window will appear on the right side of your screen, with additional information.

Optionally, you can sort the Modified column here:

Timesheet Approvals

Weekly approvals

Timeframe	People	Status			
< 12 - 18 Jan, 2026 >	People	All			
Person	Period	Total time	Last action	Last action taken by	Status
Emily Admin	12 - 18 Jan, 2026	4:00	About 1 hour ago	Emily Admin	Rejected
James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission
Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission
Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission
Iris	12 - 18 Jan, 2026	0:00			Waiting for submission
Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission
documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission

Last actions

Action	Modified	User
Timesheet rejected	2026-02-05 11:50	Emily Admin
Timesheet approved	2026-02-05 11:42	Emily Admin
Timesheet reopened	2026-02-05 11:35	Emily Admin
Timesheet approved	2026-02-05 11:31	Emily Admin
Timesheet reopened	2026-01-12 4:35	Emily Admin

Bulk edit

You can **Approve** or **Reject** more than one Timesheet or send a reminder to many users. Select your Users and choose appropriate action:

Track

Timesheet

Expenses

Reports

Time

Finance

Computer Activities

Custom

Manage

Projects

Tags

Data export

Geolocating

Billing Rates

Team

Users

Attendance

Timesheet Approvals

7 timesheets selected

Send reminder

Approve

Reject

Send reminder

To send an email reminder about missing Timesheet for approval, **select your User** and click on the button **Send reminder** at the bottom of your screen:

TimeCamp

Timesheet Approvals

Weekly approvals

Timeframe: 12 - 18 Jan, 2026

People: All

Person	Period	Total time	Last action	Last action taken by	Status	Action
Emily Admin	12 - 18 Jan, 2026	4:00	4 minutes ago	Emily Admin	Approved	Reject
James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Christal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve

1 timesheet selected

Send reminder Approve Reject

1

2

Your User will receive an email notification within few minutes:

