

# Welcome to TimeCamp Help!

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## Approve Timesheet

### In this article:

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- [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: People 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
Yis	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:

Timesheet Approvals

Weekly approvals

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

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Emily Admin	12 - 18 Jan, 2026	4:00	11 minutes ago	Emily Admin	Rejected	Approve
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Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve

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

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Timesheet Approvals

Back

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

< Back

Emily Admin  
Weekly approvals - 12 - 18 Jan, 2025, 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 11:00 - 15:00	0:00	0:00	0:00	0:00	0:00	0:00

Approval message

Send a message to your approver

Send reminder Approve Reject

View full timesheet

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:

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Timesheet Approvals

< Back

Emily Admin  
Weekly approvals - 12 - 18 Jan, 2025, 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 11:00 - 15:00	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

View full timesheet

## 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 Team Me

Timeframe: < 12 - 18 Jan, 2026 > People ▼ Status: All ▼

Person	Period	Total time	Last action	Last action taken by	Status	Action
<input type="checkbox"/> Emily Admin	12 - 18 Jan, 2026	4:00			Waiting for submission	<span>3</span> Approve <span>▼</span>
<input type="checkbox"/> James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>
<input type="checkbox"/> Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>
<input type="checkbox"/> Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>
<input type="checkbox"/> Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>
<input type="checkbox"/> Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>
<input type="checkbox"/> documentation+15	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve <span>▼</span>

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

Timesheet Approvals

invite people

Weekly approvals

Team

Me

Timeframe

People

Status

<

12 - 18 Jan, 2026

>

People

All

<input type="checkbox"/>	Person	Period	Total time	Last action	Last action taken by	Status	Action
<input type="checkbox"/>	Emily Admin	12 - 18 Jan, 2026	4.00	About 1 hour ago	Emily Admin	<b>4</b> Approved	Reject
<input type="checkbox"/>	James Stone	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Mark Ed	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Chrystal	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Iris	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Steve Smith	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	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

Weekly approvals

Team

Me

Timeframe

People

Status

<

12 - 18 Jan, 2026

>

People

All

<input type="checkbox"/>	Person	Period	Total time	Last action	Last action taken by	Status	Action
<input type="checkbox"/>	Emily Admin	12 - 18 Jan, 2026	4.00	About 1 hour ago	Emily Admin	Approved	Reject
<input type="checkbox"/>	James Stone	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Mark Ed	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Chrystal	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Iris	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	Steve Smith	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve
<input type="checkbox"/>	documentation+15	12 - 18 Jan, 2026	0.00			Waiting for submission	Approve

1

Reject

2

Reopen

Reject

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

Timesheet Approvals

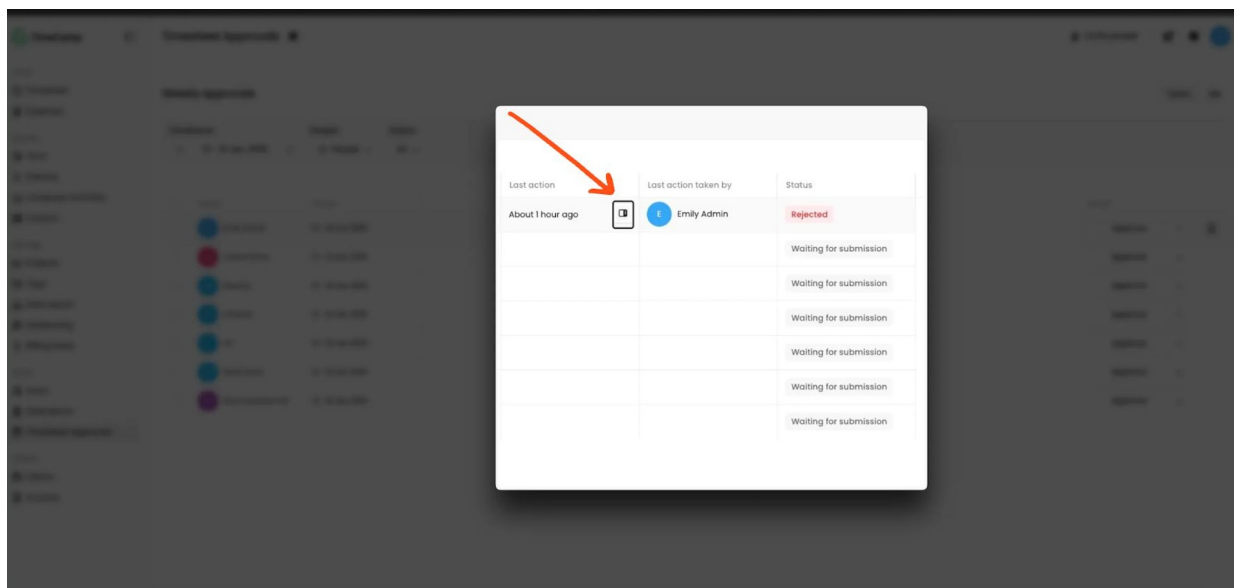
Weekly approvals

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

Person	Period	Total time	Last action	Last action taken by	Status	Action
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Yis	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

## 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: 12 - 18 Jan, 2026

People: People

Status: All

Person	Period	Total time	Last action	Last action taken by	Status
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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

Emily Admin timesheet for 12 - 18 Jan, 2026

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

## 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
- Geofencing
- Billing Rates
- Team
- Users
- Attendance
- Timesheet Approvals**
- Clients
- Clients
- Invoices

### Weekly approvals

Timeframe: 12 - 18 Jan, 2026

People: People

Status: All

Person	Period	Total time	Last action	Last action taken by	Status
Emily Admin	12 - 18 Jan, 2026	4.00	4 minutes ago	Emily Admin	Approved
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

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 Status: All

Person	Period	Total time	Last action	Last action taken by	Status	Action
<input checked="" type="checkbox"/> Emily Admin	12 - 18 Jan, 2026	4:00	4 minutes ago	Emily Admin	Approved	Reject
<input checked="" type="checkbox"/> James Stone	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
<input type="checkbox"/> Mark Ed	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
<input type="checkbox"/> Chrystal	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
<input type="checkbox"/> Iris	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
<input type="checkbox"/> Steve Smith	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve
<input type="checkbox"/> documentation+IS	12 - 18 Jan, 2026	0:00			Waiting for submission	Approve

1 timesheet selected

Send reminder Approve Reject

Your User will receive an email notification within few minutes:

