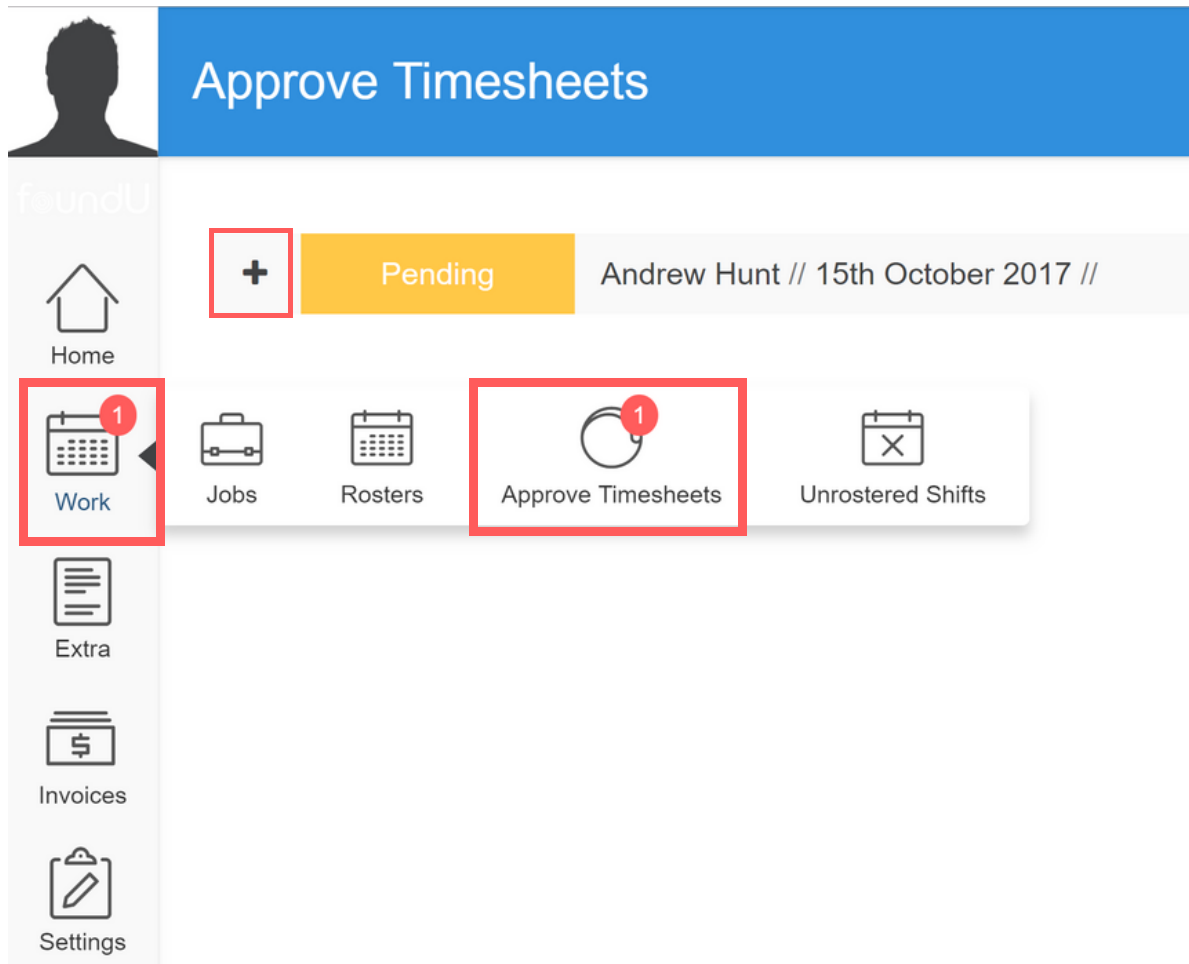


Approve Timesheets



Once employees have submitted their timesheets, they will be ready to approve.

To approve timesheets:

1. Go to **Work** from the menu and choose **Approve Timesheets**.
2. Click **+** next to the specific timesheet.
3. Check hours worked.
4. Click **Accept** to approve.

To view all timesheets go to **Extra, Timesheets**.

View & Edit Timesheets

Approve Timesheets

Home

Work

Extra

Invoices

Settings

Pending Andrew Hunt // 15th October 2017 //

Andrew Hunt

Hours Worked: 37.5

Job: Week Ending: 15th October 2017

NO TIMESHEET UPLOADED

ACCEPT

VIEW TIMESHEET

DECLINE

15th October 2017

Candidate: Andrew Hunt

Enable Editing

Day	Start Time	End Time	Break	Hours	Allowances
Monday	8:30 AM	5:00 PM	1.00 hrs	7.5	-
Tuesday	8:30 AM	5:00 PM	1 hrs	7.5	-
Wednesday	8:30 AM	5:00 PM	1 hrs	7.5	-
Thursday	8:30 AM	5:00 PM	1 hrs	7.5	-
Friday	8:30 AM	5:00 PM	1 hrs	7.5	-

1. To check the timesheet go to **View Timesheet**.

2. To make any adjustments click **Enable Editing**.

3. Click **Submit** once edits are finalised.

4. **Close** and **Accept** to approve the timesheet.



It's important to finalise all timesheets before payroll.