

# Approve or reject a timesheet

## Instructions

1. From your homepage under the main tiles, select the employees pending timesheet in your **Worklist** by clicking on the **Transaction ID**.

Worklist

1 Total	1 Timesheet	0 Others
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Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority	Employee ID
1	Timesheet (TIME)	150	20251016000000026233	10/16/2025 03:52:00 p.m.	Normal	

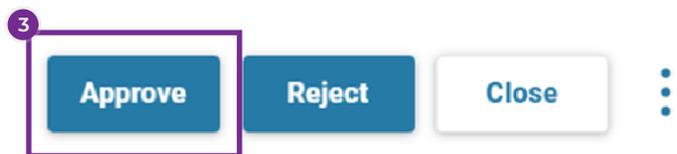
This worklist will list all timesheets submitted by your employees for the current pay period.

2. Check for:
  - Total hours worked,
  - Overtime, if applicable,
  - Leave taken or recorded, and
  - Any employee comments or attachments

If attachments were included, such as doctor's notes or approval memos, review those as well.

## Approving a Timesheet

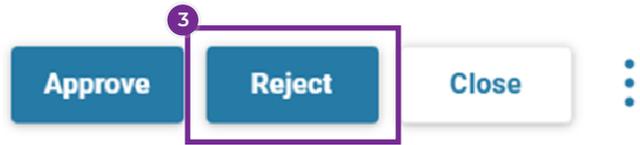
3. If the timesheet is correct, select **Approve**.



The timesheet will be sent to payroll for processing, and the employee will receive confirmation.

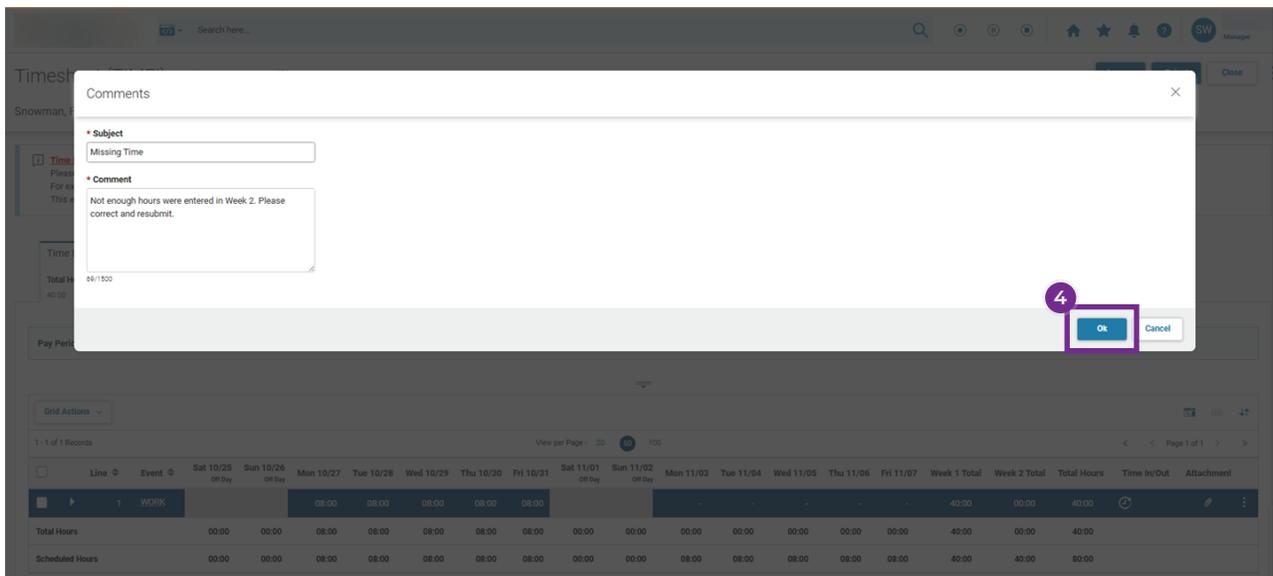
## Rejecting a Timesheet

3. If the timesheet is incomplete or contains errors, select **Reject**.



You'll be prompted to provide a reason. This feedback goes directly to the employee, so use clear, professional language. The employee will be able to make corrections and resubmit.

4. Click **OK** when done.



After you take action, the timesheet status updates automatically. The Employee will receive both an email, as well as notification on their homepage that their timesheet was rejected.



### TIPS FOR SUCCESS

- Review timesheets promptly to meet payroll deadlines.
- Double-check overtime, leave, and unusual entries.
- Provide clear reasons for rejecting a timesheet.
- Follow up with employees quickly if corrections are needed.