Works for

Employee

Has

Status

Approved/

Rejected/Submitted

Date

Hours Spent

Description

Date

Activity

Timesheet

No

Yes

Yes

No

Employee withdraws timesheet

Employee modifies timesheet based on comments

Employee adds comments

Employee resubmits the timesheet for approval

Should Emp

modify & submit?

Add comments and Resubmit?

Timesheet is rejected

End

Approve Timesheet?

Manager reviews the timesheet

Manager receives email notification to review timesheet

Employee submits the timesheet for approval