




# Timesheet Approval Process for Managers

To approve a timesheet, a manager may be required to view each row first. This is a requirement for DCAA compliance.

When a user clicks on the *magnifying glass icon* next to any row it open details for the given submission.

▼ Time

| PERSON  | TIME PERIOD          | HOURS | STATUS    |                  |
|---|----------------------|-------|-----------|------------------|
|  User, Chad (cuser3)     | 6/1/2019 — 6/15/2019 | 25.00 | SUBMITTED | 6/2/2019 3:21 PM |
|  User, Clark A. (cuser5) | 6/1/2019 — 6/15/2019 | 26.00 | SUBMITTED | 6/2/2019 3:21 PM |
|  User, David (duser1)    | 6/1/2019 — 6/15/2019 | 30.00 | SUBMITTED | 6/2/2019 3:21 PM |

This is the approval view of the timesheet that the manager should review in detail. It includes Cell Details where user's comments can be viewed, and Approval History.

Approve Time – Timesheet for Chad User (6/1/2019 - 6/15/2019) - Salaried

Status: SUBMITTED [Print Friendly](#)

| PROJECT/TASK                     | LABOR CATEGORY | LOCATION       | PROJECT TYPE | PAY CODE | SAT 1 | SUN 2 | MON 3 | TUE 4 | WED 5 | THU 6 | FRI 7 | SAT 8 | SUN 9 | MON 10 | TUE 11 | WED 12 | THU 13 | FRI 14 | SAT 15 | TOTALS |
|----------------------------------|----------------|----------------|--------------|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|
| CUSTOMER-1 10.CONTENT-PRODUCTION |                |                |              |          |       |       |       | 9.00  |       |       |       |       |       |        |        |        |        |        |        | 9.00   |
| 2. Code                          | *Designer      | CA - San Diego | BILLABLE     | RT       |       |       |       | 8.00  | 8.00  |       |       |       |       |        |        |        |        |        |        | 16.00  |
| 4. Creative                      | *Designer      | CA - San Diego | BILLABLE     | RT       |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        | 8.00   |
| TOTALS:                          |                |                |              |          |       |       | 17.00 | 8.00  |       |       |       |       |       |        |        |        |        |        |        | 25.00  |

Cell Details ▼

| DATE  | PROJECT/TASK                                    | LABOR CATEGORY | LOCATION       | PROJECT TYPE | PAY CODE | WORK HOURS | PROJECT TIME IN/OUT | COMMENTS |
|-------|---|----------------|----------------|--------------|----------|------------|---------------------|----------|
| MON 3 | CUSTOMER-1 10.CONTENT-PRODUCTION<br>2. Code     | *Designer      | CA - San Diego | BILLABLE     | RT       | 9.00       |                     |          |
|       | You can add comments here                       |                |                |              |          |            |                     |          |
| MON 3 | CUSTOMER-1 10.CONTENT-PRODUCTION<br>4. Creative | *Designer      | CA - San Diego | BILLABLE     | RT       | 8.00       |                     |          |
|       | You can add comments here                       |                |                |              |          |            |                     |          |
| TUE 4 | CUSTOMER-1 10.CONTENT-PRODUCTION<br>4. Creative | *Designer      | CA - San Diego | BILLABLE     | RT       | 8.00       |                     |          |
|       | You can add comments here                       |                |                |              |          |            |                     |          |

Approval History ▶

< Queue Approve Approve > Disapprove Skip >

Before completing the Approve/Disapprove action, the Manager is provided with a screen where comments may be entered.

**The manager must enter comments if they disapprove a timesheet.**

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Approval Comments:

Approve

Cancel

You have selected to approve this Timesheet. You may optionally include comments with your approval. To confirm and continue with the approval, click on the Approve button. If you have reached this screen in error, simply click Cancel.

## Approval Action Buttons

Queue: Do nothing with the timesheet and return to the Approval Queue.

Approve: Approve the timesheet and return to the Approval Queue. Optional comments field will display.

Approve >: Approve the timesheet and display the next timesheet pending approval. Comments field will not be available.

Disapprove: Disapprove the timesheet and return to the Approval Queue.

**Comments will be required.**

Skip: Do nothing with the timesheet and display the next timesheet pending approval.

