

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 (user3)	6/1/2019 — 6/15/2019	25.00	SUBMITTED
User, Clark A. (user5)	6/1/2019 — 6/15/2019	26.00	SUBMITTED
User, David (user1)	6/1/2019 — 6/15/2019	30.00	SUBMITTED

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 2. Code 4. Creative	*Designer *Designer	CA - San Diego CA - San Diego	BILLABLE BILLABLE	RT RT	9.00 8.00														9.00 16.00	
					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	IN-OUT	NON-WORK	COMMENTS
MON 3	CUSTOMER-1 10.CONTENT-PRODUCTION 2. Code	*Designer	CA - San Diego	BILLABLE	RT	9.00				
		You can add comments here								
MON 3	CUSTOMER-1 10.CONTENT-PRODUCTION 4. Creative	*Designer	CA - San Diego	BILLABLE	RT	8.00				
		You can add comments here								
TUE 4	CUSTOMER-1 10.CONTENT-PRODUCTION 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.

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

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.

