SocketTimesheet™

APPROVALS FEATURE FOR VERSION 3.+

'Php Web Based Timesheet, And Project Tracking Software'
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4. Approvals

Click the APPROVALS icon at the top menu to access the Approvals Module.

Figure 1: Approvals Top Menu



Figure 2: Approvals Left Side Menu

4.1 Approval Pending

Approval Pending

Click the " Task Approval" Tab to List Approvals for Timesheets Tasks.

Click the " Timeoff Approval " Tab to List Approvals for Timesheets Timeoff.

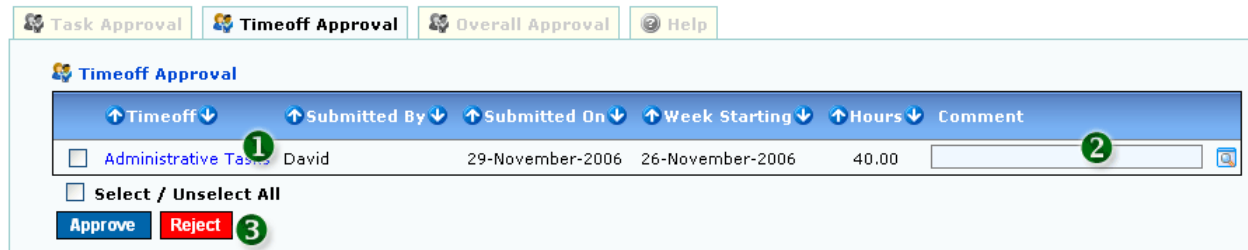Click the " Overall Approval " Tab to List Approvals for Overall Timesheets.

Figure 3: Timesheet Approval Pending

1. CLICK TO VIEW DETAILED TIMESHEET

2. ADD COMMENTS FOR APPROVAL / REJECTION

3. APPROVE OR REJECT BUTTON

1. **Task Approval:** Approval for Task Specific submission.
   1. Select specific checkbox to select related Task
   2. Click on link to view detailed information
   3. Enter necessary comments (Not Mandatory)
   4. Click Approve or Reject button to proceed

2. **Timeoff Approval:** Approval for Timeoff Specific submission.
   1. Select specific checkbox to select related Timeoff
   2. Click on link to view detailed information
   3. Enter necessary comments (Not Mandatory)
   4. Click Approve or Reject button to proceed

3. **Overall Approval:** Approval for Overall Weekly submission.
   1. Select specific checkbox to select related Timesheet
   2. Click on link to view detailed information
   3. Enter necessary comments (Not Mandatory)
   4. Click Approve or Reject button to proceed

Refer 3.2.8 Approval Rules Definition for more information on Approval Rules

4.2 Approval Rules

Approval Rules

Click the " **Current Settings**" Tab to see your Current Approval Rules.

Figure 4: My Current Approval Rules

1. **Task Approval:** Approval rules for Task Specific submission. Available Options:
   1. Project Manager (default)
   2. Secondary Project Manager (default)
   3. Supervisor
   4. Secondary Supervisor
   5. Administrator
   6. System

2. **Timeoff Approval:** Approval rules for Timeoff Specific submission. Available Options:
   1. Supervisor (default)
   2. Secondary Supervisor (default)
   3. Administrator
   4. System

3. **Overall Approval:** Approval rules for Overall Weekly submission. Available Options:
   1. Supervisor
   2. Secondary Supervisor
   3. Administrator
   4. System (default)