CASE STUDY

Employee

Works

Has

Status

Hours Spent

Activity

Timesheet

Date

Description

Approved/ Rejected/Submitt

Employee submits the timesheet for approval

Employee modifies timesheet based on comments

Employee withdraws timesheet

Manager receives email notification to review timesheet

Employee resubmits the timesheet for approval

Employee adds comments

Yes

Yes

Manager reviews the timesheet

Approve Timesheet

No

Timesheet is rejected

Add comments and Resubmit?

Should Employ modify & submit?

Yes

End

No