WORKS FOR

HAS

**EMPLOYEE**

**TIMESHEET**

Employee withdraws timesheet

Employee modifies timesheet based on comments

Employee adds comments

Employee resubmits the timesheet for approval

YES

YES

YES

NO

NO

Manager reviews the timesheet

Should Emp modify & submit?

Approve Timesheet?

Employee submits the timesheet for approval

Add comments and Resubmit?

Timesheet is rejected

Manager receives email notification to review timesheet