

How to Approve a Timesheet

The screenshot displays the 'Timesheet Approvals' interface. On the left, a sidebar contains navigation icons for Admin, Home, Our Profile, Staff, Timesheets, Leave, Rostering, Schedule, and Publish Job. The main content area is titled 'Timesheet Approvals' and includes a summary of approved and pending timesheets, filter options for 'Which timesheets?' and 'What type are you wanting to view?', and a calendar view. A yellow banner at the bottom of the calendar highlights the 'Approve All Hours' button. On the right, a detailed view of a timesheet for 'Wald Badir' on Sunday, 15 May 2022, is shown. This view includes a 'Timesheet Checks' warning, a table of activities (Clock In, Unpaid Breaks, Clock Out) with columns for Timesheet, Actual Times, Modified by Wald, and Your Override Times, and a 'Bakery - Baker' section with start and finish times. Three callout boxes with numbers 1, 2, and 3, and a letter A, point to the 'Timesheets' button, the 'Approve All Hours' button, and the 'Approve Timesheet' button, respectively.

1 Select the **Timesheets** button

2 Select the timesheet you wish to view

3 Select **Approve Timesheet**

A Select **Approve All Hours** to approve all the timesheets you are currently viewing