

How to Unapprove a Timesheet

Timesheet Approvals
Store Manager

The following shows timesheets yet to be approved - You can edit/approve individual timesheets, or approve all via the button at the bottom.

Approved Timesheets approved and ready to process	Hours
4	40.00

Pending Timesheets checks and approval	Hours
2963	23040.67

Which timesheets?

Hours Approved	Rostered jobs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

What type are you wanting to view?

Clean Timesheets	With errors or warnings	Amended timesheets	Hours differ from schedule	Flagged activities	Clocking in or out variances
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 timesheet(s)

Waliid Badir	Sunday, 15 May 2022 - 9:00 am to 4:00 pm	9.50 Hours	Reverse Approval
Bakery - Baker			

Timesheet for Sunday, 15 May 2022
Pay Calendar: [Modify Details for Waliid Badir](#)

Timesheet Checks
No pay roll code is set up for this person. A pay roll code needs to be set up before the timesheet can be processed.

Timesheet	Actual Times	Modified by Waliid	Your Override Times	9.50
Clock In	5:00 am 0 minutes early			Hours to Pay
Unpaid Breaks	30 mins 30 minutes + 15 minutes paid break(s) View All Breaks >>	30		9.50
Clock Out	3:00 pm 0 minutes early			Actual Hours
Hours	9h 30m	9h 30m	9h 30m	

Bakery - Baker [Save Timesheet Details](#)

Start Time: 05:00 am Finish Time: 03:00 pm
Department: Bakery
Job Role: Bakery - Baker

- 1 Select the **Timesheets** button
- 2 Switch this toggle to **Yes** to view the approved timesheets
- 3 Select the date
- 4 Select the timesheet you wish to view
- 5 Select **Reverse Approval**

Note: You cannot reverse a timesheet approval after payroll has approved the timesheet via StaffSync. You will need to talk to your payroll officer to then make any amendments