Individually Approving Unapproved Time Sheets

Navigate to Employee Access, True Time, My Employees Time Sheets, Unapproved.

Who, What, When, Why?
Supervisors (as identified by the True Time Org Chart) will have access to review and approve/deny their employees’ Unapproved Timesheets.
To individually approve or deny a time sheet, highlight the time sheet in the browser and click **View/Approve/Deny Individual Time Sheet**.
The Period Summary, Daily Totals, and Adjustments of the time sheet will display.

Click the Approve button to approve the time sheet.

Click the Print button to print a hard copy of the time sheet.
Set the Approval Options to either Approve or Deny. Approval/Denial Notes can also be entered. Click Save when finished.
The Time Sheet History area will display the approval history of the time sheet.

This concludes the tutorial.