

Approval process

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As you or your employees submit timesheets, the dashboard's **Notifications** section will accumulate pending timesheets/expenses for approval. The number of timesheets awaiting approval is indicated by the grey number next to the notification.



Click on the notification, and this will show you a list of timesheets/expenses for approval. Click **view** on the entry you want to look at.

For timesheets, you have the option to either approve or query the submitted timesheets. If you select **Query**, the timesheet will be returned to the employee for review and will also go into the **Timesheets in Query** tab, displaying a list of timesheets that have been set to query. You can also include a note in the manager's section explaining the reason for sending it back for clarification.

If you select **Approved**, the timesheet will be included in the payroll for the next available month.

Timesheets for approval / Timesheets

EMPLOYEE TIMESHEET

Name	Payroll No	NI Number
Andy Voldemort	EP3	AB111114C

Date	Job	Hours	Rate	Notes	Manager Notes
10/01/2024	[W] Teacher Main	4	£30.21		edit

Job Role	Hours	Pay	Holiday Pay	Total Pay
[W] Teacher Main	4.00	£120.84	£0.00	£120.84

Submitted
 Submitted
 Approved
 Query

Save

You can follow the same steps for your expenses:

Expenses for Approval / Details

Name	Payroll No	NI Number	Job Role
Danny Weasley	EP21	AB123456C	[W] Administrator (Grade 1 (1-5)) Change

Date	Expense	Total	Notes	Attachment	Manager Notes	Authorise
02/10/2023	Business mileage - Car (Under 10k)	£7.65(0.45 x 17.00)				View approve query