

Approval process

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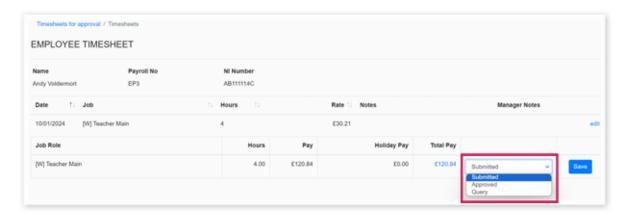
As you or your employees submit timesheets, the dashboard's **Notifications** section will accumulate pending timesheets/expenses for approval. The number of timesheets awaiting approval is indicated by the grey number next to the notification.



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.



You can follow the same steps for your expenses:

