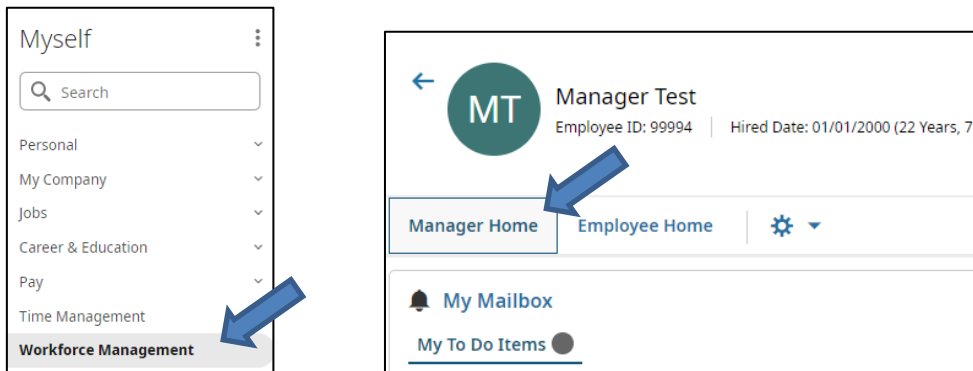


Approve Employee Timesheets

Navigation into UltiPro through OKTA: **Myself > Workforce Management > Manager Home**



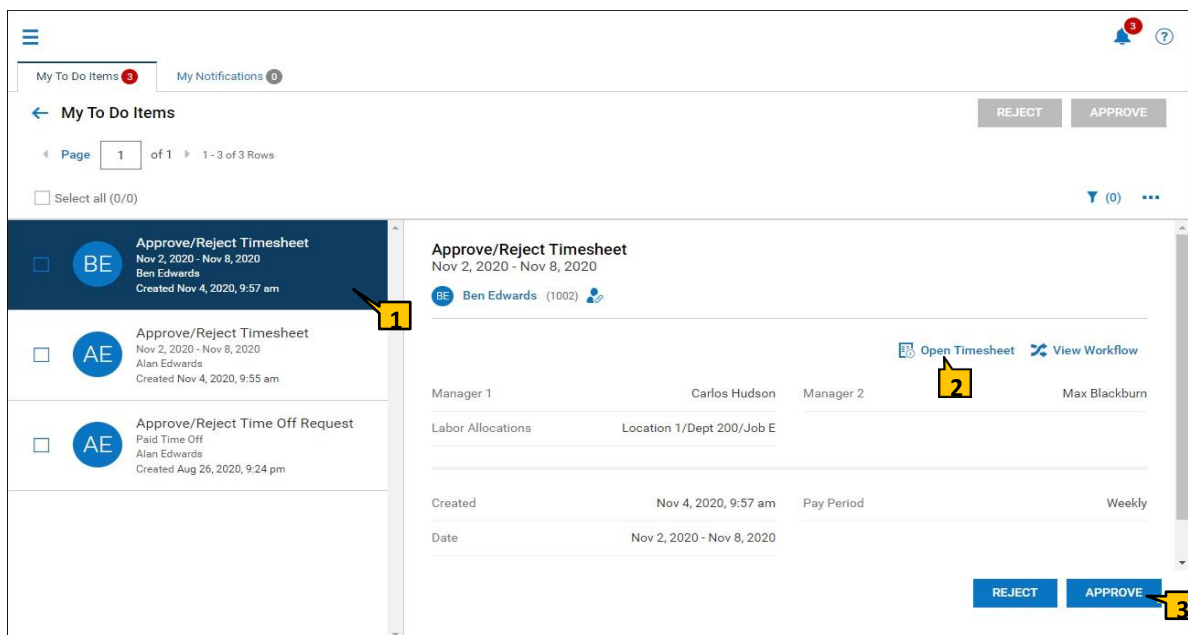
There are multiple ways to approve employee timesheets in the system.

Approve using My Mailbox

Navigation: Select **My Mailbox**  in the top right of your screen.

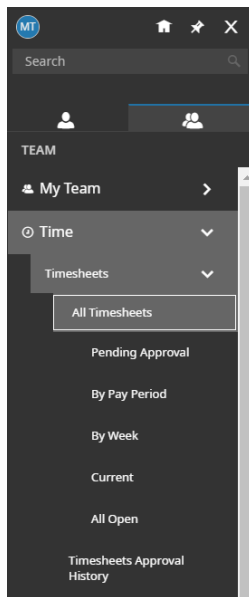
1. Select the timesheet you wish to approve from the left panel. Information about the timesheet displays.
2. Select **Open Timesheet** to open the timesheet for review or to make changes, then click **Back** to return to the **My To Do Items** screen.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Timesheet. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

Note: Take action on multiple timesheets at once by selecting desired items in the left panel and selecting **Approve** or **Reject** at the top right of the screen.



Approve from timesheet list screen

Navigation: **Team > Time > Timesheets > All Timesheets**



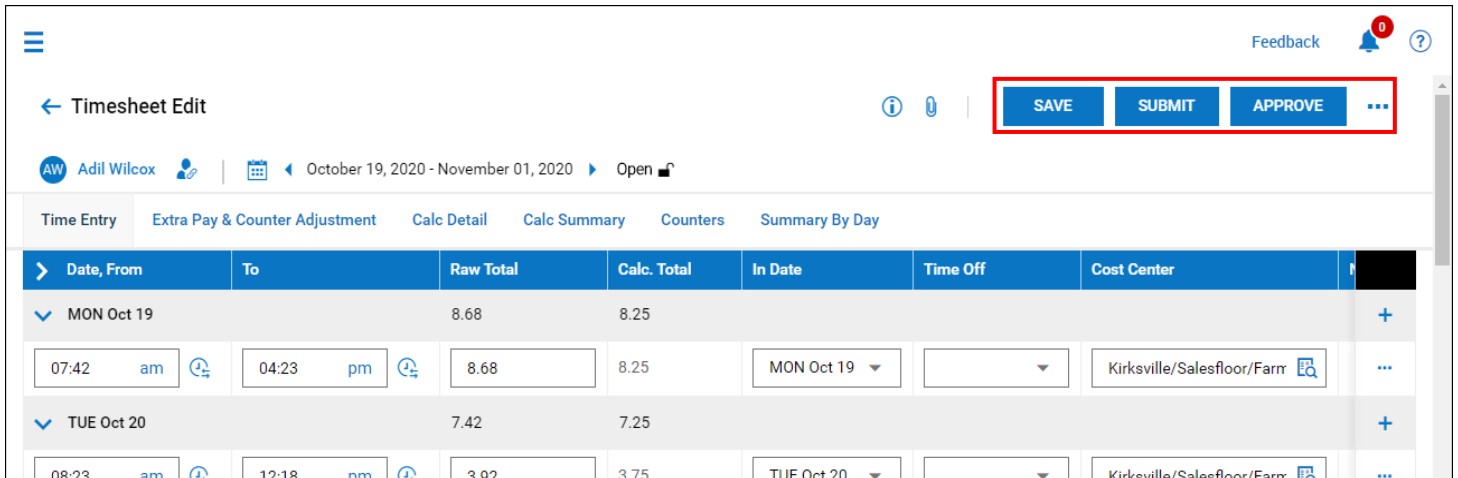
1. Select the **Current View** drop down and select the desired list screen.
2. Select the timesheets you wish to approve using the checkboxes.
3. Select **Approve** or **Reject**. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

A screenshot of the 'Timesheets (Pending Approval)' screen in a mobile application. The screen shows a list of timesheets with columns for Employee Id, Name, Raw Hours, # Records, # Unapproved Time Entries, and Timesheet Date. The 'Current view' dropdown menu is open, showing options: 'View By', 'All Timesheets', 'All Open', 'By Pay Period', 'Current', and 'Pending Approval' (which is selected with a checkmark). Annotations include a yellow box with the number '1' pointing to the 'Current view' dropdown, a yellow box with the number '2' pointing to a checkbox in the first row, and a yellow box with the number '3' pointing to the 'APPROVE' button in the top right corner.

	Employee Id	Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Date
<input checked="" type="checkbox"/>	10	ards	90.00	10	10	01/27/20
<input checked="" type="checkbox"/>	10	ox	90.00	10	10	01/27/20
<input type="checkbox"/>	10	ell	90.00	10	10	01/27/20
<input type="checkbox"/>	10	er	90.00	10	10	01/27/20
<input type="checkbox"/>	10	ards	90.00	10	10	01/27/20
<input type="checkbox"/>	10		90.00	10	10	01/27/20

Approve directly from timesheet

Take action on an open timesheet, including approving or rejecting it, by using the action buttons in the top right of the Timesheet Edit screen.



The screenshot shows the 'Timesheet Edit' interface. At the top right, there are three blue buttons: 'SAVE', 'SUBMIT', and 'APPROVE', which are highlighted with a red rectangular box. To the right of these buttons is a vertical ellipsis menu icon. The interface also includes a user profile 'Adil Wilcox', a date range 'October 19, 2020 - November 01, 2020', and a status 'Open'. Below the header, there are tabs for 'Time Entry', 'Extra Pay & Counter Adjustment', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The main table displays time entries for 'MON Oct 19' and 'TUE Oct 20' with columns for 'Date, From', 'To', 'Raw Total', 'Calc. Total', 'In Date', 'Time Off', and 'Cost Center'.

Date, From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center
MON Oct 19		8.68	8.25			
07:42 am	04:23 pm	8.68	8.25	MON Oct 19		Kirkville/Salesfloor/Farm
TUE Oct 20		7.42	7.25			
08:23 am	12:18 pm	3.92	3.75	TUE Oct 20		Kirkville/Salesfloor/Farm