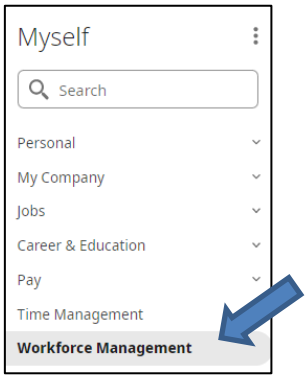
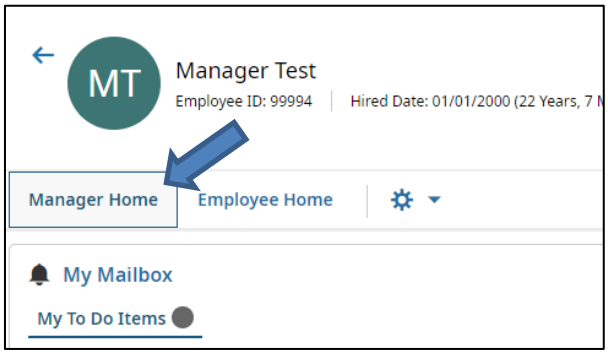
Approve Employee Timesheets

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





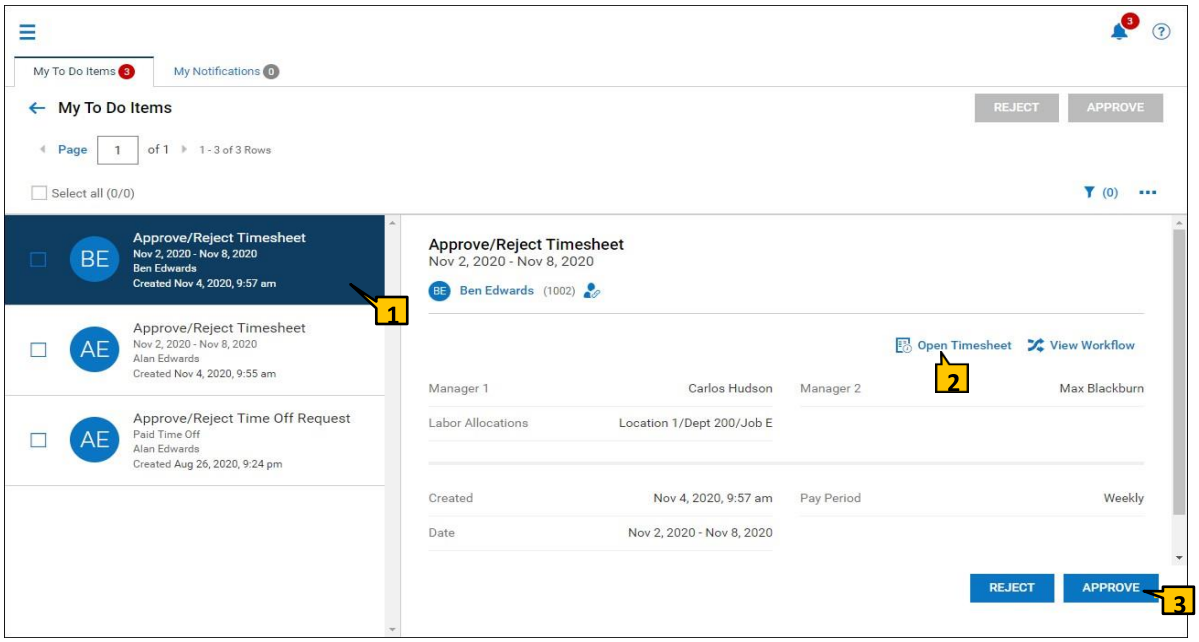
There are multiple ways to approve employee timesheets in the system.

Approve using My Mailbox

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

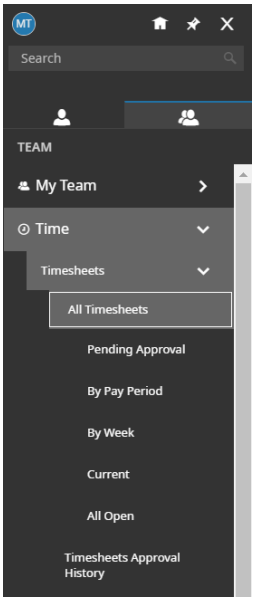
1. Select the timesheet you wish to approve from the left panel. Information about the timesheetdisplays.
2. Select **Open Timesheet** to open the timesheet for review or to make changes, then click **Back** toreturn to the **My To Do Items** screen.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Timesheet. Aconfirmation 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.

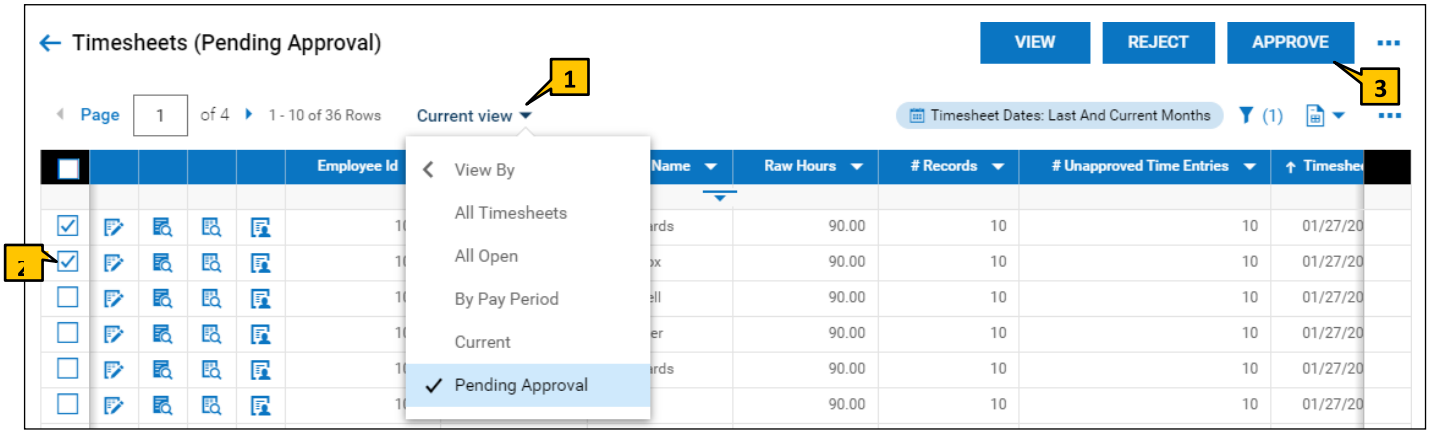


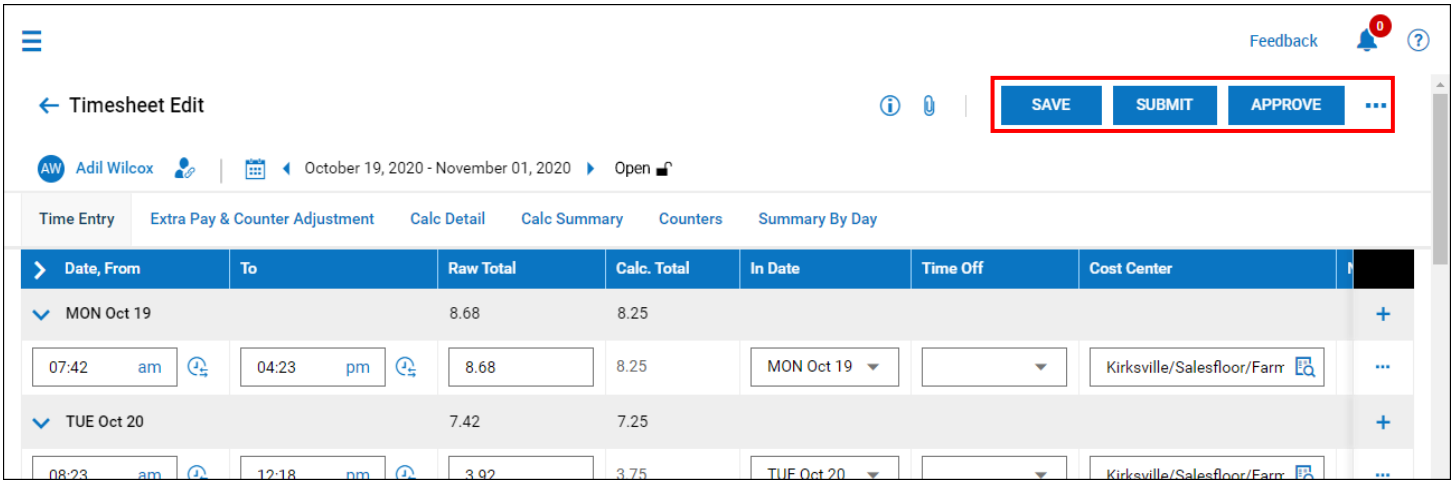
Approve from timesheet list screen

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**.



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.