

Approve Attendance allows you to view, approve, or reject timesheets. A [Help Video](#) is also available for this tile.

## Approve a Timesheet (Entire Week)

Timesheets waiting for approval will be displayed by week.

1. To approve or reject the entire week, select **Approve** or **Reject** for a single line/week.

**Note:** Approve/reject radio buttons cannot be de-selected once selected. To reset, click the **Clear** button at the top right of the screen.

2. Click **Save** at bottom right of screen. The items are now approved.

The screenshot shows a table with columns: Personnel Number, Employee Name, Week, Hours, Target hours, and Approve/Reject. A yellow callout bubble points to the 'Week' column with the text 'Click a link to open for entry by entry approval'. A red box highlights the 'Approve/Reject' column, showing radio buttons for 'Approve' and 'Reject'. A red arrow points to the 'Save' button at the bottom right. A 'Clear' button is visible at the top right.

Personnel Number	Employee Name	Week	Hours	Target hours	Approve/Reject
198576	Joe J Student	06/21-06/27	3.50 H ↓	20.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
198577	David Green	06/21-06/27	5.00 H ↓	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
198577	David Green	07/12-07/18	8.00 H ↓	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
198577	David Green	08/09-08/15	40.00 H ★	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
198577	David Green	10/16-10/22	32.00 H ↓	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject

**Note:** When you reject a line the employee will be notified by email of this action and he/she will be required to make corrections and resubmit hours for approval.

**Note:** Click the **Recent Approvals** button to see items approved in the previous 30 days.

**Note:** To select a sort/filter method, click the **Sort/Group by** button. To switch between sorting and grouping (filtering), select the **appropriate icon**.

The dialog box titled 'View' shows a 'Sort/Group by' button with a red box around it. Below the button are four radio button options: Ascending (selected), Descending, Week, and Name. At the bottom are 'OK' and 'Cancel' buttons.

## Approve a Timesheet (Entry by Entry)

- To see timesheet details **click a date link** in the *Week* column or click the **pencil icon**.

**Note:** Use the date fields and/or date navigation arrows to look at other weeks.

Work Date	Create Date	Type	Premium type	Hours	Start time	End time	Employee Comment	Approval/Reject	Position	Position Name	Cost Ctr
10/19/2020 MON	10/20/2020	REG		8.00	00:00	00:00		<input type="radio"/> Approve <input type="radio"/> Reject	571	Basis Security Analyst	
10/20/2020 TUE	10/20/2020	REG		8.00	00:00	00:00		<input type="radio"/> Approve <input type="radio"/> Reject	571	Basis Security Analyst	
10/21/2020 WED	* 10/20/2020	REG		8.00	00:00	00:00		<input type="radio"/> Approve <input type="radio"/> Reject	571	Basis Security Analyst	
10/22/2020 THU	* 10/20/2020	REG		8.00	00:00	00:00		<input type="radio"/> Approve <input type="radio"/> Reject	571	Basis Security Analyst	

**Note:** Approve/reject radio buttons cannot be de-selected once selected. To reset, click the **Clear** button.

**Note:** Any entries in red in the *Create Date* column indicate hours entered before they have been worked. This is a visual alert for approvers.

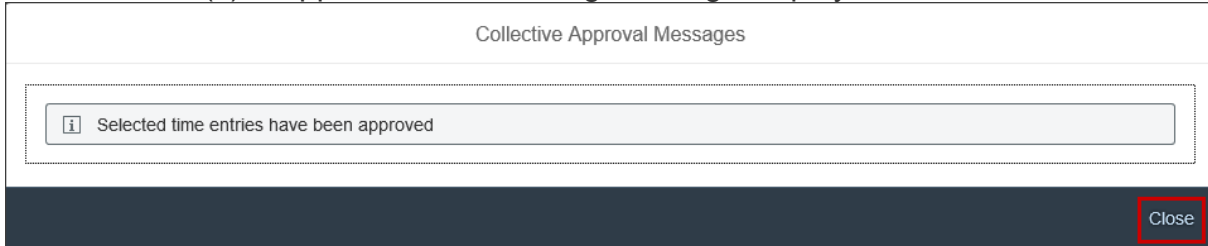
- For each entry, click **Approve** or **Reject**. When *Reject* is selected a *Rejection Reason* dropdown menu appears.
- Select the **appropriate reason** for the rejection(s).

Approval/Reject	Rejection Reason	Position	Position Name	Cost Ctr
<input type="radio"/> Approve <input checked="" type="radio"/> Reject	<div style="border: 1px solid black; padding: 5px;">                     Contact Supervisor- Information Needed                      Exceeds available leave balance                      Incorrect Cost Center/WBS                      Incorrect Date                      Incorrect Time Format                      Incorrect Time Type                      Leave request declined                 </div>	571	Basis Security Analyst	
<input type="radio"/> Approve <input type="radio"/> Reject		571	Basis Security Analyst	
<input type="radio"/> Approve <input type="radio"/> Reject		571	Basis Security Analyst	
<input type="radio"/> Approve <input type="radio"/> Reject		571	Basis Security Analyst	

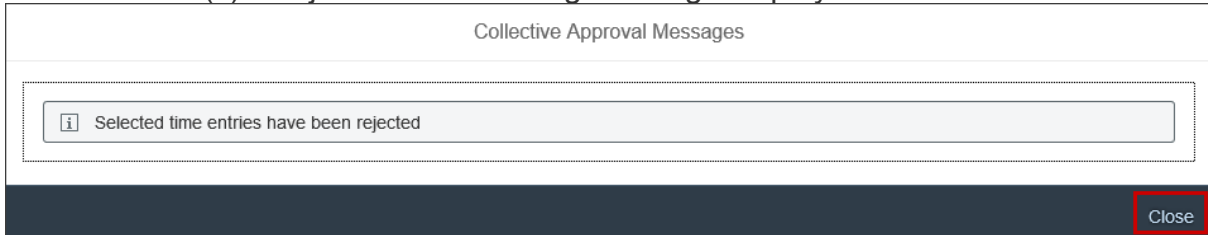
**Note:** When you reject a line the employee will be notified by email of this action and he/she will be required to make corrections and resubmit hours for approval.

6. Click **Save**.

When an item(s) is approved the following message displays:



When an item(s) is rejected the following message displays:



When there are both rejections and approvals, the following message displays:

