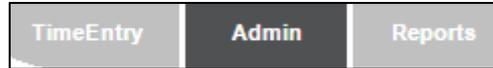


A timesheet approver and the staff they approve form an **approval group**. Once you have defined the approval groups, then the timesheet approvers will be able to approve their staff members' timesheets.

Creating a New Approval Group

- Click **Admin**:



- Click **Time Approval > Add New**:



- Enter a **name** for the new approval group, and then select the group's **approver**:

Approval group name	Approver
* Demo Group	Bill Bowen

- Tick the staff members** that the approver will be approving timesheets for:

Staff who can be approved

<input type="checkbox"/> A Freelancer_	<input checked="" type="checkbox"/> Derek Dawes_
<input type="checkbox"/> Another Freelancer_	<input type="checkbox"/> George Peck (job buyer)_
<input type="checkbox"/> Bill Bowen_	<input type="checkbox"/> Mike Jones (job supervisor)_
<input checked="" type="checkbox"/> Colin Crowe_	<input type="checkbox"/> Nittin Patel_

- Click **Save**:



Editing / Deleting an Existing Approval Group

- Click **Admin > Time Approval > (Name of Approval Group) > Edit**:



- You can make any edits to the group and then click **Save**, or close the group off by setting a **Close date**, or delete the group entirely by clicking **Delete**:

Save	Cancel	Delete	Close date
			19/10/2016

Approving / Rejecting Timesheets

- Click **Admin > Time Approval > Time Approve**:



Company
A Demo Company Ltd
Time Approval...
▪ Add New
Demo Group
▪ Edit
Time Approve

- Select the **name** of the approval group and the **week commencing** for the timesheets to be approved:



Name Week
commencing

- For each timesheet that is listed, select **Reject** or **Approve** accordingly:

Name	Dept	Week commencing	Hours	Timesheet	Reject	Approve
Colin Crowe	[Default department]	10 Oct 2016	50		<input type="radio"/>	<input type="radio"/>

- Click **Save**:

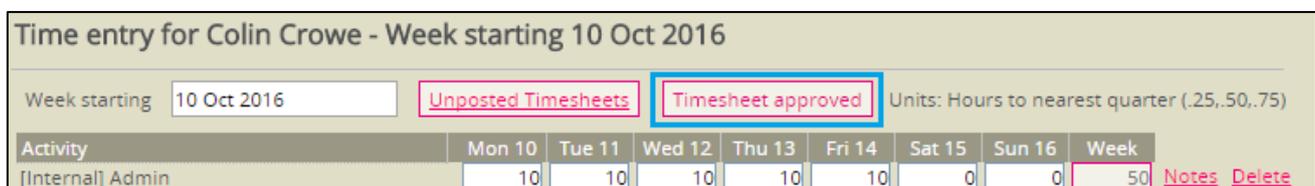


- You can view the timesheets that you have approved by changing the filter from **Unapproved** to **Approved**:



Unapproved Approved

- Once a user's timesheet has been approved, that user will see **Timesheet Approved** on their timesheet:



Time entry for Colin Crowe - Week starting 10 Oct 2016

Week starting Unposted Timesheets Timesheet approved Units: Hours to nearest quarter (.25,.50,.75)

Activity	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Week
[Internal] Admin	10	10	10	10	10	0	0	50 Notes Delete

- Note that if a timesheet is rejected, then it will be automatically unposted, and the staff member will be able to correct their timesheet and resubmit it for approval. It is also possible to reject a timesheet after it has been approved.

Troubleshooting

I can't see the name of my approval group on the Time Approve page.

Check that you are set as the Approver for the Approval Group and that the group has not been given a Close Date.

I can't see the timesheet that I want to approve listed on the Time Approve page.

Check that:

- You've selected the correct approval group from the Name field.
- The user who the timesheet belongs to is a member of the selected approval group.
- You've selected the correct Week commencing.
- You've set the filter to Unapproved.
- The timesheet has been posted.

I have a problem with Time Approval that is not answered by this guide.

Contact us at support@temporasoftware.com