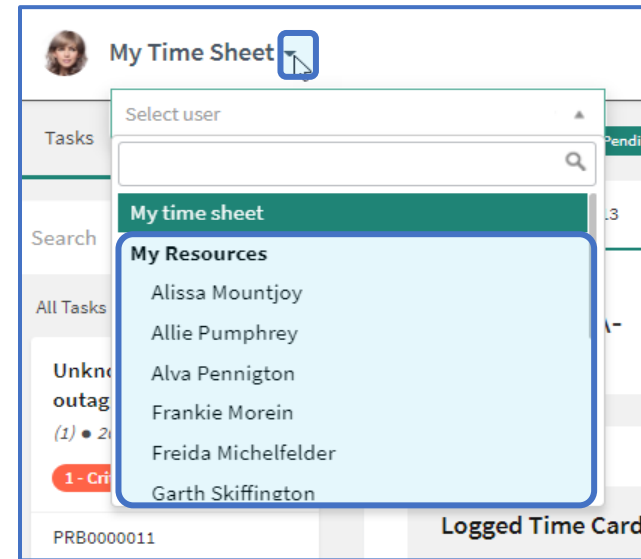# Approving or Rejecting a Time Sheet using the Time Sheet Portal

Quick Reference Guide

Approving or Rejecting a Time Sheet

Managers can approve or reject submitted timesheets via the **Time Sheet portal**.

1. Navigate to the resource, using the pull down arrow in the upper left corner.

2. If the Time Sheet is Submitted, an **Approve** button will be available in the upper right corner.

3. Review time cards one by one, and use the **Approve** or **Reject** buttons when ready to approve the time sheet.