

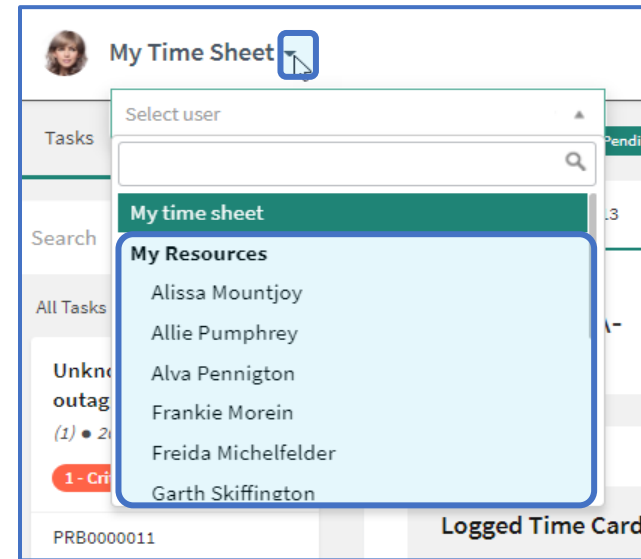
# Approving or Rejecting a Time Sheet using the Time Sheet Portal

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.

A screenshot of a 'Time Sheet breakdown' table for the period 12 - 18 May 2019. The table shows hours logged for each day, with a total of 40 hours. The table is titled 'Submitted' and has 'Approve' and 'Reject' buttons in the top right corner. The table has columns for Sun 12, Mon 13, Tue 14, Wed 15, Thu 16, Fri 17, and Sat 18. The first row shows hours logged for each day, with a total of 40 hours. The second row shows the number of tasks for each day. The third row shows the project time category for each day. The fourth row shows the total hours for each day. The fifth row shows the total hours for the entire period. The table is titled 'Time Sheet breakdown' and has a '40 hrs' label in the top right corner. The table has columns for Sun 12, Mon 13, Tue 14, Wed 15, Thu 16, Fri 17, and Sat 18. The first row shows hours logged for each day, with a total of 40 hours. The second row shows the number of tasks for each day. The third row shows the project time category for each day. The fourth row shows the total hours for each day. The fifth row shows the total hours for the entire period.

12 - 18 May 2019 Submitted								Approve	Reject
Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Time Sheet breakdown	40 hrs	
-NA-	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	-NA-	Project Tasks (40 hrs)		
	1 Task	1 Task	1 Task	1 Task	1 Task				
Logged Time Cards									
Task	Project time category	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Total
IT Application Re PRJTASK091000	None	0	8	0	8	8	0	0	24