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Tutorial 3: approve and reject timesheets

Doug Nakamura is the general manager of CodeFX and he is a Supervisor for most of the jobs. Supervisors get an email reminder each time they receive a timesheet for approval, so Doug gets a lot of email prompts.

Step 1 Log on as **doug** in your demo company, using password **etime** and user type **Supervisor**.

By default, the timesheets page is displayed, showing all the timesheets in your tray for approval. You can sort by job or by employee.

The job and total hours are shown for each timesheet. However, Etime Biz timesheets can contain other information such as non-hourly units and expenses. To review these details, the supervisor can view any of the timesheets in the list.

Select **Jobs** on the main menu. This shows all timesheets that have ever been submitted for your jobs, not just the timesheets that you have approved.

Step 2 Select **Timesheets** on the main menu to get back to the default Supervisor screen.

Select week in the **Sort by** list (this sorts by week ending rather than the default week submitted). Notice that Sze Ho Nguyen's last timesheet has 50 hours. This conflicts with the CodeFX policy of 45 hours maximum. This timesheet has to be rejected!

Step 3 Click **View** to see Sze Ho Nguyen's timesheet for this week.

Supervisors can only reject a timesheet while they are viewing its details: it is not possible to reject a timesheet from the list of timesheets.

Enter the comment "Hours in excess of company limit. Please see me to arrange time in lieu". Click **Reject**.

Sze Ho receives an email advising her that the timesheet was rejected and giving the reason.

Etime Biz displays the list of all timesheets again.

Step 4 Click the checkbox at the top of the **Select All** column. This selects all of the displayed timesheets.

Click **Approve**. A confirmation email is sent to all of these employees.

Because Etime Biz splits each weekly timesheet into separate job timesheets for each job, you can approve one job and reject another. The employee sees some orange-colored activity slips (rejected) and some green (approved).