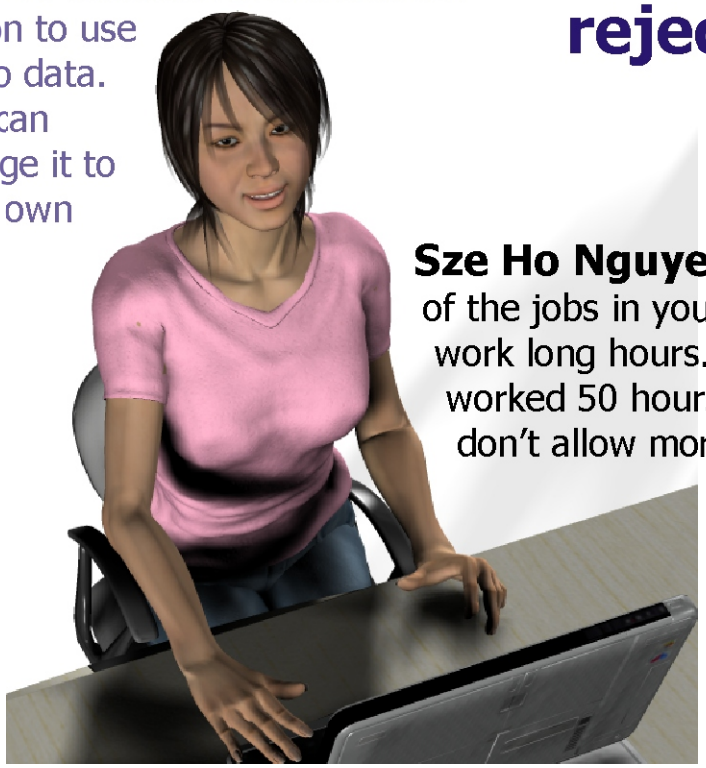
Start your free company at **www.e-time.biz** and select the option to use demo data. You can change it to your own

Tutorial 4: resubmit a rejected timesheet



Sze Ho Nguyen is a programmer. She works on all of the jobs in your company and she often has to work long hours. This has created a problem: she worked 50 hours this week and the company rules don't allow more than 45 hours.

Sze Ho's timesheet has been rejected, so she needs to make adjustments and resubmit it.

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

By default, the rejected timesheets page is displayed. This is always displayed at logon if you have any rejected timesheets. Sze Ho also received an email notification that her timesheet was rejected. Etime Biz always sends email notifications for important events.

Step 2 Click the **View** link next to the rejected timesheet. This takes you to the Timesheet page, with the rejected timesheet displayed.

Notice that the activity slips are orange: this is how Etime Biz shows you they were rejected.

If a timesheet is rejected, it is usually because the supervisor is unhappy with it. However, the Administrator can also reject any timesheet of any employee, even after the wages have been paid.

Step 3 Correct the timesheet. The required action depends on the reason the timesheet was rejected, which should be explained by the Supervisor in the signature block at the bottom of the timesheet.

Supervisors can add a comment to any timesheet - not necessarily just reasons for rejecting a timesheet. Comments are removed if a timesheet is resubmitted.

Click **Delete** next to the XYZ activity slip for Friday. Notice that your hourly total for the week reduces to XYZ?

Click **Edit** next to the XYZ activity slip for Friday and change the start time to ???. Your hourly total reduces some more. Edit the XYZ activity slips for Thursday and Wednesday inn the same way.

This brings your weekly total to 45 hours.

Step 4 Click **Submit.** All of the activity slips change to gray, indicating they have bene submitted. The "rejected" status is cleared and the rejection comments are removed from the signature block.

timebiz
timesheetpaybilling

www.e-time.biz