

# **Timesheet Approval App Quick Guide**

# Timesheet Approval App: Overview

**To Review** will show you a list of timesheets to review. You can also toggle to **Reviewed** to see timesheets that were already handled.

Under **Reports**, you can view **Missing Timesheets** (by date range), **Absence Quotas**, and **Submitted Timesheets** (by date range and approval status).

The screenshot shows the main interface of the Timesheet Approval app. At the top, there's a navigation bar with a 'Reports' button. Below it, there are two toggle buttons: 'To review' (active) and 'Reviewed'. A search bar is present with the text 'Search' and a magnifying glass icon. Below the search bar, there's a list of timesheets. Each entry includes an employee name, a date range, and a status (Pending or Missing). A vertical sidebar on the left contains various icons for navigation.

| Employee         | Date Range            | Status  |
|------------------|-----------------------|---------|
| Alberta Adams    | Mar 20 - Mar 26, 2023 | Pending |
| Alberta Adams    | Mar 13 - Mar 19, 2023 | Pending |
| Alberta Adams    | Mar 6 - Mar 12, 2023  | Pending |
| BatonRouge Adams | Mar 27 - Apr 2, 2023  | Missing |
| BatonRouge Adams | Mar 20 - Mar 26, 2023 | Missing |

Search

Search by name, org unit, Kerb, or MIT ID

Alberta Adams

Mar 20 - Mar 26, 2023

Pending

Alberta Adams

Mar 13 - Mar 19, 2023

Pending

Alberta Adams

Mar 6 - Mar 12, 2023

Pending

BatonRouge Adams

Mar 27 - Apr 2, 2023

Missing

BatonRouge Adams

Mar 20 - Mar 26, 2023

Missing

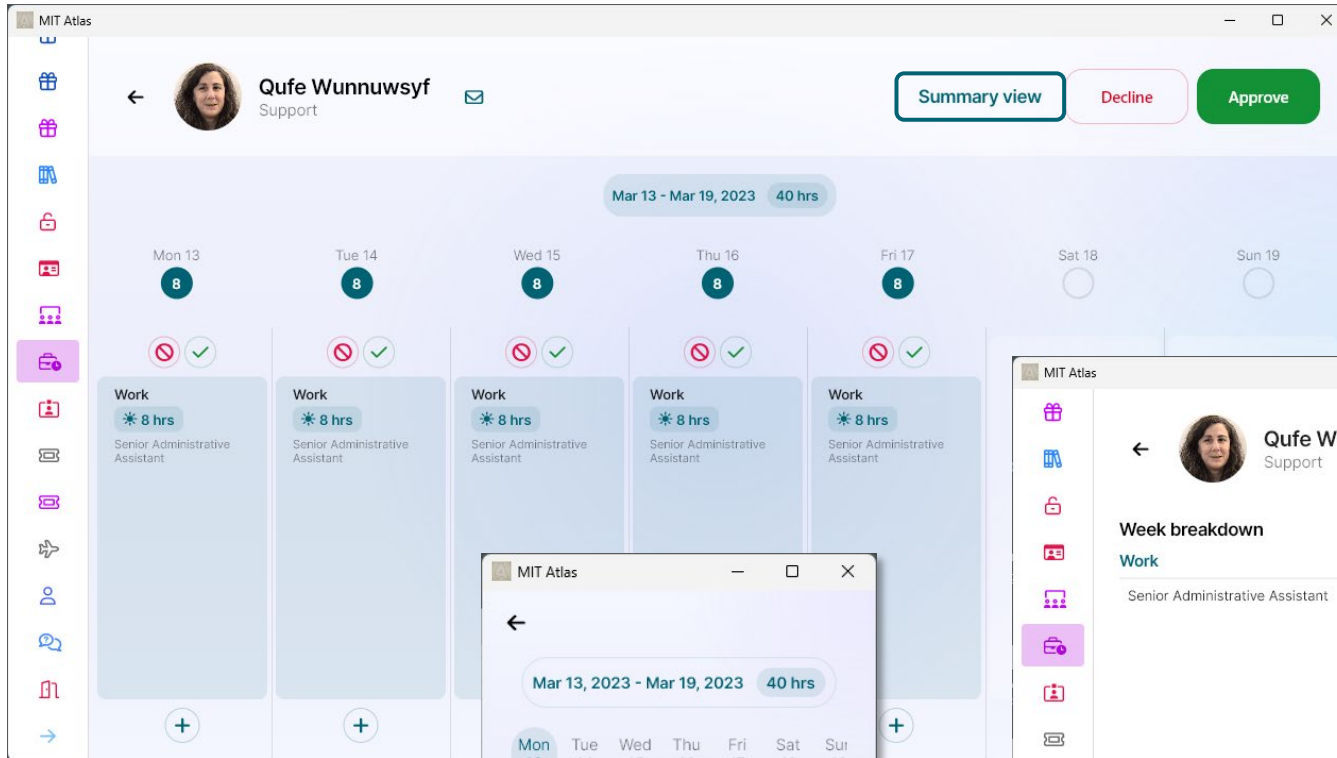
You can search for an employee by **name, Kerb or MIT ID**.

You can filter by **Pending, Partially Approved, or Missing** timesheets.

You can choose to view timesheets from **this week, last week** or you can choose a date range.

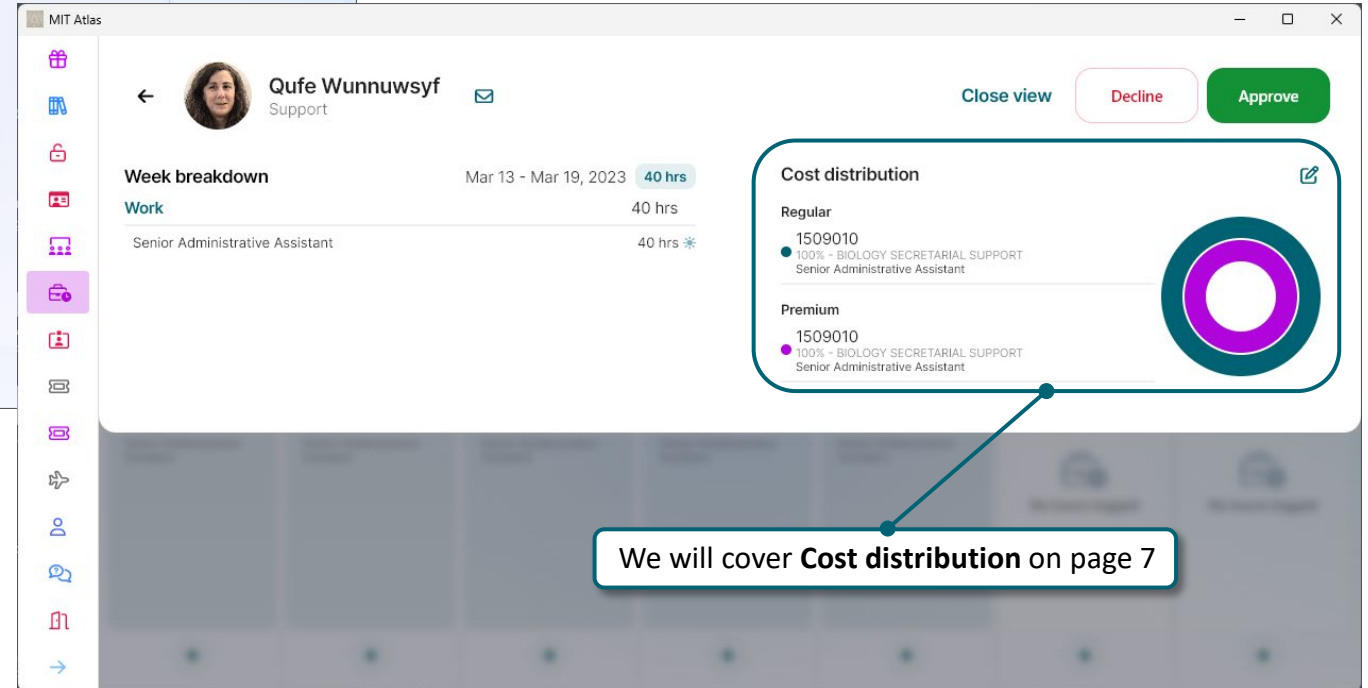
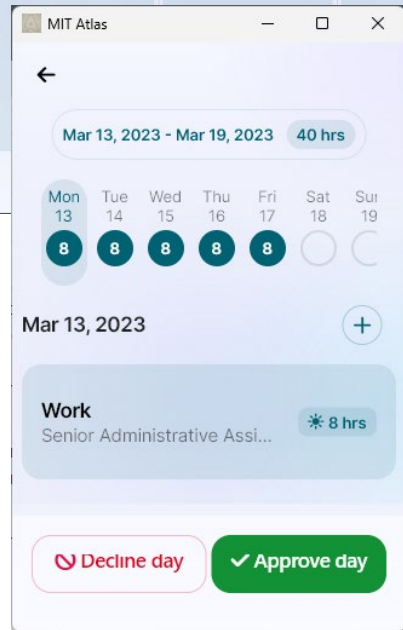
The screenshot shows a 'Filters' dialog box. It has a back arrow and a title 'Filters'. Under 'Status', there are three buttons: 'Pending' (selected), 'Partially Approved', and 'Missing'. Under 'Date', there are three options: 'This week' (checkbox), 'Last week' (checkbox), and 'Choose specific dates' (calendar icon). At the bottom, there are two buttons: 'Clear selection' and 'Apply filter'.

# Timesheet Approval App: Views



Please note that the size of the viewing window or mobile device will affect the default view.

You can view each individual day of the week or you can select the **Summary View** to see a week breakdown.

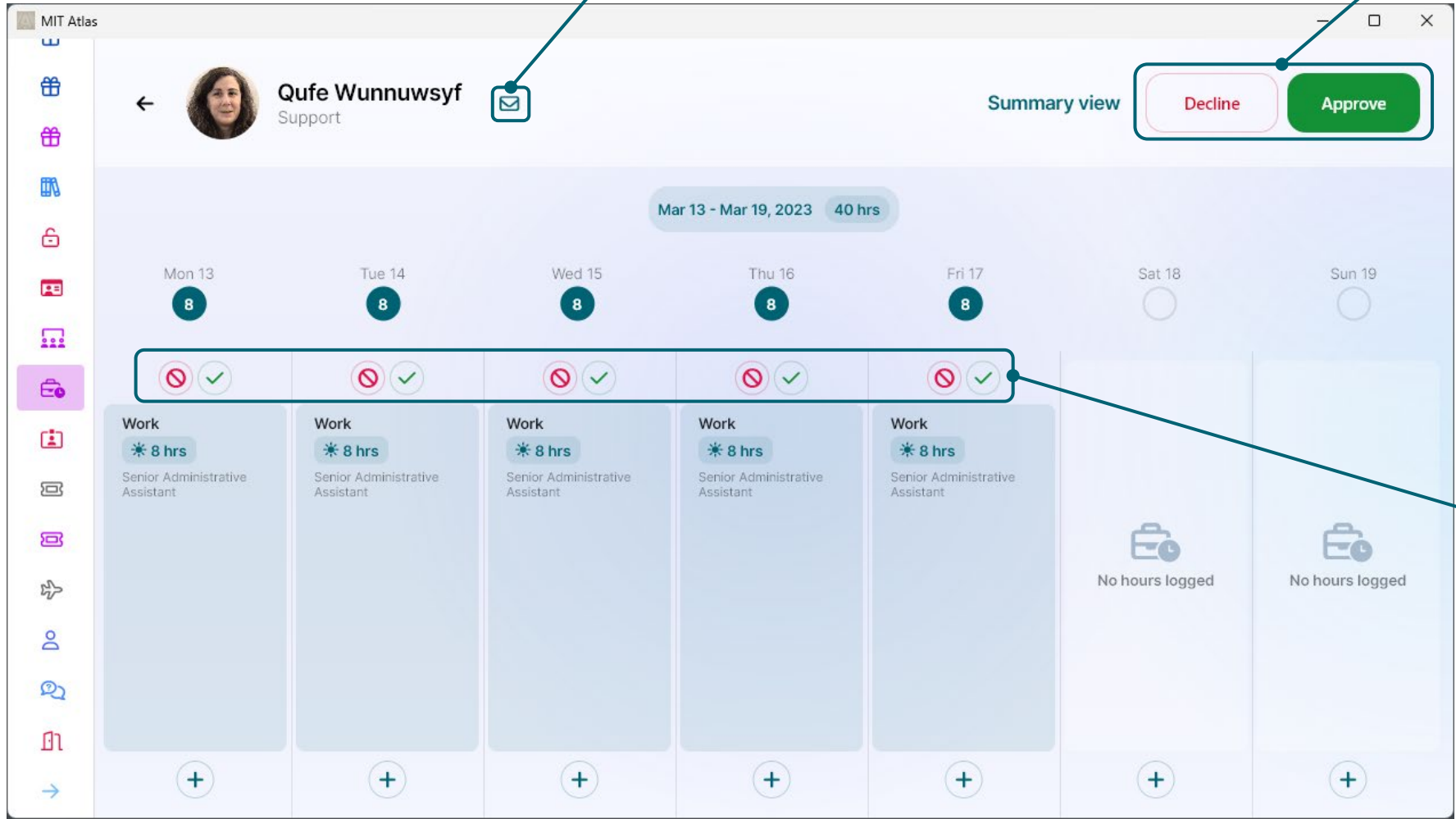


We will cover **Cost distribution** on page 7

# Timesheet Approval App: Approving and Declining Time

You can contact the employee via email or send a notification to submit outstanding hours

You can Decline or Approve the timesheet for the entire week.



You can also Decline or Approve individual days of the week.

When declining a timesheet or day, you will select a reason from the dropdown menu.

**Provide a reason for declining the logged time**

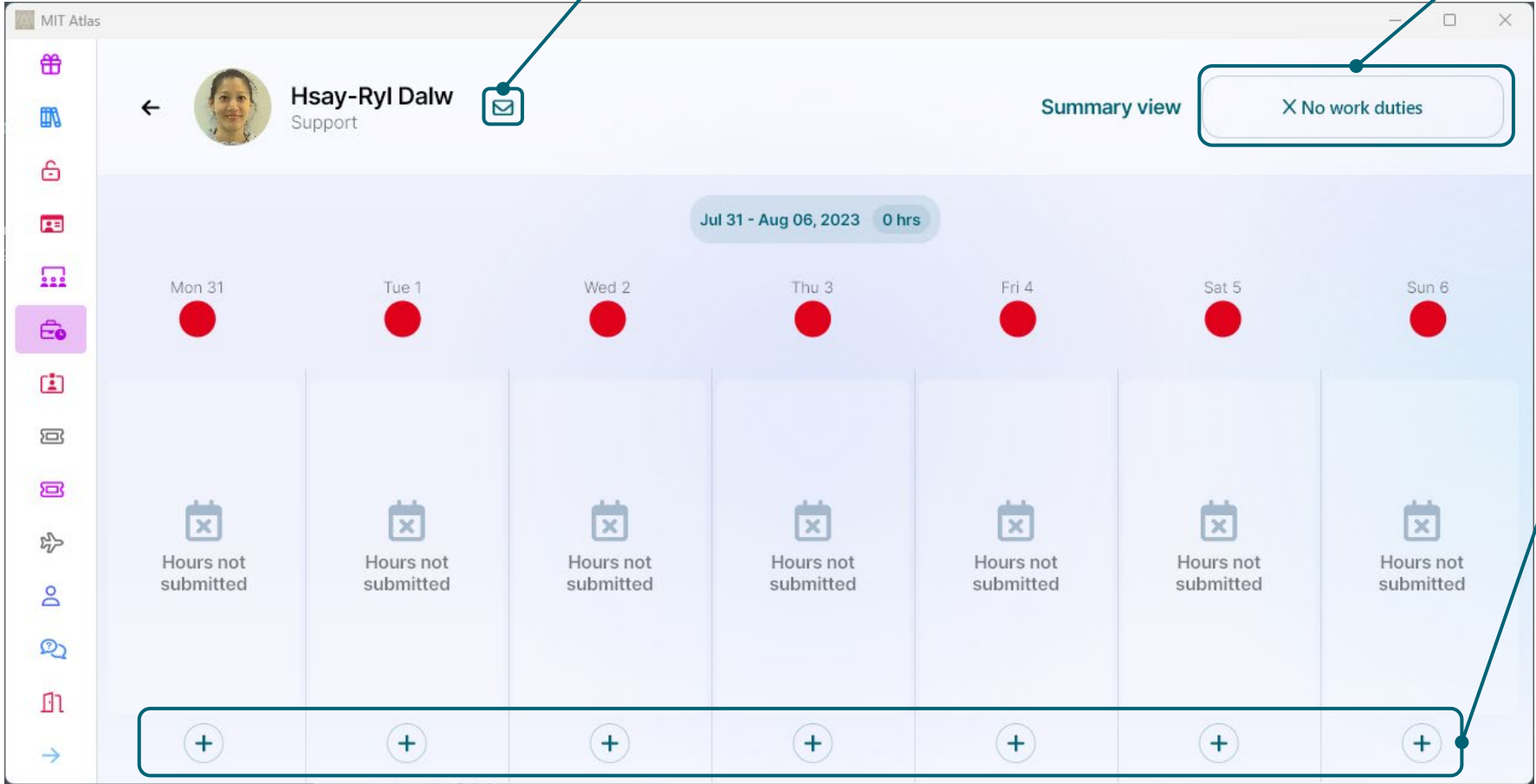
Reason ^

- Incorrect absence or attendance type
- Did not work reported hours
- Incorrect student position selected

# Timesheet Approval App: Missing Timesheet

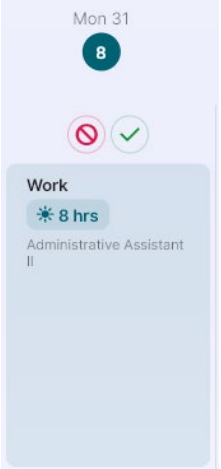
You can contact the employee via email or send a notification to submit outstanding hours

You can confirm that no hours were worked for the week by selecting **No work duties**.



You can add time on the employee's behalf by clicking the + icon.

The default entry is 8 hours.



You can edit the entry by clicking on the time tile (see next page for more details)

# Timesheet Approval App: Adding and Editing Time

After adding the default 8-hour entry, you can make any necessary edits.


The screenshot shows the MIT Atlas interface for a user named Hsay-Ryl Dalw. The main view displays a calendar for July 31, 2023, with a total of 8 hours logged. A callout box points to the 'Attendance/Absence type' dropdown menu, which is currently set to 'Work'. The dropdown menu lists several options: 'Sick - Family', 'Sick - Leave Without Pay', 'Special Holiday/Closing', 'Vacation', and 'Vacation In Lieu of Sick'. Another callout box points to the 'Hours' field, which is currently set to 8. The callout explains that the hours can be adjusted using the minus and plus icons. A third callout box points to the 'Cost Object' field, which is currently empty. The callout explains that the cost object can be adjusted if necessary, as it determines the effort will be charged to. The interface also includes a 'Decline' button and an 'Approve' button.

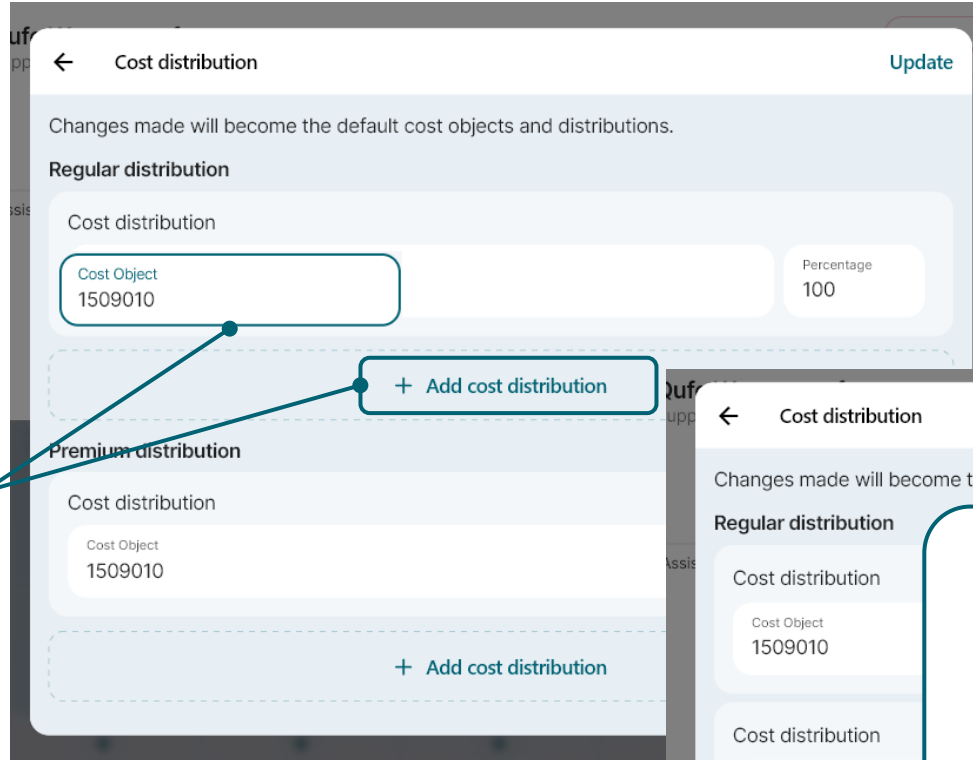
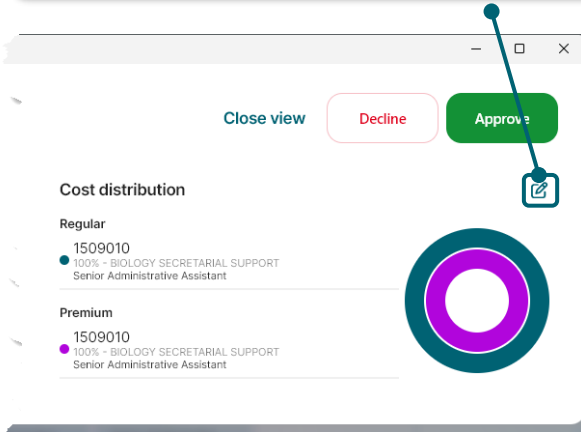
Select the **Attendance/Absence** type from the dropdown menu

You can adjust the hours by using the - and + icons

If necessary, you can adjust the Cost Object the effort will be charged to.

# Timesheet Approval App: Cost distribution

To change the cost distribution from the **Summary** view, click the edit icon. 



Click **Update** to complete the cost distribution change.

You can change the cost object or **Add cost distribution** if necessary.

