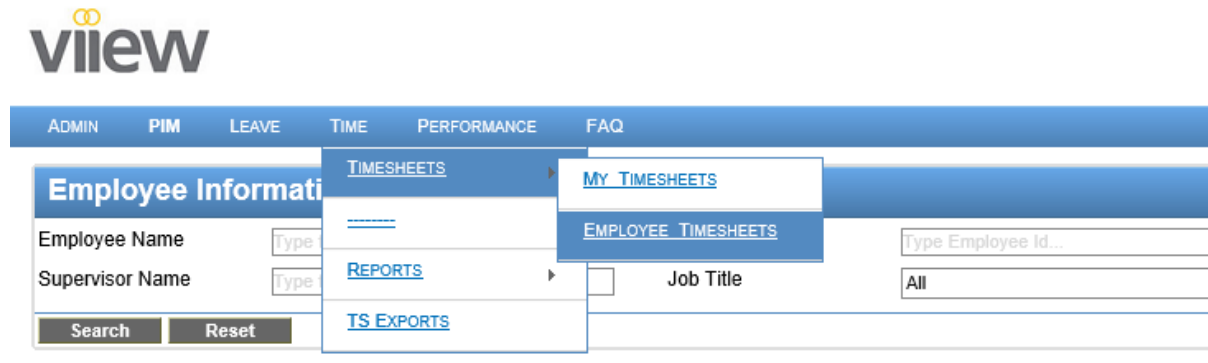
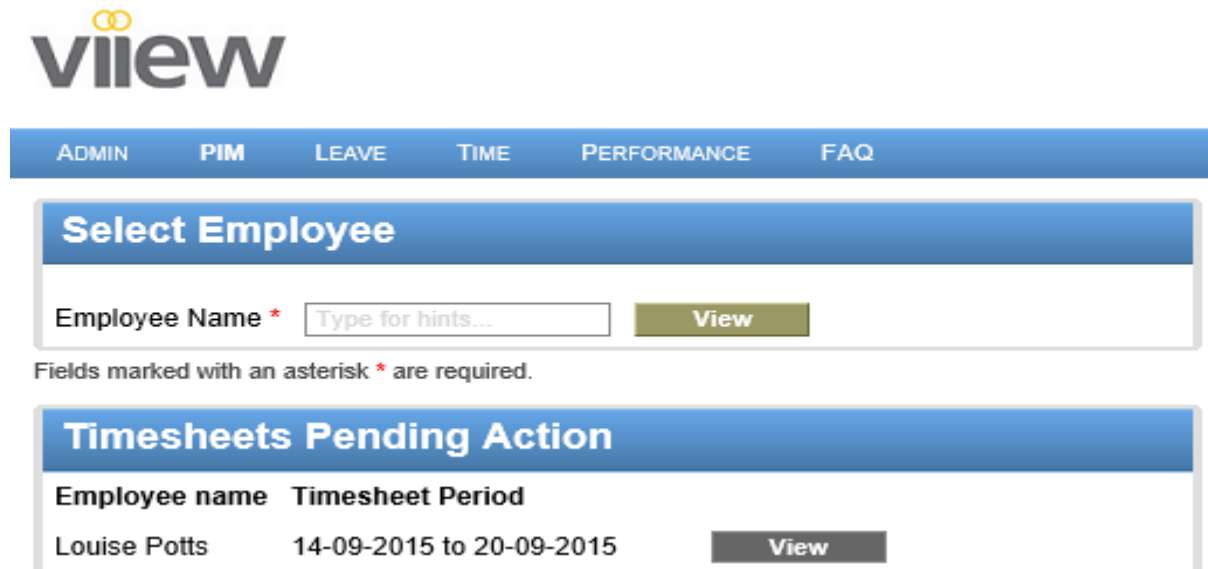


# Online Timesheet Instructions for Managers

**Step 1** – Select Time -> Timesheets -> Employee Timesheets



**Step 2** – all timesheets to be approved will show in the list ‘timesheets pending action’



**Step 3** – Employee times are shown on the screen

Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Total
0:00	12:00	4:00	3:00	0:00	0:00	0:00	19:00
0:00	12:00	4:00	3:00	0:00	0:00	0:00	19:00

**Step 4** – as the Manager, you can **approve, reject or edit**



ADMIN PIM LEAVE TIME PERFORMANCE FAQ

### Timesheet for Louise Potts for Week

[TIMESHEETS](#)  [Add Timesheet](#)

Project Name	Activity Name
Viiew - Viiew Time Sheets	General
<b>Total</b>	

[CHANGE DETAILS](#)

[TIME SHEET APPROVERS](#)

[ADMINISTRATION](#)

[SUPPORT](#)

**Status: Submitted**

[Edit](#)

**Comment**

[Approve](#) [Reject](#)