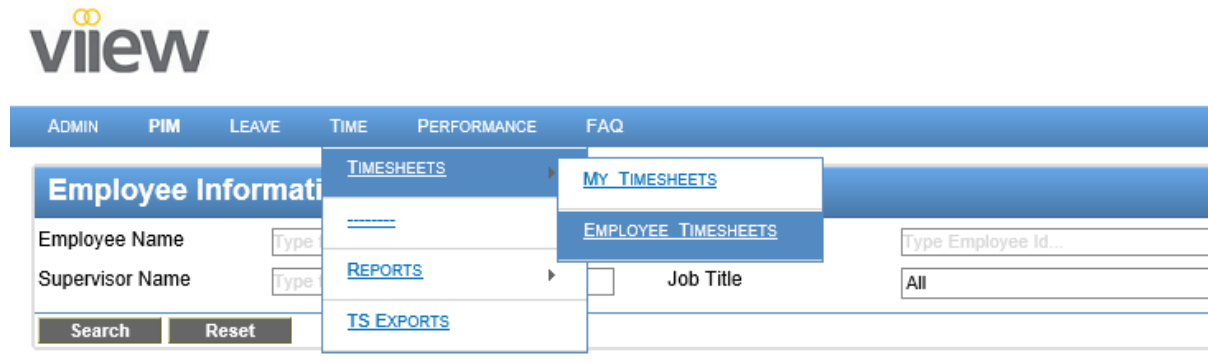
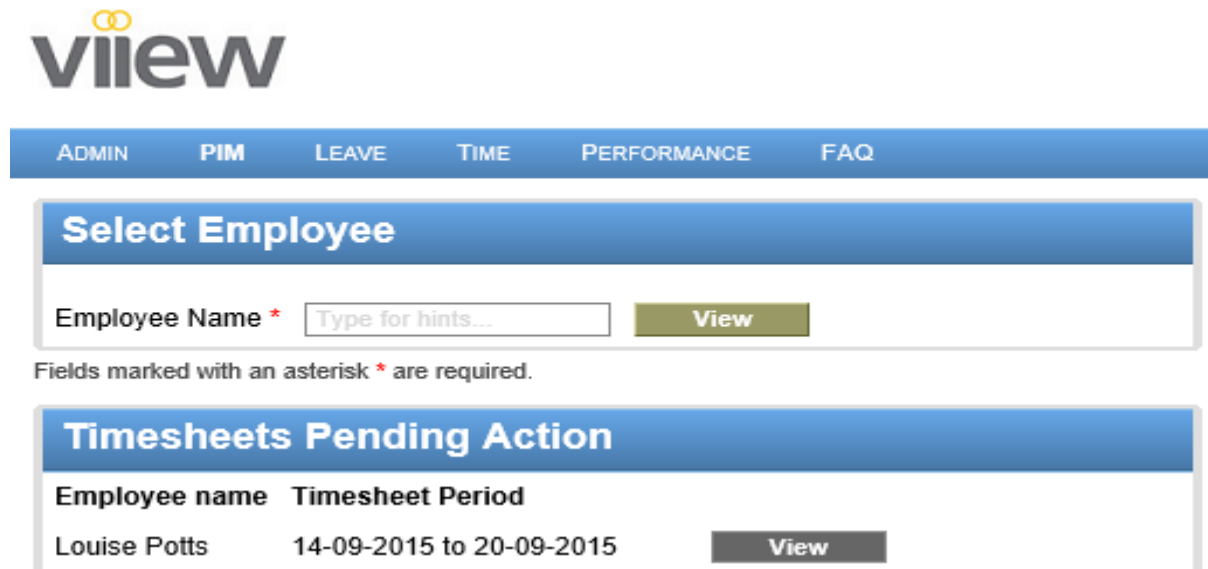


Online Timesheet Instructions for Managers

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
Viiiew - Viiiew Time Sheets	General
Total	

[CHANGE DETAILS](#)

[TIME SHEET APPROVERS](#)

[ADMINISTRATION](#)

[SUPPORT](#)

Status: Submitted

[Edit](#)

Comment

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