

# Approve Attendance

Updated: May 9, 2017

Approve Attendance allows you to view, approve, or reject timesheets.

## Help video:

- [MSS Approve Attendance](#)

## Approving a timesheet

Employee time waiting for approval will be displayed by week. You can approve or reject the entire week at this level by selecting Approve or Reject and **Save** at bottom right of screen.

Personnel Number	Employee Name	Week	Hours	Target hours	Approve/Reject
161611	Aaron N Rutt	04/14-04/20	31.00 H	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
161611	Aaron N Rutt	04/28-05/04	40.00 H	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject
11818	John L. Doe	05/05-05/11	40.47 H	40.00 H	<input type="radio"/> Approve <input type="radio"/> Reject

To see the timesheet detail click on the week dates.

Personnel Number	Employee Name	Week
161611	Aaron N Rutt	04/14-04/20

Click “Approve” for each line you wish to approve or you can select “Approve All”. You can also “Reject” lines. When you reject any lines the employee will be notified by email of this action and the employee will be required to make corrections and resubmit hours for approval.

Date	Type	Premium type	Hours	Start time	End time	Employee Comment	Approval/Reject	Position
05/05/2017	TEM		3.67	08:00	11:40		<input checked="" type="radio"/> Approve <input type="radio"/> Reject	487
05/05/2017	TEM		4.00	13:00	17:00		<input type="radio"/> Approve <input type="radio"/> Reject	487

Click **Save** in lower right corner of screen. The items are now approved.

## Additional item for Approver

When an approver goes in to employee detail they will see an area that displays any time already entered/approved. You can use the navigation arrows to look at other weeks. Change date, click Apply.

Att./Absence type	Att./abs. type text	Start Date	End Date
FNL	Funeral Leave	02/10/2017	02/10/2017
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REG	Regular Planned Hrs	02/10/2017	02/10/2017

Recent Approvals allows the approver to see items approved in the previous 30 days.

Approve Attendance - Timesheet Approval

Recent Approvals