How and When to Approve Timesheets

1. After reviewing the time sheets:
   a. Click the check box next to the name of students you wish to approve. Select Action Below dropdown and select Approve Timesheets. Then click the Apply Action button.
   b. You can also click the magnifying glass for the student from the To-Do Items Page, and then select Approve.

i. This student’s timesheet has an incomplete entry and will need to be edited before it can be approved. You can select the Edit button on the incomplete entry to do so.

2. Approve a timesheet after the student deadline has passed but before the supervisor deadline has passed through To Do Items page
   a. Pending Approval: A student has submitted their timesheet to be approved by the supervisor
   b. Delinquent time sheets: These time sheets were never submitted for approval, and the student deadline has passed. To send an e-mail reminder to the student or to take control of the time sheet, click the magnifying glass.
   c. Incomplete by supervisor: Time sheets that are in the supervisor’s possession. If a timesheet is created by a supervisor or submitted to the supervisor by the student, a student cannot edit it, and a supervisor MUST complete it.

3. REMINDER: There is a $10.00/timesheet fee for any late timesheets.