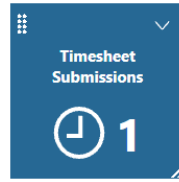




APPROVING/ DENYING TIME TRACKING

Click on the tile on your Administrative Access (Menu/Time Tracking/Timesheet Week Approvals)



You will see a list of all Timesheet Submissions waiting for your approval. Click on “Approve/Deny”

TIMESHEET SUBMISSIONS											
MM/DD/YYYY <input type="text"/> View: Skyward Default Filter: Assigned Quick Filter Mass Approve/Deny More											
	Status	Start Date	End Date	Full Name	Total Paid	Total Overtime	Comp Time Requested	Total Holiday	Total Time Off	Has Exceptions	Manually Edited
	W - Waiting for Approval	05/04/2026	05/10/2026	BEVAN, CAROLYN P	2:00	0:00	0:00	0:00	0:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If has exceptions box is checked, you will need to review the message and fix if needed (refer Time Tracking Submitting Exceptions Tutorial)

If the manually edited box is checked it means they manually adding time instead of using clock IN/OUT buttons

You will see all of the Timesheet Details for that week Click “Approve” or “Deny”

Timesheet Submission Approval
Approve/Deny

Approve Deny

Employee Name: BEVAN, CAROLYN P
Submission Start Date: 05/04/2026
Submission End Date: 05/10/2026

Approve/Deny Comments:

TIMESHEET DETAILS
Weekly Total: 4:00

Tracked Totals		Calculation Totals		Pay Type Totals	
Work:	4:00	Rounded:	4:00	Addtl Time:	4:00
Time Off:	0:00	Straight Time:	4:00	Total:	4:00
Holiday:	0:00	Overtime:	0:00		
Total:	4:00	Total:	4:00		

[Edit Time Transactions](#)

05/04/2026 MONDAY

Start Time	End Time	Status	Assignment Pay Type	Assignment Information	Hours	Manually Edited	Comment
5:00 PM	7:00 PM	In	Addtl Time	Clerical Supp...	2:00	<input checked="" type="checkbox"/>	
Daily Total					2:00		

If manually edited the eye icon will show here

Approve Deny

1 error was encountered. You can fix this error and click Deny again or click Cancel.

Employee Name: BEVAN, CAROLYN P
Employee Number: 103000
Submission Start Date: 05/04/2026
Submission End Date: 05/10/2026

Approve/Deny Comments:

Approval/Denial Comment is required when denying a Timesheet Submission.

If denying a Timesheet, a comment is required