

# Submitting a timesheet for approval

Once the time has been captured correctly you need to submit it so that your hours can be approved by your assigned Timesheet Administrator. The Timesheet Administrator will then approve or decline your timesheet.

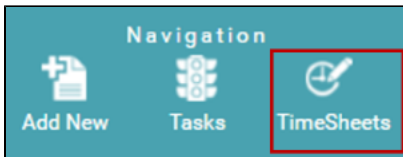
Submitted entries are displayed in orange on the TimeSheets screen and cannot be updated until the Administrator has either approved or declined the time.

Depending on the system settings for TimeSheets, you may receive a reason when your time entry is declined.

Below are steps to show you how to submit timesheets.

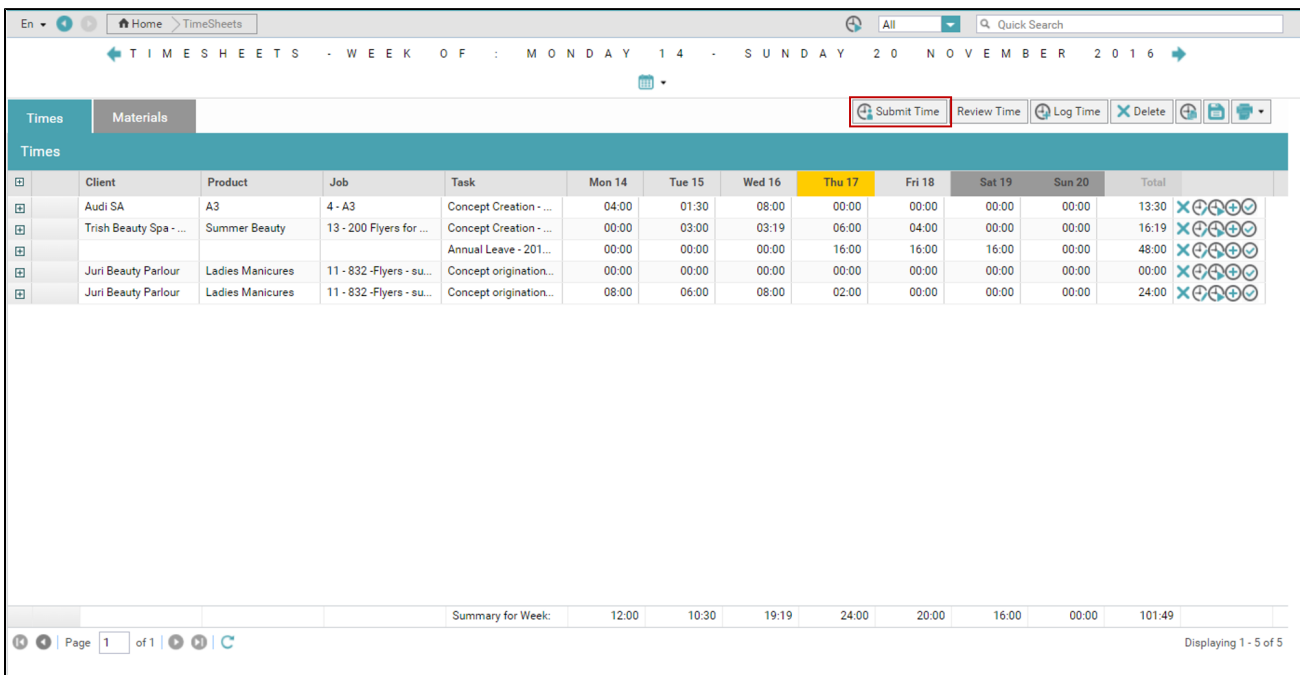
## Step-by-step guide

1. Click the **TimeSheets** button on the Ribbon.



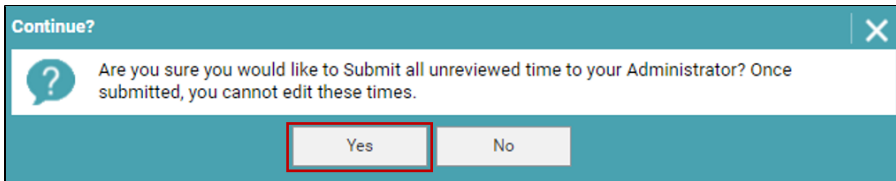
The *TimeSheets* screen appears.

2. Click on the **Submit Time** button to send your time to be reviewed.

A screenshot of the TimeSheets application interface. At the top, there's a navigation bar with 'Home' and 'TimeSheets' tabs, and a search bar. Below that, a header shows the current week: 'TIMESHEETS - WEEK OF : MONDAY 14 - SUNDAY 20 NOVEMBER 2016'. A ribbon contains several buttons, with 'Submit Time' highlighted by a red box. The main area is a table with columns for Client, Product, Job, Task, and days of the week (Mon 14 to Sun 20), plus a Total column. The table contains several rows of time entries. At the bottom, there's a summary for the week and a page navigation bar showing 'Page 1 of 1' and 'Displaying 1 - 5 of 5'.

A *Continue?* dialog will appear.

3. Click **Yes** to continue.



All captured time is submitted to your TimeSheet Administrator to approve or decline.

When the administrator approves or declines time, submitted entries (pending approval) will be displayed in orange, approved hours in green and declined hours in red.

Client	Product	Job	Task	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Total
Audi SA	A3	4 - A3	Concept Creation - ...	04:00	01:30	08:00	00:00	00:00	00:00	00:00	13:30
Trish Beauty Spa - ...	Summer Beauty	13 - 200 Flyers for ...	Concept Creation - ...	00:00	03:00	03:19	06:00	04:00	00:00	00:00	16:19
			Annual Leave - 201...	00:00	00:00	00:00	16:00	16:00	16:00	00:00	48:00
Juri Beauty Parlour	Ladies Manicures	11 - 832 -Flyers - su...	Concept origination...	08:00	06:00	08:00	02:00	00:00	00:00	00:00	24:00
Summary for Week:				12:00	10:30	19:19	24:00	20:00	16:00	00:00	101:49

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