

# Reviewing and Approving Timesheets

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 [time-help.frontlineeducation.com/hc/en-us/articles/115003454947-Reviewing-and-Approving-Timesheets](https://time-help.frontlineeducation.com/hc/en-us/articles/115003454947-Reviewing-and-Approving-Timesheets)

Administrators can reference the Timesheet Review report to quickly review and approve their users' timesheets.

## Quickly Reviewing Time Video

## Reviewing and Approving Timesheets Video

Reports > People, Time, & Payroll > Timesheet Review

## Filters

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Before you begin your approvals, you will want to filter what information appears within the report. This includes a date range, user type, user status, etc.

Keep in mind, your permission setup determines what options are made available. You may not have access to all the referenced functionality.

The date range indicates what timesheets you are approving for a given timeframe. Your administrator will have already set up a pre-defined date range, and you can make a selection within the dropdown.

With the timeframe selected, you can then select the "Filter" and "Sort" dropdown menus to indicate the status and order of the timesheet data.

### Filter By Options:

- **Outstanding Timesheets** - Show only the timesheets that are not completely approved on all levels.
- **Rejected Timesheets** - Show only the timesheets in rejected status.
- **Payroll Exceptions** - Show only users who have payroll records that are marked as exceptional in the "Wage Option Assignment" page.
- **Net Difference** - Show only users whose timesheets have a net difference.
- **Needs Approval** - Show only users whose timesheets are in "Submitted" status

Select the desired options and reference the "User Type" and "User Status" dropdowns to further define your results by employees/subs and active/inactive.

REPORTS > TIMESHEET REVIEW

Timesheet Review View: All Visibility [Change](#) ▼

Approve, Reject, or Reset Timesheets

**Date Range:**  
 Weekly Timesheet Approvals ▼  
 04/09/2018 - 04/15/2018 ▼

**Filter By:**  
 -- None -- ▼

**Sort By:**  
 User Name - Ascending ▼

**User Type:** Any ▼    **User Status:** Any ▼

[Advanced Options](#)

For more advanced filtering, click the **Advanced Options** link. Here, you can search by user, location, and/or job type.

**Date Range:**  
 Weekly Timesheet Approvals ▼  
 04/09/2018 - 04/15/2018 ▼

**Filter By:**  
 -- None -- ▼

**Sort By:**  
 User Name - Ascending ▼

**User Type:** Any ▼    **User Status:** Any ▼

[Advanced Options](#)

**Search for User:**

**Narrow by Locations:**

- All Options ▼
- Bridge Street Elementary School
- Bus Barn
- CS-Joes Training District
- District Office

9 of 12 selected [Clear](#)

**Narrow by Job Types:**

- All Options ▼
- Assistant Director
- Bus Driver
- Bus Driver - Field Trip
- Community Outreach Coordinator

31 of 33 selected [Clear](#)

Once you are finished, click the **Search** button to run the report.

## Timesheet Review Report Details

The report will display for the selected date range and will include data such as the Total Scheduled, Total Working Time and Paid Leave, and Net Difference for the employees for that week.

<input type="checkbox"/> User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>	EMPLOYEE <a href="#">Apple, June</a> (JApp1118E)	40:00	40:00	00:00	40:00	00:00	<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Carey, Ben</a> (BCare1030E)	20:00	20:00	00:00	20:00	00:00	<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Inolo, Marie</a> (W001583116)	20:00	20:00	00:00	20:00	00:00	<a href="#">Submitted</a>

- **Total Scheduled** - This is the number of hours based on the recurring schedule. For the date range you have chosen, this is what the person would have worked if all days were typical days (no absences or closed days).
- **Total Paid** - This is the total time that the user will be paid for.
- **Total Time** - This is the total time for the date range you have selected. Worked hours as well as paid absence durations count toward this time. Admin time is also calculated into this total.
- **Net Difference** - The difference between scheduled and total paid time. If the total time is less than scheduled, it shows up as negative.
- **Status** - The status of the timesheet will be shown by an icon if you have multiple levels of approval.

Select the status link to review the details for a specific user. The pop-up will show the last update made to that timesheet record and whether it was submitted automatically by the system or if the user submitted it.

It will also display comments, list a time and date stamp for the last update, and provide access to the "Status Log" where you can view the full status log for that timesheet record.

Weekly Timesheet Approvals 04/09/2018 - 04/15/2018							
		Page	1	of 1	20	Displaying 1 - 9 (Total: 9)	
<input type="checkbox"/> User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>	EMPLOYEE <a href="#">Apple, June</a> (JApp1118E)	40:00	40:00	00:00	40:00	00:00	<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Carey, Ben</a> (BCare1030E)	20:00					<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Inolo, Marie</a> (W001583116)	20:00					<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Jillian, Dennis</a> (DJill1072E)	60:00					<a href="#">Submitted</a>
<input type="checkbox"/>	EMPLOYEE <a href="#">Johnson, Mark</a> (MJohn1140E)	25:00	25:00	00:00	25:00	00:00	<a href="#">Submitted</a>


**SUBMITTED** ✕

Level 1 - System

**Comments:**  
N/A

Updated 04/15/2018 at 12:15 AM Status Log

To expand a row on the timesheet, click the **expand/collapse** icon. The system will give you each day's timesheet summary data for that person.

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status	
<input type="checkbox"/>  EMPLOYEE <b>Apple, June</b> (JApp1118E) <input type="radio"/>	40:00	40:00	00:00	40:00	00:00	<a href="#">Submitted</a>	
Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
04/09/2018	Schuylkill Middle School <input type="radio"/> Food Service <input type="radio"/>	08:00	08:00	00:00	08:00	00:00	<a href="#">Submitted</a>
04/10/2018	Schuylkill Middle School <input type="radio"/> Food Service <input type="radio"/>	08:00	08:00	00:00	08:00	00:00	<a href="#">Submitted</a>

To see the actual Timesheet or the Payroll Review, click the corresponding icon next to the user's name. (The Timesheet icon is the one with the clock. The Payroll Summary icon is the one with the dollar sign.)

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>    EMPLOYEE <b>Apple, June</b> (JApp1118E) <input type="radio"/>	40:00	40:00	00:00	40:00	00:00	<a href="#">Submitted</a>
<input type="checkbox"/>    EMPLOYEE <b>Carey, Ben</b> (BCare1030E) <input type="radio"/>	20:00	20:00	00:00	20:00	00:00	<a href="#">Submitted</a>
<input type="checkbox"/>    EMPLOYEE <b>Inolo, Marie</b> (W001583116) <input type="radio"/>	20:00	20:00	00:00	20:00	00:00	<a href="#">Submitted</a>

## Timesheet Approval

To take any action on timesheets, use the **Approve**, **Reject**, or **Reset Timesheets** button at the top of the page. A pop-up window will open where you can approve, reject, or reset a timesheet.

REPORTS > TIMESHEET REVIEW

## Timesheet Review

View: All Visibility Change

Approve, Reject, or Reset Timesheets

Date Range: Weekly Timesheet Approvals 04/09/2018 - 04/15/2018

Filter By: -- None --

Sort By: User Name - Ascending

User Type: Any User Status: Any

Advanced Options

Search

Keep in mind, you may be required to select a reason and leave a comment if you reject a timesheet. You should only reject a timesheet if that employee has the permission to edit their own timesheet and make a correction.

### Timesheet Status

Action: -- Select a Function --

- Approve Selected
- Reject Selected
- Reset Selected to Submitted
- Reset Selected to Pending

Comment:

I certify that these timesheets are a true statement of the hours recorded in the period indicated.

Cancel Submit

Click **Approve**, **Reject**, or **Reset** based on the action required.

Once a timesheet is approved, it cannot be edited unless it is reset to submitted or pending.

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