Reviewing and Approving Timesheets

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

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.

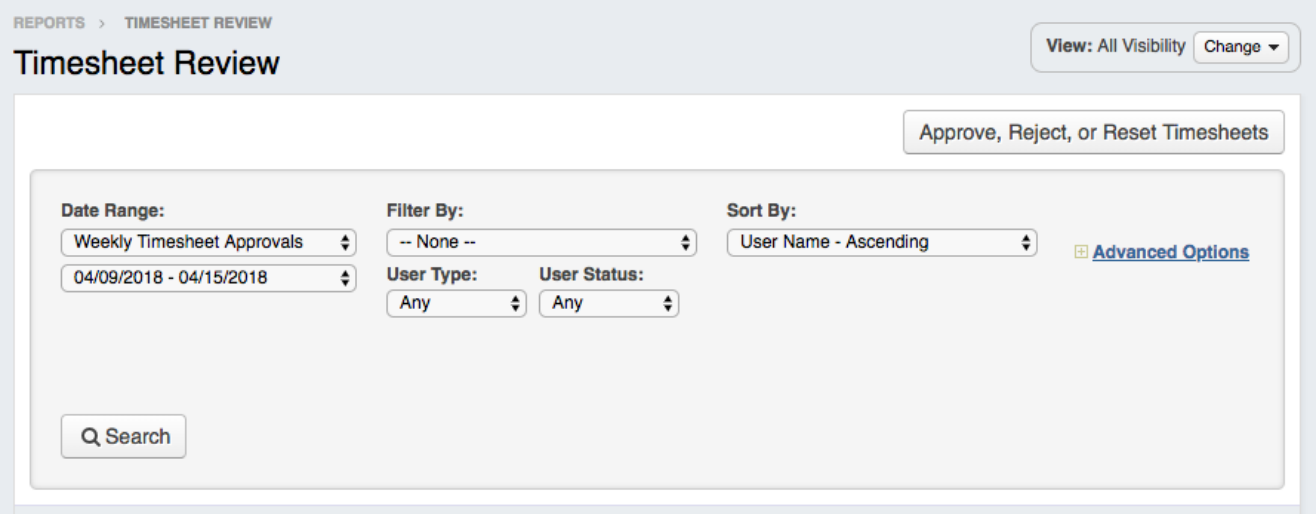
The date range indicates what timesheets you are approving for a given timeframe. Your administrator will have already set up a pre-defined date range, and you can make a selection within the dropdown.

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

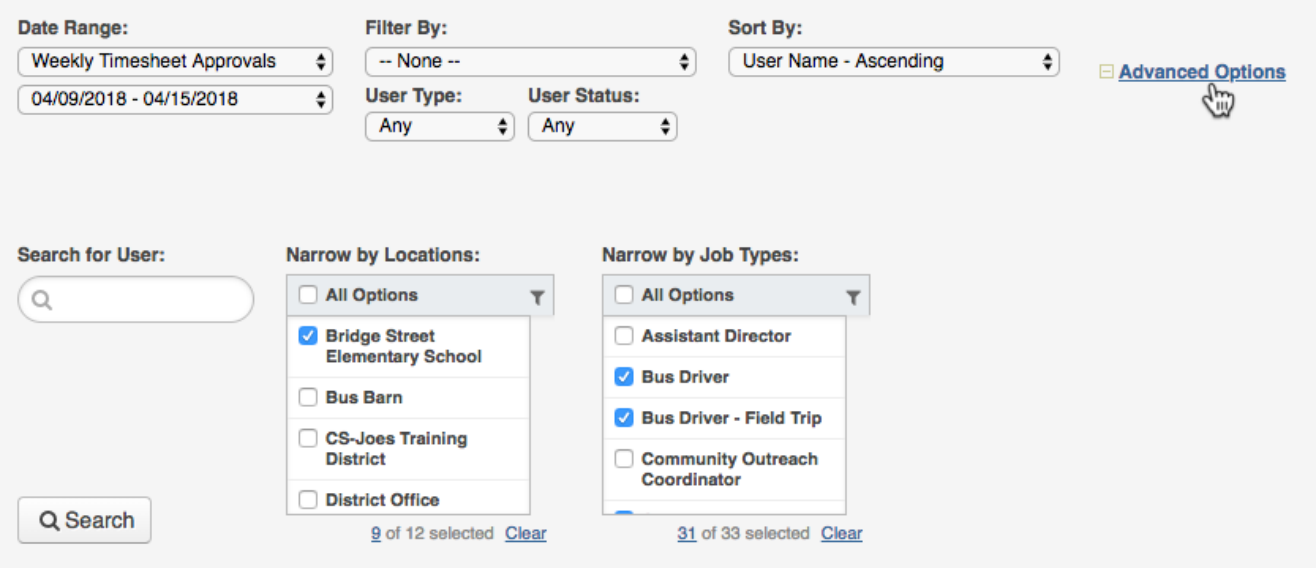
Filter By Options:

- **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.



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



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

Timesheet Review Report Details

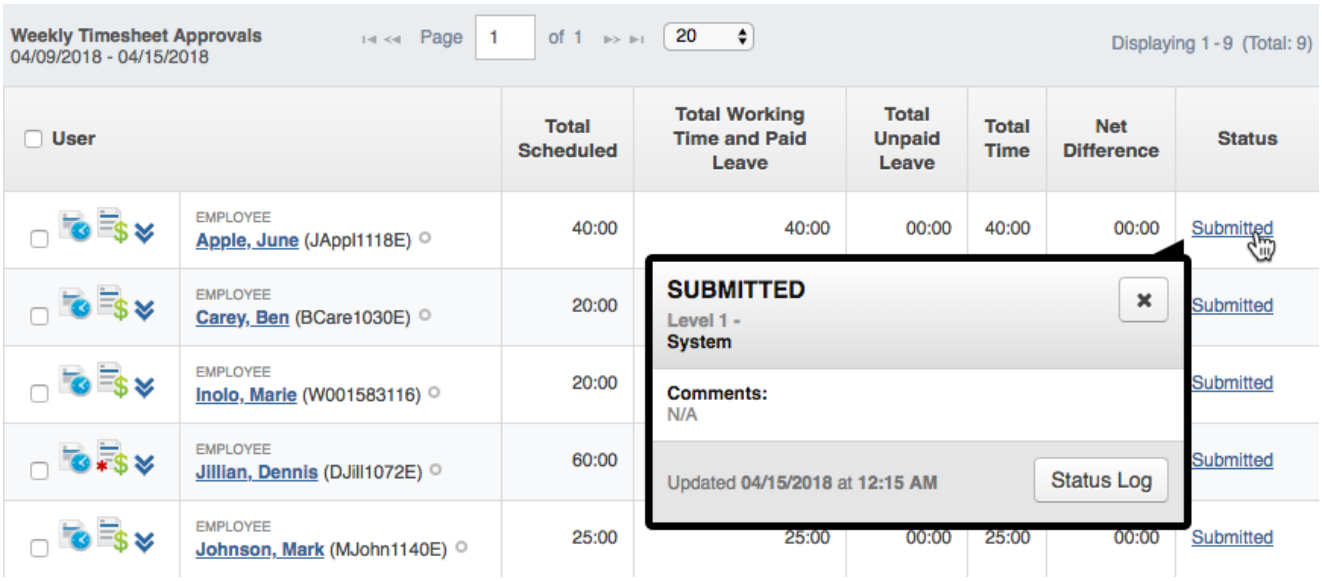
The report will display for the selected date range and will include data such as the Total Scheduled, Total Working Time and Paid Leave, and Net Difference for the employees for that week.

User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
	EMPLOYEE Apple, June (JAppl1118E)	40:00	40:00	00:00	40:00	00:00	Submitted
	EMPLOYEE Carey, Ben (BCare1030E)	20:00	20:00	00:00	20:00	00:00	Submitted
	EMPLOYEE Inolo, Marie (W001583116)	20:00	20:00	00:00	20:00	00:00	Submitted

- **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.



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.

User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
	EMPLOYEE Apple, June (JAppl1118E)	40:00	40:00	00:00	40:00	00:00	Submitted

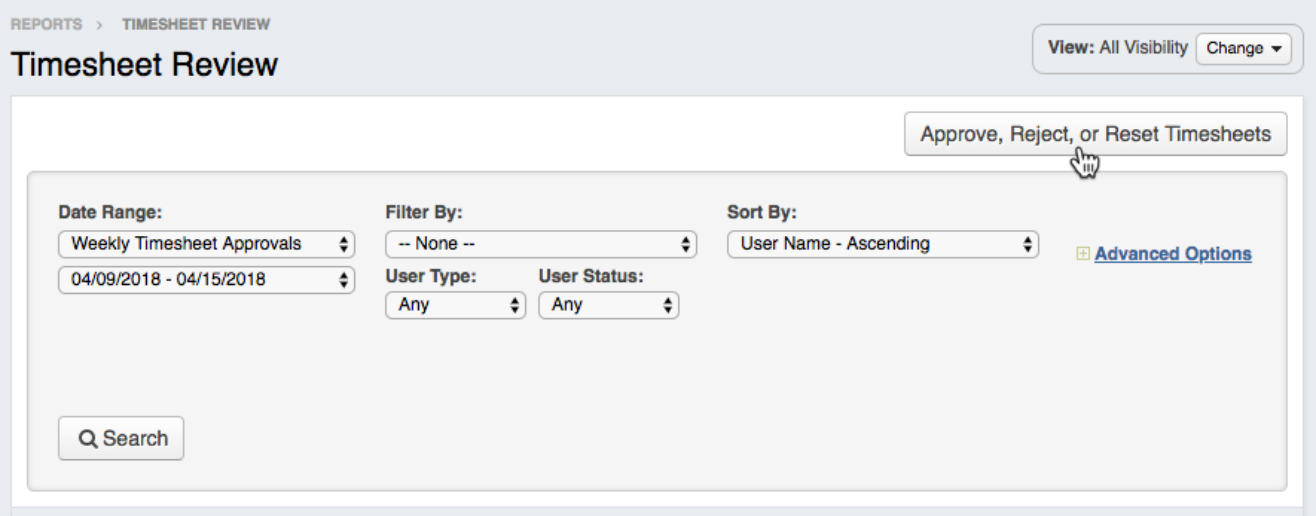
Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
04/09/2018	Schuylkill Middle School Food Service	08:00	08:00	00:00	08:00	00:00	Submitted
04/10/2018	Schuylkill Middle School Food Service	08:00	08:00	00:00	08:00	00:00	Submitted

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.)

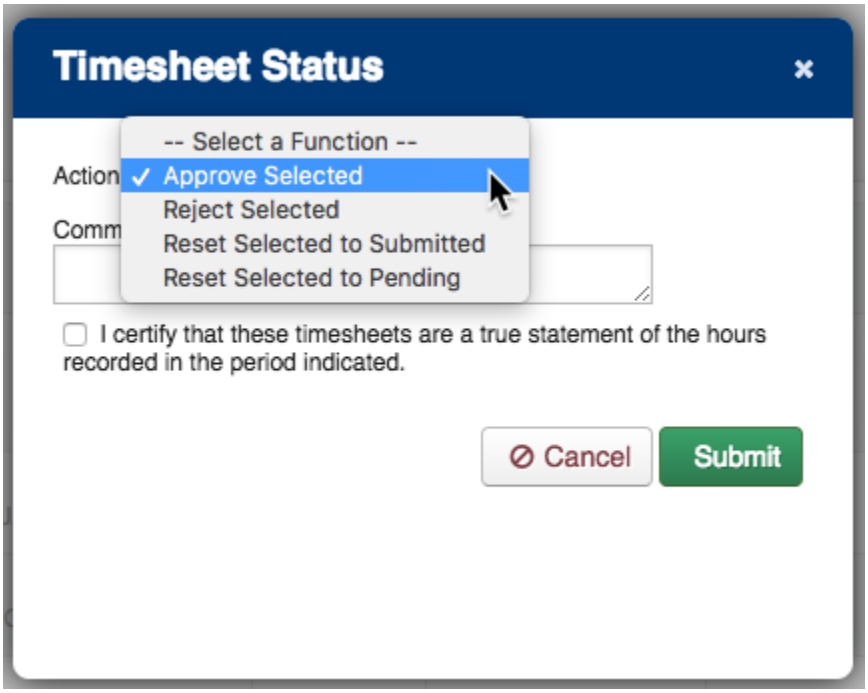
User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
	EMPLOYEE Apple, June (JAppl1118E)	40:00	40:00	00:00	40:00	00:00	Submitted
	EMPLOYEE Carey, Ben (BCare1030E)	20:00	20:00	00:00	20:00	00:00	Submitted
	EMPLOYEE Inolo, Marie (W001583116)	20:00	20:00	00:00	20:00	00:00	Submitted

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.



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.



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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