Timesheet Approval App Quick Guide
Timesheet Approval App: Overview

Under Reports, you can view Missing Timesheets (by date range), Absence Quotas, and Submitted Timesheets (by date range and approval status).

To Review will show you a list of timesheets to review. You can also toggle to Reviewed to see timesheets that were already handled.

You can search for an employee by name, Kerb or MIT ID.

You can filter by Pending, Partially Approved, or Missing timesheets.

You can choose to view timesheets from this week, last week or you can choose a date range.
Please note that the size of the viewing window or mobile device will affect the default view. You can view each individual day of the week or you can select the **Summary View** to see a week breakdown.

We will cover **Cost distribution** on page 7.
You can Decline or Approve the timesheet for the entire week. You can also Decline or Approve individual days of the week.

When declining a timesheet or day, you will select a reason from the dropdown menu.

You can contact the employee via email or send a notification to submit outstanding hours.
Timesheet Approval App: Missing Timesheet

You can add time on the employee’s behalf by clicking the + icon.

The default entry is 8 hours.

You can contact the employee via email or send a notification to submit outstanding hours.

You can confirm that no hours were worked for the week by selecting **No work duties**.

You can edit the entry by clicking on the time tile (see next page for more details).
Timesheet Approval App: Adding and Editing Time

After adding the default 8-hour entry, you can make any necessary edits.

Select the Attendance/Absence type from the dropdown menu. You can adjust the hours by using the - and + icons. If necessary, you can adjust the Cost Object the effort will be charged to.
To change the cost distribution from the Summary view, click the edit icon.

Timesheet Approval App: Cost distribution

You can change the cost object or Add cost distribution if necessary.

Click Update to complete the cost distribution change.

Add the cost object(s) being distributed to and edit the relevant percentages.

Total percentage must equal 100%.