CA PPM Timesheet Approval

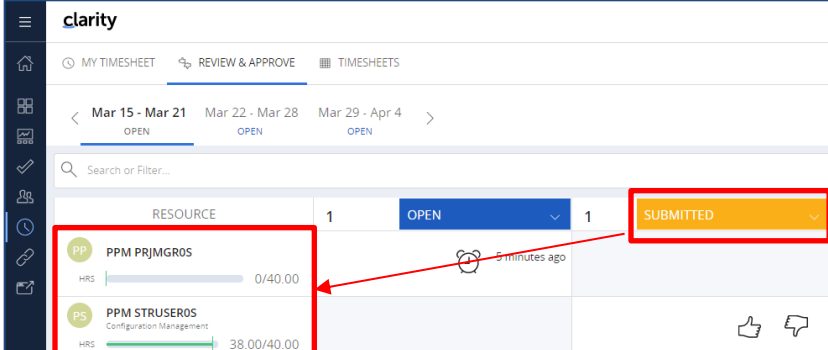| Instructions	Screen
Accessing Team Members' Timesheets 1. From the Home screen, click on the **Timesheet icon** ⏲. The My Timesheet page view will open.	
2. Select the **Review & Approve tab** at the top of the page. Click on the **Time period** to be reviewed. NOTE: You may need to use the Left/Right arrows to scroll to the Time Period you want to review.	
1. There will be a row that shows the number of Timesheets that are in Open, Submitted, Approved, Posted and Returned status. 2. By clicking on the boxes where it says "Open", "Submitted", "Approved", "Posted", or "Returned", you can review the different timesheet status for your resources.	

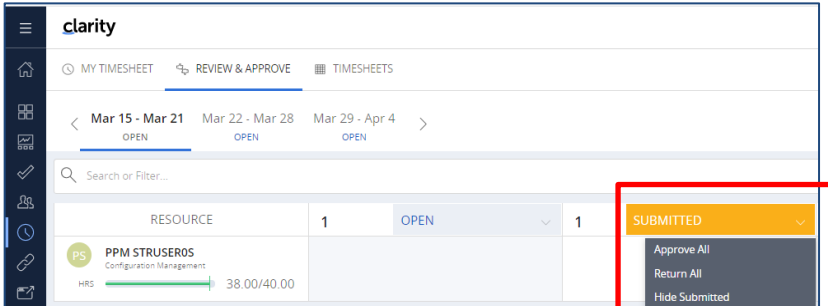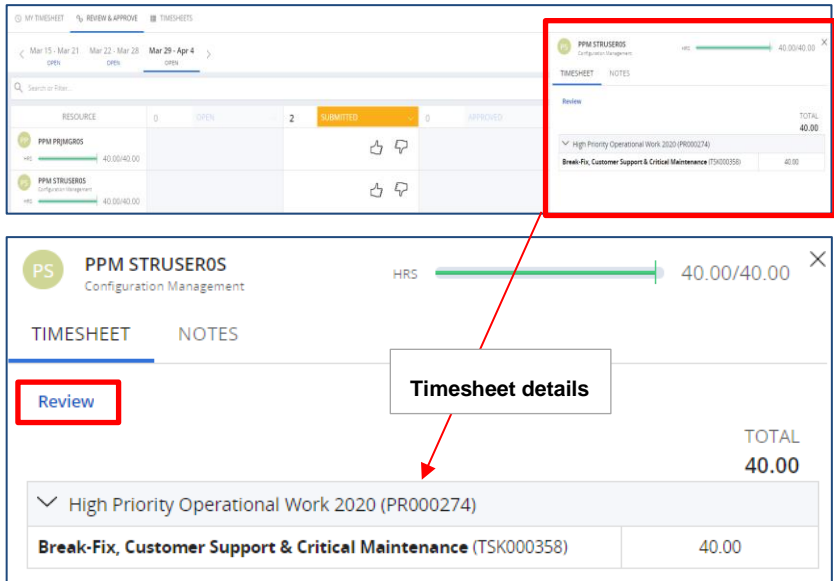|	
1. For the Open Timesheets, if you click on the Clock icon ⏰, you will send a reminder to the resource to complete and submit their timesheet. It will also show how long ago the reminder was sent.	
3. To Review the Submitted timesheets, click on the down arrow to the right of "Submitted". 4. This will give you a list of Resources that have submitted their timesheets.	
5. If you click on the word "Submitted" at this point, you will have an option to Approval All timesheets, Return All timesheets or Hide Submitted timesheets.	

6. If you click on a Resource Name it will open a box on the right side of the page showing the timesheet detail.

7. From here you can determine to "Approve" or "Return" an individual timesheet by clicking on the Thumbs-up (Approve) or Thumbs-down (Return) icon 👍 👎 for that resource.

Approving Timesheets

Things to look for when reviewing and approving a timesheet:

✓ Time charged to the wrong project

✓ Holiday time on a regular workday

✓ Other work charged incorrectly

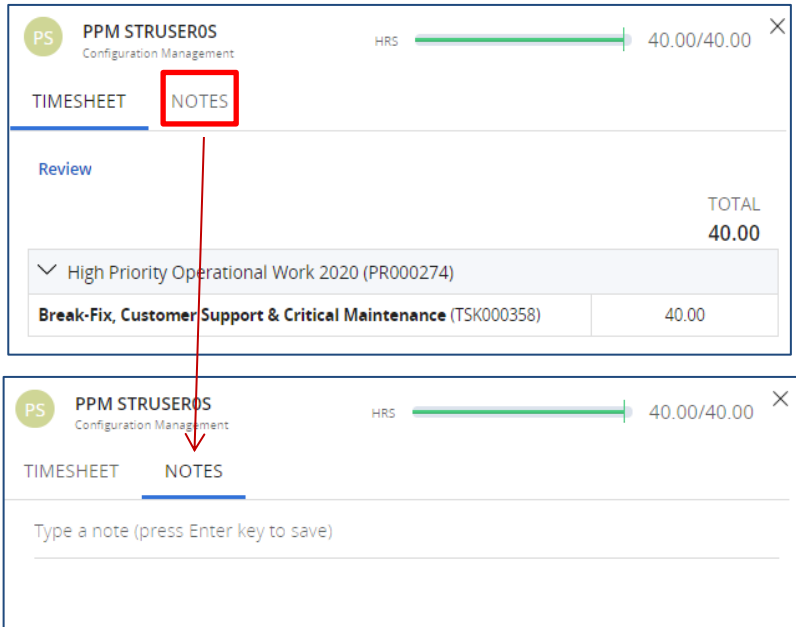**Note**: If you are returning the timesheet, notify the time tracker and explain why it's being returned.

Timesheet details

Timesheet Notes

Timesheet notes are optional. They may be used for:

✓ Communication between resource managers and team members

✓ Explanation of a returned timesheet

✓ Reference

Note: Timesheet notes are generated by clicking on the **notes tab** icon on the top of the timesheet.
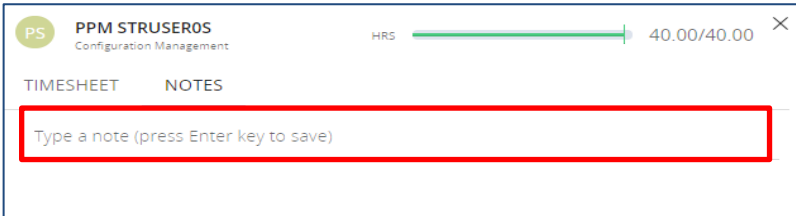

Entering a Timesheet Note

1. Enter the text of the note in the **Note** field.

2. Simply begin typing where it says "Type a note (press Enter key to save)"