

## How to Approve a Timesheet

This document provides managers/timesheet approvers with the steps necessary to approve a timesheet using Approval Central. This guide was created using Beeline Classic, non-client-specific configuration. Your specific setup is based on your company's configuration/visibility and may vary slightly from what is explained here.

### To approve or reject timesheets using Approval Central:

1. Log in to Beeline Enterprise using your *user name* and *password*. Your Home screen appears.
2. In the **My To Do** quadrant, click the *number* link within the alert sentence, "You have # timesheets to approve." The Approval Central home page appears.
3. View detailed timesheet information by clicking directly to the left of the worker's name or click the date range for the timesheet.
5. Review all information related to the timesheet.
6. Click Approval Central when you are done reviewing the timesheet.
7. Enter Comments if needed. Comments are required for rejected timesheets.
8. Select **Approve** or **Reject** in the Selected column.



*All timesheets can be approved by clicking the "Approve All" button; or, a group of timesheets can be approved by clicking the check box for each line item and then clicking **Approve** in the Selected column. Take care when using the Approve All option since the system will not ask you to confirm this action.*

9. Once you click Approve or Reject, the timesheet status updates and the timesheet is removed from the list. Rejected timesheets will route to the worker / vendor for corrections and then resubmit.