

# TIME APPROVAL

01

## STEP ONE

ACCESS THE TIME ENTRY FEATURE BY NAVIGATING TO THE LEFT-HAND SIDE OF THE SCREEN AND CLICKING ON THE TIME ENTRY ICON FROM THE DASHBOARD. FOR MOBILE USERS, TAP ON THE THREE HORIZONTAL LINES TO ACCESS THE TIME ENTRY OPTION.

02

## STEP TWO

ON THIS SCREEN, YOU'LL ENCOUNTER THREE OPTIONS: "NEW ENTRY," "TIME REVIEW," AND "TIME APPROVAL." CHOOSE THE "TIME APPROVAL" BUTTON TO PROCEED.

03

## STEP THREE

AFTER REACHING THE TIME APPROVAL SECTION AT THE TOP OF THE SCREEN, LOCATE THE "FILTER" BUTTON. ENSURE THAT THE STARTING DATE CORRESPONDS TO OR PRECEDES THE DATES REQUIRING APPROVAL, AND THEN CLICK ON "APPLY."

04

## STEP FOUR

AFTER CONFIRMING THE ACCURACY OF ALL ENTRIES, CLICK THE "SELECT ALL" BUTTON. ONCE ALL UNAPPROVED ENTRIES ARE HIGHLIGHTED IN GREEN, PROCEED TO CLICK THE "APPROVE" BUTTON.

05

## STEP FIVE

UPON SUCCESSFUL APPROVAL, THE STATUS FOR EACH ENTRY WILL TRANSITION TO "SUBMITTED." SUBSEQUENTLY, AS WE COMPLETE THE PROCESSING OF THE ENTRIES, THE STATUS WILL FURTHER CHANGE TO "IMPORTED."

