

1.1. Authorizing a timesheet

Step	Action
	Open the Timesheets feature
(1)	This is where you can select shifts to be authorized. Click the Menu button.
(2)	Click the Timesheets button. Authorize Timesheets for previous week Once you've reviewed that the worked shifts on the timesheet accurately represent when your employees worked, and the pay details are correct, you can authorize them to confirm that you have reviewed the records. Click the Previous Week button.
(3)	Begin by filtering for unauthorized shifts After applying a filter, the timesheet will only display shifts that have yet to be authorized. Click the Filter & Sort button.
(4)	Click the Unauthorized Records button.
(5)	Click the Apply button.
(6)	First, authorize a single shift You can authorize a single

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Authorize all the Monday shifts

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IJ @guHitzroL bZ RfPWS zc

Mnh IL @eHhG @ t ; uN srH D E d

Select and authorize multiple shifts at once