Approve Attendance

Approve Attendance allows you to view, approve, or reject timesheets.

Help video:
- MSS Approve Attendance

Approving a timesheet

Employee time waiting for approval will be displayed by week. You can approve or reject the entire week at this level by selecting Approve or Reject and clicking on Save at bottom right of screen.

To see the timesheet detail click on the week dates.

Click "Approve" for each line you wish to approve or you can select “Approve All”. You can also “Reject” lines. When you reject any lines the employee will be notified by email of this action and the employee will be required to make corrections and resubmit hours for approval.

Click Save in lower right corner of screen. The items are now approved.

Additional item for Approver

When an approver goes in to employee detail they will see an area that displays any time already entered/approved. You can use the navigation arrows to look at other weeks. Change date, click Apply.

Recent Approvals allows the approver to see items approved in the previous 30 days.