



Manage Timesheets

Timesheets let you monitor your employees' hours when they clock in and out, as well as when they avail their paid time off. You can also add or edit the entries manually. You can approve time entries of employees, ensuring accuracy before closing out the pay period.

View Time Entries

1. Go to the **Timesheets** tab.
2. Select < or > in the centre to view past or upcoming dates' timesheets.
3. Apply filters on the top left to view a specific timesheet.

Add Time Entries

1. Go to the **Timesheets** tab.
2. Select **Add Time** in the top-right corner.
3. Enter the details.
 - *(Optional) Scheduled Shift* - Choose a shift from the dropdown that corresponds to the time entered.
5. Select **Save Time Entry**.

Edit Time Entries

1. Go to **Timesheets** tab.
2. Select the required time entry.
3. Update the details and select **Save Time Entry**.

Approve Time Entries

1. Go to the **Timesheets** tab.
2. Select the time entries you'd like to approve.
3. Select **Actions** in the top-right, then choose **Approve** from the dropdown.

Export Time Entries

1. Go to the **Timesheets** tab.
2. Apply filters and choose the timesheet you'd like to export.
3. Select **Actions** in the top-right corner, then choose **Export CSV** from the dropdown.