

HR Online – Timesheet Approval Video Transcript



With the self-service module, employees can create timesheets entirely within the system. Employees can enter as little or as many days as they require and change the status of these days such as 'working day', 'sick day' or 'annual leave'. Employees can also append notes to their timesheet for special instructions or explanations.

When a timesheet is completed, it is sent to the users specific 'timesheet approver' which is another user within the system, who does not have to necessarily be a line manager, each user will have a timesheet approver assigned by the HR team. The timesheet approver will then act on this task, they can review the timesheet in detail, and then when they have confirmed the details they can then take approval action on this task by either approving, cancelling or rejecting the timesheet.

If approved the timesheet will be ready to be exported from the system in the next batch export in a CSV file, ready to be imported into the 3rd party payroll software. Employees can also duplicate previous created timesheets and change certain details to save time.