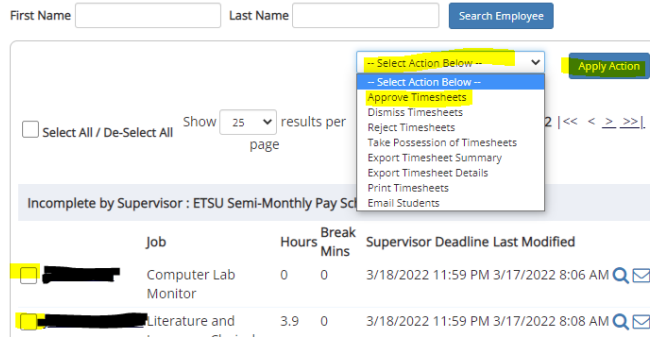


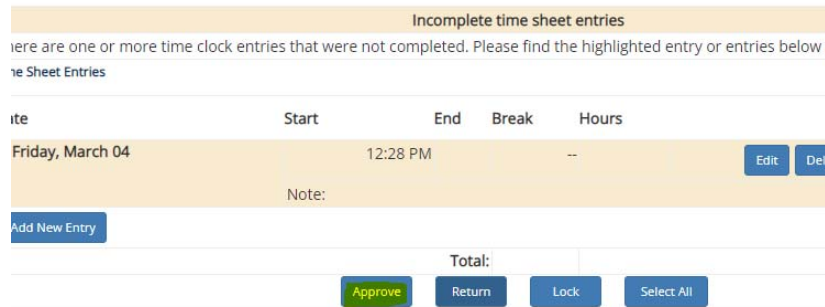


How and When to Approve Timesheets

1. After reviewing the time sheets:
 - a. Click the check box next to the name of students you wish to approve. *Select Action Below* dropdown and select *Approve Timesheets*. Then click the *Apply Action* button.



- i.
 - b. You can also click the magnifying glass for the student from the *To-Do Items Page*, and then select *Approve*.



- i.
 1. This student's timesheet has an incomplete entry and will need to be edited before it can be approved. You can select the *Edit* button on the incomplete entry to do so.
2. Approve a timesheet after the student deadline has passed but before the supervisor deadline has passed through To Do Items page
 - a. Pending Approval: A student has submitted their timesheet to be approved by the supervisor
 - b. Delinquent time sheets: These time sheets were never submitted for approval, and the student deadline has passed. To send an e-mail reminder to the student or to take control of the time sheet, click the magnifying glass.
 - c. Incomplete by supervisor: Time sheets that are in the supervisor's possession. If a timesheet is created by a supervisor or submitted to the supervisor by the student, a student cannot edit it, and a supervisor MUST complete it.
3. REMINDER: There is a \$10.00/timesheet fee for any late timesheets.