

Rejected Documents

- If your employee has a document that has been rejected - the employee will need to correct the rejected document before he/she can submit his/her timesheet.
- If your employee is out and unable to correct the rejected document – the departmental administrator will need to correct the document before timesheets can be submitted.
 - The Dept. Admin will have to correct
 - Search for the employee's name
 - Click on the rejected document id
 - Correct the document and Submit on behalf of the employee