

Manager's Inbox

The Manager's Inbox screen is used to approve timesheets or to select a timesheet for further review.

Concepts

By default the manager's inbox shows timesheets submitted by your employees for your approval.

If you are an active delegate for one or more other managers, you will be able to select that person from the Manager dropdown menu and view his/her inbox as if it were your own.

Click the > button to select a timesheet for further review. This will display the Timesheet Overview screen.

Timesheet	Emp. Name	Start Dt.	End Dt.	Status	Reg/OT Hrs	Arrived Date
277	Moore, Marc S	12/01/2005	12/14/2005	Submitted	80.00 / 9.00	12/13/2005 11:36 AM
273	Gutierrez, David G	12/01/2005	12/14/2005	Open	80.00 / 3.00	12/13/2005 11:42 AM

Click the Approve button to approve a timesheet and move it to the next step in its routing process.

Click the **Approve** button to approve a timesheet and move it to the next step in its routing process.

- After approving a timesheet it will be removed for your inbox and:
- If you are the only/final approver, be moved to Approved status
- If another approval is required, be sent to that manager's inbox