

Team Timesheets

In the team timesheets section, you can view, edit, and approve employee timesheets.

Waiting for Your Approval Section

The **Waiting For Your Approval** section is the landing page for the **Team Timesheets** section. This contains timesheets submitted for approval that require the logged in user's approval.

Here you may click on the existing timesheets and [evaluate and approve them](#).

All Timesheets Section

Name	Status	Period	Bank Time	Scheduled Work Hours	Issues
Andy Smith	Not Submitted	04/02/2024 - 05/01/2024	-	32.00	

In the All Timesheets section, users are able to apply the following filters to find sheets associated with:

- A specific date range
- Employee (by name or email)

You also have the option to filter searches according to various categories by which you have organized your employees, including department, work location, employment type, status, etc.

In this section, may select multiple timesheets to perform **Bulk Actions** such as printing or [recalculating existing time sheets](#).

You also have the ability to view timesheets by status, including All, Approved, Not Submitted, Rejected, or Waiting for Approval.

Bulk Actions ▾ **All 13** Approved 0 Not Submitted 13 Rejected 0 Waiting for Approval 0

You may change the default settings to indicate which columns appear on this report, by clicking on the gear icon on the right.

Current Pay Period (Jan 02, 2024 - Feb 01, 2024) ▾

Search by Name/Email

Show Filter

Bulk Actions ▾ **All 6** Approved 0 Not Submitted 4 Rejected 0 Waiting for Approval 0

<input type="checkbox"/>	Name	Status	Period	Bank Time	Scheduled Work Hours	Issues
<input type="checkbox"/>	Andy Smith	Not Submitted	01/02/2024 - 02/01/2024 4	-	-	
<input type="checkbox"/>	Angus Young	Not Submitted	01/02/2024 - 02/01/2024 4	-	-	
<input type="checkbox"/>	Deanna Mann	Not Submitted	12/24/2023 - 01/06/2024 4	-	-	
<input type="checkbox"/>	Deanna Mann	Not Submitted	01/07/2024 - 01/20/2024 4	-	-	
<input type="checkbox"/>	Joe Smith	Not Submitted	01/02/2024 - 01/31/2024 4	-	-	
Total				-	-	

On this page you also have the ability to [import timesheets](#).

Bulk Punch

On the third tab of Team Timesheets page, you may manage existing [Bulk Punches](#).

Waiting for Your Approval (i) All Timesheets (i) Printed Files **Bulk Punch (i)**

Punch Added By: Punch Type: Date Added: Punch Start Date:

[Add Bulk Punch](#)

Date	Added By	Punch Date	Punch Type	Employees	Action
08/28/2023 7:51 PM	Vinesha Perera	08/25/2023 3:51 PM	Clock In	1	✎ ✖
08/28/2023 7:51 PM	Vinesha Perera	08/28/2023 3:50 PM	Clock In	1	✎ ✖

On this page you will see a record of all past bulk punches that have been made. You may filter these by

- Punch Added By
- Punch Type
- Date Added

- Punch Start Date

To view or edit any existing bulk punch, click on the edit icon for your selected punch.

Date	Added By	Punch Date	Punch Type	Employees	Action
08/28/2023 7:51 PM	Vinesha Perera	08/25/2023 3:51 PM	Clock In	1	 
08/28/2023 7:51 PM	Vinesha Perera	08/28/2023 3:50 PM	Clock In	1	 