

Timelog Approver Guide

The Timelogs Approver Overview (or Timelogs review screen) is the main page where a Timelogs Approver can *Approve*, *Suspend*, or *Void* time logs.

Overview

Go to **People > Timelogs** to review and approve time logs.

Note: Leave Requests is the landing page for any user whose access level is *Timelog Approvals and Leave Approvals*. Select the **Timelogs** tab to access the Timelogs Approver Overview.

Dashboard Payroll **People** Tax Reports Setup Help

Best Employer 2025 Limited
People > Timelogs

View People Leave Requests **Timelogs** Tools Add Person

If there are no results below, please check your date range spans less than a year.

Timelogs Today's Date: 16-Apr-2025

Person: All ☐ Include inactive people
Status: Submitted, Suspended, Approved, Accepted, Closed, Void, Incomplete
Date: Mon 10-Mar-2025 To Mon 10-Mar-2025 Current Pay Period

Go

Only fully-submitted days may be approved below. Leave requests are read-only. Click a date to view entry details for that date.

☒ Overtime/Penal Hours ☒ More than standard hours ☐ Less than standard hours ☒ All irregular ☐ Show all

Person	Date	Time Code	Standard Hours	Ordinary Hours	Overtime/Penal Hours	Total Hours	Status
☐ EMPLOYEE, Anne	Mon 10-Mar-2025	Ordinary Time	8.00	9.00	0.00	9.00	Submitted
☐ EMPLOYEE, Best	Mon 10-Mar-2025	Multiple	8.00	8.00	1.00	9.00	Approved
☐ EMPLOYEE, Casual	Mon 10-Mar-2025	Ordinary Time	—	9.00	0.00	9.00	Submitted
☐ EMPLOYEE, Louis	Mon 10-Mar-2025	Multiple	8.00	8.00	2.00	10.00	Submitted
EMPLOYEE, Summer	Mon 10-Mar-2025	Ordinary Time	8.00	8.00	0.00	8.00	Incomplete
TOTALS			32.00	42.00	3.00	45.00	

Add/view Void Selected Suspend Selected Approve Selected

Approve or Void timelogs

1. Go to **People > Timelogs**.
2. If required, change the filter settings to display the time logs you want to review.
3. Either:
 - Select each checkbox for each day you want to approve, suspend or void, or
 - Select the checkbox in the heading to select all days.

☒	Person	Date	Time Code	Standard Hours	Ordinary Hours	Overtime/Penal Hours	Total Hours	Status
☒	EMPLOYEE, Best	Mon 10-Mar-2025	Multiple	8.00	8.00	1.00	9.00	Approved
☒	EMPLOYEE, Louis	Mon 10-Mar-2025	Multiple	8.00	8.00	2.00	10.00	Submitted
☒	EMPLOYEE, Anne	Mon 10-Mar-2025	Ordinary Time	8.00	7.00	0.00	7.00	Submitted
☒	EMPLOYEE, Casual	Mon 10-Mar-2025	Ordinary Time	—	9.00	0.00	9.00	Submitted
	EMPLOYEE, Summer	Mon 10-Mar-2025	Ordinary Time	8.00	8.00	0.00	8.00	Incomplete
☒	EMPLOYEE, Summer	Tue 11-Mar-2025	Ordinary Time	8.00	7.00	0.00	7.00	Submitted
☒	EMPLOYEE, Summer	Wed 12-Mar-2025	Multiple	8.00	8.50	2.00	10.50	Submitted
TOTALS				48.00	55.50	5.00	60.50	

Note: The *Void Selected*, *Suspend Selected* and *Approve Selected* buttons are disabled until at least one checkbox has been selected.

4. Select either:
 - **Void Selected** to set the status of *all* time logs for the selected day to void, or
 - **Suspend Selected** to set the status of *all* time logs for the selected day to suspended, or
 - **Approve Selected** to set the status of *all* time logs for the selected day to approved.
5. A **Success message** confirms the selected time logs have been updated.