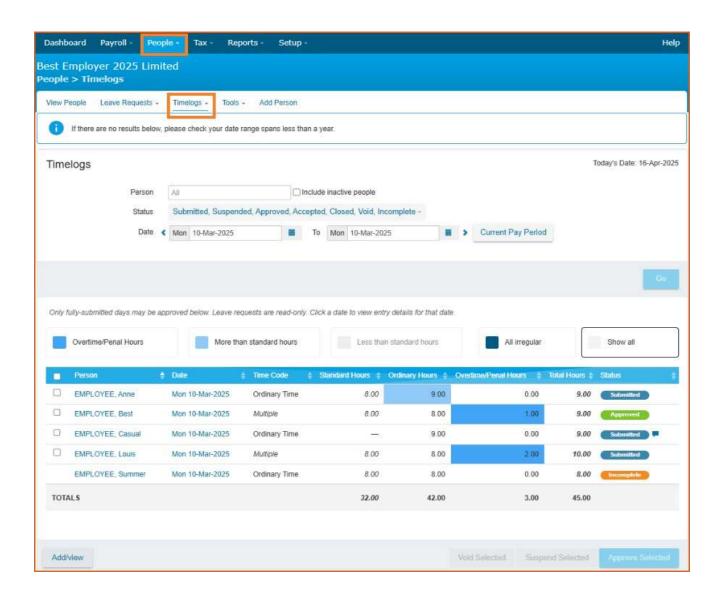
Timelog Approver Guide

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

Overview

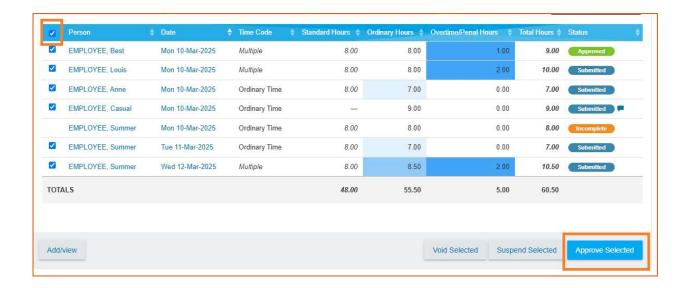
Go to **People > Timelogs** to review and approve time logs.

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.



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.



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
- o Suspend Selected to set the status of all time logs for the selected day to suspended, or
- o 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.