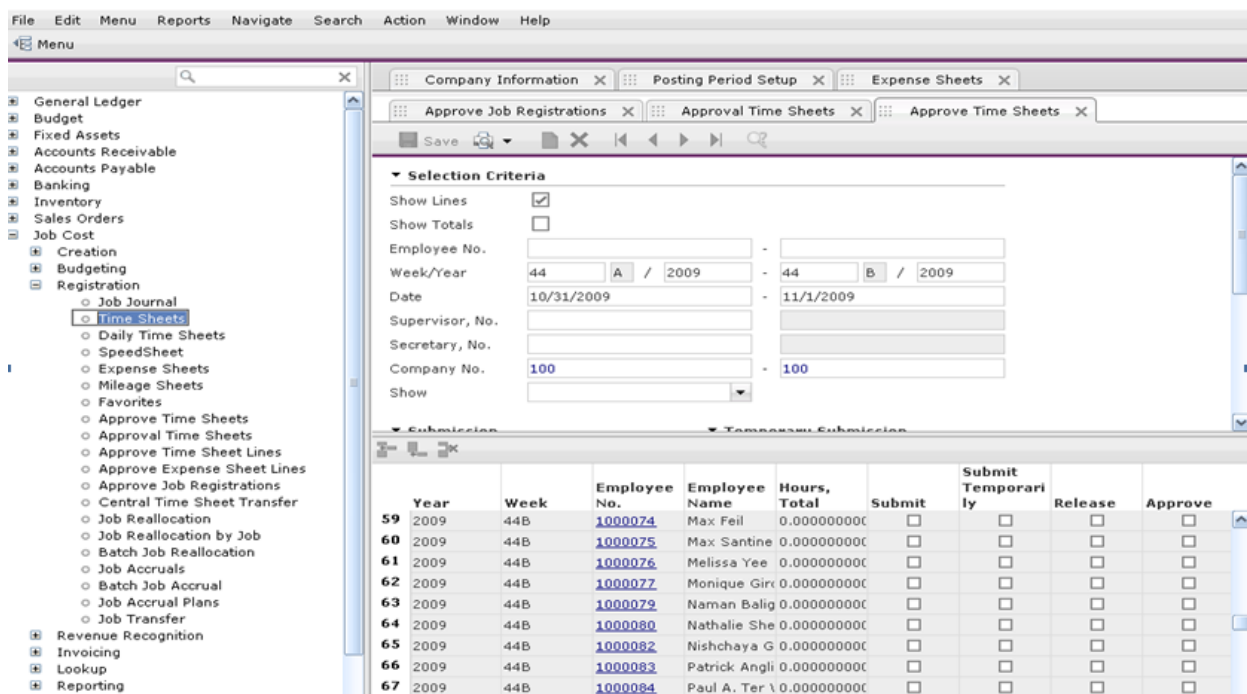


How to . . .

Submit and approve time sheets for a group of users

Purpose	This document explains how to submit and approve timesheets in batches. For example if you have a large number of employees who need their time sheets submitted and approved for them.
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- 1) In the Java Client go into **Menu > Job Cost > Registration > Approve Time Sheets**



The screenshot shows the 'Approve Time Sheets' screen in the Java Client. The left-hand menu tree is expanded to 'Registration > Time Sheets'. The main window displays 'Selection Criteria' with the following fields:

- Show Lines:
- Show Totals:
- Employee No.: [] - []
- Week/Year: 44 A / 2009 - 44 B / 2009
- Date: 10/31/2009 - 11/1/2009
- Supervisor, No.: []
- Secretary, No.: []
- Company No.: 100 - 100
- Show: []

Below the form is a table with the following data:

	Year	Week	Employee No.	Employee Name	Hours Total	Submit	Submit Temporarily	Release	Approve
59	2009	44B	1000074	Max Feil	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	2009	44B	1000075	Max Santine	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	2009	44B	1000076	Melissa Yee	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	2009	44B	1000077	Monique Girr	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63	2009	44B	1000079	Naman Balig	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	2009	44B	1000080	Nathalie She	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	2009	44B	1000082	Nishchaya G	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66	2009	44B	1000083	Patrick Angli	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67	2009	44B	1000084	Paul A. Ter	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next you can go into the Action menu and choose Mark for Submission (this marks all time sheets you see in the table part for submission). Then choose Action > Submit Time Sheets (this submits all the time sheets you just marked for submission). Now choose Action > Mark for Approval (this approves all the time sheets). Now choose Action > Approve Time sheets (this approves the time sheet).

Using these steps you can submit and approve time sheets in batches so the individual users will not have to. If you try to submit and approve a split week time sheet that includes a weekday, you might get an error message that it can't be submitted because the minimum # of hours have not been registered. This simply means that because of the way the system was set up, you need to be sure that all users have 8 hours entered on weekdays.

The screenshot shows a software application window with a menu bar (File, Edit, Menu, Reports, Navigate, Search, Action, Window, Help) and a toolbar. The 'Action' menu is open, displaying a list of options: Submit Time Sheets, Submit Time Sheets Temporarily, Release Time Sheets, Approve Time Sheets, Reopen Time Sheets, Mark for Submission (highlighted), Mark for Temporary Submission, Mark for Release, Mark for Approval, Mark for Reopening, Unmark for Submission, Unmark for Temporary Submission, Unmark for Release, Unmark For Approval, and Unmark for Reopening. Below the menu is a 'Selection Criteria' panel with fields for Show Lines, Show Totals, Employee No., Week/Year (44 / 2009), Date (10/31/2009), Supervisor No., Secretary No., Company No. (100), and Show. At the bottom is a table with the following data:

	Year	Week	Employee No.	Employee Name	Hours, Total	Submit	Submit Temporarily	Release	Approve	Reopen	Submitted	Temporarily Submitted	Transferred
1	2009	44B	1000000	Aaron Henck	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	2009	44B	1000002	Alberto de C	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	2009	44B	1000003	Alex Pentivo	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	2009	44B	1000004	Alisa Norris	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	2009	44B	1000005	Allen Ewalt	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	2009	44B	1000007	Amy Diaz	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	2009	44B	1000008	Andrea Gulir	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	2009	44B	1000010	Ankur Desai	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	2009	44B	1000011	Anna Sciortii	0.00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>