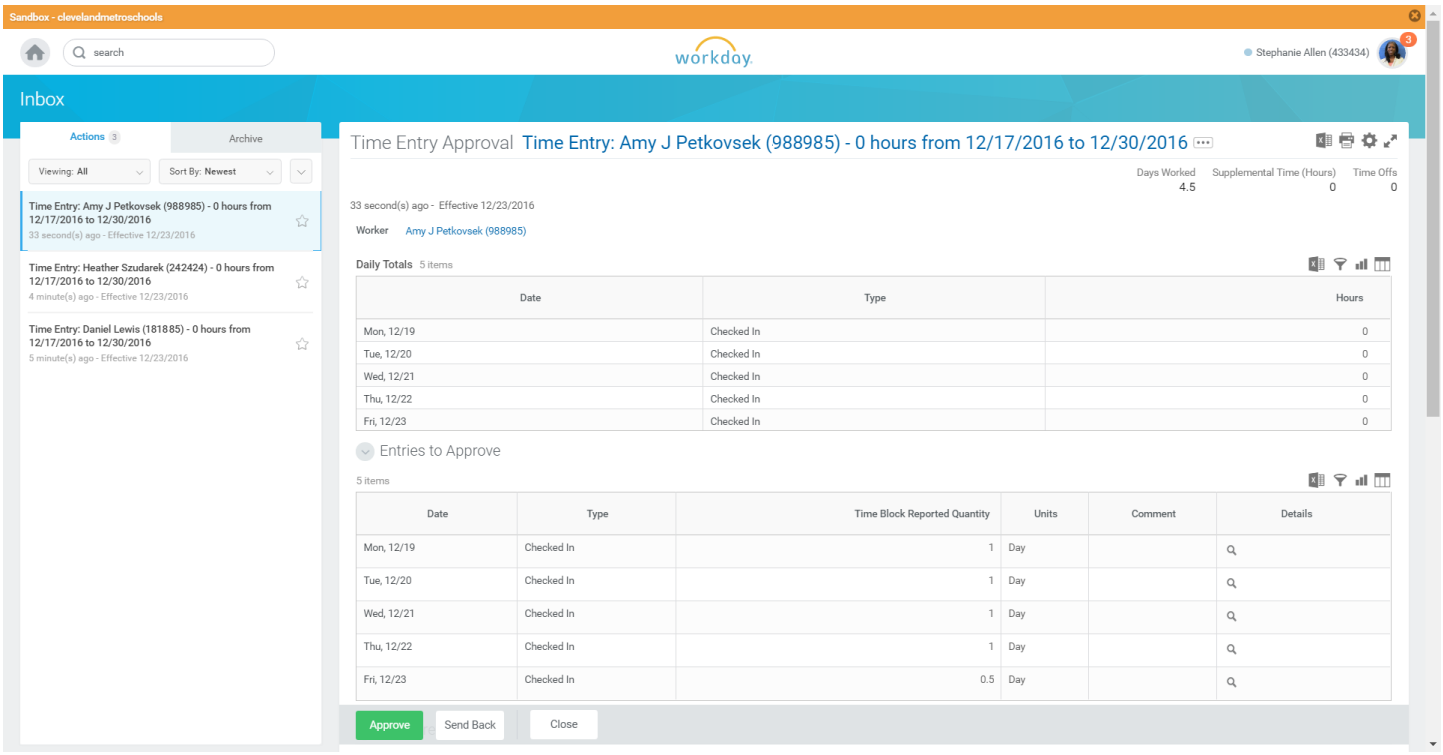
Time Tracking: Validate Employee's Time — Timekeeper

Timekeepers do not approve time, they are only responsible for validating the hours worked. Managers are responsible for approving employee's time.

Approve or Send Back Submitted Time

From your Inbox complete the following:



1. Select the required task.
2. Review the time entry details in the Entries to Approve section.

   Note: If you need to see additional details for the time entry, click 🔍 to the right of the require item.
3. Click **Approve**, **Send Back**, **or Close**.

   Note: When sending the request back to be corrected, be sure to enter an explanation in the **Reason** field, and then click **Submit**.
4. Click **Done**.

For additional information on correcting an employee's time, click one of the following links:

- Enter & Correct Employee Time - Time Clock Users
- Enter & Correct Employee Time - Web Calendar Users