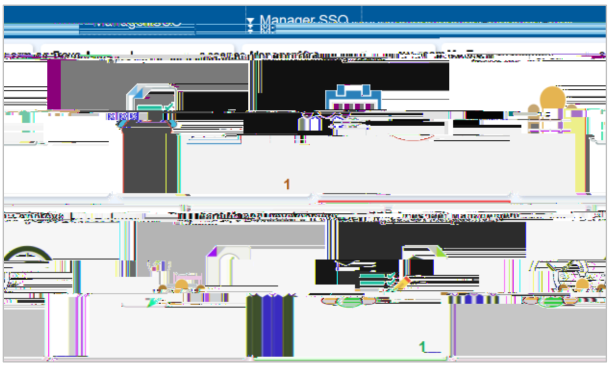
2. You can also view timesheets by clicking on the **Timesheet Management** tile in the Manager SSO. The number on the tile indicates the number of 'Employees' that have submitted timesheets.



3. Once you have logged in, a summary page showing a list of employees with pending timesheets for approval will appear. For each employee's timesheet you will see a summary of the total payable hours and amount.

   From this page you have two options:

   a. If the timesheet is correct you can tick the **Select** box and click **Approve**, OR

   b. Click on the employee's last name to view more details in the Approval Details page.

4. In the Approval Details page you have options to:

   a. **Review Comments** entered by the employee (these can include project information, job numbers, etc.)

   b. Click **View Timesheet** to open the timesheet and view more details, including the type of overtime and actual hours worked, see step 5.

   c. Click **Return to Approval Summary** to go back to the summary approval page.