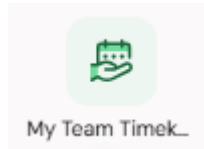


TIMESHEET APPROVER – HOW TO VIEW MISSING TIMESHEETS

This training document is intended to provide instruction on how to view missing timesheets.

- Go to “My Team Timekeeping”



- Select **Timesheet Pending Approval**
- Your screen will appear as below.

Time > Timesheets

← Timesheets (Pending Approval) View Approve Reject

Current view: [icon] Timesheet Dates: Last And Current Months

	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Start	Timesheet End	Comment	Default Department Full Path	Payroll Batch Number	Employer
<input type="checkbox"/>	151996	JULISSA	IBARRA	-	-	-	09/21/2025	10/04/2025		4400 - CONTROLLER	4	Active
<input type="checkbox"/>	149948	GUSTAVO	GODINEZ ROARO	75.00	10	10	09/21/2025	10/04/2025		4400 - CONTROLLER	3	Active
<input type="checkbox"/>	151996	JULISSA	IBARRA	-	-	-	10/05/2025	10/18/2025		4400 - CONTROLLER	4	Active
<input type="checkbox"/>	149948	GUSTAVO	GODINEZ ROARO	75.00	10	10	10/05/2025	10/18/2025		4400 - CONTROLLER	3	Active
<input type="checkbox"/>	149948	GUSTAVO	GODINEZ ROARO	75.00	10	10	11/02/2025	11/15/2025		4400 - CONTROLLER	3	Active
Page Total				225.00	30	30						

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- A missing timesheet will have **Raw Hours, # Records, and # Unapproved Time Entries blank.**

Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Start	Timesheet End
151996	JULISSA	IBARRA	-	-	-	09/21/2025	10/04/2025

- Reach out to employee to complete their timesheet to ensure payment