APPROVE/REJECT TIMESHEETS

After reviewing a timesheet, you can **Approve** or **Reject** it.

1 Within **Construct CT**, click the ☰ menu.

2 Select **Timesheet Approval**.

3 Select the **date range** *(Wednesday to Tuesday)* by clicking the 📅 in the **From** and **To Date** fields.

4 If needed, use the **filter buttons** to narrow the list of timesheets displayed. *For example: Select* Crew ▾ *. click the* ☐ *next to a Crew and click Done.*

**5** To review a **specific timesheet**, click anywhere in the timesheet's row.

    a. *To change an entry*, click on the number to be changed. Modify the information and click Okay.

    b. *To add data*, click the appropriate ⊕ . Enter the data and click Okay or Done.

NOTE: *If you made changes, resubmit the timesheet:*

    a. Click ⋮ in the top right and select ☁ Submit .

    b. Click Confirm .

6 To return to the Timesheet Approval window, click the ← in the top left.

7 To **Approve** or **Reject** timesheets:

    a. Select the ☐ next to each timesheet.

    b. Click ✓ APPROVE or ⊘ REJECT .

    c. Click Confirm . *If you rejected the timesheet, you could now edit the data, resubmit the timesheet, and approve it.*

◼ KEELEY

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