New Edit and Approve Time Task
Managers can use the new Edit and Approve Time task to:

- Get a single-page, weekly overview of time entries for selected workers, organizations, or direct reports.
- Automatically sort workers into grids with alerts and those without alerts.
- View alert details for each worker.
- Edit time entries that need correction, add new time entries, or auto-fill based on the work schedule calendar.
- Submit, approve, send back, or deny time entries.

Edit and Approve Time is available in the menu.
Filter

Filter by Date and Review Category.

Dashboard

Show or Hide the Dashboard summary.

View:
- Workers with Alerts
- Workers without Alerts
- Workers with Approved Time Entries
## View Details

### Workers with Alerts, expanded

![Workers with Alerts](image1)

### Workers without Alerts, expanded

![Workers without Alerts](image2)

### Workers with Approved Time Entries, expanded

![Workers with Approved Time Entries](image3)
Changing the Time Card

Click on Enter Time or the hours to make a change to the time card.

Reviewing Alerts

Click on the alert to view details.
Approve and Submit

If an employee has not submitted, the Submit button appears.

If an employee is in Submitted status, the Approve, Send Back and Deny buttons are active.

Note: If a timesheet wasn’t submitted by the employee, the manager can submit and approve to complete the review process.