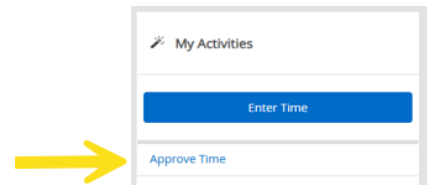# Time Entry - Approving Time
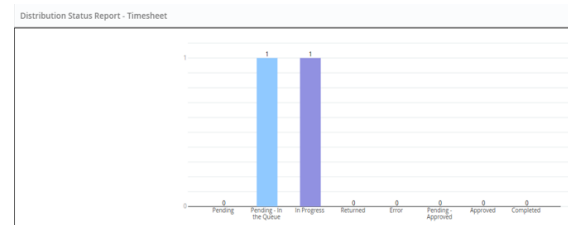
Enter the Approver Page
- From the Employee Dashboard homepage, click the Approve Time

Review Timesheet Status Graph
- Click on the status to review team member timesheets

Review Time Entered - Main Page Features

- "i" - approver routing queue and submission deadline
- Speech bubble - review comments
- Ellipse - Leave Balances or Preview timesheet in detail
- Check Box - click to approve multiple timesheets at one time
- Approve/Acknowledge Button - appears once you click the check box; use to mass approve

Review Timesheet in Detail
- Click the timesheet
- Review details
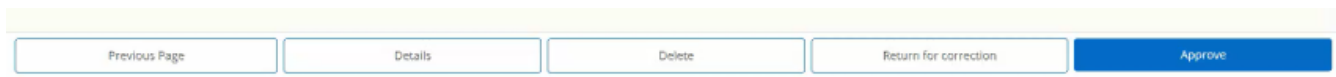
- Action items are listed on the bottom

Return a Timesheet for Correction

- Enter a comment letting the employee know what needs to be corrected
- Click Return for Correction