



True Time

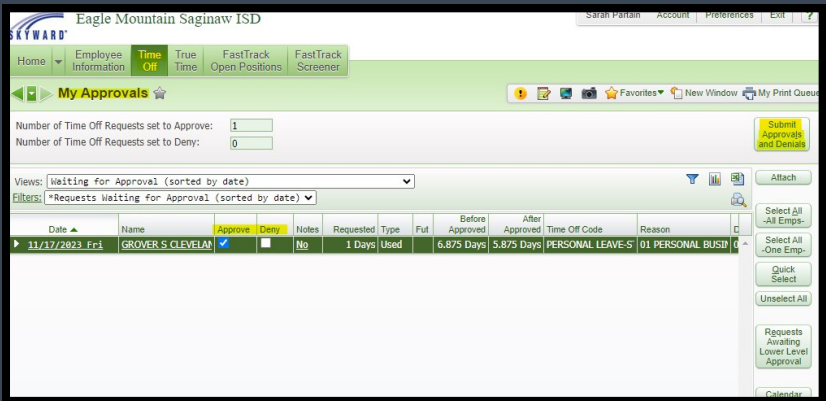
Approving Timesheets

Quick Reference Guide

01

APPROVE TIME OFF

- Approve/Deny requests for current work week.
- Employee Access
 - Time Off
 - My Approvals
 - Select Dates
 - Submit Approvals & Denials



02

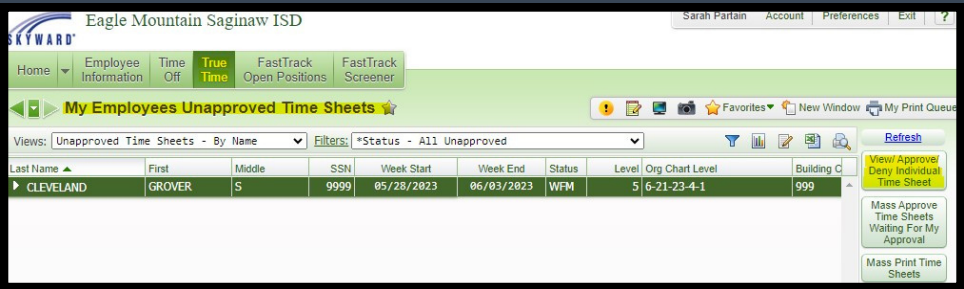
MAKE ADJUSTMENTS

- Review and make requested adjustments.
- Employee Access
 - True Time
 - Supervisor Access
 - My Employee True Time

03

REVIEW TIMESHEETS

- Review timesheets for accuracy
- Employee Access
 - True Time
 - My Employees Timesheets
 - Unapproved
 - View/Approve/Deny Individual Time Sheet



04

APPROVE/DENY TIMESHEETS

- Employee Access
- True Time
- My Employees Timesheets
- Unapproved
- View/Approve/Deny Individual Timesheet
- Approve/Deny
- Save

