Click into a "Pending" Timesheet and then carefully review their submitted hours.



Once you have carefully reviewed, select one of the options from the bottom of the page:

- To modify their entries and/or view their **Leave Balances** (further explained on next page). Explain any changes in the Comments section.
- To stop it from getting paid entirely (status will change to "cancelled")
- Avoid using this feature. Click on "Details" to modify their timecard for them on their behalf. You may also have the employee "Recall" their timesheet from their end.
- (status will change to "approved").

If you prematurely _____ then you can "Recall" the timesheet as long as it's still in "Approved" (and not Completed) status.

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