**Manager Approval**

1. Navigate to your **inbox**
2. Review the **Entries to Approve**
3. Select **Approve** if all information is correct
Timekeeper Approval

1. Search Review Time

2. Enter the Date for which you would like to review

3. Filter the workers you want to review
4. Select the **check mark** in front of the employee(s) name

5. Select **Approve** at the bottom of the screen

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### WorkCyte

**Approving Time (Timekeeper)**

<table>
<thead>
<tr>
<th>Time Period Summary</th>
<th>1 item</th>
<th>All 1 selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker Name</td>
<td>Hours to Approve</td>
<td>Unsubmitted Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**NOTE:** You can't approve unsubmitted hours.

[Approve]