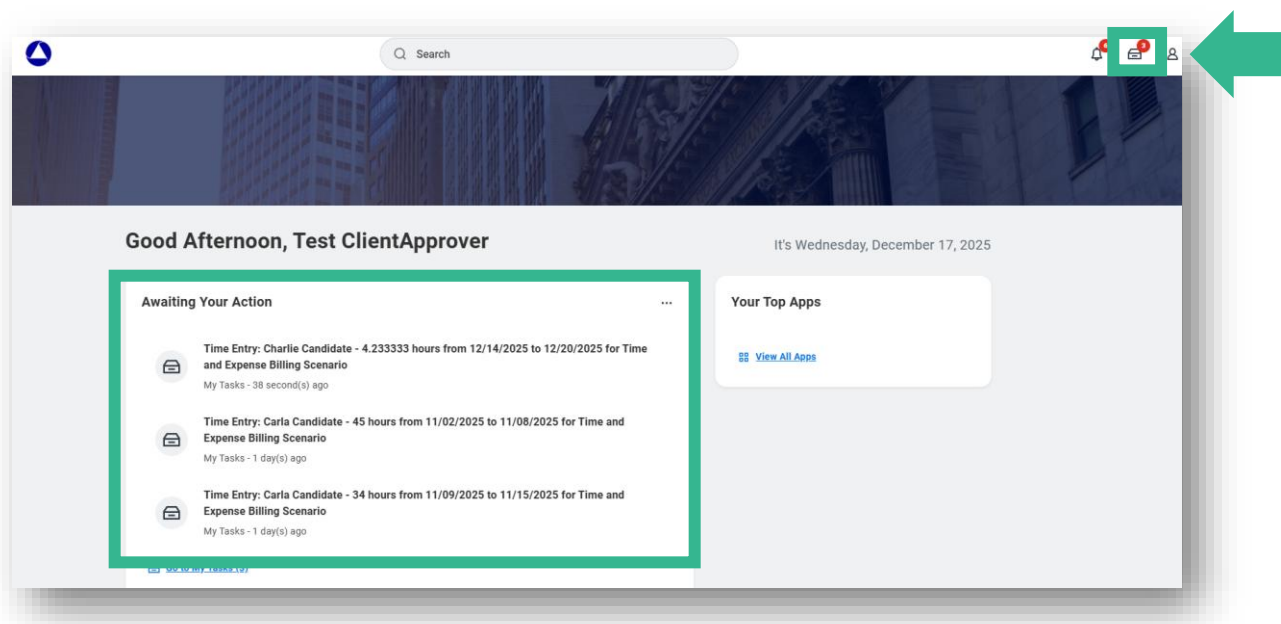
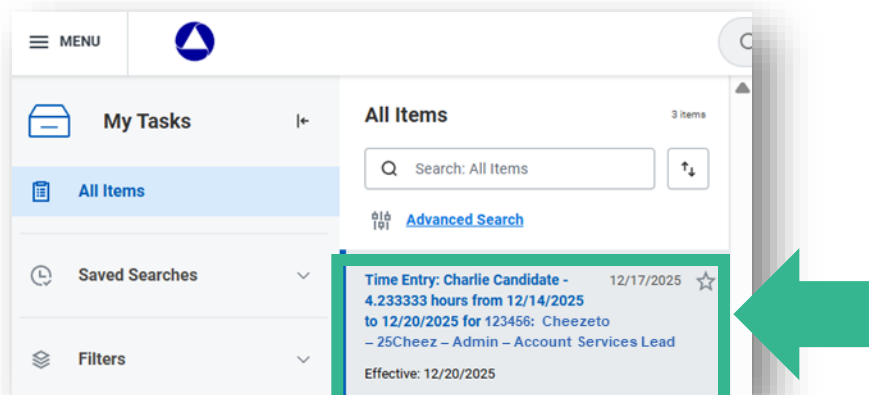


# Reviewing & Authorizing Timecards for Clients

**Step 1:** From the dashboard, navigate to **My Tasks** in the top right-hand corner





**Step 2:** Click on the **Time Entry submission** inbox item



**For Timecards-** Review your candidate's submitted time and check for accuracy

- Select either **Approve** or **Send Back**

### Time Entry Approval










Time Entry: Charlie Candidate - 4.233333 hours from 12/14/2025 to 12/20/2025 for '123456: Cheezeto – 25Cheez – Admin – Account Services Lead

Regular Time	Overtime	Time Off	Holiday	No Worked Time	Total
4.233333	0	0	0	0	4.233333

Worker [Charlie Candidate](#)







Daily Totals 1 item

Date	Type	Hours
Tue, 12/16	Project Time	4.233333

▼ Entries to Approve

1 item

Date	Position	Type	Time Block Reported Quantity	Units	In	Out
Tue, 12/16	123456: Account Services Lead	123456: Cheezeto – 25Cheez – Admin – Account Services Lead > Billable Project Time > Enter Time	4.233333	Hours	08:01 AM	12:15 PM

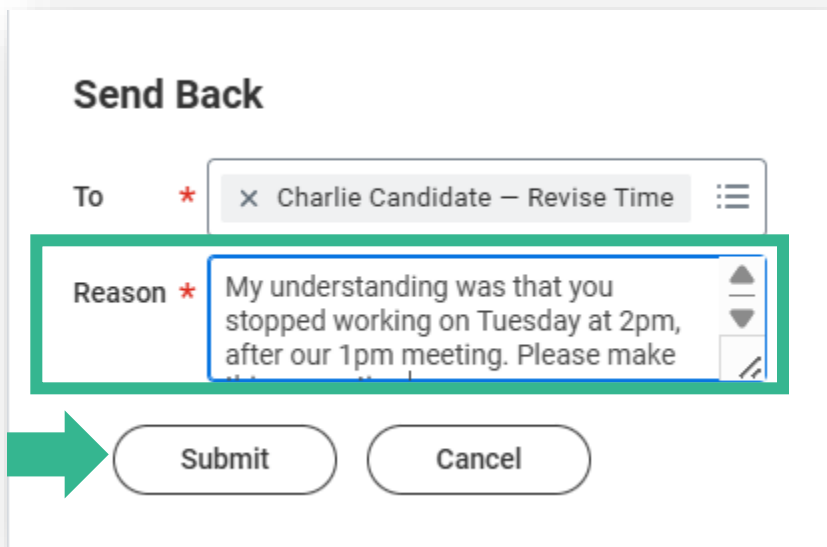
> All Current Time

enter your comment



If **Approved** is selected, your candidate will be notified.

- For **Send Back**, you'll need to provide a reason. Once Send Back is submitted, your candidates will be notified to update and resubmit for your Approval or Send Back.



**Send Back**

To \* ✕ Charlie Candidate - Revise Time

Reason \* My understanding was that you stopped working on Tuesday at 2pm, after our 1pm meeting. Please make

Submit Cancel