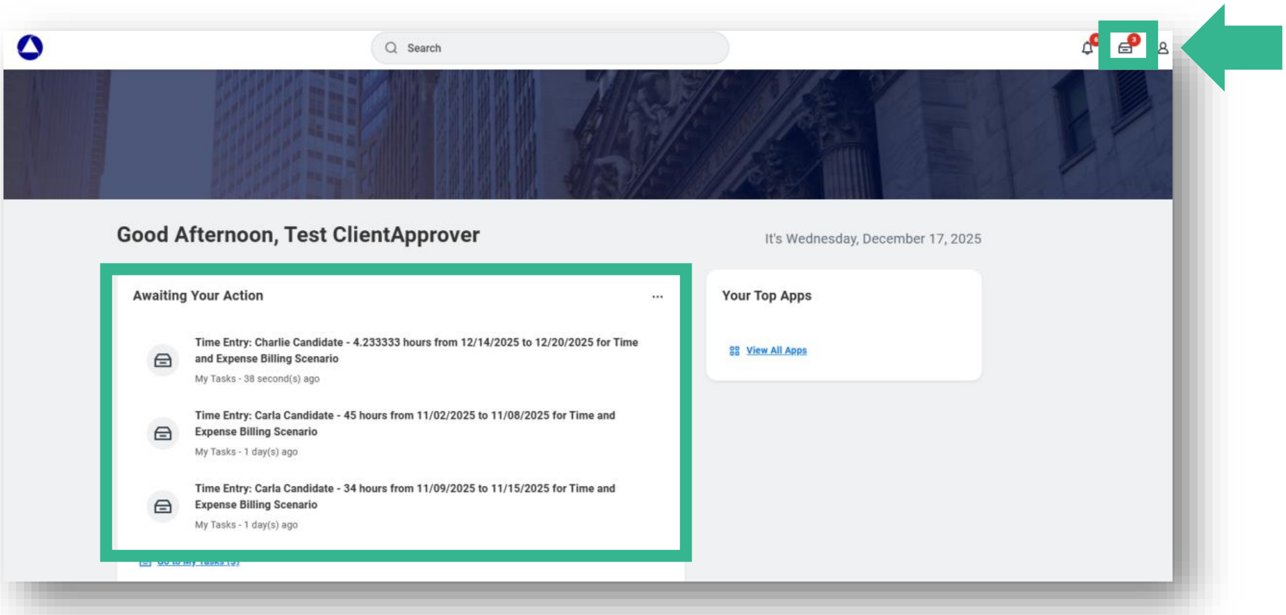
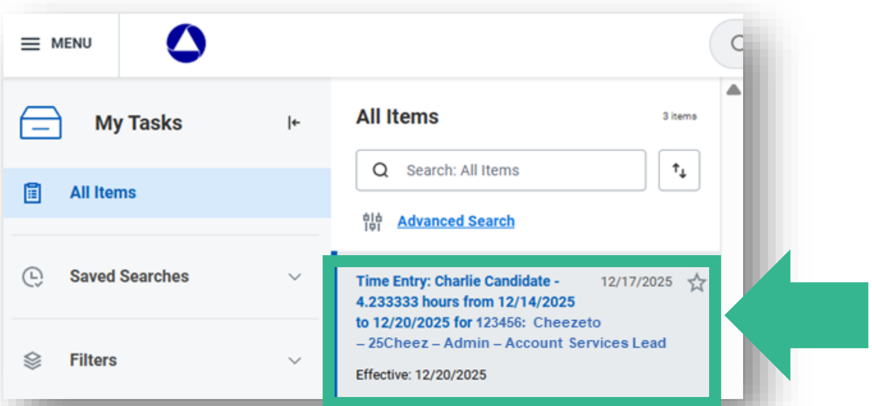
Reviewing & Authorizing Timecards for Clients

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



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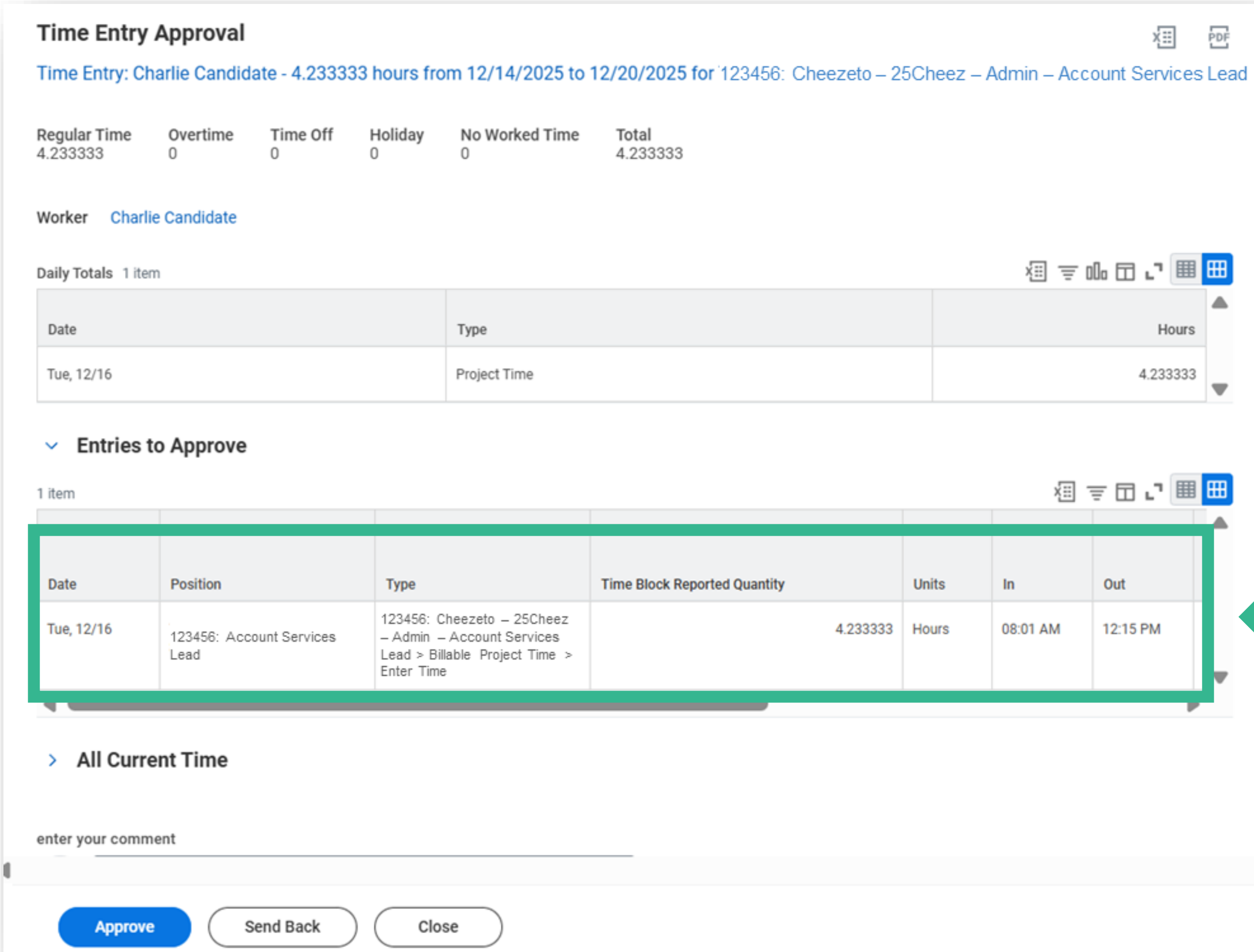
For Timecards- Review your candidate's submitted time and check for accuracy

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



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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.