Submitting and approving a timesheet using the Form

1. Completing the Excel Timesheet
   - Staff member fills in “Employee project details” on the front sheet (you will only need to do this once).
   - Each month:
     1. Complete the hours on the timesheet
     2. Under “Timesheet certification” click on the link Timesheet Submission Form

2. Submitting your Timesheet
   - Fill in the details on the Form, upload your timesheet and click “Submit”.
   - The form sends an email asking you to confirm the timesheet details.
   - Confirm the details by clicking on the “Approve” and “Submit” button in the email and your timesheet is sent to the approver.

3. Approving a Timesheet
   - The approver receives an email asking to confirm the timesheet details. Click on the “Approve” and “Submit” button in the email.
   - Once the approver submits the timesheet -
     1. The employee will also receive an email confirmation that this has happened.
     2. The uploaded timesheet is saved automatically into the SharePoint Library in the Department’s Pending folder