

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
not Completed) status.

then you can "Recall" the timesheet as long as it's still in "Approved" (and

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Step 1:

