

Manage and Approve Employee Timesheets

Client Manager | Browser / Desktop Walkthrough

Use this guide to review your employees' timesheets, read their notes, and approve or reject their hours. It takes about 5 minutes per timesheet. Use Chrome or Edge on your computer.

Approved timesheets are locked

Once you approve a timesheet, no more changes can be made. Check the hours and notes before you click Approve.

Hours look wrong? Reject with a comment

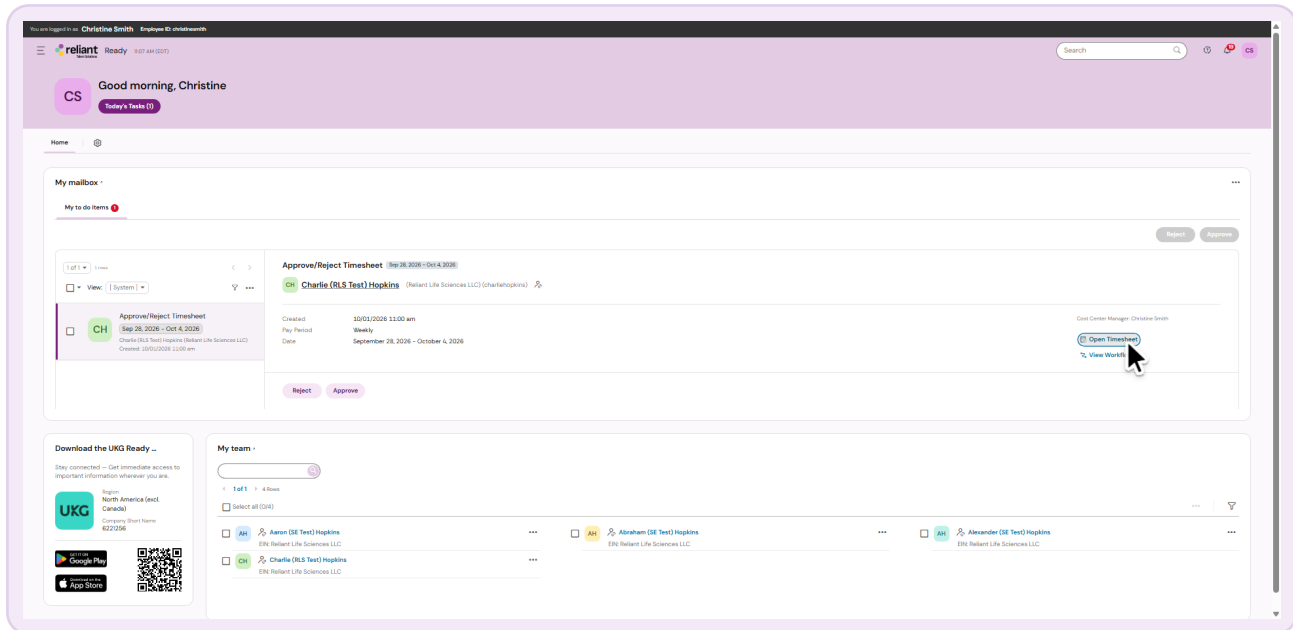
Click Reject and type a short reason so your employee knows what to fix. A comment is required to reject (Steps 06–09).

What you'll do

- Open a timesheet from My Mailbox on your dashboard
- Read your employee's daily notes
- Reject a timesheet with a comment if hours need to change
- Approve the timesheet and add a note
- Confirm the approval and check the status

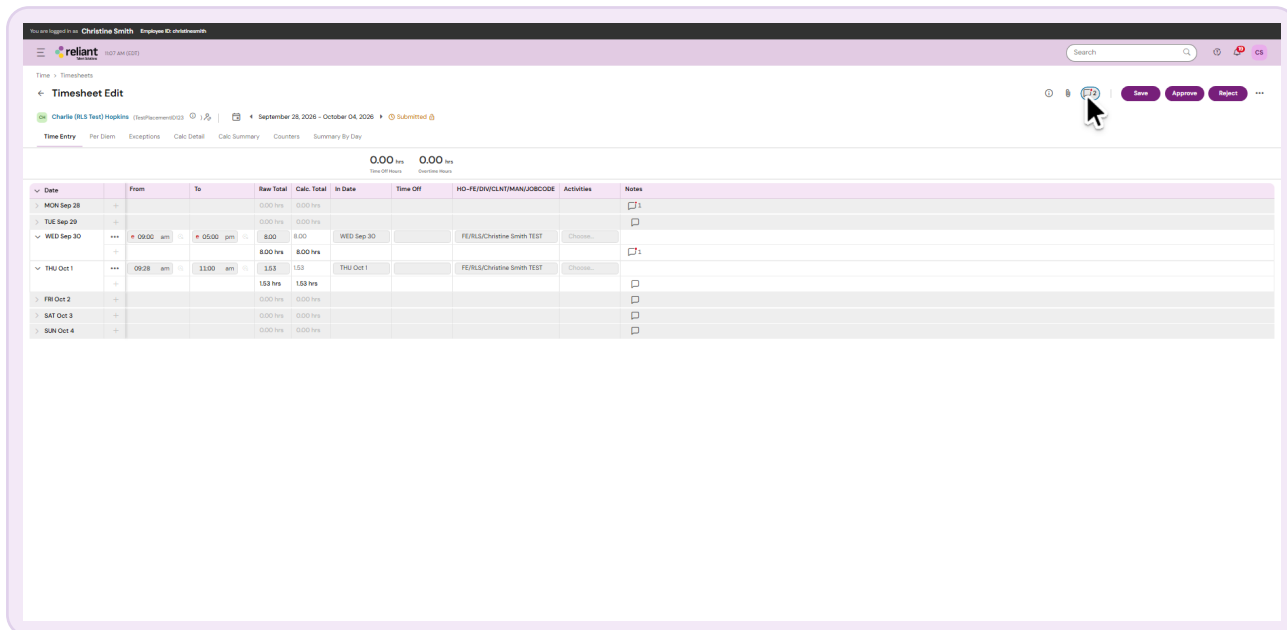
01 Open the Timesheet

Go to secure7.saashr.com and sign in. In My Mailbox on your dashboard, find the Approve/Reject Timesheet request and click Open Timesheet.



02

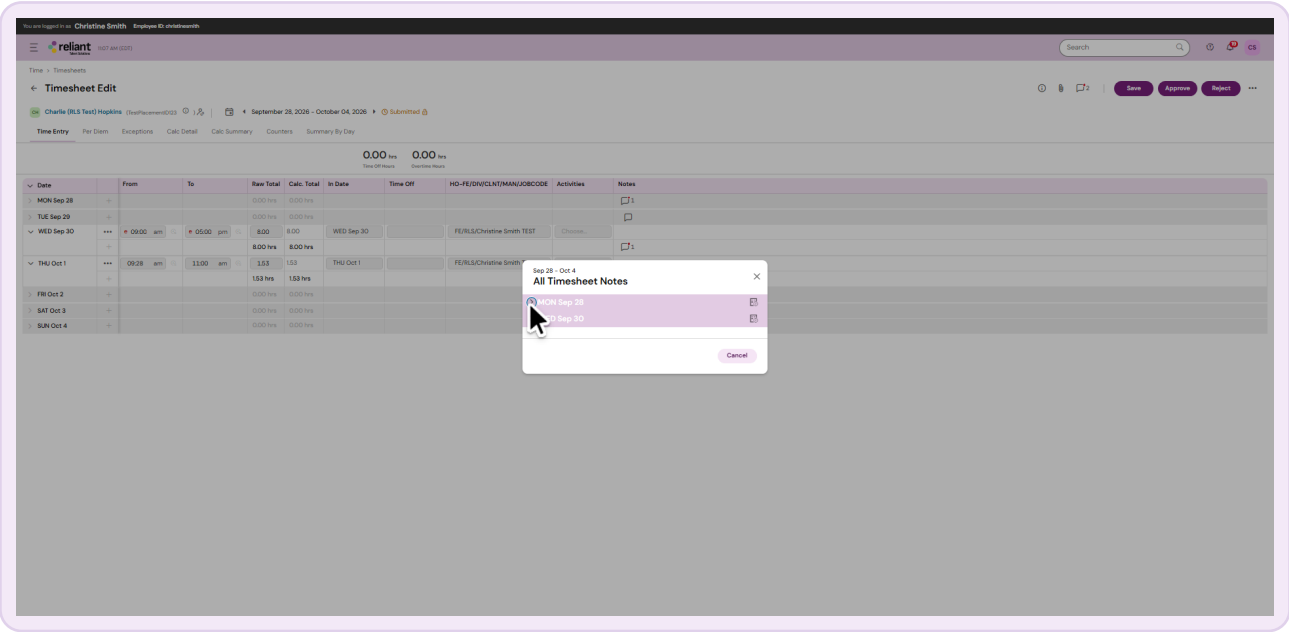
The Timesheet Edit page shows your employee's hours for the week. Click the notes icon at the top right to see all notes for this timesheet.



03

Pick a Day

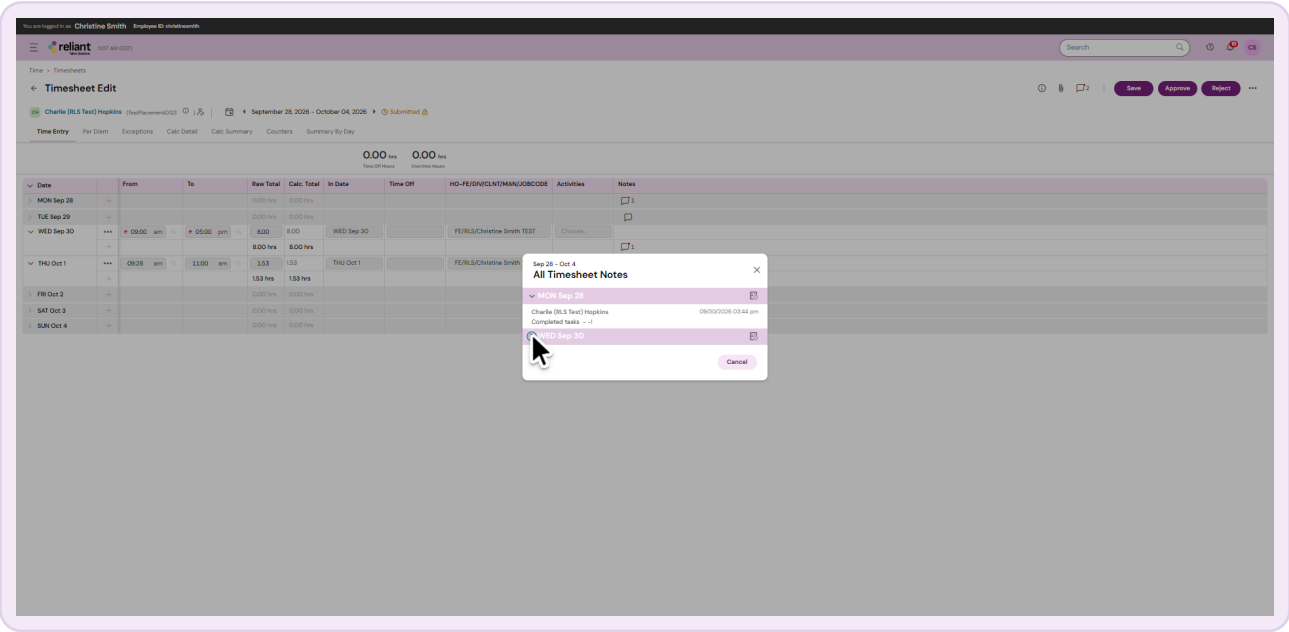
The All Timesheet Notes box opens. Click a day to expand it.



04

Read the Note

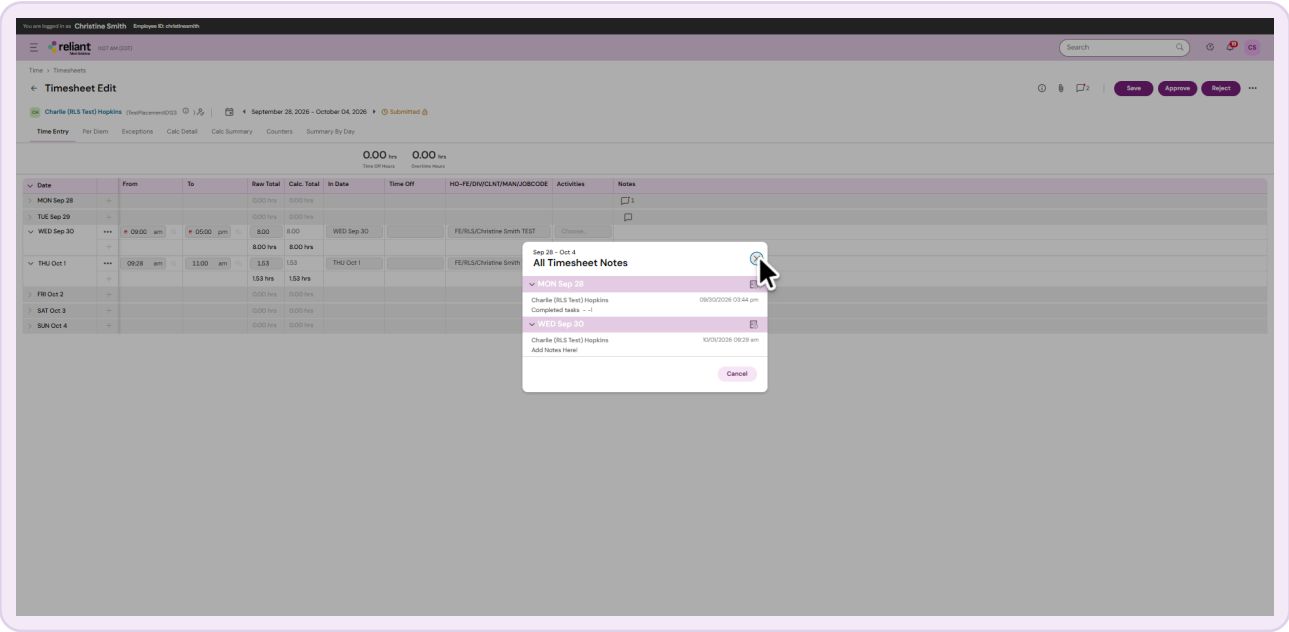
Read your employee's note for that day. Click another day to see more notes.



05

Close the Notes

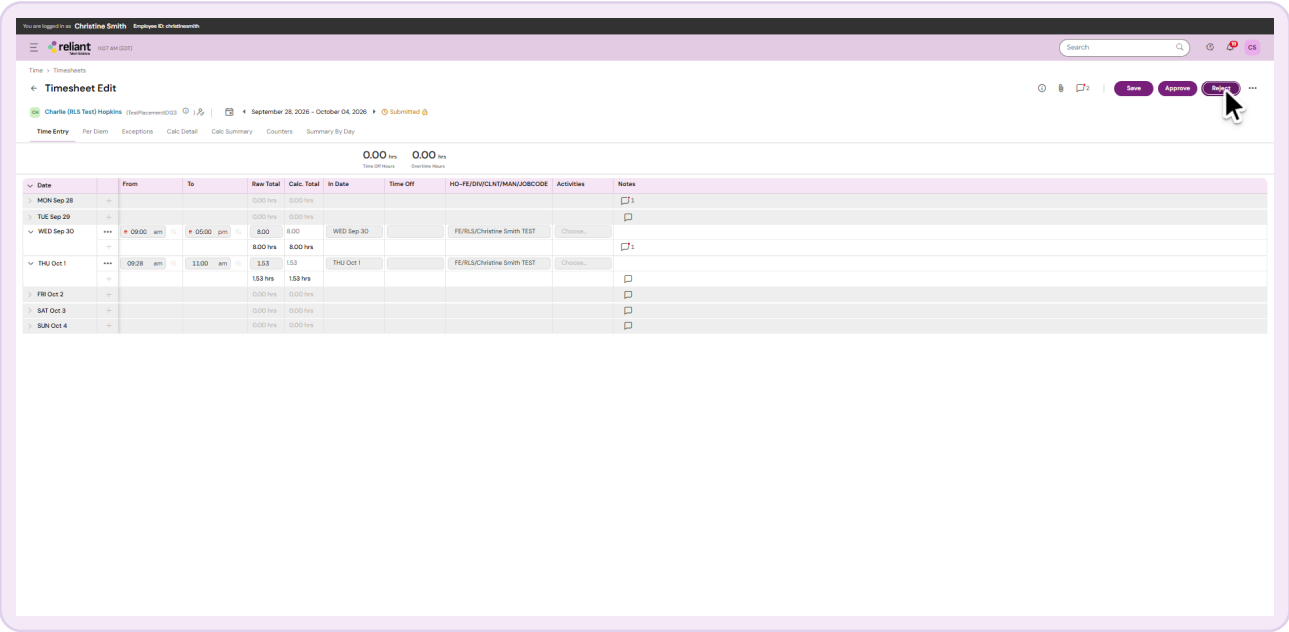
When you're done reading, click the X to close the box.



06

Reject the Timesheet

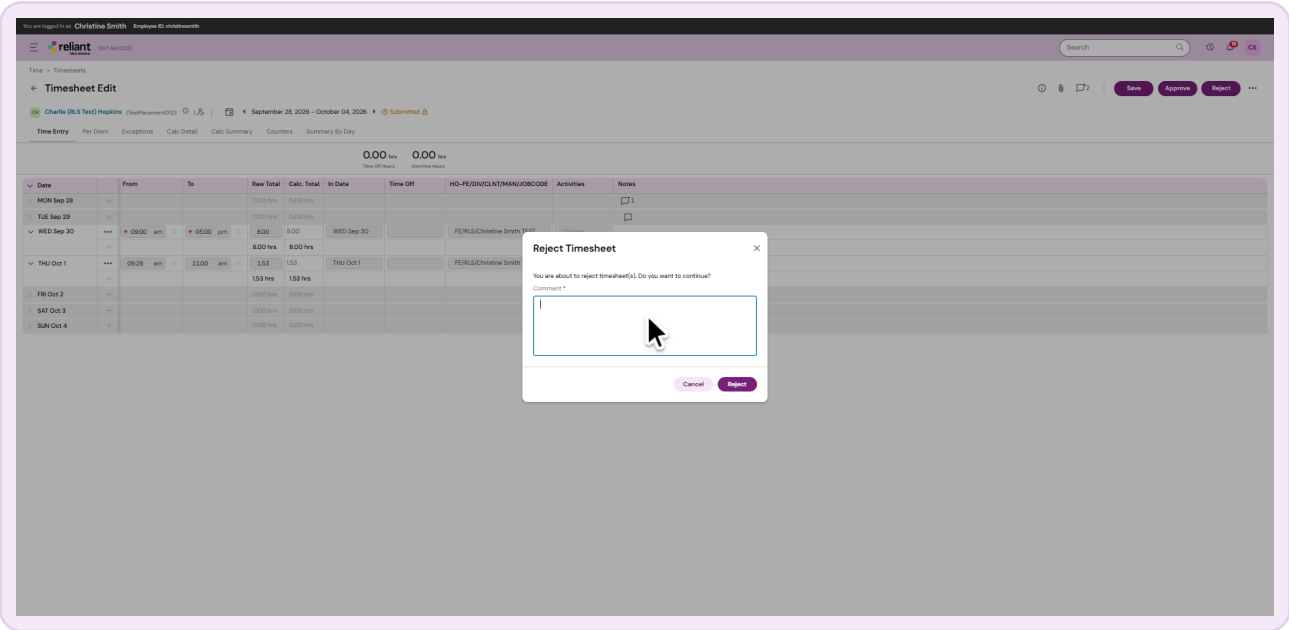
Hours look wrong or need a change? Click Reject in the top-right corner.



07

Click the Comment Box

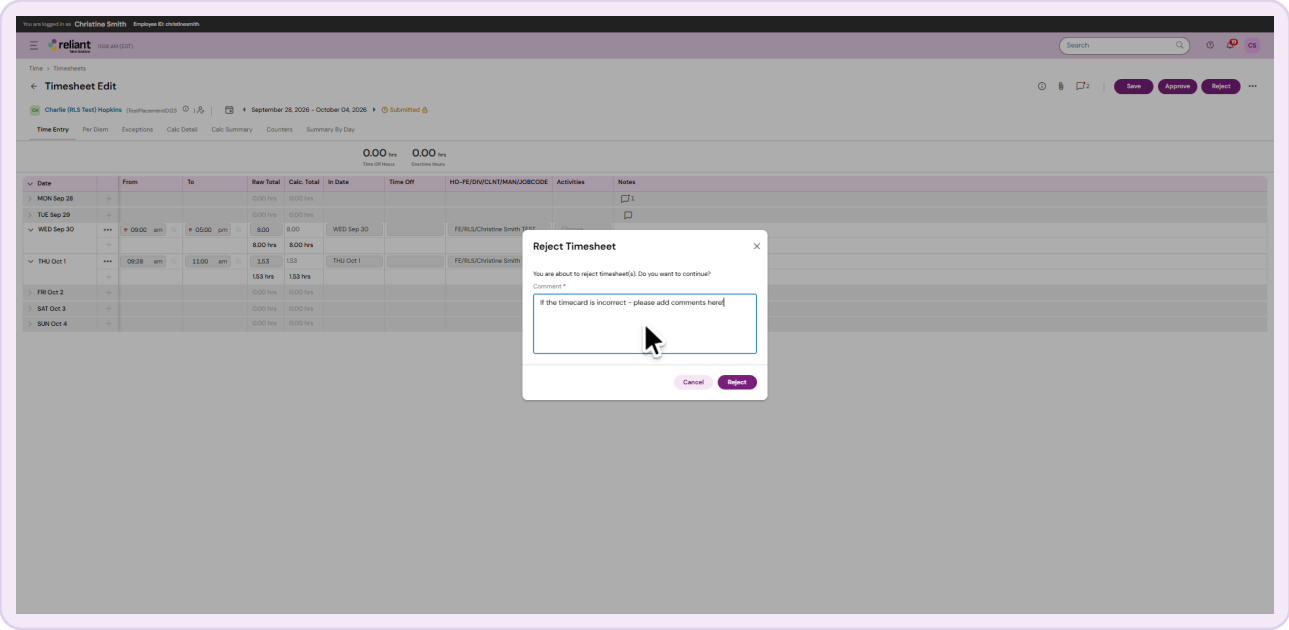
The Reject Timesheet box opens. Click inside the Comment box. A comment is required to reject.



08

Explain What to Fix

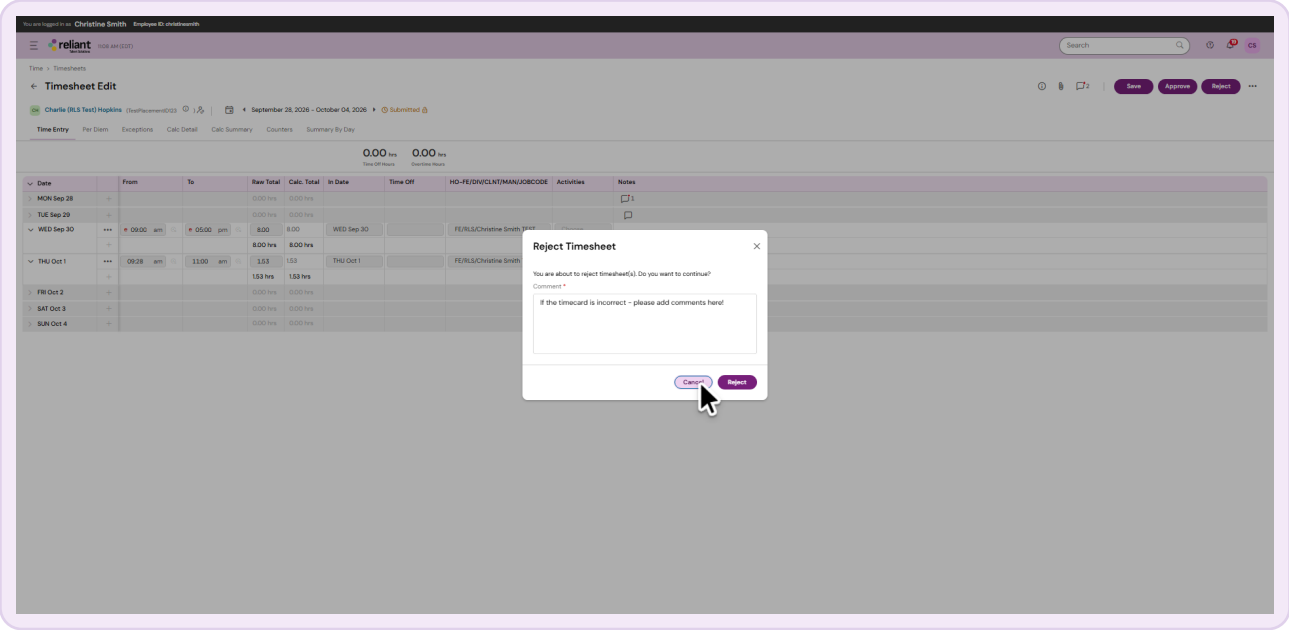
Type what needs to change — for example, "Wednesday hours are incorrect — please update." Then click Reject to send it back to your employee.



09

Or Cancel

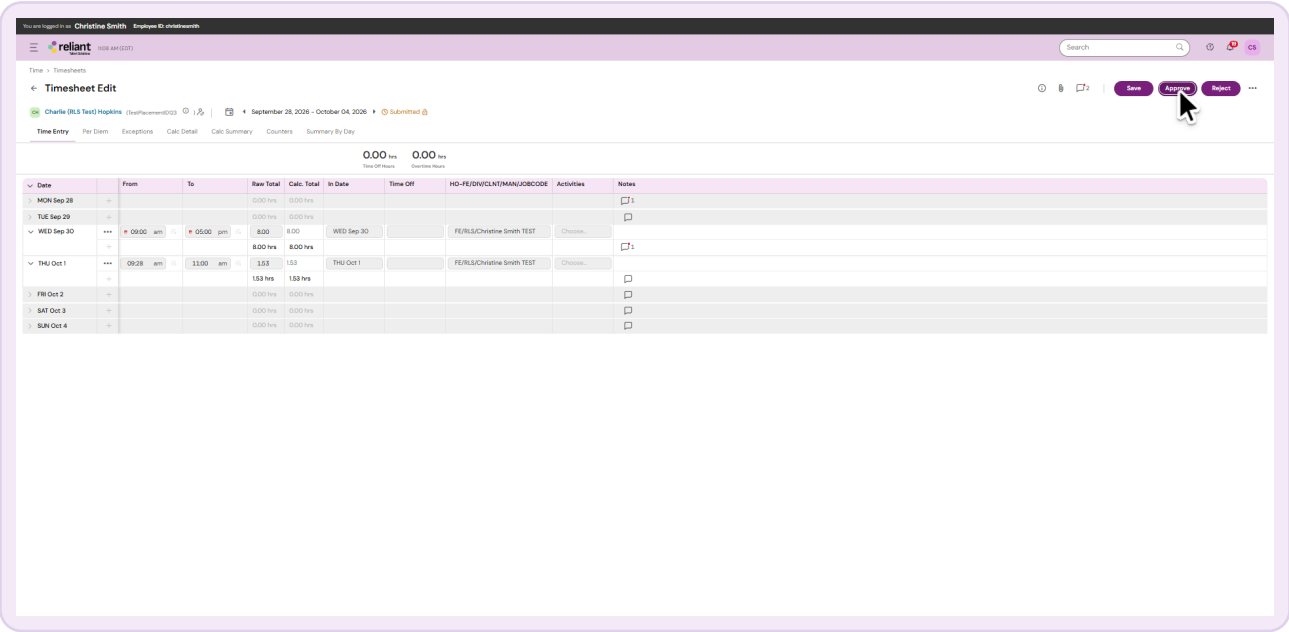
Changed your mind? Click Cancel to close the box without rejecting. In this example, we cancel and approve instead.



10

Approve the Timesheet

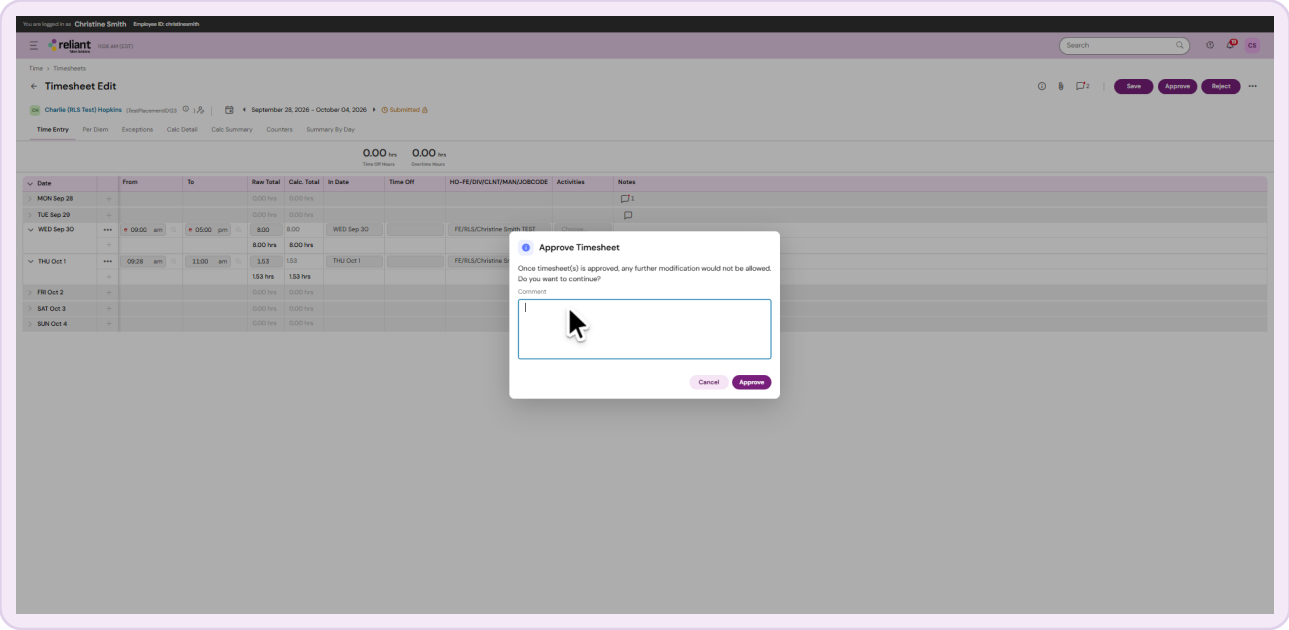
Hours look right? Click Approve in the top-right corner.



11

Click the Comment Box

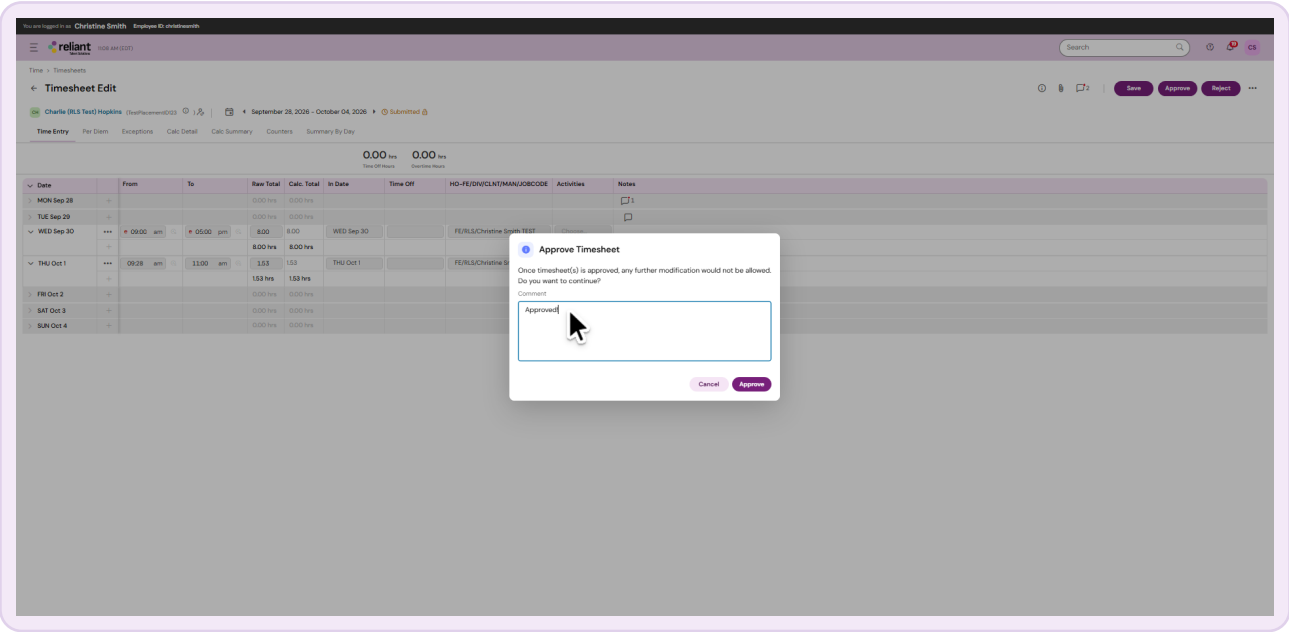
The Approve Timesheet box opens. Note: once approved, no more changes can be made. Click inside the Comment box.



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Add a Note

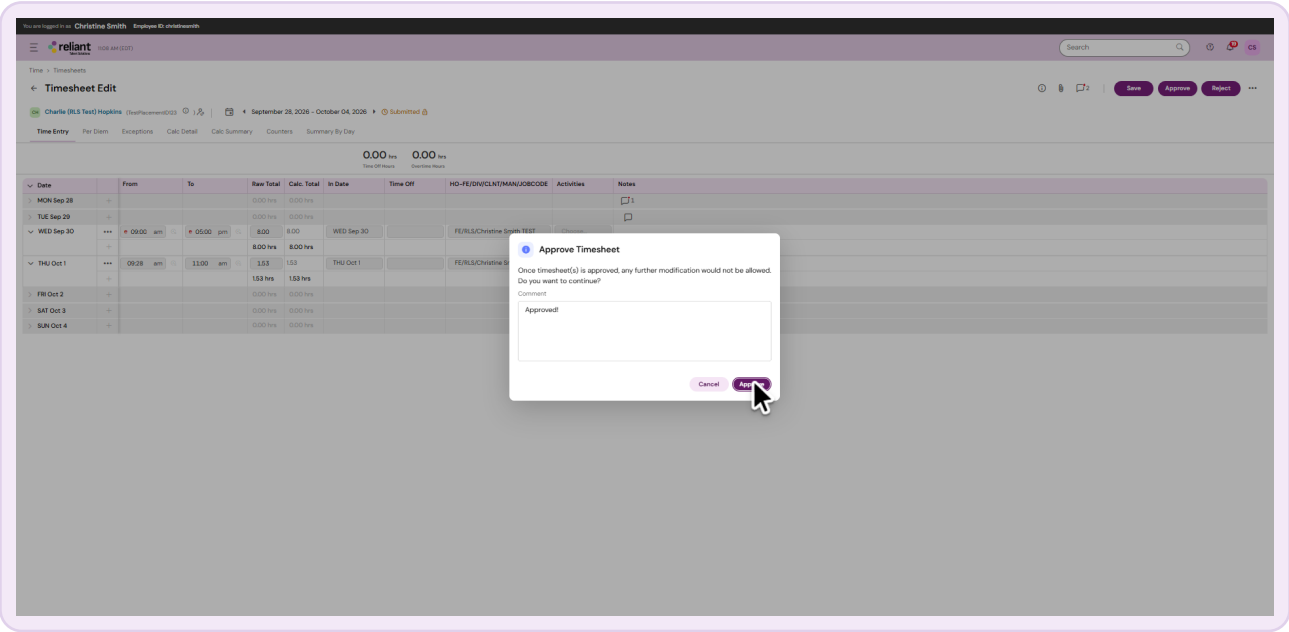
Type a short note — for example, "Approved."



13

Click Approve

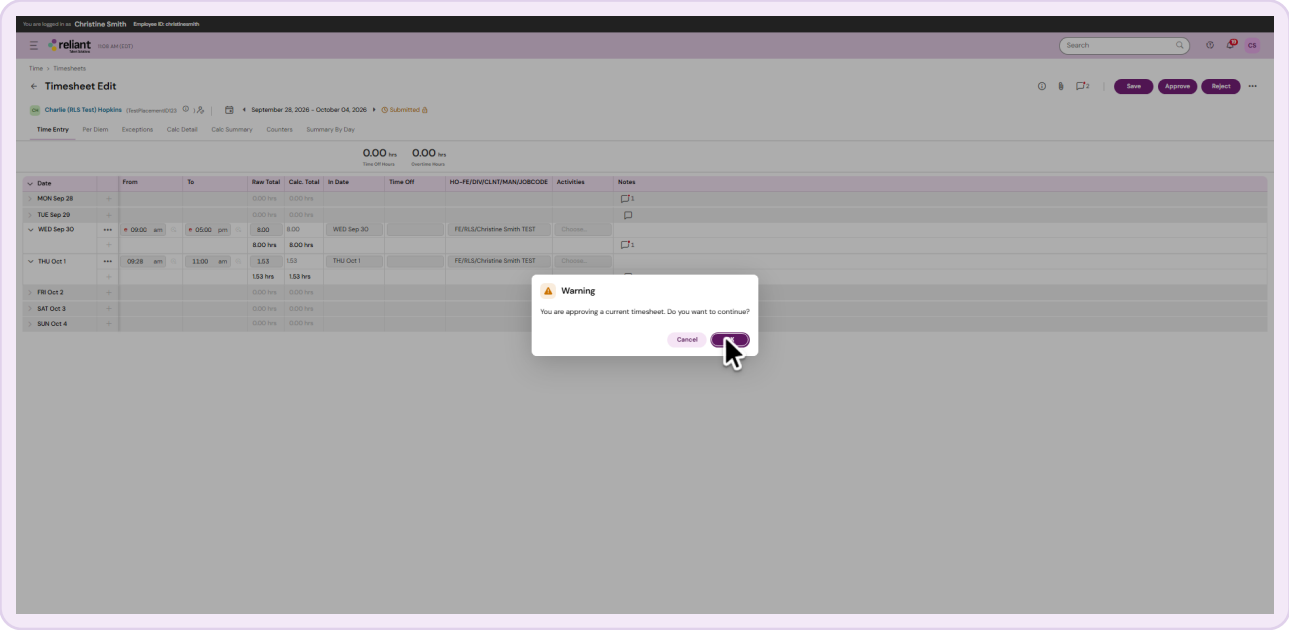
Click Approve in the box.



14

Confirm

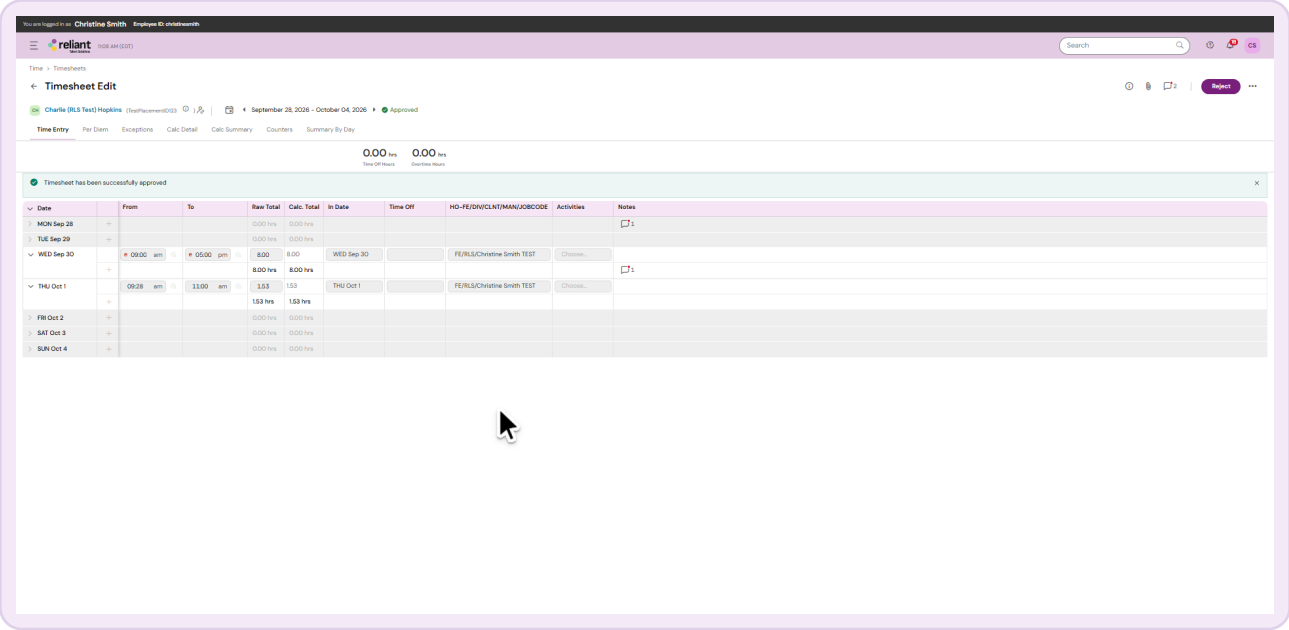
A Warning message asks if you want to approve the current timesheet. Click OK.



15

Check the Status

A green message confirms the timesheet was approved, and the status at the top changes to Approved. You're done.



That's it — the timesheet is approved.

Repeat for each timesheet in My Mailbox

Quick recap

- Open the timesheet from My Mailbox on your dashboard
- Click the notes icon to read your employee's daily notes
- Need changes? Click Reject and add a comment explaining what to fix
- Hours look right? Click Approve, add a note, and click Approve again
- Click OK to confirm, then check the status shows Approved

Need help?

If a screen doesn't look like this guide, you can't find a timesheet, or you approved one by mistake, email UKGsupport@hirereliant.com and we'll help you sort it out. Include the employee's name and a screenshot if you can.