Managers, Timekeepers, HR Managers and Business Officers can approve hours for individual employees or for an entire group with UD WorkForce Mobile.

Time slices with red exceptions need attention first. Employees will not be paid for the time slice impacted if it is not fixed. You can open and edit time sheets to correct any exception.

1. To approve employee time, select **Approve Timesheets** from the Employees Menu screen.

2. The **Approvals** window appears. Choose the employee group you want to approve.

3. View an employee’s timesheet by clicking anywhere on the row for the employee.

There are TWO ways to approve employee timesheets:

4. **FIRST** way is to approve individually:
   a. Select an employee.
      i. View the employee’s exception messages by selecting **Messages**
      ii. View their time sheet by selecting **View Timesheet**
      iii. View approval history by selecting **History**
   b. Click **Approve**.
Mobile: Approving Timesheets

5. SECOND way is to approve all timesheets in group:
   a. If all timesheets have been reviewed and are ready for approval, click Edit from the Approvals screen.
   b. Click the checkmark in the top left-hand corner to add a check to all employee timesheets in the group.
   c. Click Approve.

6. An approval can also be withdrawn
   a. Click the timesheet that has already been approved.
   b. Click Withdraw.