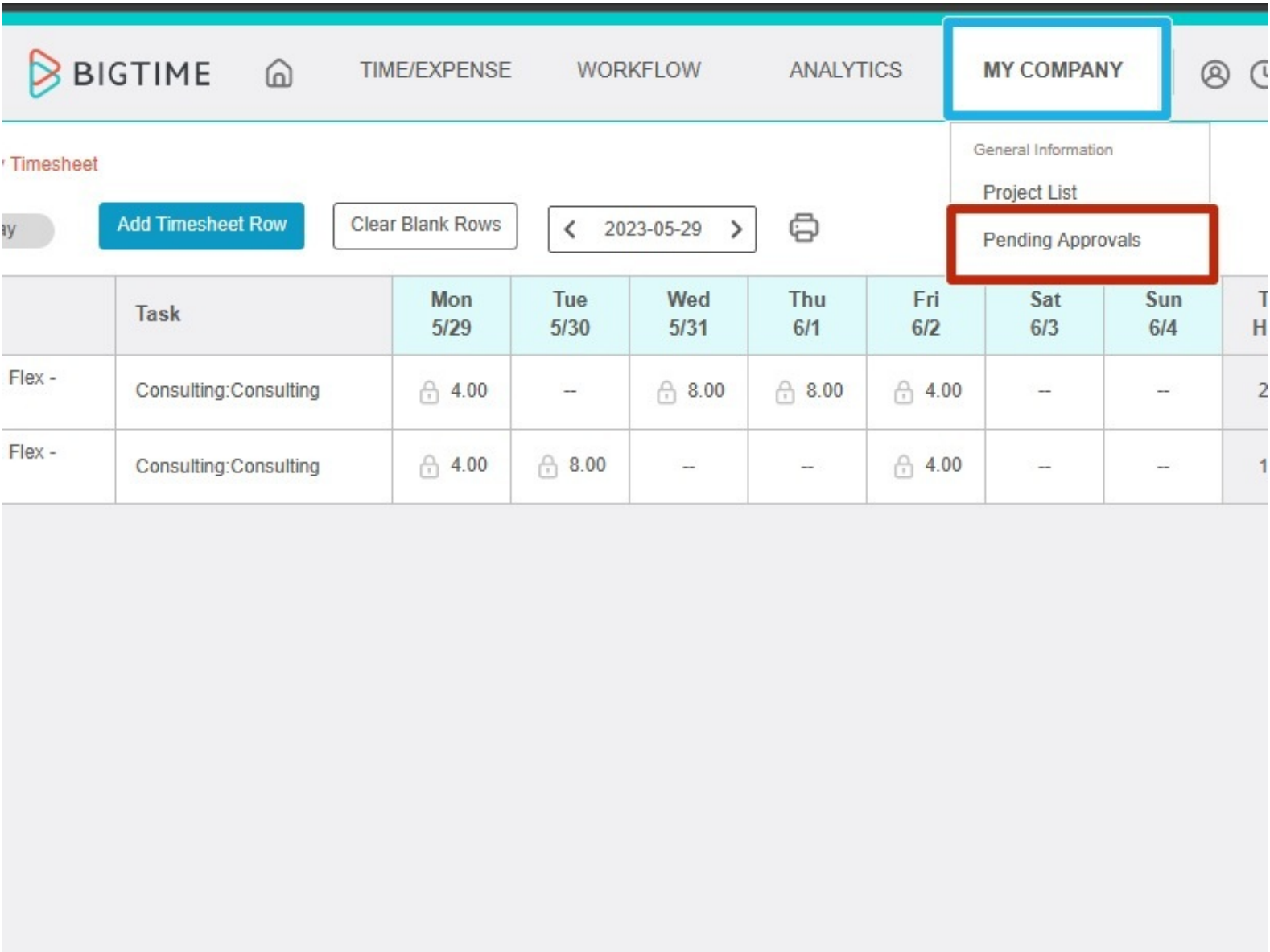
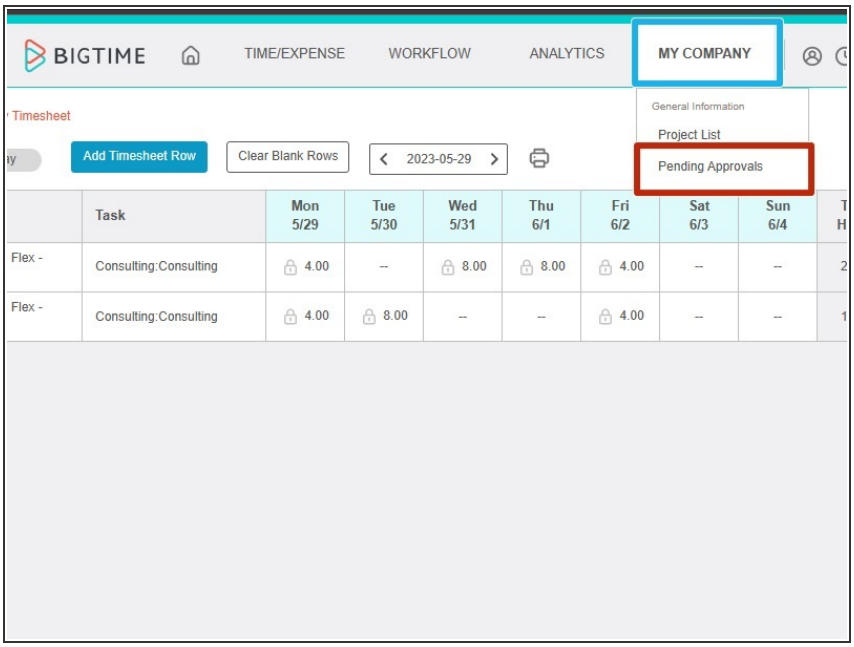
Reviewing a Timesheet/Expense

Written By: Brendon Welch

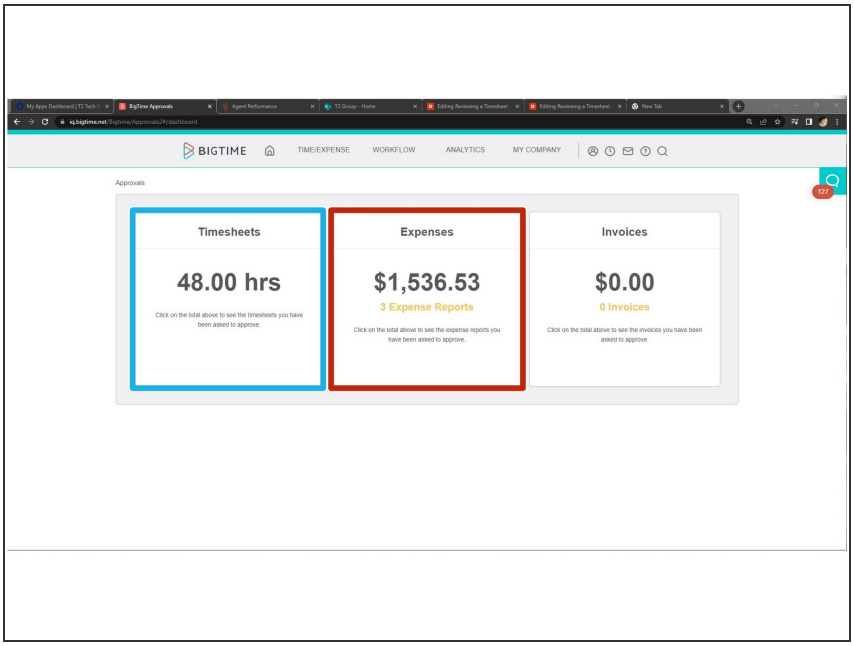


Step 1 — Reviewing a Timesheet/Expense



- **While logged in to BigTime:**
- Click **My Company**
- Click **Pending Approvals**

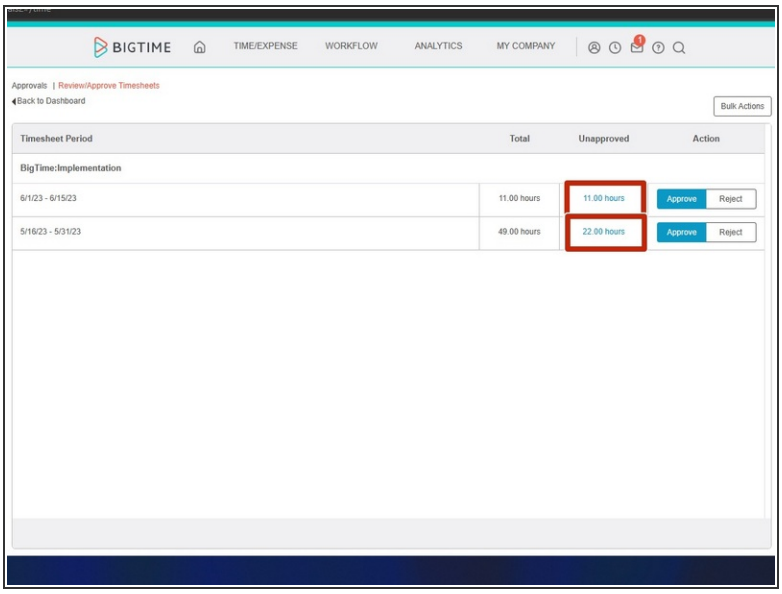
Step 2

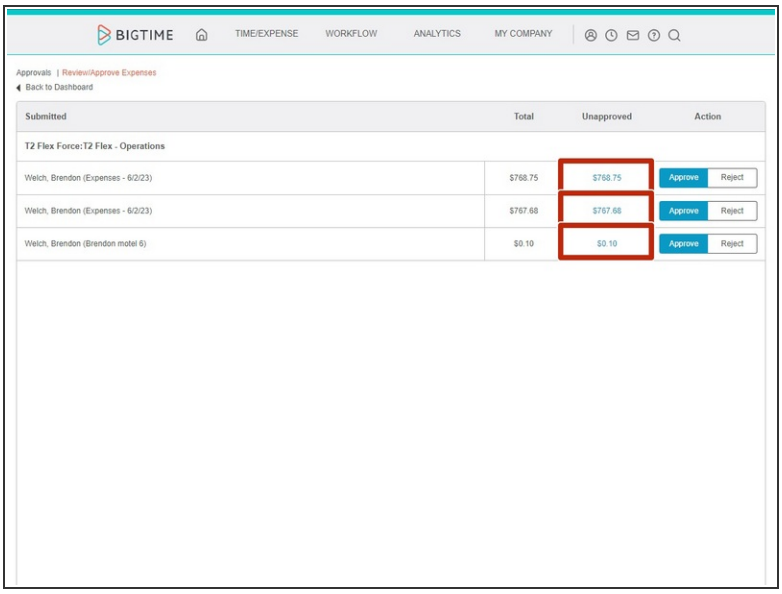


- **To review Timesheets:**
- Click **Timesheets**
- **To review Expenses:**
- Click **Expenses**

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Step 3

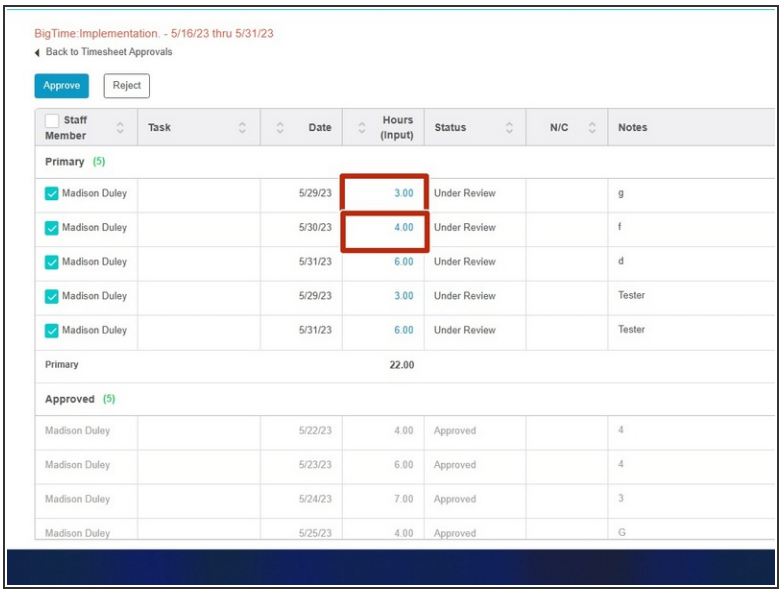


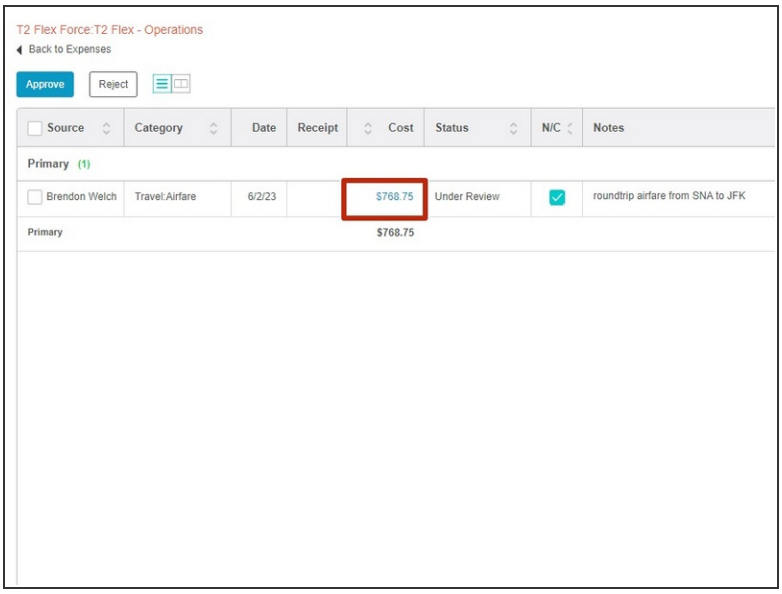


To review an unapproved timesheet/expense:

- Click the **blue text**

Step 4



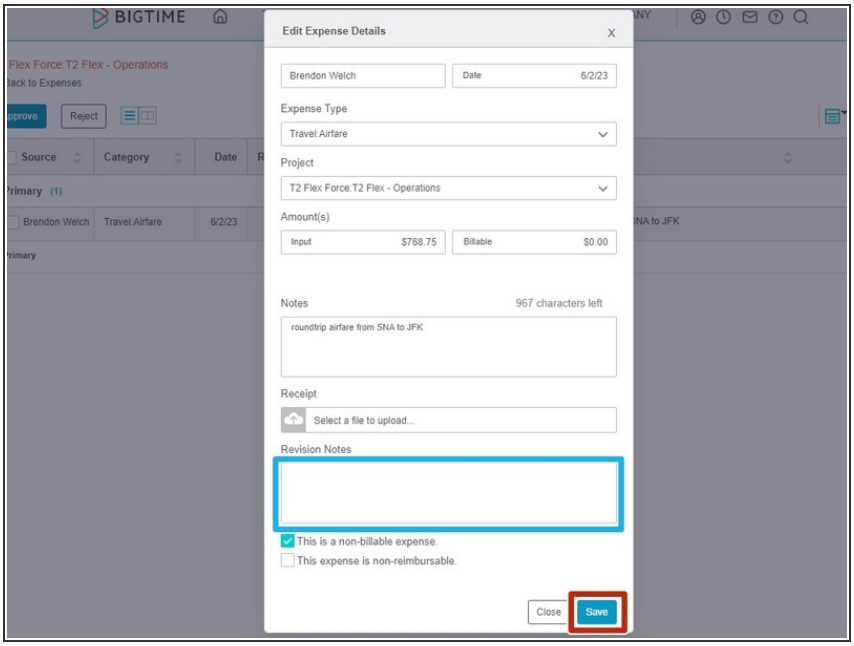


⚠ **Notes for each submission are on the right.**

To review a submission:

- Click the **blue text**

Step 5

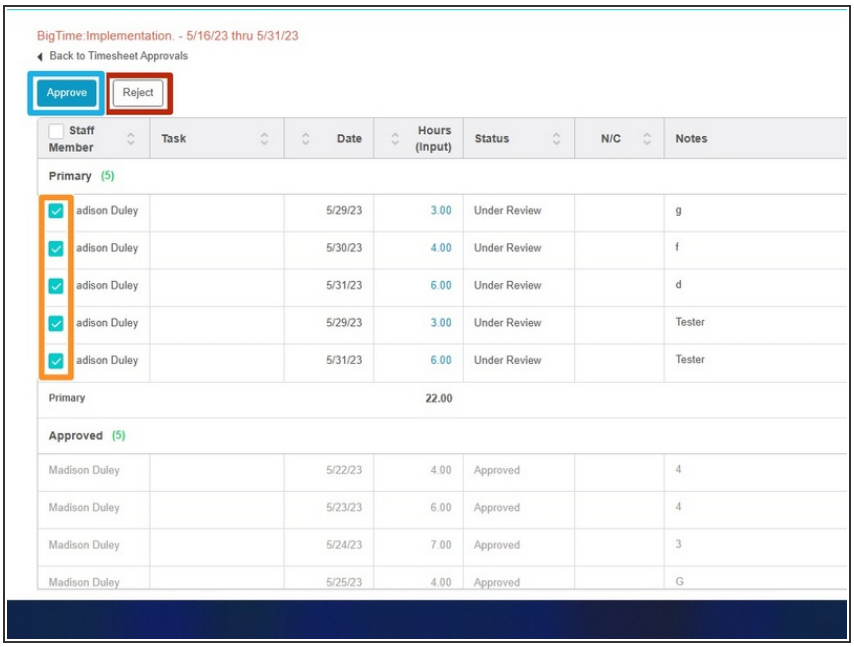


⚠ **Review the Timesheet/Expense details.**

If changes are made to the submission details:

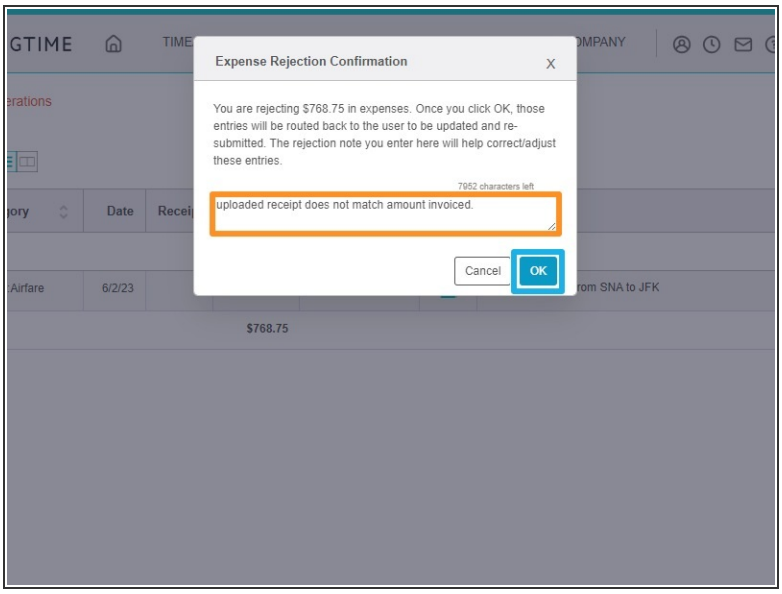
- Enter **Revision Notes**
- Click **Save**

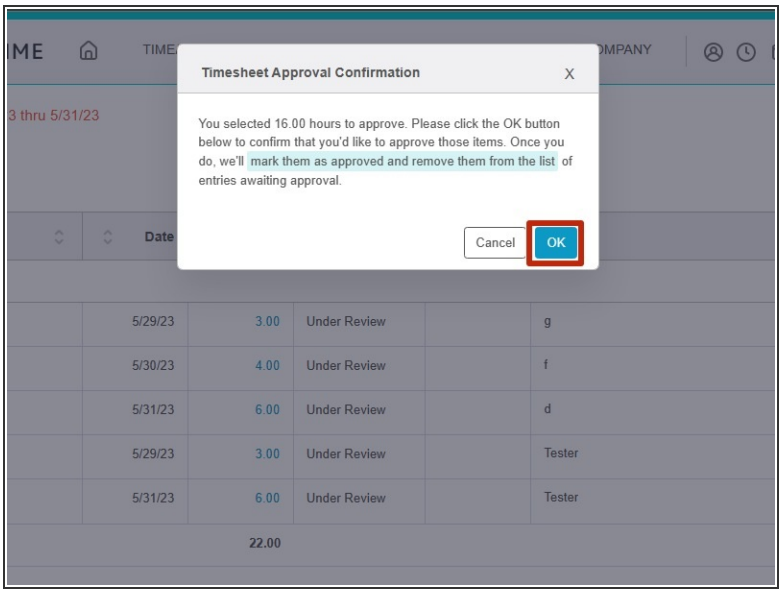
Step 6



- **To approve or reject a timesheet/expense:**
- **Check** the timesheet/expense
- **To Approve:**
- Click **Approve**
- **To Reject:**
- Click **Reject**

Step 7





- **If the submission was rejected:**
- Enter **Notes**
- Click **OK**
- **If the submission was approved:**
- Click **OK**