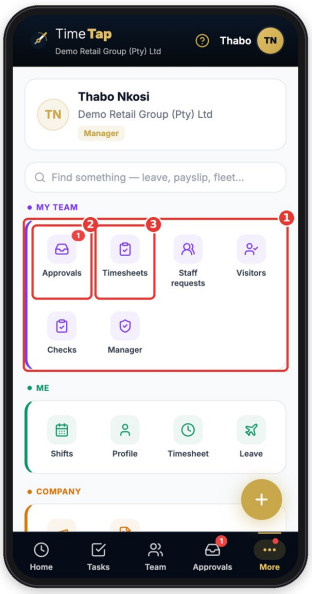
Review timesheets (team leaders)

For team leaders and managers: check each day's clockings, sort out problems and approve the hours.

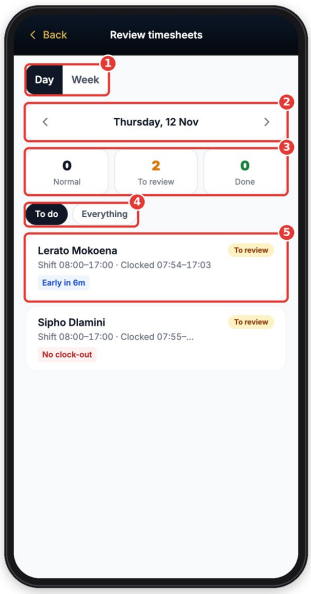
1. Open Review timesheets

1. Tap **More**, then **Timesheets** under **My team** (or **Review timesheets** on your Home screen).
2. Choose **Day** to work through one day, or **Week** to see the whole week.
3. Use the arrows to move to another day or week.



My team tools

1. Your team leader tools.
2. Approvals.
3. Review timesheets.

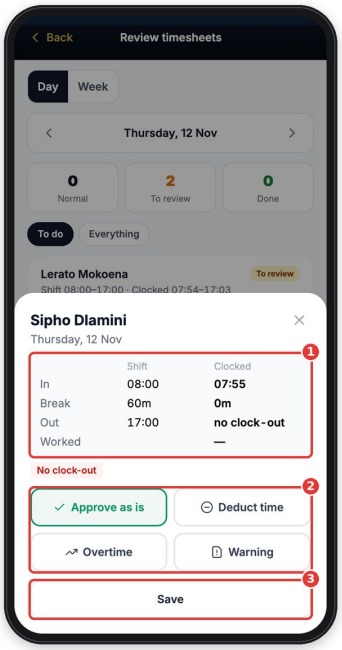


One day

1. Day or Week view.
2. Move to another day.
3. How many shifts are normal, need review, or are done.
4. **To do** shows only what still needs you; **Everything** shows all.
5. A person's day — tap it to review. The coloured tags say what is wrong (late, early, no clock-out…).

2. Fix a day

1. Tap the person to open their day. You see the shift next to what they clocked.
2. Choose what to do: **Approve as is**, **Deduct time**, **Overtime** or **Warning**.
3. For deductions and overtime pick the minutes. Add a reason (a warning always needs one).
4. Tap **Save**, or **Save & next** to move straight to the next person.



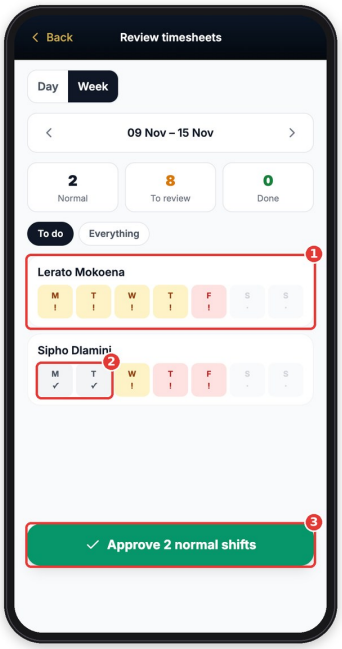
Reviewing a day

1. Shift vs clocked: in, break, out and hours worked.
2. What to do with the day.
3. Save your decision.

Important: Overtime you add as a team leader goes to a manager for approval — it is never paid unless a manager approves it.

3. Approve a whole week

1. Switch to **Week**.
2. Each person shows a row of days: ✓ is normal, ! needs review (yellow = small issue, red = missing clocking).
3. Tap a day to review it, then tap **Approve … normal shifts** to approve all the normal days in one go.



The week

1. A person’s week, one box per day.
2. ✓ normal days — these can be approved together.
3. Approve all normal shifts in one tap.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.