

Time Approval

In this screen, **Employee Supervisor per Department** has the following control, see on how to use:

1. Add Time entries for Employee

- [How to Add Employee Time Entry](#)

2. Edit the Time entry(ies)

- [How to Edit Employee Time Entry](#)

3. Approved Time entry(ies)

- [How to Approve Employee Time Entry](#)

4. Process Time entry(ies)

- [How to Process Employee Time Entry](#)