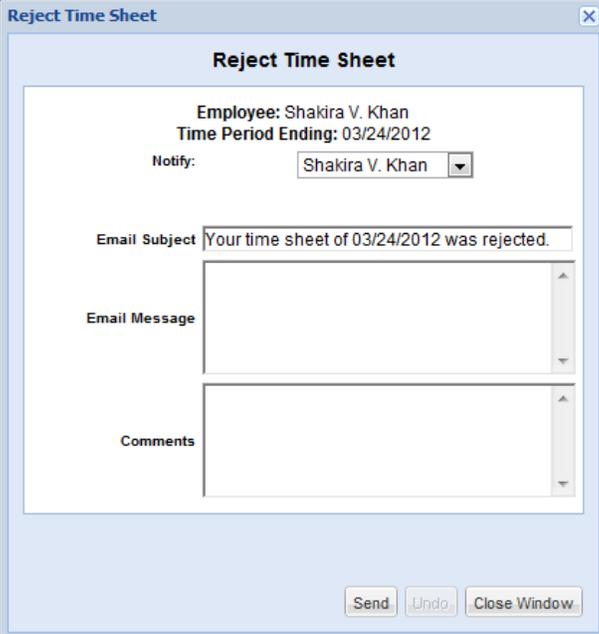


Manager/Timekeeper - Rejecting Timesheets

1. Click the **Reject** timesheet button in the **Timekeeper Approval** field. **This is located under Approve Time Sheets on the Dashboard.**



2. The **Reject Timesheet** window appears.



A screenshot of the 'Reject Time Sheet' dialog box. The window title is 'Reject Time Sheet'. Inside, it displays the following information:

- Employee: Shakira V. Khan
- Time Period Ending: 03/24/2012
- Notify: Shakira V. Khan (dropdown menu)
- Email Subject: Your time sheet of 03/24/2012 was rejected.
- Email Message: (empty text area)
- Comments: (empty text area)

At the bottom of the dialog, there are three buttons: 'Send', 'Undo', and 'Close Window'.

3. If the employee has an email address on file you can send an email notification to the employee about their rejected timesheet. Complete the fields in the **Reject Timesheet** dialog, using the following table as a guideline.

Table 1: Reject Timesheet Dialog Fields

Field	Description
Notify	The employee to be notified about the rejected timesheet.
Email subject	The subject title of the email to be sent to the employee. (The email subject can be changed.)
Email message	A message to convey to the employee about the rejected timesheet.
Comments	Additional information about the rejected timesheet.



4.	Perform one of the following: <ul style="list-style-type: none">• Click Send to reject the timesheet and send the e-mail message.• Click Close Window to quit the Reject Timesheet window without rejecting the timesheet.• Click Undo to rescind the previous rejection of a timesheet. This option is enabled only if you previously rejected the timesheet.
5.	If you have rejected the timesheet, the Approve button contains a red “X.” Click Save Approvals
6.	Click the History button  to view the approval or rejection history for an employee timesheet.
7.	The Approval History for Employee window appears. The Approval History window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments made.
8.	Review and click Close Window .