

OUTSTANDING TIMESHEETS IN VERITIME

- You can run a quick check to make sure you don't have any outstanding timesheets in Veritime. This can be run after you approve your timesheets for the week.
1. Home / Timesheet Review
 - a. Date Range: Weekly Approval and make sure you select the week you are currently working on
 - b. Filter by = Outstanding Timesheets
 - c. User Type = Any
 - d. User Status = Any
 - e. Click on "Advanced Options"
 - f. Narrow by Job Types
 - i. Scroll down and unlick "GUEST JOB"
 1. This will remove all guest teachers from your list. You do not need to approve them because they are not paid through Veritime.
 - g. Click on "Search"
 - h. If any employees come up, this means they have not been approved. You still need to approve their timesheet. If it says "No timesheets found", all of your employees have been approved for the week.

REPORTS > TIMESHEET REVIEW

Timesheet Review

Approve, Reject, or Reset Timesheets

Date Range: Weekly Approval (v) 09/03/2017 - 09/09/2017 (v)

Filter By: Outstanding Timesheets (v)

Sort By: User Name - Ascending (v) [Advanced Options](#)

User Type: Any (v) User Status: Any (v)

Search for User:

Narrow by Job Types:

- All Options
- Guest Dispatcher
- GUEST JOB
- Interpreter
- Intersession
- Inventory Control

78 of 79 selected [Clear](#)

Weekly Approval
09/03/2017 - 09/09/2017

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Displaying 1-20 (Total: 298)

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/> EMPLOYEE	40.00	40.00	0.00	40.00	0.00	Pending