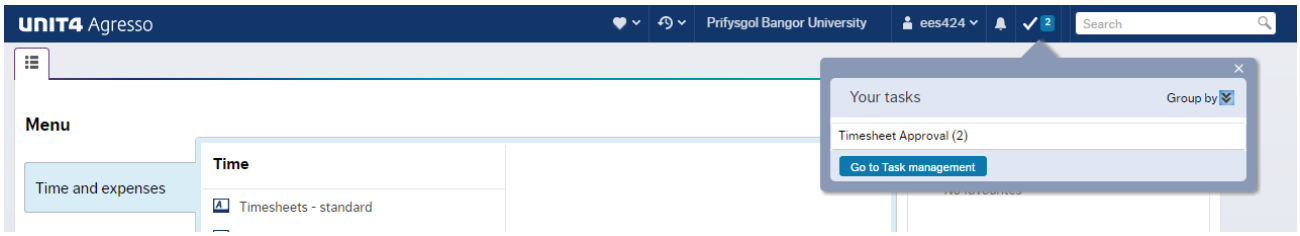
Approvers:

Tip – Google Chrome users should change their default language settings to English (UK) otherwise the dates in Agresso will appear in mm/dd/yyyy format. Please contact the IT Support team (ext. 8111) and ask for instructions on how to make Google Chrome display dd/mm/yyyy instead (UK). Alternatively, Chrome users can go to Chrome settings - Advanced - Languages and ensure that the language is set only to either Welsh or English (United Kingdom). References to English (US) should be removed.

If you are the named Project Manager (or nominee approver) for a project you will receive timesheets for approval in workflow. These will be individual timesheet tasks (in Your Tasks, top right of the screen) per person and period.

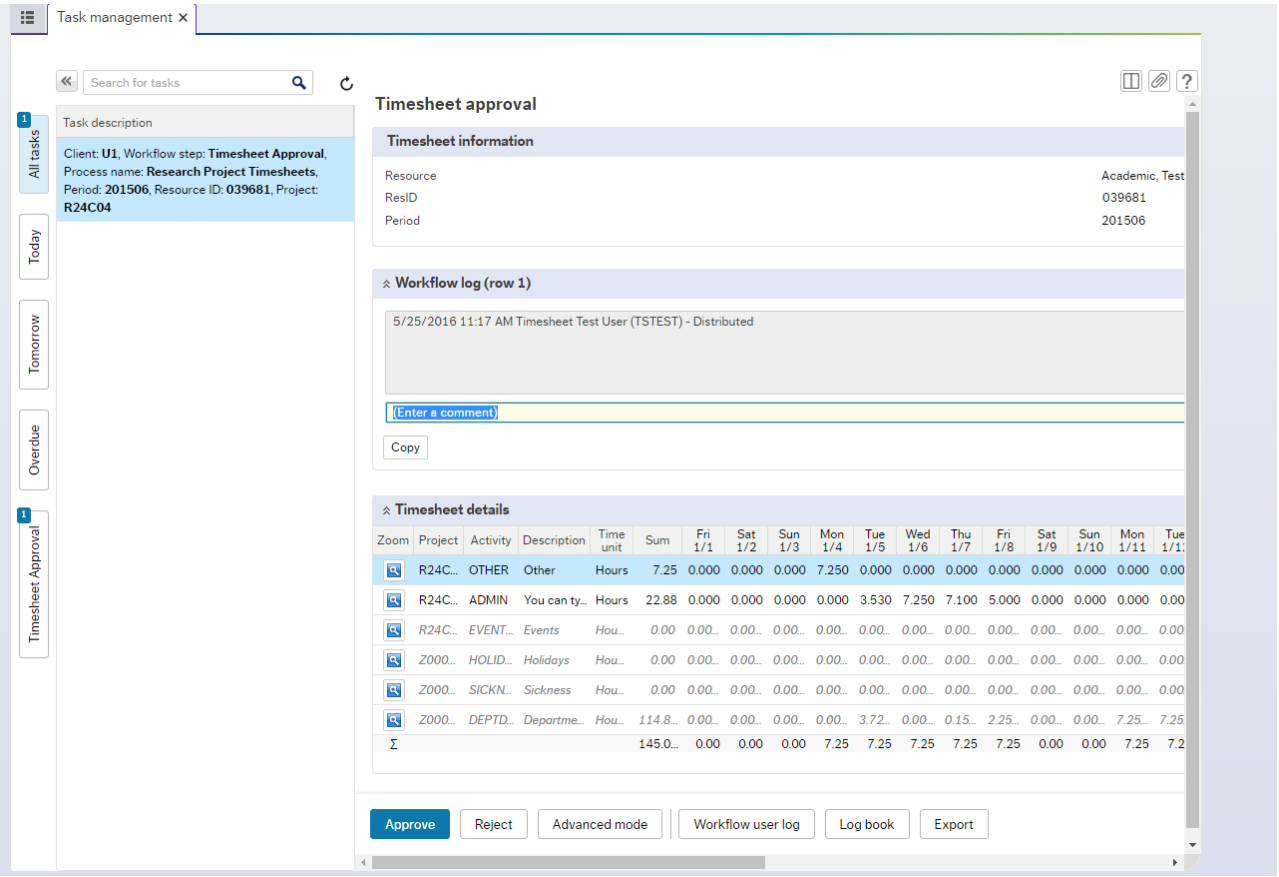


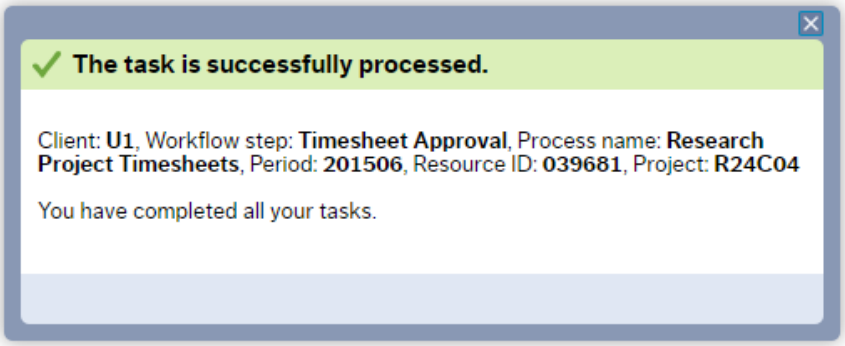
Click on the task and it will automatically load the first timesheet that you need to review.

Timesheets can be Approved or Rejected. A rejected timesheet must have a comment entered explaining the reason for the rejection. This is then sent back through the system to the person who originally put in the time, they can then amend and re-submit for approval.

Please make sure that if the timesheet you are approving requires additional details, these should be checked over **BEFORE** you approve a timesheet, please see page 3 for how to find this information. However if the timesheet is a standard model and only requires hours against activities on the project, once you are confident everything looks correct, please go ahead and Approve. **It is important to emphasise that once a timesheet has been approved we are unable to re-open them. It may be a case then of having to start from scratch for the month in question and re-submit.**

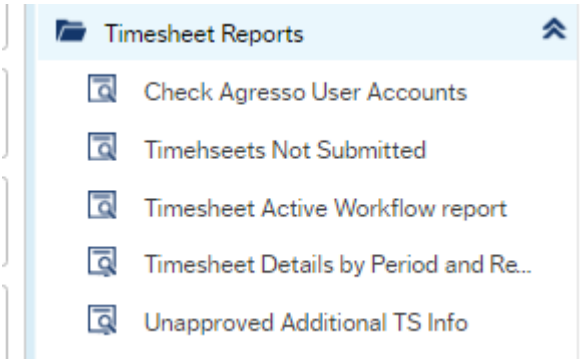
Once approved, you should see this message.

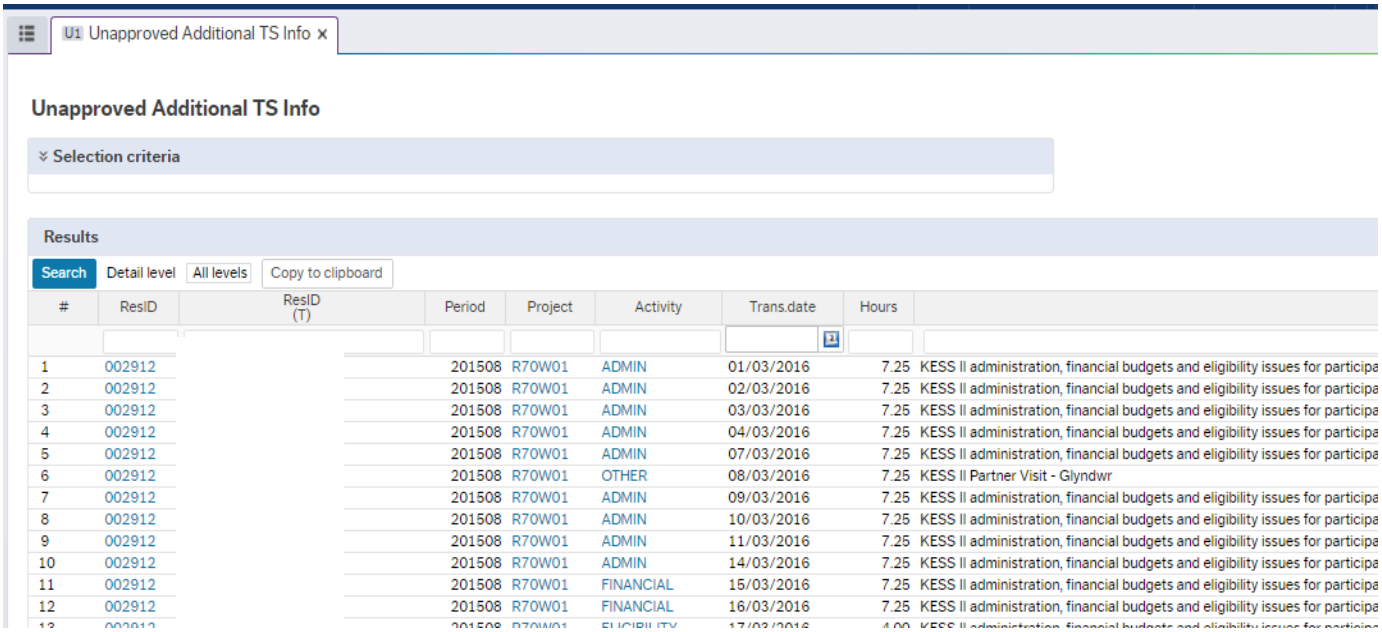




Additional Details:

Some projects require additional information (Unapproved Additional TS Info), if this is the case for your project(s) then these can be viewed in the Reports menu here:





#	ResID	ResID (T)	Period	Project	Activity	Trans.date	Hours	
1	002912		201508	R70W01	ADMIN	01/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
2	002912		201508	R70W01	ADMIN	02/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
3	002912		201508	R70W01	ADMIN	03/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
4	002912		201508	R70W01	ADMIN	04/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
5	002912		201508	R70W01	ADMIN	07/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
6	002912		201508	R70W01	OTHER	08/03/2016	7.25	KESS II Partner Visit - Glyndwr
7	002912		201508	R70W01	ADMIN	09/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
8	002912		201508	R70W01	ADMIN	10/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
9	002912		201508	R70W01	ADMIN	11/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
10	002912		201508	R70W01	ADMIN	14/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
11	002912		201508	R70W01	FINANCIAL	15/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa
12	002912		201508	R70W01	FINANCIAL	16/03/2016	7.25	KESS II administration, financial budgets and eligibility issues for participa

Remember additional information needs to be checked over BEFORE the timesheet for that month is approved.

If you have any questions, you can contact:

Agresso Helpdesk – 2636

Kimberley Edwards – 3286

Ariadni Zolota - 8474