Return Time Steps for Approvers

If an Approver approves a timesheet, he/she can recall the transaction by clicking the Return Time button.

In this case, the transaction reverts back to the Pending status. The Approver can edit the timesheet by clicking the Change Record button and then the Approve button to approve the timesheet, or the timesheet can be returned to the Originator for corrections by clicking Return for Correction.

Note that time entry deadlines have not changed.
Note for Approvers: Originators can retract approved timesheets. Please check that all timesheets have been approved before the Time Entry Approval deadline.