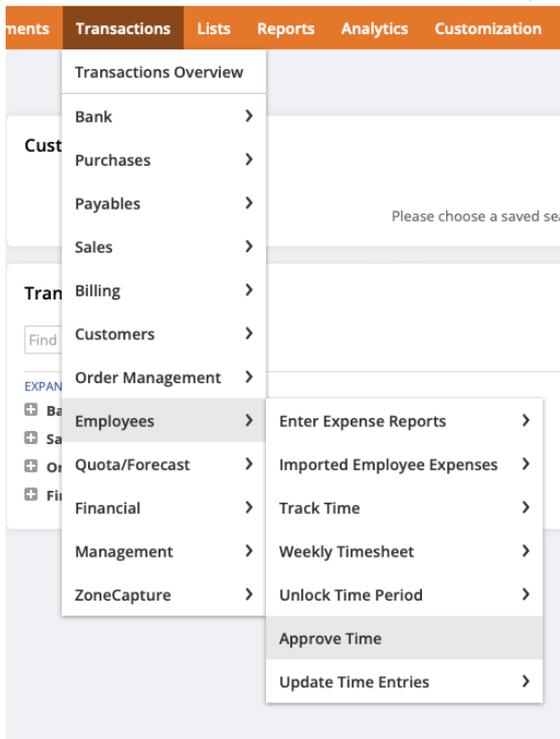


Introduction

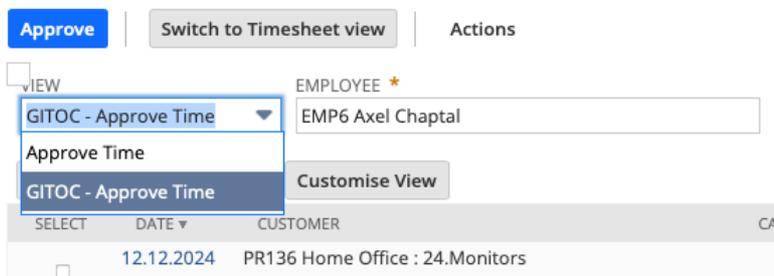
Before time recharges can be posted onto the project. All hours allocated onto a project will need to be approved.

Transactions > employees > Approve time



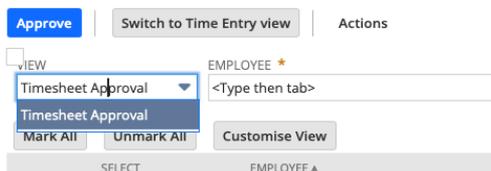
- Change the view to GITOC – Mass Approval
- It is named “GITOC Mass approval

Approve Time



- In case this option is not available then click onto the Switch to Time entry view

Approve Timesheets



- Is available as default for Gitoc Project manager role

- Only the timesheet linked to the approver will be displayed
- We added the column of the duration and the date of the time track to have more detail of the timesheet.
- There isn't any drop down list within the Customer window because some of us will have 20 projects and this makes it difficult to search. Copy and paste the project code you need to approve. If you are unsure, type in %XXX

Approve Timesheets

Select all the lines by clicking on Mark All

Then approve.

Once the time has been approved the list will be empty when putting the same criteria within the view

Case it doesn't work and you will need assistance : When an employee salary payment has moved from one entity to another. In the below example, Vanja moved back to South Africa from Vienna.

Unfortunately all of her time needs to be remove then reenter in the system / approve and then the move can be performed from Bamboo. HR and Finance team will be able to assist.

For Massive approval

Change the view mode and Select GITOC – Mass approval

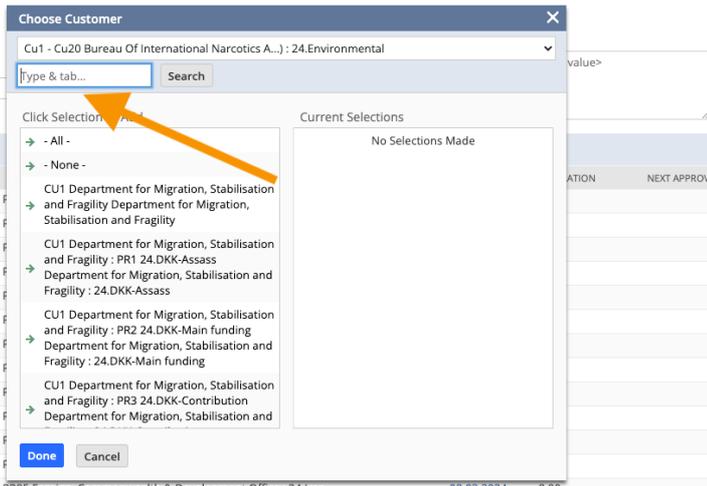
You can then add from date to...

In the Customer's box, please ensure it is empty to avoid approving time for several project at the same time

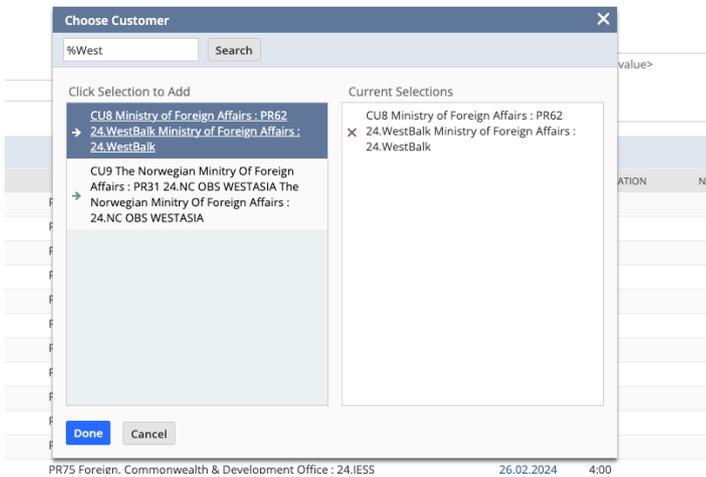
Once empty, click onto the double arrow.



In the search box, the usual %XXX to find the project more rapidly.



Select your project by clicking on it then the project will appear on the right. Click done



Mark All then approve

Carefull you might have several pages so to the process until you have no more hours to approve.

