

Introduction

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

ments	Transactions	Lists	Reports	Analytics	Customiza	ition
	Transactions O					
	Bank	>				
Cust	Purchases					
	Payables			Pleas	se choose a s	aved sea
	Sales					
Tran	Billing	>				
Find	Customers					
EXPAN	Order Manager	nent >				
🖬 Ba	Employees		Enter E	xpense Repo	orts	>
🖸 Or	Quota/Forecast		Import	ed Employee	Expenses	>
C Fi	Financial		Track 1	ĩime		>
	Management		Weekly	Weekly Timesheet		
	ZoneCapture		Unlock	Time Period		>
			Approv	ve Time		
			Update	e Time Entrie	s	>

Transactions > employees > Approve time

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

Approve Time

Approve Switch to Tim			esheet view Actions	
VIEW			EMPLOYEE *	ſ
GITOC - A	pprove Time	-	EMP6 Axel Chaptal	
Approve 1	Time			
GITOC - A	pprove Time		Customise View	
SELECT	DATE 🔻	CUS	TOMER	CA:
	12.12.2024	PR13	6 Home Office : 24.Monitors	

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

Approve Timesheets

Approve Switch to T	ime Entry view Actions				
VIEW	EMPLOYEE *				
Timesheet Approval 🛛 🔻	<type tab="" then=""></type>				
Timesheet Approval					
Mark All Unmark All	Customise View				
SELECT	EMPLOYEE A				

• 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 Reject With Note Switch to Time Entry view Actions										
VIEW EMPLOYEE * TIMESHEET DATE FROM TO GITOC - Mass approval All										
PROJECT A DATE DURATION APPROVABLE HOURS NEXT APPROVE										
PR62 Department for Migration. Stabilisation and Fragility : 24.DKK-LatAm Pubs 01/05/2024 2:00 6:00 Maria Guglielmino										
PR62 Department for Migration, Stabilisation and Fragility : 24.DKK-LatAm Pubs 10/05/2024 5:00 17:00 Maria Guglielmino										
PR62 Department for Migration, Stabilisation and Fragility: 24.DKK-LaAm Pubs 08/05/2024 1:00 17:00 Maria Guglielmino										
TIMESHEET DATE FROM TO PROJECT TYpe & tab for single value> TO To PROJECT A DATE DURATION PROJECT A DATE DURATION PROJECT A DATE DURATION PROJECT A DURATION APPROVABLEHOURS PROJECT A DURATION APPROVABLEHOURS PROJECT A DURATION 1005/2024 PROJECT A 1005/2024 5:00 PROJECT A 1005/2024 1:00 PROJECT A 08/05/2024 1:00 PROJECT A 08/05/2024 1:00										

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

S	ANDBOX		SAL ATIVE	Search				Q	đ	?	Help
Š	Activities	Time recharges	Billing	Customers	Vendors	Payroll and HR	Financial	Reports	Analy	ics	Docum
me	sheets					Payroll and HR C	verview				
witch	to Time Entra	view Actions				Expense Reports	>				
vicei	r to nine Entry	Actions				Time Tracking	>	Track Tim	е	:	
	EMPLO	DYEE *			TIMESHEET D	Lists	>	Weekly Tir	nesheet	: :	
rova	<Тур	e then tab>		*	(Custom)	Payroll	>	Approve T	ime		24.1
						Time Tracking Re	eports >	Update Ti	me Entri	es	>
marl	Cust	omise View		PERIOD		Other	>	D	URATION		

Change the view mode and Select GITOC - Mass approval

Approve Timesheets Approve Timesheets Account							
VEW GITOC - Mass approval GITOC - Mass approval GITOC - Mass approval	TIMESHEET DATE (Custom)	FROM	TO	CUSTOMER CUB Ministry of Foreign Affairs : PR62 24.WestBalk Ministry of Foreign Affairs : 24.WestBalk	Æ		
Mark All Unmark All Customise View							
SELECT EMPLOYEE +	PERICO	DATE 07.02.2024	DURATION	NEXT APPROVER	APPROVABLE F		

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 serach box, the usual %XXX to find the project more rapidely.



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 untill you have no more hours to approve.

