

Approve timesheets

Approve a submitted timesheet, or return it to the staff member with a reason, so that approved hours are ready for payroll.

WHO IT IS FOR Owner, Admin, Manager	TIME NEEDED About 6 minutes	LAST REVIEWED 2 October 2026
---	---------------------------------------	--

Who this is for

Permissions: You need Can approve or return timesheets, as well as Can view timesheets. Without it you see Review or View only. Only an Owner or Admin can approve their own timesheet, and nobody can return their own. A Manager acts only on the timesheets of staff whose Manager / supervisor is that Manager. If Approve is missing, ask an Owner or Admin to check your role.

Before you begin

- **Timesheets** is in your left menu, under **Operations**. It shows for roles that include **Can view timesheets**. An Owner or Admin can add that permission, and **Can approve or return timesheets**, to a role in **Configuration > Roles & Permissions**. See Roles and permissions basics.
- You are signed in to BondiByte on a computer.
- The timesheet has the status **Submitted**. A draft, a returned timesheet and an approved timesheet cannot be approved. See Timesheets overview for what each status means.
- You have checked the timesheet. Review timesheets explains every part of the review window.
- Optional: the **Pay interpretation** section in the review window appears only when Pay Levels is switched on. An Owner or Admin switches it on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**, by choosing **Enable** and then **Enable and prepare**. The card shows **Preparing** and then **Ready to confirm**. Choose **Review and confirm**, look over the setup on the **Pay Levels** page and choose **I've reviewed the setup: enable interpretation**. The section appears when the card says **On**. See Pay Levels. Approving works with or without it.



Steps

1 Go to Timesheets > Submitted

- 1 In the left menu, under **Operations**, choose **Timesheets**. The **Timesheet review** screen opens on the last period that has finished.
- 2 Check the dates under **Selected period**. To reach another period, choose **Previous**, **Next**, **Last completed** or **Current period**.
- 3 Choose **Submitted**. The number on the button is how many timesheets are waiting for a manager.

Note: You see only the timesheets of staff you are allowed to see. A Manager sees the staff whose **Manager / supervisor** is that Manager.

Timesheets

Timesheet review

Submitted timesheets require manager action first.

SELECTED PERIOD
17/08/2026 to 30/08/2026

Payroll CSV mappings Create for staff Previous Last completed Current period Next Refresh Export Payroll Send to Xero

Submitted 1 Approved 0 Returned 0 Not submitted 2 Total hours submitted 30.00 hrs

Submitted 1 Approved 0 Returned 0 Not submitted 2 All 3

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
Demo User	17/08/2026 to 30/08/2026	Submitted	11/09/2026 11:18 am	30.00 hrs	4	11/09/2026 01:52 pm	Review Approve Return

Choose Timesheets in the left menu (1), use the period buttons to reach the period (2) and choose Submitted (3).



2 Open the timesheet with Review

Each submitted row ends with three buttons.

- 1 **Review** opens the review window, where you check the timesheet before you decide.
- 2 **Approve** on the row does not approve straight away. It opens the review window and a message says **Review the loaded pay version before approving**. Check the timesheet, then choose **Approve** in the window.
- 3 **Return** on the row asks for a reason first. After you choose **Return** in that window, the timesheet is returned and the review window opens on it. See step 7, Return a timesheet for changes instead.

Important: The **Approve** button is not shown on your own timesheet unless you are an Owner or Admin. Nobody can return their own timesheet. If you try, a message says **Staff cannot approve or reject their own timesheet**.

Submitted 1

Approved 0

Returned 0

Not submitted 2

Total hours submitted 30.00 hrs

Submitted 1

Approved 0

Returned 0

Not submitted 2

All 3

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
Demo User	17/08/2026 to 30/08/2026	Submitted	11/09/2026 11:18 am	30.00 hrs	4	11/09/2026 01:52 pm	1 Review 2 Approve 3 Return

Choose Review (1) to open the timesheet. Approve (2) opens it first, and Return (3) asks for a reason.



3 Check the timesheet before you decide

In the review window, check what matters for payroll. Review timesheets explains every part.

- 1 Read the tiles under the name. **Total hours**, **Shift count** and **Total mileage** should be what you expect for that person and period.
- 2 Read **Hours check** on each card under **Shift lines**. A highlighted card says **Roster hours** and **different from entered hours**. It means the staff member changed the hours, so read the **Adjustment reason** before you approve.

If the window has a **Pay interpretation** section, read its first line. **UNRESOLVED** means some amounts have no rate. You can still approve, but decide first: the pay cannot be changed after approval.

If something needs correcting, you can add **Manager notes** and choose **Save manager notes**, or return the timesheet for changes.

Demo User
Timesheet - 17/08/2026 to 30/08/2026 Submitted

1

TOTAL HOURS 30.00 hrs	SHIFT COUNT 4	SUBMITTED 11/09/2026 11:18 am	APPROVED BY -	TOTAL MILEAGE 52.25 km
---------------------------------	-------------------------	---	-------------------------	----------------------------------

Shift lines (6)
Each line reads top to bottom. Rostered times are compared with the hours staff entered on every line.

DATE	28/08/2026	SHIFT	Morning shift short
SITE	Acacia Community Access Hub	STATUS	Submitted
SCHEDULED START	28/08/2026 7:00 am	SCHEDULED END	28/08/2026 3:00 pm
PAY LEVEL	Not set	BREAK	0 min
HOURS / UNIT	8.00 hrs	MILEAGE (KM)	27
HOURS CHECK	Roster hours: 8		
STAFF NOTES	-		
ADJUSTMENT REASON	-		

2

Check the tiles (1) and the Hours check of each shift line (2).



4 Choose Approve

The buttons at the bottom of the review window are **Close**, **Save manager notes**, **Return for changes** and **Approve**. **Close** and **Save manager notes** do not change the status.

- 1 Choose **Approve** at the bottom right. The button is greyed out until the pay version has loaded.
- 2 Choose **Return for changes** instead when the timesheet needs fixing. See step 7, Return a timesheet for changes instead.

Warning: Approving cannot be undone from the **Timesheets** screen. An approved timesheet cannot be approved again or returned, and its manager notes are locked. Check the hours first.

The screenshot shows a web interface for reviewing a timesheet. At the top, there is a 'Save pay review' button. Below it is an 'Approval history' section with the text 'Status changes are kept for review and audit context.' and a list item 'Draft to Submitted' dated '11/09/2026 11:18 am by Demo User' and 'Submitted by staff'. At the bottom, there are four buttons: 'Close', 'Save manager notes', 'Return for changes', and 'Approve'. The 'Approve' button is highlighted with a blue border and a circled '1' above it, indicating it is the next step. The 'Return for changes' button is also highlighted with a blue border and a circled '2' above it.

Choose Approve (1), or Return for changes (2) when the timesheet needs fixing.



5 Check that the timesheet is approved

- 1 A message at the top right says **Timesheet approved**. The review window stays open.
- 2 The **Approved by** tile shows your name.

Scroll to **Approval history** in the window. A new line says **Submitted to Approved** with the date, time and your name.

The staff member is told that the timesheet was approved. They get a notification, which also reaches them in the Staff App, and an email when your organisation's email is set up.

Note: If another manager saved a pay selection while your window was open, approval is refused with **The reviewed pay revision changed. Reload before approving**. Close the window, open the timesheet again, read the new **Revision** and choose **Approve** again.

DATE	28/08/2026	SHIFT	Morning shift short
SITE	Acacia Community Access Hub	STATUS	Approved
SCHEDULED START	28/08/2026 7:00 am	SCHEDULED END	28/08/2026 3:00 pm

The message *Timesheet approved*. (1) and your name under *Approved by* (2).

6 Close the window and check the list

- 1 Choose **Close** at the bottom left of the window. The cards at the top of the screen now show one fewer under **Submitted** and one more under **Approved**.
- 2 Choose **Approved** to see the approved timesheets of the period.
- 3 Find the person's row. The status says **Approved**, and **Approve** and **Return** are greyed out, because only submitted timesheets can be approved or returned.

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
Demo User	17/08/2026 to 30/08/2026	Approved	11/09/2026 11:18 am	30.00 hrs	4	03/10/2026 12:18 am	View Approve Return

The summary cards now count the timesheet as approved (1). Choose **Approved** (2) to see it, with the **Approved** label (3).



7 Return a timesheet for changes instead

Return a timesheet when the hours need fixing before you can approve it. Choose **Return** on the row, or **Return for changes** in the review window. Both open a window titled **Return timesheet**.

- 1 In **Reason for returning this timesheet**, say what needs fixing: the shift, the day and what to change. The staff member reads this reason, so be specific.
- 2 Choose **Return**. A message says **Timesheet returned to staff**. The status becomes **Returned** and the staff member is told, with your reason.
- 3 Choose **Cancel** to close the window without returning the timesheet.

The staff member updates the timesheet in the Staff App and submits it again. It then shows under **Submitted** again, and everyone who can approve timesheets gets a notification that it is ready for review.

Important: A reason is required. If you choose **Return** without one, the timesheet is not returned and a message says **Please check the information you entered and try again**.

Write the reason (1), choose Return (2), or choose Cancel to close the window without returning (3).

What happens next

An approved timesheet is ready for payroll. When every timesheet in the period you need is approved, export them. See Export payroll.

The staff member is told the timesheet was approved. A returned timesheet goes back to the staff member, who updates it and submits it again.

The approval is recorded in **Approval history** on the timesheet, with the date, time and who approved it.



Important notes

Important: Only approved timesheets go into a payroll export. A timesheet that is still **Submitted**, **Returned** or **Not submitted** is left out of the file.

Note: You can approve a timesheet whose **Pay interpretation** is **UNRESOLVED**. Unresolved amounts stay blank, and a payroll export with dollar amounts is refused until they are resolved. An export of approved hours only still works.

Good practice

- Read **Hours check** on every card before you choose **Approve**. Approval cannot be undone from the screen, so a highlighted card with no adjustment reason is the moment to ask the staff member.
- Write **Manager notes** and choose **Save manager notes** before you approve. Notes are locked once the timesheet is approved.
- When you return a timesheet, name the shift, the day and what to fix. A vague reason such as **please check** sends the staff member back to ask you.
- Approve in one sitting for the whole period, then check the **Submitted**, **Returned** and **Not submitted** cards. When they are all zero, the period is ready to export.
- If **Pay interpretation** says **UNRESOLVED**, decide before you approve. After approval the pay cannot be changed.

Troubleshooting

I cannot see **Approve** or **Return** on the rows.

Why it happens: Your role does not include **Can approve or return timesheets**. You see **Review** or **View** only.

What to do: Ask an Owner or Admin to add the permission to your role in **Configuration > Roles & Permissions**.

I cannot see **Approve** on one timesheet, but I can on others.

Why it happens: It is your own timesheet. Only an Owner or Admin can approve their own.

What to do: Ask another manager, an Owner or an Admin to approve it.

A message says **Staff cannot approve or reject their own timesheet**.

Why it happens: You chose **Return** on your own timesheet. Nobody can return their own timesheet.

What to do: Ask another manager, an Owner or an Admin to return it.

The **Approve** and **Return** buttons are greyed out.

Why it happens: The timesheet is not **Submitted**. It may be a draft, already approved, or returned. Pointing at a button shows why, for example **Only submitted timesheets can be approved**. **Current status:** **Approved**.

What to do: Wait for the staff member to submit it. An approved timesheet cannot be approved again or returned.

Approve in the review window is greyed out while the timesheet is Submitted.

Why it happens: The reviewed pay version is still loading, or it could not be loaded.

What to do: Wait a moment, or choose **Retry pay review** in the **Pay interpretation** section.



A message says **Please check the information you entered and try again.** after you choose **Return**.

Why it happens: The reason box was empty. A reason is required, so the timesheet was not returned.

What to do: Choose **Return for changes** again, write the reason and choose **Return**.

A message says **The reviewed pay revision changed. Reload before approving.**

Why it happens: Someone saved a pay selection or notes on the timesheet after you opened it, so the pay you reviewed is out of date.

What to do: Close the window, open the timesheet again, read the new **Revision** and choose **Approve** again.

The **Pay interpretation** section is missing from the window.

Why it happens: Pay Levels is not switched on, or its setup is not confirmed yet. Approving still works.

What to do: An Owner or Admin switches Pay Levels on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**. If the card says **Ready to confirm**, finish the setup on the **Pay Levels** page.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*