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## **Approving Timesheets in Deltek Costpoint**

Job Aid

## **TO APPROVE TIMESHEETS**

- 1. Type "Manage MyDesktop" in the Browse Applications field at the top of the home page and select the application name when it appears.
- 2. In the Tasks section, select the line that has Task Object of "Timesheet" and Task Type of "Approve Timesheet."
- 3. Click on the Launch button:



- 4. Select a timesheet from the list and review the timesheet line details to validate charge codes used, and the hours entered for each charge code.
- 5. Approve or Reject the timesheet.

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