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.