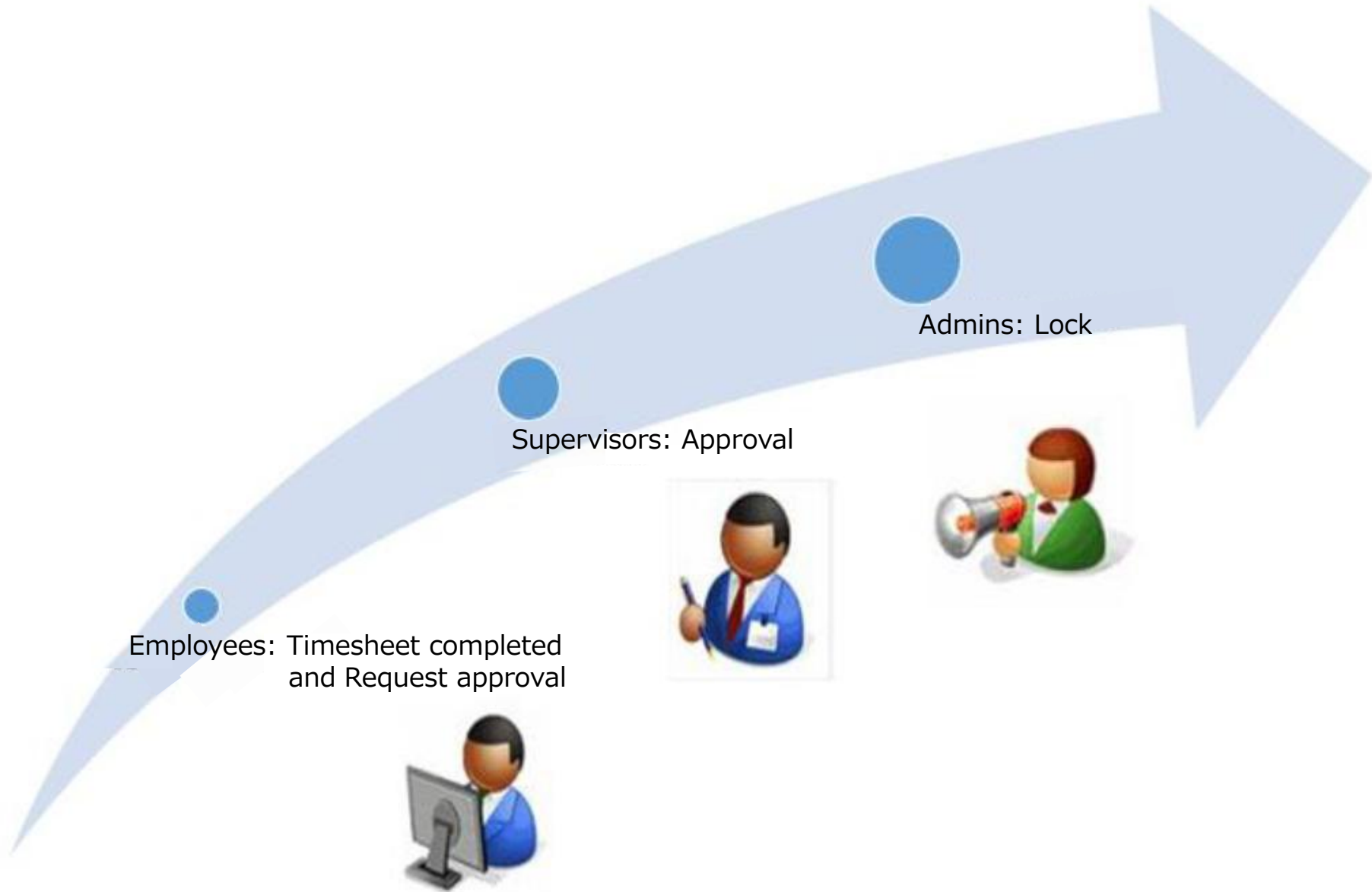































◆ Overall image




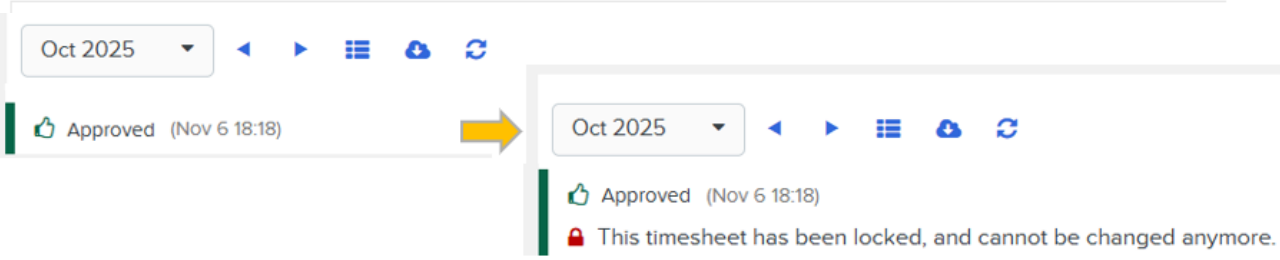


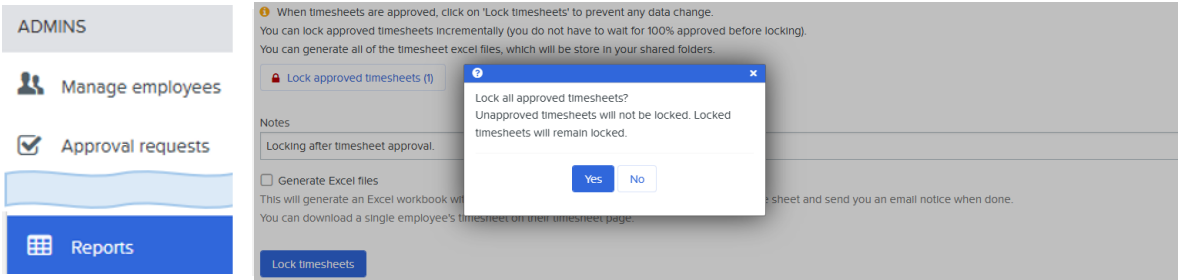
1. Completion of the timesheet

Classification	Work Details	Mail Image																
Employees 	<p>Complete it based on the message in the timesheet</p> <p>May 2024 </p> <p> There are 2 unsubmitted overtime requests. Please request approval or mark them as not requested.</p> <p>1 No check out 1 No entry 2 Unsubmitted overtime requests</p>	<p>Hi Jiro Aomori,</p> <p>Your Oct 2025 timesheet appears to have some missing time entries. Oct 1, 2025 - Oct 31, 2025</p> <table border="1" data-bbox="1770 221 2254 314"> <tr> <td>Days worked</td> <td>19.0 days</td> </tr> <tr> <td>No check out</td> <td>1 day</td> </tr> <tr> <td>No entry</td> <td>2 days</td> </tr> </table> <p>View this timesheet</p>	Days worked	19.0 days	No check out	1 day	No entry	2 days										
Days worked	19.0 days																	
No check out	1 day																	
No entry	2 days																	
Supervisors 	<p>Approve requests Requests requiring your approval</p> <p>SUPERVISORS</p> <p><input checked="" type="checkbox"/> Approvals 7</p> <p><input type="checkbox"/> My teams</p> <p><input type="checkbox"/> Article 36 dashboard</p> <p>All 7 Leave request 2 Time entry 2 Timesheets 1 Expenses 0 Biz trip 0 Overtime 1</p> <table border="1" data-bbox="682 592 1719 735"> <thead> <tr> <th>Requester</th> <th>Request date</th> <th>Response date</th> <th>Status</th> <th>Approval type</th> <th>Target record date</th> <th>Approver type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Hanako Yokosuka</td> <td>Nov 6, 2025 14:29</td> <td></td> <td>Pending</td> <td>Overtime request</td> <td>Nov 5, 2025</td> <td>Supervisor</td> </tr> </tbody> </table>	Requester	Request date	Response date	Status	Approval type	Target record date	Approver type	<input type="checkbox"/> Hanako Yokosuka	Nov 6, 2025 14:29		Pending	Overtime request	Nov 5, 2025	Supervisor	<p>Hi Jiro Okayama,</p> <p>You have 1 pending overtime approval requests. Please approve them so payroll can be completed.</p> <table border="1" data-bbox="1770 564 2280 599"> <tr> <td>Overtime</td> <td>1 requests</td> </tr> </table> <p>View approval requests</p>	Overtime	1 requests
Requester	Request date	Response date	Status	Approval type	Target record date	Approver type												
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Admins 	<p>Check the approval status of timesheets and follow up with each employee</p> <p>ADMINS</p> <p><input type="checkbox"/> Manage employees</p> <p><input checked="" type="checkbox"/> Approval requests</p> <p><input type="checkbox"/> Reports</p> <p>MONTHLY TIMESHEETS APPROVAL STATUS</p> <p>Reports > Time & leave > Monthly timesheets approval status</p> <p>Report month: Sep 2025  All timesheets <input type="checkbox"/> Include retired employees <input type="checkbox"/> Monthly approval </p> <p> When timesheets are approved, click on 'Lock timesheets' to prevent any data change.</p> <table border="1" data-bbox="687 992 1719 1071"> <tr> <th>Total</th> <th>Incomplete</th> <th>Unsubmitted</th> <th>Pending</th> <th>Approved</th> <th>Rejected</th> <th>Locked</th> </tr> <tr> <td>619</td> <td> 502</td> <td> 6</td> <td> 0</td> <td> 3 / 619</td> <td> 0 / 619</td> <td> 0 / 619</td> </tr> </table>	Total	Incomplete	Unsubmitted	Pending	Approved	Rejected	Locked	619	 502	 6	 0	 3 / 619	 0 / 619	 0 / 619			
Total	Incomplete	Unsubmitted	Pending	Approved	Rejected	Locked												
619	 502	 6	 0	 3 / 619	 0 / 619	 0 / 619												
Workcloud	<p>Send a reminder email for timesheets the day after the deadline *Can also be sent manually.</p> <p>Send reminder</p> <p>Waiting for overtime request approval</p> <table border="1" data-bbox="445 1299 1719 1399"> <thead> <tr> <th>Name</th> <th>Days worked</th> <th>Worked hours</th> <th>Waiting for overtime request approval</th> </tr> </thead> <tbody> <tr> <td>Hanako Yokosuka (133)</td> <td>1.0 day</td> <td>8:00</td> <td>1</td> </tr> </tbody> </table>	Name	Days worked	Worked hours	Waiting for overtime request approval	Hanako Yokosuka (133)	1.0 day	8:00	1									
Name	Days worked	Worked hours	Waiting for overtime request approval															
Hanako Yokosuka (133)	1.0 day	8:00	1															

2. Request and Approval of Timesheets

Classification	Work Details	Mail Image																												
<p>Employees</p> 	<p>Request timesheet</p> <p>Oct 2025 [Navigation icons]</p> <p>Unsubmitted</p> <p>Please submit this timesheet so that payroll can be processed.</p> <p>Request approval This request will be sent to Ichirou Yamanashi.</p> <p>Oct 2025 [Navigation icons]</p> <p>Pending (Nov 6 17:41:26) (resubmit)</p>	<p>Hi Jiro Aomori,</p> <p>Your Oct 2025 timesheet needs to be submitted for approval. Oct 1, 2025 - Oct 31, 2025</p> <table border="1"> <tr> <td>Days worked</td> <td>22.0 days</td> </tr> <tr> <td>Work</td> <td>176:00</td> </tr> </table> <p>Submit this timesheet</p>	Days worked	22.0 days	Work	176:00																								
Days worked	22.0 days																													
Work	176:00																													
<p>Supervisors</p> 	<p>Timesheet approval Requests requiring your approval</p> <p>SUPERVISORS</p> <p>Approvals 22</p> <p>My teams</p> <p>Article 36 dashboard</p> <p>All 22 Leave request 0 Time entry 21 Timesheets 1 Biz trip 0 Overtime 0 Office requests 0</p> <table border="1"> <thead> <tr> <th>Requester</th> <th>Request date</th> <th>Response date</th> <th>Status</th> <th>Approval type</th> <th>Target record date</th> <th>Approver type</th> </tr> </thead> <tbody> <tr> <td>Jiro Aomori</td> <td>Nov 6, 2025 17:49</td> <td></td> <td>Pending</td> <td>Timesheet for Oct 2025</td> <td></td> <td>Supervisor</td> </tr> </tbody> </table> <p>Worked days: 22 Required hrs: 176:00 Worked hrs: 176:00 Under hrs: 0:00 Overtime: (C) 0:00 (L) 0:00 (N) 0:00 (H) 0:00</p>	Requester	Request date	Response date	Status	Approval type	Target record date	Approver type	Jiro Aomori	Nov 6, 2025 17:49		Pending	Timesheet for Oct 2025		Supervisor	<p>Hi Jiro Okayama,</p> <p>Jiro Aomori submitted a timesheet for Oct 2025</p> <table border="1"> <tr> <td>Worked days:</td> <td>22.0 days</td> </tr> <tr> <td>Required hours:</td> <td>176:00</td> </tr> <tr> <td>Hours worked:</td> <td>176:00</td> </tr> <tr> <td>Hours short of monthly requirement:</td> <td>0:00</td> </tr> <tr> <td>Legal overtime:</td> <td>0:00</td> </tr> <tr> <td>Late night overtime:</td> <td>0:00</td> </tr> <tr> <td>Holiday overtime:</td> <td>0:00</td> </tr> </table> <p>Approve now View details</p>	Worked days:	22.0 days	Required hours:	176:00	Hours worked:	176:00	Hours short of monthly requirement:	0:00	Legal overtime:	0:00	Late night overtime:	0:00	Holiday overtime:	0:00
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Total	Incomplete	Unsubmitted	Pending	Approved	Rejected	Locked																								
9	7	0	1	0/9	0/9	0/9																								
<p>Workcloud</p>	<p>Send reminder emails with admin privileges</p> <p>Send reminder</p> <p>Timesheets waiting for approval</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Days worked</th> <th>Worked hours</th> <th>Missing</th> <th>Open</th> <th>Approval status</th> </tr> </thead> <tbody> <tr> <td>Jiro Aomori (10)</td> <td>22.0 days</td> <td>176:00</td> <td>0</td> <td>0</td> <td>Pending</td> </tr> </tbody> </table>	Name	Days worked	Worked hours	Missing	Open	Approval status	Jiro Aomori (10)	22.0 days	176:00	0	0	Pending	<p>Hi Jiro Okayama,</p> <p>You have 22 pending approval requests related to timesheets and / or vacation. Please approve them so payroll can be completed.</p> <table border="1"> <tr> <td>Time entry</td> <td>21 requests</td> </tr> <tr> <td>Timesheets</td> <td>1 requests</td> </tr> </table> <p>View approval requests</p>	Time entry	21 requests	Timesheets	1 requests												
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Jiro Aomori (10)	22.0 days	176:00	0	0	Pending																									
Time entry	21 requests																													
Timesheets	1 requests																													

3. Timesheet Lock

Classification	Work Details	Mail Image
Employees 	None 	None
Supervisors 	None	None
Admins 	Lock approved timesheets 	
Workcloud	Send a lock completion email to the vendor	Payroll test Hi administrators Oct 2025 timesheets have been locked by Saburo Yamanashi and can be processed for payroll. Notes: Locking after timesheet approval. View details