

Approve Time

Summary

This tutorial guides you through approving time entries in BuilderPal's Team Office. Accurate time approval ensures proper payroll processing, project cost tracking, and compliance with labor regulations.

Prerequisites

- A BuilderPal account with one of the following roles: Admin, Team Project Manager, Team Finance Manager, or Team Supervisor.
- Time entries submitted by team members.

Steps

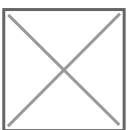
1. **Navigate to the Time Approval page** — go to your Team Office in BuilderPal and select the Time Approval section.



2. **Apply filters to time entries** — use the filters at the top to narrow down by day, project, cost code, group, user, or approval status, then click **Generate** to refresh the list.



3. **Review the timesheets** — click the **edit** button to open and inspect the details of the selected entries.



4. **Approve the entries** — choose to approve individually or select **approve all** for the group of entries.



Confirmation

The approved entries will update their status to approved in the list, making them ready for payroll export or further processing.

FAQ

What if I need to reject or edit a time entry?

During review, you can edit details or choose not to approve if issues are found; unapproved entries remain pending for correction.

Can I approve time for multiple projects at once?

Yes, use the filters to include multiple projects before generating the list, then approve in bulk via **approve all**.

What happens if no filters are applied?

The full list of available time entries will display, but applying filters is recommended for focused reviews to avoid overload.

How do I handle edge cases like overlapping time entries?

The system may flag duplicates during review; edit as needed to resolve before approval.

Who can see approved time entries?

Approved entries are visible to admins and managers with payroll access, ensuring secure handling.

Related Articles

- [Enter Time as Employee](#)
- [Export Approved Time to Payroll](#)
- [Manage Cost Codes](#)
- [Assign Team Roles](#)
- [View Time Reports](#)

Upgrade to BuilderPal Pro for this feature → <https://www.builderpal.com/pro>

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