

# Time Approval

## Summary

This tutorial guides you through enabling and using the Time Approval feature in BuilderPal Pro, adding a review step to verify time entries before they are finalized for payroll. This ensures accuracy, catches errors, and prevents issues in reports or exports, saving time and reducing payroll mistakes.

## How-To Video

[https://www.youtube.com/embed/CDuGdI5ya7w?si=j69J\\_9DPToBxzDNc](https://www.youtube.com/embed/CDuGdI5ya7w?si=j69J_9DPToBxzDNc)

## Prerequisites

- BuilderPal Pro subscription. [Upgrade to BuilderPal Pro](#)
- Admin, supervisor, project manager, or finance manager role with approval permissions.

## Steps

1. **Enable Time Approval in settings** — Navigate to **Core Settings > Timesheet Settings**, then toggle on **Time Approval**.
2. **Submit time entries as usual** — Once enabled, team members' submitted time entries will automatically stay in a pending state until reviewed.
3. **Access the Approve page** — From the **Team Office**, open the **Approve** page on mobile or desktop to view pending entries.
4. **Review and edit entries if needed** — Check details, make any necessary edits to hours, notes, or other fields.
5. **Approve entries individually or in bulk** — Select entries and click **Approve**, or use filters to approve multiple at once.

## Confirmation

Approved time entries will be marked as ready for payroll processing and appear in reports/exports as verified.

## FAQ

### Q: Who can approve time entries?

A: Approvers include supervisors, project managers, finance managers, or admins with the necessary role permissions.

**Q: What happens if Time Approval is not enabled?**

A: Submitted time entries go directly to ready for payroll without a review step, increasing the risk of errors.

**Q: Can I approve time on mobile?**

A: Yes, the Approve page is available on both mobile and desktop for reviewing and approving entries.

**Q: How do I handle errors in pending entries?**

A: Review the entry on the Approve page, edit details as needed, then approve once corrected.

**Q: Does this affect existing time entries?**

A: Only new submissions after enabling the feature will require approval; prior entries remain unaffected.

**Related Articles**

- [Clock In/Out](#)
- [Use the Kiosk App](#)
- [Time Approval](#)
- [Filter & Review Time Entries](#)
- [Time Report](#)
- [Payroll Report](#)

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