Timesheet Approval Process

1. Log in to VNDLY,

2. Select “View/Approve Timesheets” under My Quick Actions on the home page, or select Timesheets from the header menu, and then “Summary.”

3. Select a “Pending Approvals” to review any Timesheets needing review. You may also select the date range for the Timesheets you are attempting to review.
4. Select the drop down arrow to the left of the contractor name to review the timesheet OR click “Go To Timesheet”. PLEASE NOTE: Any notes associated with the timesheet will be viewable by clicking “View Notes.”

5. Once the timesheet has been reviewed, select “Approve” if the hours are accepted, OR “Reject” if any changes need to be made. PLEASE NOTE: If you reject the timesheet you will be asked to provide a reason for rejection to assist the contractor in changing the timesheet.