Acknowledge a Timesheet

1. **Login to eTimesheet** and click on “Home”

![Login to eTimesheet](image)

2. **Locate the “Acknowledgements” section** at the bottom. It is just below the “Timesheet Preference” section.

3. **Check for timesheets.** Anything shown will require an Acknowledgement, regardless of the status listed. Note that you can perform an Acknowledgement at any time. The timesheet does not need to be approved for an Acknowledgement to be performed.

4. **Click “View Timesheet” under “Action”** for each timesheet shown and review the timesheet for accuracy.

![View Timesheet](image)

5. **Take action on each Acknowledgement** by scrolling to the bottom of the Timesheet.

   If the timesheet is accurate then click “Acknowledge”.
   If the timesheet needs to be adjusted then click “Correction Needed” and notify your timesheet approver using “Send Notification”.

![Actions](image)