

Knowledge services

Time and Expense Approval

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Information

The Maximus - RCC manager is responsible for approving Time and Expenses.

You can only view, approve, or deny entries for your relevant employees.

Time Approval

Log into dotStaff: <https://my.dotstaff.com/account/signin.aspx>

1. Select **Time/Projects**
2. Click **Approve Time**
Only timesheets in Awaiting Approval status will appear
3. Carefully **review** the time entries before choosing to approve or deny
 - a. Click the **arrow** next to the timesheet for an expanded view of the week, showing individual entries
 - b. For even greater detail, **double click** on the weekly entry to view the Time Summary, Status History, and Approval History
4. **Check the box** associated with the Time Entry to approve or deny
5. Click the **Approve** or **Deny** Button.



- a. **Approve:** Confirm the action by clicking **Yes** in response to the question “Are you sure you want to approve?”

- b. **Deny:** Select the reason from the dropdown menu. Type any comments. Click **Save** to complete the action.

The timesheet will drop off the list after being approved or denied

Expense Approval

Log into dotStaff: <https://my.dotstaff.com/account/signin.aspx>

1. Select **Time/Projects**
2. Click **Approve Expenses**
Only Expenses in Awaiting Approval status will appear
3. Carefully **review** the expense entries before choosing to approve or deny
 - a. **Double Click** to see further details of the expense and download attachments
4. **Check the box** associated with the Expenses to approve or deny
5. Click the **Approve** or **Deny** button



- a. **Approve:** Confirm the action by clicking **Yes** in response to the question “Are you sure you want to approve?”.
- b. **Deny:** Select the reason from the dropdown menu. Type any comments. Click **Save** to complete the action.

The Expense will drop off the list after being approved or denied