Approvers - Steps to Approve or Decline Applications
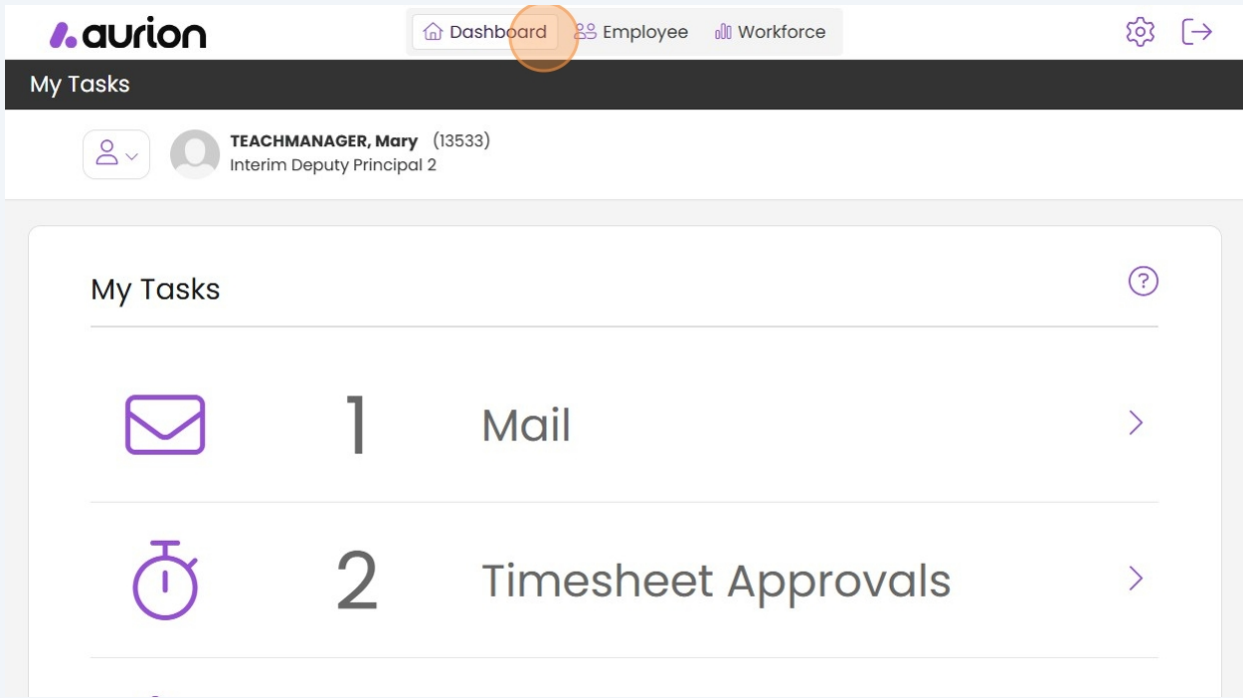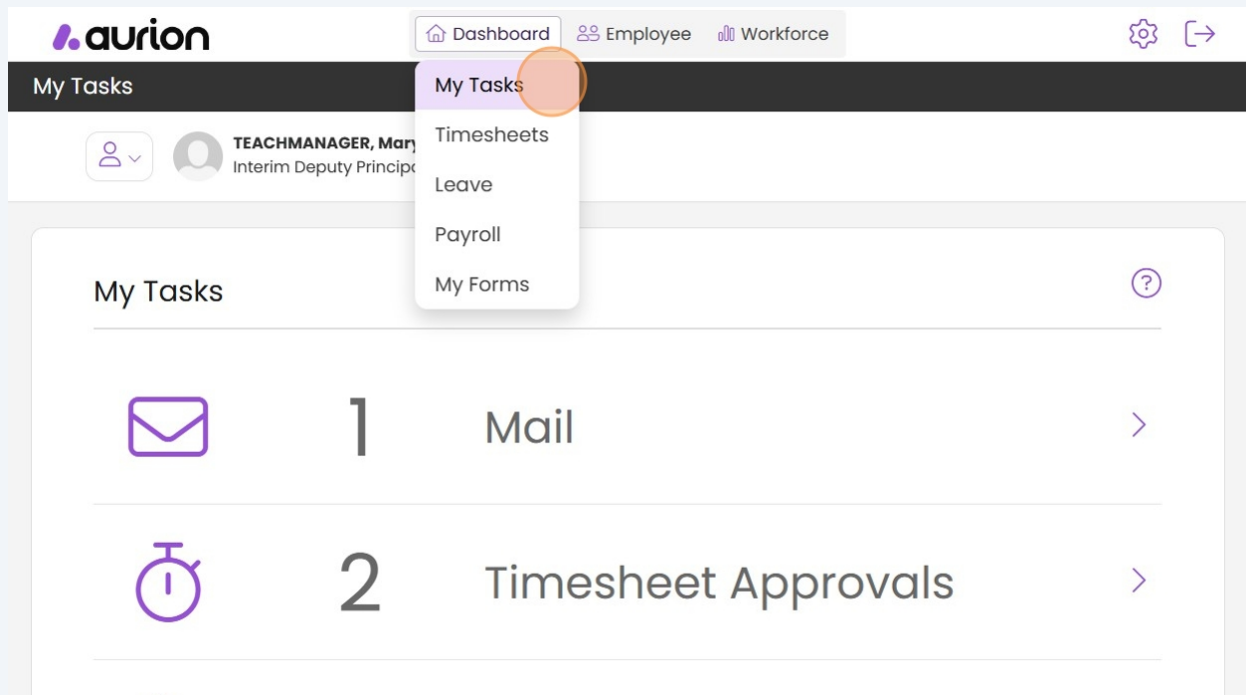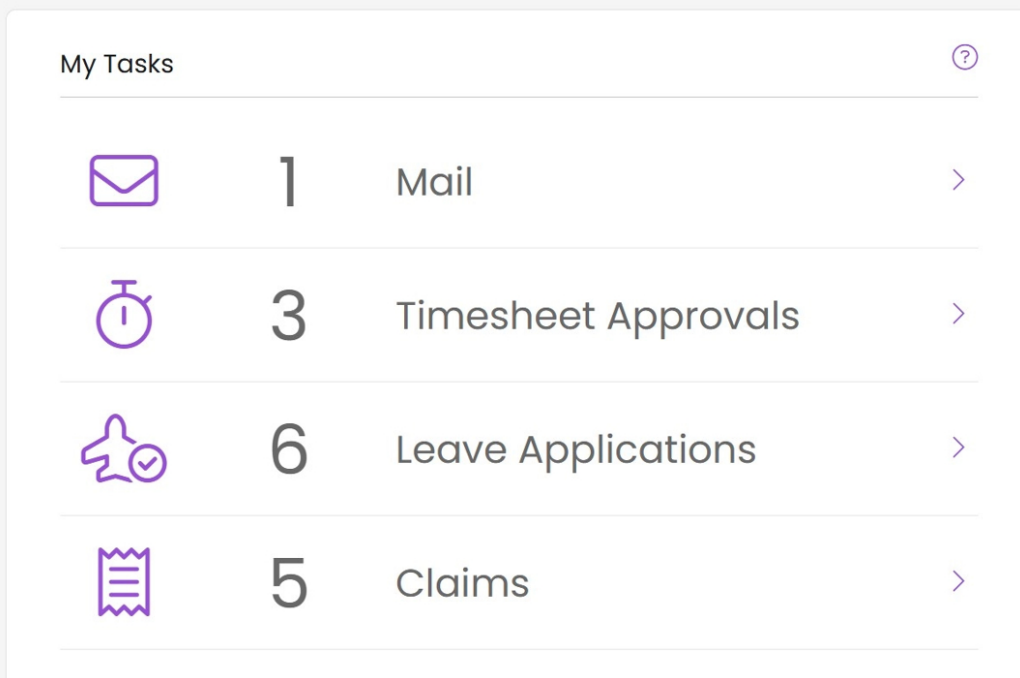
1   Click "Dashboard"

Dashboard   Employee   Workforce

My Tasks

TEACHMANAGER, Mary (13533)
Interim Deputy Principal 2

My Tasks

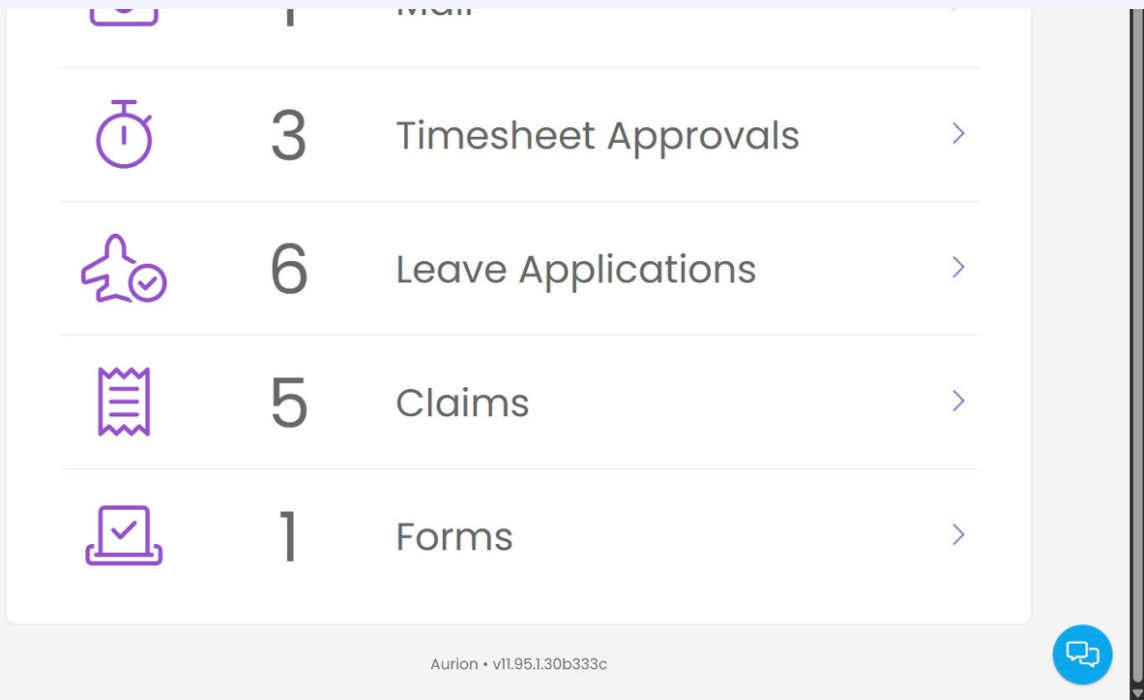1   Mail

2   Timesheet Approvals

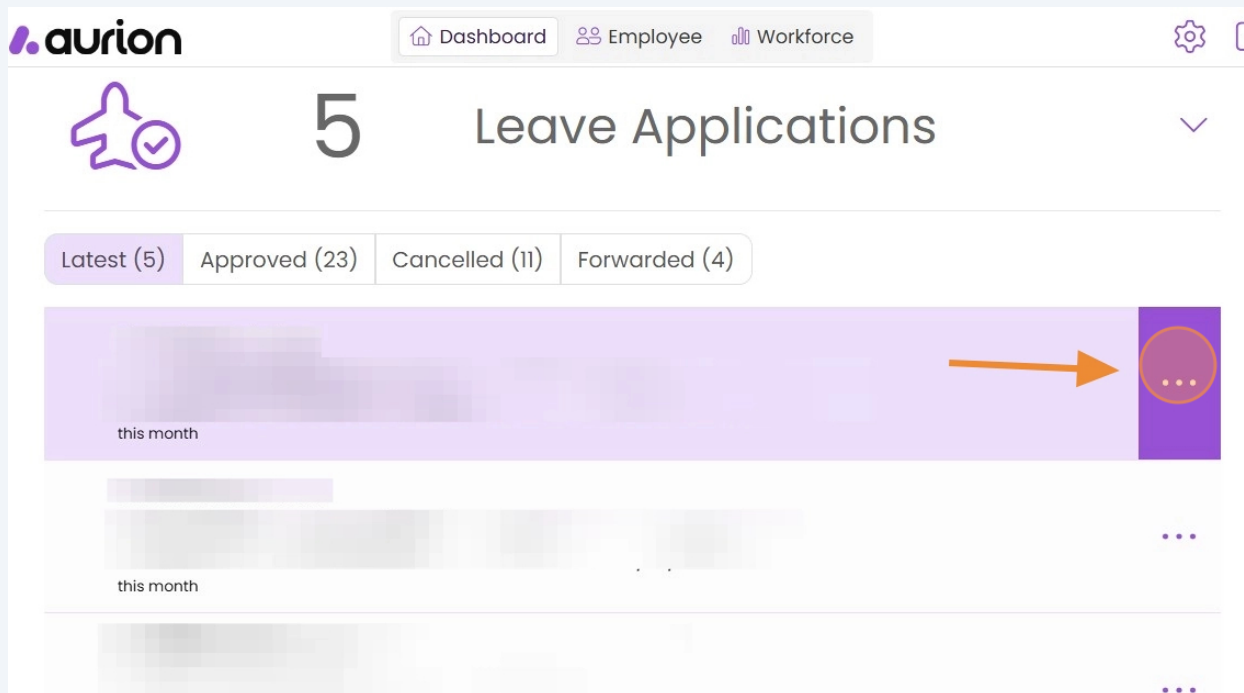**2** Click "My Tasks"

3 Depending on the applications and submissions your team have made, you may see more or fewer categories listed in your tasks.
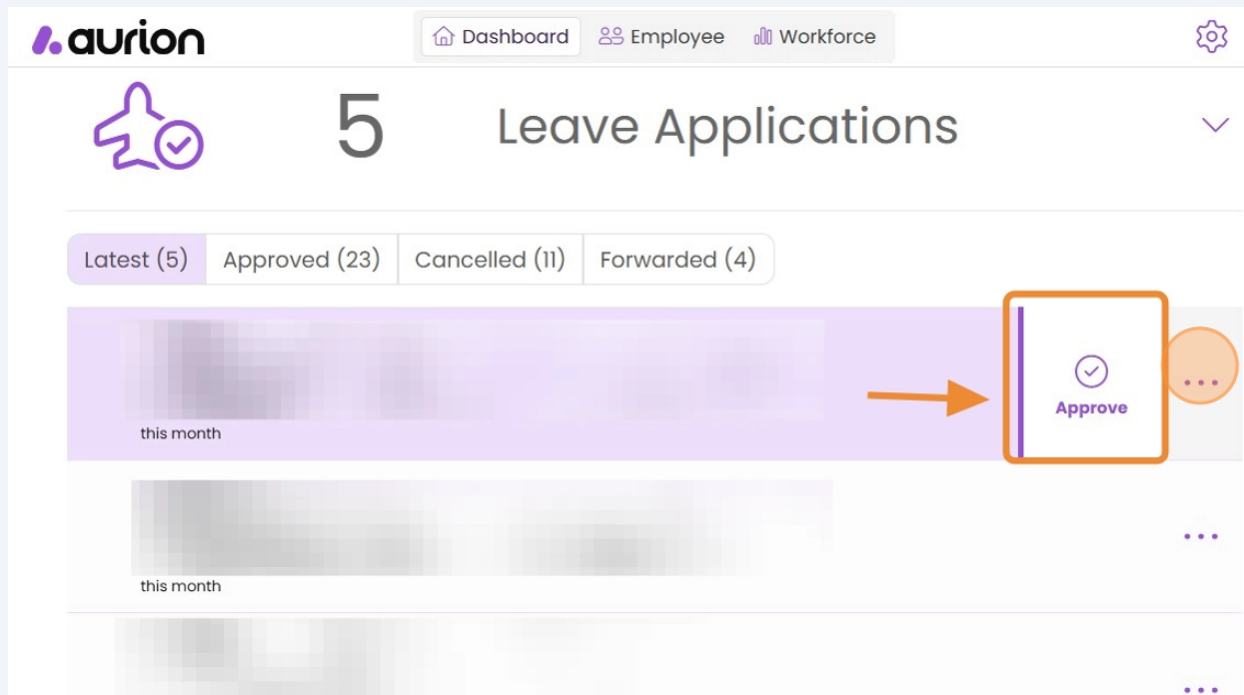
4   You can scroll down to see all available categories

	3	Timesheet Approvals	>
	6	Leave Applications	>
	5	Claims	>
	1	Forms	>

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5   If you want to quickly approve an application, select the three dots on the right side of the row...

aurion   🏠 Dashboard   👥 Employee   📊 Workforce   ⚙️ [

5   **Leave Applications**   ⌄

Latest (5)   Approved (23)   Cancelled (11)   Forwarded (4)

this month   ...

this month   ...

...

6 A pop-up message will appear, allowing you to approve it at a high level.

7 Within this category, you can see Timesheets.

On the left side of the page, the following tabs are available:

• **Latest –** Shows the most recent applications that you have not yet approved or declined.

• **Approved –** Displays applications you have previously approved, which you can revisit for reference.

• **Cancelled –** Contains applications that have either been declined by you or deleted by the employee. Please note: Once a timesheet is approved, employees cannot cancel or change it. If needed, they must claim any missed days in a new timesheet.

• **Forwarded –** Lists applications you have sent to another person in the workflow, depending on requirements.

8 By clicking on an application, you can view its details

aurion   Dashboard   Employee   Workforce   ⚙ ⤷

Latest (3)   Approved (1)   Cancelled (11)   Forwarded (0)

Theresa Teacher
For: TEACHUSER, Theresa (13532) – English Teacher
Processed Timesheet for 26/05/2025 to 01/06/2025
this week

Theresa Teacher
For: TEACHUSER, Theresa (13532) – English Teacher
Processed Timesheet for 02/06/2025 to 08/06/2025
this week

Theresa Teacher
For: TEACHUSER, Theresa (13532) – English Teacher
Processed Timesheet for 28/07/2025 to 03/08/2025
weeks ago

Showing 1 to 3 of 3 entries   ‹ Previous   Next ›

✈ **6**   Leave Applications   ›

9 **On the right-hand side, you have the following options:**

• **Back** – Return to the previous page without taking any action.

• **Return** – Send the application back to the employee with a message (e.g., if you require them to attach a document or make a correction).

• **Approve** – Approve the application so it can be processed.

On the left-hand side:

• **Decline** – Fully decline the application.

DATE:	19/08/2025 16:01:42
FROM:	**Theresa Teacher**
TO:	Mary TeachManager
FOR:	TEACHUSER, Theresa (13532) English Teacher
SUBJECT:	Processed Timesheet for 26/05/2025 to 01/06/2025
STATUS:	Latest
TRANSCRIPT:	From Theresa Teacher 19-AUG-2025 16:01. Timesheet for TEACHUSER, Theresa (Employee No 13532, English Teacher) For 26/05/2025 to 01/06/2025 Ruleset: TEACH PT Teachers PT

May 26, 2025 — June 1, 2025
Submitted for approval

Daily   Detailed   Period   Summary

Decline   Back   Return   Approve

10 Click "Return"

Submitted for approval

Daily   Detailed   **Period**   Summary   ⚙

Edit

	WEEK 1								Period
	Mon 28/07	Tue 29/07	Wed 30/07	Thu 31/07	Fri 01/08	Sat 02/08	Sun 03/08	Total	
Half Day – Casual Relief	3:48	3:48	3:48	3:48				15:12	15:12
Total CRT Shifts - current period	3:48	3:48	3:48	3:48				15:12	15:12
Total CRT Paid in this Pay	3:48	3:48	3:48	3:48				15:12	15:12

Decline   Back   Return   **Approve**

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11 Type a message or instruction for our request from the employee and click Return to return the application

Processed Timesheet for 28/07/2025 to 03/08/2025

DETAILS: From Theresa Teacher 13-AUG-2025 14:07. Timesheet for TEACHUSER, Theresa (Employee No 13532, English Teacher) For 28/07/2025 to 03/08/2025 Ruleset: TEACH PT Teachers PT

RETURN TO: Theresa Teacher

MESSAGE: Please Add one more Timesheet for your overtime

Back   **Return**

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⚠️ Please note:

Submission and Approval Deadlines for timesheet and leave is now **Weekly**:

• Employees: Timesheets and Leave must be submitted **by Friday by 12:00 PM (official cut-off time).**

• Employees who work late on Friday or on the weekend: Timesheets must be submitted **before Monday** to ensuretimely processing.

• Approvers: Timesheets and Leave must be reviewed and approved by all approvers in the workflow by the **end of day Friday**. For weekend employees on **Monday by 10:00 AM.**

• Late Timesheet submissions or late approvals will result in employees being taxed at the marginal rate for their pay bracket.