Project Timesheet Report with Approval Workflow

The **project timesheet report** provides a detailed overview of hours logged by team members, ensuring accurate tracking of project progress. It integrates an approval workflow to streamline validation and enhance accountability. This feature helps managers efficiently review and approve timesheets, improving project management and resource allocation.

Timesheet Overview

Team Member	Project	Date	Hours Logged	Status	Approval Action
Alice Smith	Website Redesign	2024-06-25	8	Pending	Approve Reject
Bob Chan	Mobile App Dev	2024-06-25	7	Approved	Approve Reject
Linda Zhao	Website Redesign	2024-06-25	6	Rejected	Approve Reject

Approval Workflow

1. Team members submit timesheets for the week.
2. Submitted timesheets appear in the pending queue for manager review.
3. Managers review each entry and approve or reject timesheets.
4. Approved timesheets are recorded and included in project analytics. Rejected timesheets are sent back to the team member for correction.

Benefits

- Accurate, real-time tracking of project hours.
- Streamlined, auditable approval process.
- Improved resource allocation and accountability.
- Facilitates prompt payroll processing and project billing.