All we have left to do is submit the time sheet for approval, so let’s do that now.

Just go to the bottom of your time sheet, and click the “Submit for Approval” button.

You’ll notice that you receive a message “Your time sheet was submitted successfully.”

Remember - you must click the “Submit for Approval” button to submit your time sheet. Be sure to submit it by the deadlines established by payroll. But also be aware that once your time sheet is submitted you can no longer make changes to it. If your time sheet has been submitted and you need to make additions or corrections, you will have to contact your time approver.
Let’s now take another look at the bottom of the time sheet.

Here we see when the time sheet was submitted, and who it’s waiting for approval from, or who it’s been approved by if it’s already been approved.
When you’re done working on your time sheet, you can click on the “Back to Employees Tab” link in the upper left hand corner of your screen to return to BengalWeb and continue whatever else you might be doing.

If you roll your mouse over the link to the payroll period in the time reporting channel, you can see the status of your time sheet. In progress means that you’re working on it but haven’t submitted it yet. Pending means that it’s waiting for approval.

But remember, when you’re done using BengalWeb, you should log out. This prevents others from accessing your account through any browser windows that you may have left open. To log out, just click the logout icon in the upper right hand corner of BengalWeb.

In the next section of this tutorial, we’ll discuss how to use the copy function to enter multiple days of the same time.