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## Note

If you are listed as the Supervisor for multiple Staff, you may have multiple timesheets to approve in a time period.

# Supervisors and Certifiers

Below are the steps necessary for supervisors and certifiers to review, approve or reject, and certify staff timesheets.

## How To Review a Timesheet

Once an Organizational Administrator has captured actual salary amounts on a Staff record, a supervisor can approve submitted timesheets. The supervisor will receive notification emails when Staff users submit their timesheets for approval, .

1. Open **Activity>Timesheet Approvals>Active**.
2. Click a **timesheet name**.
3. Click **Submit** to approve the timesheet. Click **Reject** to send the timesheet back to the Staff user for editing and resubmission.

## How To Certify a Timesheet

Once the timesheet has been approved, you may certify the staff person's time. This will create a PDF certificate and save the time in AmpliFund.

1. Open **Activity>Timesheet Approvals>Active**.
2. Click an **approved timesheet name**.
3. Click **Certify** to certify the timesheet and save the time in AmpliFund.
4. In the pop-up window, add your **name** in the *Signature* field.
5. Add the **Certified Date**.
6. Click **Save and Export to PDF**.