Timesheet Approval Instructions:
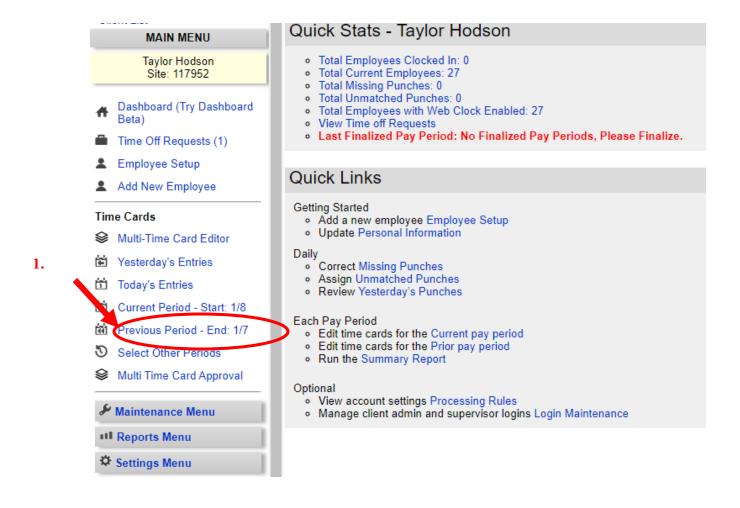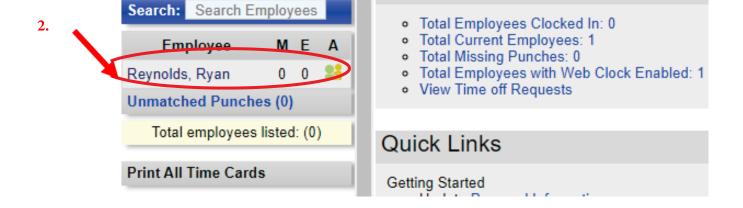
**3. Select: "Time Card Options" > "Approve Time Card" > "Approve All Entries"**