How to reject a timesheet (when either the supervisor or student submits it too early)

1. Log in to AscAgnes

2. Click on Time Approval (for supervisors)

3. If the student in question has a check mark beside Approve, add another check mark to Review and press submit. If only a check mark is beside Review just press submit.  
   Note: If any other student has a check mark beside Review, make sure to remove it before proceeding to reject the timesheet. Leaving the check mark will open all timesheets that have Review checked.

4. When the timesheet opens go to the bottom of the page and change Approve to Reject.  
   AscAgnes requires supervisor comments when rejecting a timesheet. I always use unlocking timesheet.