

**LINQ
APPROVE TIMESHEETS**

**HOW TO APPROVE
TIMESHEETS IN LINQ**

**LOG-IN TO
LINQ**

**CLICK ON
"FILE"**

**CLICK ON
TIMEKEEPER**

**CLICK ON
"PAYROLL"**

**CLICK ON
MANAGE
TIMESHEETS**

**APPROVE
OR DECLINE**

APPROVE

DECLINE

**CLICK ON
CHECK BOX ON
RIGHT SIDE OF
SCREEN IN TITLE
BAR**

**CLICK ON
"CLOSE"**

**CLICK "SAVE" TO COMPLETE
PROCESS**