Timesheet Approval and Correction Policy

A practical policy for submission deadlines, review, approval, corrections, locking, and a trustworthy change trail

Organization	[Organization name]
Policy owner	[Role or person]
Effective date	[YYYY-MM-DD]
Review cycle	[Quarterly / annually]
Version	[1.0]

How to use this template

Replace the highlighted fields, choose the options that match your workflow, remove examples that do not apply, and have the final policy reviewed for your local requirements.

Important

This is general operational guidance, not legal, payroll, tax, employment, record-retention, or labor-law advice. Adapt it to applicable rules, contracts, and collective agreements.

1. Purpose and scope

This policy defines how [organization name] submits, reviews, approves, corrects, and locks timesheets for [billing / payroll inputs / project reporting / internal records].

It applies to [employees / contractors / freelancers / selected teams] and to every person who records, reviews, approves, exports, or changes time records.

2. Submission deadline

Timesheets must be complete and submitted by [day and time] for each [weekly / biweekly / monthly] period. Missing entries should be completed before submission.

A late submission must be reported through [channel] to [role]. The fallback deadline is [day and time], unless an approved exception applies.

3. Reviewer checklist

The reviewer checks that dates and durations are complete, project and client assignments are correct, billable status follows the engagement rules, breaks and overtime are recorded as required, and unusual entries include enough context.

A reviewer should request a correction rather than silently changing another person’s submitted record.

4. Approval decision and timing

The approver must approve or return the timesheet by [deadline]. A returned timesheet includes a clear reason and the expected correction deadline.

Approval means the record is ready for its stated operational purpose. It does not replace payroll, legal, contractual, or tax review.

5. Corrections before approval

The person who recorded the time may correct an unapproved entry. Material changes should include a short reason when the cause is not obvious.

If a correction affects a client total, overtime, leave, or another dependent record, notify [role or team] through [channel].

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6. Corrections after approval or locking

Do not overwrite an approved or locked historical record without preserving the original value, the corrected value, the reason, the requester, the approver, and the date of change.

The correction request must include [required fields]. Approval is owned by [role]. After approval, [role or system] applies the correction and confirms whether related exports or billing records must be regenerated.

7. Locking, access, and retention

Periods are locked [automatically / manually] after [approval / number of days]. Unlocking requires [role] and a recorded reason.

Access is limited to [roles]. Approval and correction records are retained for [period] and handled according to the organization’s privacy and retention rules.

8. Exceptions and escalation

Exceptions require approval from [role] and must state the reason, affected period, temporary process, and expiry date.

Questions or disputed decisions are escalated to [role or channel]. Never create an inaccurate entry to work around a process problem.

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Approval and correction workflow checklist

- ☐ Set one submission deadline and one fallback deadline.
- ☐ Name reviewers, approvers, correction owners, and escalation contacts.
- ☐ Define the reviewer checklist and reasons for returning a timesheet.
- ☐ Define the correction trail required before and after approval.
- ☐ Set locking, unlocking, access, retention, and privacy rules.
- ☐ Test the workflow with one complete period before publishing it.

Policy approval

Approved by	
Approval date	
Next review date	
Team acknowledgement method	

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