

03

Manager Validation

Odoo 19 Enterprise • Timesheets

Managers review and validate team timesheets before they flow into invoicing and payroll.

1 Enable timesheet validation

[Timesheets](#) → [Configuration](#) → [Settings](#) → [Timesheets Validation](#)

Timesheet validation is optional. When enabled, employees submit their timesheets for manager review at the end of each week. Enable in Configuration → Settings and set the validation frequency (weekly or monthly).

2 Review team timesheets

[Timesheets](#) → [All Timesheets](#)

Managers see all team timesheet entries in All Timesheets. Filter by employee, project, or week. Look for: missing days (employee logged no time), excessive hours on low-priority tasks, or billable time not logged. Discuss discrepancies with the employee before validating.

3 Validate timesheets

[Timesheets](#) → [\(select entries\)](#) → [Action](#) → [Validate](#)

Select timesheet entries and click Action → Validate. Validated entries are locked and cannot be edited by the employee. Validated timesheets are used for invoicing and payroll — only validate entries you are confident are correct.

Refuse and send back â€” If entries are incorrect, click Action → Refuse. Enter a reason and the employee is notified to correct and resubmit. This maintains an audit trail of timesheet corrections.