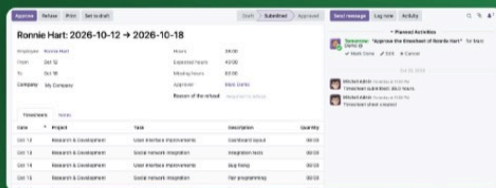


Timesheet Approval

A guide to the timesheet approval: the sheet, submitting and approving, the locks, the generation, the printed sheet and the access rights.

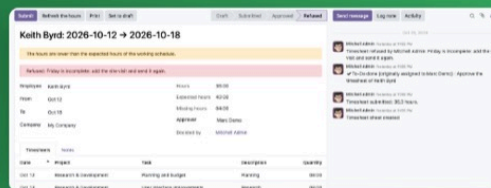
1. Start here

In plain words: Hours are logged all week, and on Friday evening nobody knows who has finished. **Timesheet Approval** adds the missing step to Odoo Community timesheets: the employee **submits** the hours of a week, the manager **approves** them or **refuses** them with a reason, and from then on the submitted and approved hours are **locked**: nobody edits, adds or deletes hours behind the manager's back. The hours are compared with the **expected hours** of the employee's working schedule, time off excluded.



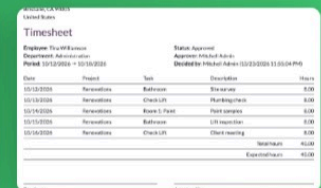
Submitted, ready to approve

Ronnie Hart: 2026-10-12 → 2026-10-18				
Employee: Ronnie Hart		Project: Project		
Week	Day	Expected Hours	Working Hours	Remaining Hours
26	2026-10-12	8:00	8:00	0:00
26	2026-10-13	8:00	8:00	0:00
26	2026-10-14	8:00	8:00	0:00
26	2026-10-15	8:00	8:00	0:00
26	2026-10-16	8:00	8:00	0:00
26	2026-10-17	8:00	8:00	0:00
26	2026-10-18	8:00	8:00	0:00



Refused with a reason

Keith Byrd: 2026-10-12 → 2026-10-18				
Employee: Keith Byrd		Project: Project		
Week	Day	Expected Hours	Working Hours	Remaining Hours
26	2026-10-12	8:00	8:00	0:00
26	2026-10-13	8:00	8:00	0:00
26	2026-10-14	8:00	8:00	0:00
26	2026-10-15	8:00	8:00	0:00
26	2026-10-16	8:00	8:00	0:00
26	2026-10-17	8:00	8:00	0:00
26	2026-10-18	8:00	8:00	0:00



The printed timesheet

Timesheet				
Employee: Ronnie Hart		Project: Project		
Week	Day	Expected Hours	Working Hours	Remaining Hours
26	2026-10-12	8:00	8:00	0:00
26	2026-10-13	8:00	8:00	0:00
26	2026-10-14	8:00	8:00	0:00
26	2026-10-15	8:00	8:00	0:00
26	2026-10-16	8:00	8:00	0:00
26	2026-10-17	8:00	8:00	0:00
26	2026-10-18	8:00	8:00	0:00

A submitted sheet to approve, a refused one with its reason and the printed sheet.

Tip: It works on the timesheets you already have: the Timesheets app, the projects and the tasks are unchanged.

2. What you get

Feature	What it does
Timesheet sheet	The hours of one employee for a week (or any period up to two months), gathered from their timesheets.
Submit and approve	The employee submits, the manager approves, or refuses with a reason and the employee corrects and submits again.
Locked hours	Submitted and approved hours cannot be edited, moved or deleted, and no hours can be added to a submitted period.
Expected hours	The hours of the working schedule of the period, minus time off, and the missing hours.
Approver	The employee's manager, or the manager of the department; you can change it on the sheet.
Generate sheets	Draft sheets for everybody who has hours in a period, in one click, or every week automatically with a reminder to each employee.
On the timesheets	An Approval column and the filters Not submitted, Submitted and Approved.
Overview	The hours by employee and by status.
Print	The sheet as a PDF with the signatures.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Timesheets (<code>hr_timesheet</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_timesheet_approval.zip` ; unzip it to get the folder `taqnix_timesheet_approval` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Timesheet Approval** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_timesheet_approval --stop-after-init
```

5. The sheet of a week

In plain words: Timesheets → Timesheet sheets → New. The employee is you by default and the period is the current week: change them if you need to. The sheet gathers your timesheets of the period (the ones with a project). Click **Refresh the hours** to gather the ones you logged since. The warning shows when the hours are lower than the expected hours.

Timesheets

Timesheets

Timesheet sheets

Reporting

Configuration

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My Company

New Timesheet sheets

Search...

1-9 / 9

☐	Employee	Department	From	To	Hours	Expected hours	Missing hours	Approver	State	
☐	 Marc Demo	Management / Research & Development	Oct 19	Oct 25	32:00	40:00	08:00	 Mitchell Admin	Draft	
☐	 Mitchell Admin	Management	Oct 19	Oct 25	25:00	40:00	15:00		Draft	
☐	 Salma Khalid	Management	Oct 19	Oct 25	32:00	40:00	08:00	 Mitchell Admin	Draft	
☐	 Keith Byrd	Management / Research & Development	Oct 12	Oct 18	36:00	40:00	04:00	 Marc Demo	Refused	
☐	 Marc Demo	Management / Research & Development	Oct 12	Oct 18	40:00	40:00	00:00	 Mitchell Admin	Submitted	
☐	 Ronnie Hart	Management / Research & Development	Oct 12	Oct 18	38:00	40:00	02:00	 Marc Demo	Submitted	
☐	 Salma Khalid	Management	Oct 12	Oct 18	40:00	40:00	00:00	 Mitchell Admin	Approved	
☐	 Tina Williamson	Management / Administration	Oct 12	Oct 18	40:00	40:00	00:00	 Mitchell Admin	Approved	
☐	 Toni Jimenez	Management / Professional Services	Oct 12	Oct 18	40:00	40:00	00:00		Approved	
					323:00					

The sheets, by employee and status.

Status	Meaning
Draft	Being prepared: the hours are still free.
Submitted	Waiting for the manager: the hours are locked.
Approved	Approved: the hours are locked.
Refused	Sent back with a reason: the hours are free again.

6. Submit and approve

In plain words: The employee clicks **Submit**: the approver gets an activity. The manager opens

the sheet, checks the hours and the expected hours, and clicks **Approve**.

Timesheets

Timesheets

Timesheet sheets

Reporting

Configuration

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My Company

New

Timesheet sheets

Ronnie Hart: 2026-10-12 → 2026-10-18

Entries

5

1 / 1

<

>

Approve

Refuse

Print

Set to draft

Draft

Submitted

Approved

Send message

Log note

Activity

Ronnie Hart: 2026-10-12 → 2026-10-18

Employee

Ronnie Hart

Hours

38:00

From

Oct 12

Expected hours

40:00

To

Oct 18

Missing hours

02:00

Company

My Company

Approver

Marc Demo

Reason of the refusal

Required to refuse

Timesheets

Notes

Date

Project

Task

Description

Quantity

Oct 12

Research & Development

User interface improvements

Dashboard layout

08:00

Oct 13

Research & Development

Social network integration

Integration tests

08:00

Oct 14

Research & Development

User interface improvements

Bug fixing

08:00

Oct 15

Research & Development

Social network integration

Pair programming

08:00

Oct 16

Research & Development

User interface improvements

Documentation

06:00

38:00

Planned Activities

Tomorrow: "Approve the timesheet of Ronnie Hart" for Marc Demo

Mark Done

Edit

Cancel

Oct 23, 2026

Mitchell Admin Yesterday at 11:55 PM Timesheet submitted: 38.0 hours.

Mitchell Admin Yesterday at 11:55 PM Timesheet sheet created

A submitted sheet, waiting for the manager.

In plain words: To **refuse**, write the reason in the field and click **Refuse**: the employee gets an activity with the reason, corrects the hours and submits the sheet again.

Timesheets

Timesheets

Timesheet sheets

Reporting

Configuration

12

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My Company

New

Timesheet sheets

Keith Byrd: 2026-10-12 → 2026-10-18

Entries 5

1 / 1

Submit

Refresh the hours

Print

Set to draft

Draft

Submitted

Approved

Refused

Send message

Log note

Activity

Keith Byrd: 2026-10-12 → 2026-10-18

The hours are lower than the expected hours of the working schedule.

Refused: Friday is incomplete: add the site visit and send it again.

Employee

Keith Byrd

Hours

36:00

From

Oct 12

Expected hours

40:00

To

Oct 18

Missing hours

04:00

Company

My Company

Approver

Marc Demo

Decided by

Mitchell Admin

Timesheets

Notes

Date	Project	Task	Description	Quantity
Oct 12	Research & Development	Planning and budget	Planning	08:00
Oct 13	Research & Development	User interface improvements	Research	08:00
Oct 14	Research & Development	Planning and budget	Specification	08:00
Oct 15	Research & Development	User interface improvements	Prototype	08:00
Oct 16	Research & Development	Planning and budget	Review	04:00
				36:00

Oct 23, 2026

Mitchell Admin

Yesterday at 11:55 PM

Timesheet refused by Mitchell Admin: Friday is incomplete: add the site visit and send it again.

Mitchell Admin

Yesterday at 11:55 PM

✓ To-Do done (originally assigned to Marc Demo) : Approve the timesheet of Keith Byrd

Mitchell Admin

Yesterday at 11:55 PM

Timesheet submitted: 36.0 hours.

Mitchell Admin

Yesterday at 11:55 PM

Timesheet sheet created

A refused sheet with its reason.

Tip: Nobody approves their own sheet, except a timesheet administrator.

7. Locked hours

In plain words: Once a sheet is submitted or approved, its hours are locked for everybody but the timesheet administrators: the hours, the date, the project and the task cannot be changed, the entries cannot be deleted, and no hours can be added to the period. The employee sees a clear message. To change something, the manager refuses the sheet or sets it back to draft.

Timesheets Timesheets Timesheet sheets Reporting Configuration							12 32 My Company
New	All Timesheets	Submitted or Approved Search...			1-25 / 25		
Date	Employee	Project	Task	Description	Sales Order Item	Time Spent	Approval
Oct 16	Salma Khalid	Research & Development	Planning and budget	Status report		08:00	Approved
Oct 16	Toni Jimenez	Renovations	Bathroom	Delivery planning		08:00	Approved
Oct 16	Tina Williamson	Renovations	Check Lift	Client meeting		08:00	Approved
Oct 16	Ronnie Hart	Research & Development	User interface improvements	Documentation		06:00	Submitted
Oct 16	Marc Demo	Research & Development	User interface improvements	Demo to the client		08:00	Submitted
Oct 15	Salma Khalid	Research & Development	Social network integration	Training		08:00	Approved
Oct 15	Toni Jimenez	Renovations	Room 1: Paint	Order follow-up		08:00	Approved
Oct 15	Tina Williamson	Renovations	Bathroom	Lift inspection		08:00	Approved
Oct 15	Ronnie Hart	Research & Development	Social network integration	Pair programming		08:00	Submitted
Oct 15	Marc Demo	Research & Development	Planning and budget	Release notes		08:00	Submitted
Oct 14	Salma Khalid	Research & Development	Planning and budget	Backlog grooming		08:00	Approved
Oct 14	Toni Jimenez	Renovations	Bathroom	Supplier call		08:00	Approved
Oct 14	Tina Williamson	Renovations	Room 1: Paint	Paint samples		08:00	Approved
Oct 14	Ronnie Hart	Research & Development	User interface improvements	Bug fixing		08:00	Submitted
Oct 14	Marc Demo	Research & Development	Social network integration	Interface fixes		08:00	Submitted
Oct 13	Salma Khalid	Research & Development	Social network integration	Estimate		08:00	Approved
Oct 13	Toni Jimenez	Renovations	Room 1: Paint	Quotation		08:00	Approved
Oct 13	Tina Williamson	Renovations	Check Lift	Plumbing check		08:00	Approved
Oct 13	Ronnie Hart	Research & Development	Social network integration	Integration tests		08:00	Submitted
Oct 13	Marc Demo	Research & Development	User interface improvements	Code review		08:00	Submitted
Oct 12	Salma Khalid	Research & Development	Planning and budget	Requirements wor...		08:00	Approved

The timesheets with their approval status.

In plain words: In the timesheets list, the **Approval** column shows the status of each entry, and the filters **Not submitted**, **Submitted** and **Approved** find them.

8. Sheets for everybody

In plain words: **Timesheets → Timesheets → Generate sheets:** choose the period (last week by default), and the employees if you want only some. A draft sheet is created for each employee who has hours in the period that are on no sheet yet; the ones who already have a sheet are skipped.

In plain words: To do it every week, enable the scheduled action **Timesheet approval: draft sheets for last week** (Settings → Technical → Scheduled actions): it creates the sheets of the

last week and gives each employee an activity to submit theirs. It is off by default.

9. The overview

In plain words: Timesheet sheets → **pivot view** shows the hours by employee and by status.

TimesheetsTimesheetsTimesheet sheetsReportingConfiguration

1232My Company

Timesheet sheets

Q Search...

Measures

	Total				
	Approved	Draft	Refused	Submitted	
	Hours	Hours	Hours	Hours	Hours
Total	120:00	89:00	36:00	78:00	323:00
Keith Byrd			36:00		36:00
Marc Demo		32:00		40:00	72:00
Mitchell Admin		25:00			25:00
Ronnie Hart				38:00	38:00
Salma Khalid	40:00	32:00			72:00
Tina Williamson	40:00				40:00
Toni Jimenez	40:00				40:00

The hours by employee and status.

10. The printed sheet

In plain words: **Print** gives the sheet: the period, the status, the approver, every entry with its

date, project, task and description, the total and the expected hours, and lines for the signatures.



My Company
8000 Marina Blvd, Suite 300
Brisbane, CA 94005
United States

Timesheet

Employee: Tina Williamson
Department: Administration
Period: 10/12/2026 → 10/18/2026

Status: Approved
Approver: Mitchell Admin
Decided by: Mitchell Admin (10/23/2026 11:55:04 PM)

Date	Project	Task	Description	Hours
10/12/2026	Renovations	Bathroom	Site survey	8.00
10/13/2026	Renovations	Check Lift	Plumbing check	8.00
10/14/2026	Renovations	Room 1: Paint	Paint samples	8.00
10/15/2026	Renovations	Bathroom	Lift inspection	8.00
10/16/2026	Renovations	Check Lift	Client meeting	8.00
Total hours				40.00
Expected hours				40.00

Employee

123456789 info@yourcompany.com http://www.example.com

Approved by

The printed sheet.

11. Who can do what

Who	Can
Employees (Timesheets: own timesheets)	Make, submit and set back to draft their own sheets, and see them.
Managers	See the sheets they approve and their hours, and approve or refuse them.
Timesheet approvers (all timesheets)	See, approve and refuse all the sheets, and generate sheets.
Timesheet administrators	Also approve their own sheet, reopen an approved one and edit locked hours.
Other users	No access.

12. Arabic and right to left

My Company

الجدول الزمنيالجدول الزمنيأوراق ساعات العملإعداد التقاريرالتهينة

1 / 1

الوقت5

Ronnie Hart: 2026-10-12 → 2026-10-18

إرسال رسالةملاحظةالنشاط

ممسوحةمرسلةمعتمد

أعد إلى مسودةأطبعاوافقأعتمد

الأنشطة المخطط لها

Marc Demo

خاتمة: "Approve the timesheet of Ronnie Hart"

إلغاءتحريرالتعيين كمتكاملالتعيين كمتكامل

٢٣ أكتوبر ٢٠٢٦

Mitchell Admin

١١:٥٥ م

Timesheet submitted: 38.0 hours

Mitchell Admin

١١:٥٥ م

Timesheet sheet created

Ronnie Hart: 2026-10-12 → 2026-10-18

الموظفRonnie Hart

من١٢ أكتوبر

إلى١٨ أكتوبر

الساعات38:00

الساعات المتوقعة40:00

الساعات الناقصة02:00

المعتمدMarc Demo

سبب الرفض

مطلوب التوافق

ساعات العمل

ملاحظات

التاريخ	المشروع	المهمة	الوصف	الكمية
١٢ أكتوبر	البحث والتطوير	User interface improvements	Dashboard layout	08:00
١٣ أكتوبر	البحث والتطوير	Social network integration	Integration tests	08:00
١٤ أكتوبر	البحث والتطوير	User interface improvements	Bug fixing	08:00
١٥ أكتوبر	البحث والتطوير	Social network integration	Pair programming	08:00
١٦ أكتوبر	البحث والتطوير	User interface improvements	Documentation	06:00
				38:00

A sheet in an Arabic interface.

13. Limits

Limit	Detail
Project timesheets	Only the timesheets that have a project are on a sheet.
One sheet per period	Two sheets of the same employee cannot overlap, except a refused one.
Expected hours	They come from the employee's working schedule and the time off recorded as leaves of the schedule.

14. For developers

In plain words: Skip this chapter if you only use the module.

```
sheet = env['taqnix.timesheet.sheet'].create({'employee_id': employee.id, 'date_from': '2026-10-12', 'date_to': '2026-10-18'})
sheet.action_submit()
sheet.action_approve() # or: sheet.refuse_reason = 'Friday is missing'; sheet.action_refuse()
sheet.total_hours, sheet.expected_hours, sheet.missing_hours
env['taqnix.timesheet.sheet']._generate_sheets(date(2026, 10, 12), date(2026, 10, 18))
```

15. Troubleshooting

Problem	What to do
I cannot change my hours	They are on a submitted or approved sheet: ask your manager to refuse the sheet or set it back to draft.
Nothing to submit	There are no timesheets with a project in the period: check the dates, then Refresh the hours.
I cannot approve my own sheet	Your manager has to; only a timesheet administrator can approve their own.
The sheet has no approver	The employee has no manager and no department manager: choose the approver on the draft sheet.
An employee is missing in Generate sheets	They have no timesheet in the period, or already have a sheet.

16. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_timesheet_approval` .
Your sheets are kept.

17. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Timesheet sheets for a week or any period, gathered from the employee's timesheets
- Submit, approve or refuse with a reason, an activity for the approver
- Submitted and approved hours locked, administrators can still correct
- Expected and missing hours from the working schedule, time off excluded
- Sheets for everybody, optional weekly scheduled action, approval column and filters, printable sheet, Arabic translation, automated tests