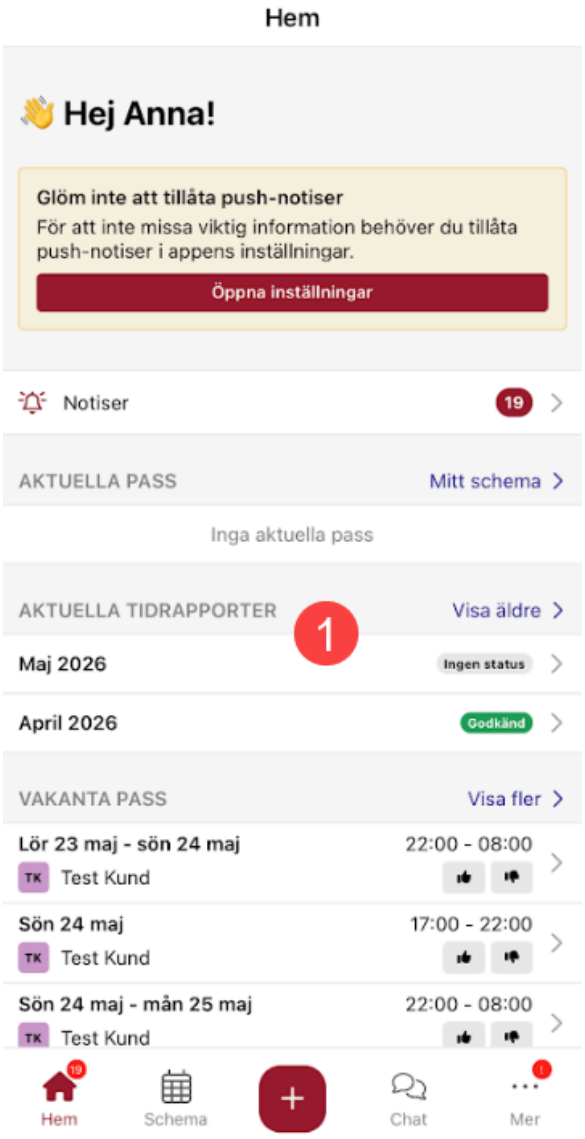
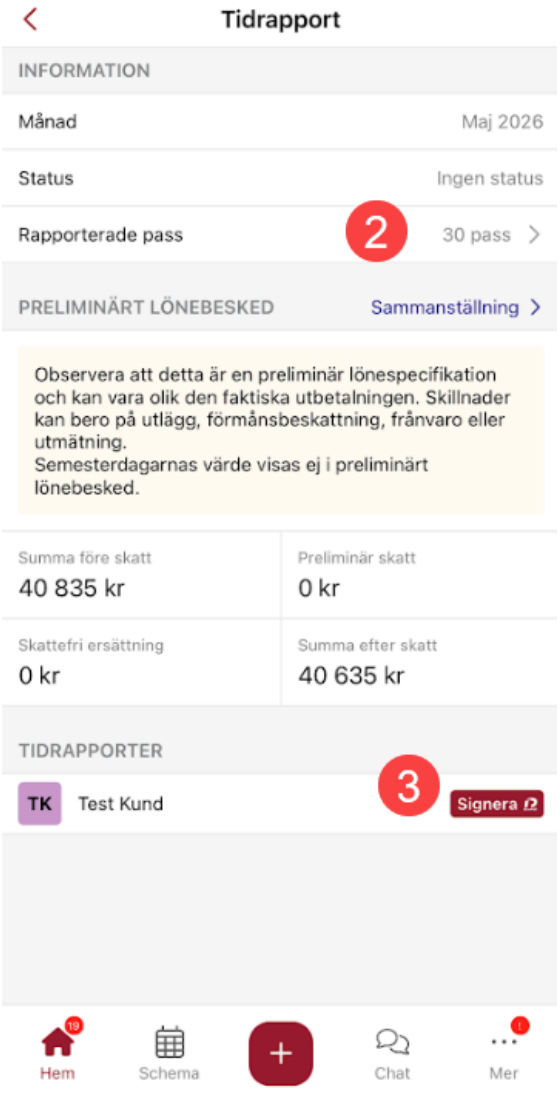
Approval as an assistant - via app

To approve and sign your hours via the app, first log in to the app as usual.

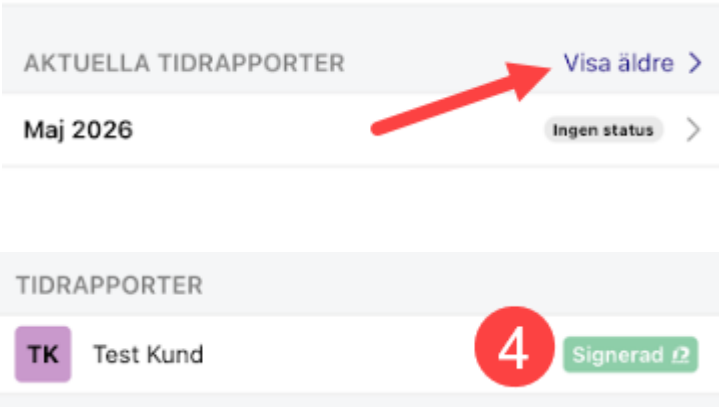
Once logged in, you will land on the Home screen (Hem). To approve and sign, follow these steps:

1. Under **Current timesheets**, click on the month you want to approve and sign.
2. You will then see this view. Under **Reported shifts**, you can see all the shifts for the month.
3. When you have verified that everything is correct and are ready to sign, click on the pink **Sign (Signera)** icon to sign with BankID.





4. From the **Home screen (Hem)** , you can click **Show more (Visa äldre)** under **Current timesheets** to check the status of your timesheets. When they are completed and signed, they will appear green with the status **Signed (Signerad)**.



If something is incorrect with your timesheet or if you have questions regarding approval, contact your Uppdragschef or supervisor.