




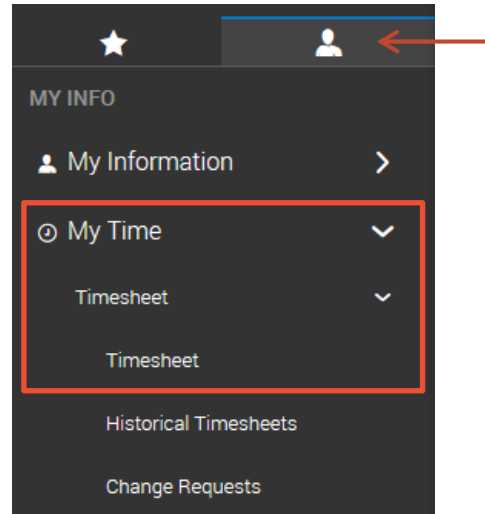
Viewing My Timesheet

This job aid covers how to view your timesheet and some of the features and functions available when viewing your timesheet.

Accessing your timesheet

Your current timesheet may be set as your home page when you log in to the application.

If it is not your default home page, you can access it by clicking the **Show Menu** icon  , selecting the **My Info** tab and navigating to **My Time > Timesheet > Timesheet**.



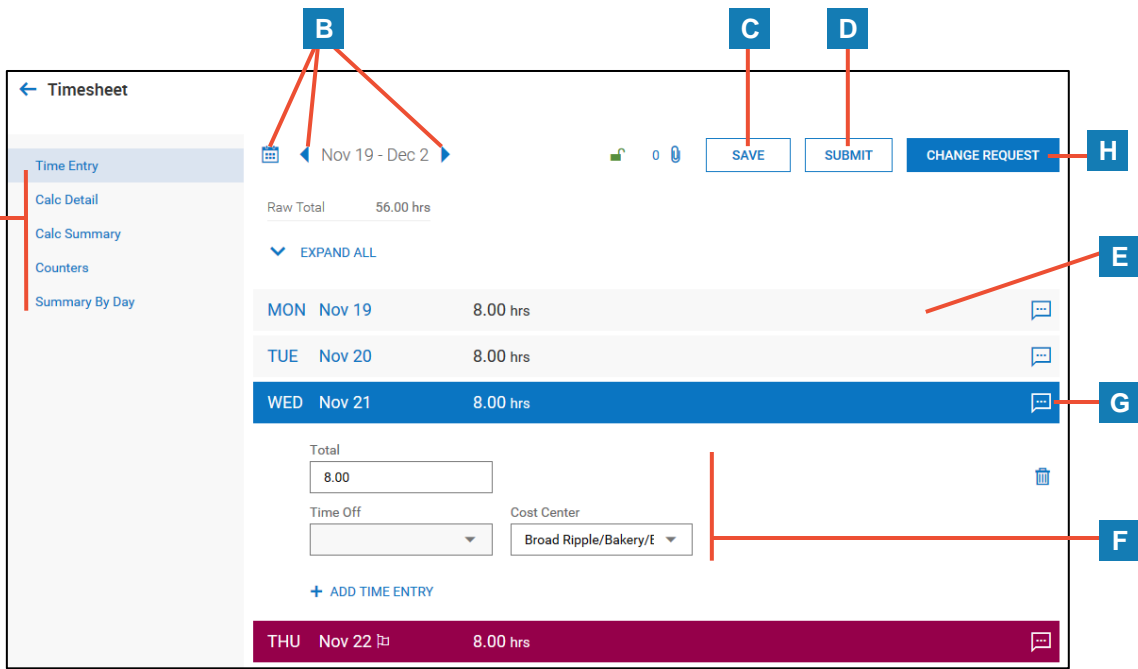
Interacting with your timesheet

You can interact with your timesheet using various features and functions shown within your timesheet view. These may include options to punch in and out, edit time entry information, save your changes and submit your timesheet.

Features and functions vary based on the type of timesheet view you have been assigned and the level of permission you are granted by your organization to make changes to your time. If you have specific questions about your permissions, please contact your manager or your organization's timekeeping administrator.

Mobile View

A	Links Panel: Click a hyperlink to change the content within the screen to show the timesheet or various reports of the timesheet information.	E	Date Bar: Click anywhere on the date bar to expand or collapse the detailed information for the date on the timesheet.
B	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.	F	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
C	Save: Click to save any changes you made.	G	Note: Click to view and add notes to your timesheet.
D	Submit: Click to submit your timesheet for approval.	H	Change Request: Click to submit a time entry change request.



Desktop View

I	Clock Buttons: Click these buttons to clock in, clock out, or transfer.
J	Tabs: Click a tab to change the content within the screen to show the timesheet or various reports of the timesheet information.
K	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.
L	Save: Click to save any changes you made.

M	Submit for Approval: Click to submit your timesheet for approval.
N	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
O	Note: Click to view and add notes to your timesheet.
P	Change Requests: Click to submit a time entry change request.

