

View My Timesheet

Timesheets

The timesheet is the source of truth for employees' worked time and how they are paid for that time.

Depending on company configuration, employees and managers can enter, adjust, review, and submit or approve employees' worked time and time off from the timesheet.

View My Timesheet

Employees can access their timesheets from the menu or from other areas of the solution such as the My Timesheet widget on the dashboard.

Menu > My Info > My Time > Timesheet > Current Timesheet

Timesheet fields and functionality vary based on company configuration and security permissions.

Marker	Field or Function	Description
A	Timesheet Tabs	The Time Entry tab displays the timesheet and all the time entries for that pay period. Other tabs that may be enabled include the Exceptions tab and the Pay Calculations tab
B	Pay Period	Use the arrows or the calendar icon to open a timesheet for a different pay period.
C	Daily Rows	Expand or collapse time entry information related to each day of the week.

D Time Entries These fields display worked time and information associated with that time such as time off or cost centers. Depending on permissions, employees may enter data directly or be required to submit a **Timesheet Change Request**.

E Note Select this icon to view or add notes related to the time entry or day.

F Actions Available actions may include **Save, Submit, and Change Request**.

The screenshot shows a 'Timesheet Edit' page for the period of September 19, 2022, to October 02, 2022. The interface includes a navigation bar with 'My Time' and a search bar. Below the navigation, there are tabs for 'Time Entry', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The 'Time Entry' tab is active, showing a table of time entries. The table has columns for Date, In Date, From, To, Raw Total, Calc. Total, Time Off, Job, and Notes. The total hours are 32.01 hrs (Raw Total) and 30.50 hrs (Calc. Total). Callouts A-F highlight specific features: A points to the 'Time Entry' tab, B points to the 'Timesheet Edit' header, C points to the expand/collapse icon for a date, D points to the 'From' and 'To' time fields, and E points to the note icon in the 'Notes' column.

Date	In Date	From	To	Raw Total	Calc. Total	Time Off	Job	Notes
MON Sep 19 1st Shift: 7a-3p	MON Sep 19	e 07:03 am	e 03:02 pm	7.98	7.50		Kirksville/Replenishmen/Truck Unload	
TUE Sep 20 1st Shift: 7a-3p	TUE Sep 20	e 06:55 am	e 03:01 pm	8.10	7.50		Kirksville/Replenishmen/Truck Unload	
WED Sep 21 1st Shift: 7a-3p	WED Sep 21	e 07:02 am	e 02:58 pm	7.93	7.50		Kirksville/Replenishmen/Truck Unload	
THU Sep 22 1st Shift: 7a-3p	THU Sep 22	From am	To am	8.00	8.00	Sick	Kirksville/Replenishmen/Truck Unload	
FRI Sep 23				0.00 hrs	0.00 hrs			
SAT Sep 24				0.00 hrs	0.00 hrs			