Timesheet Overview

CONTENTS

OVERVIEW

The timesheet enables employees (or supervisors/timekeepers on employee's behalf) to enter time worked and view additional information such as their daily scheduled and reported time.
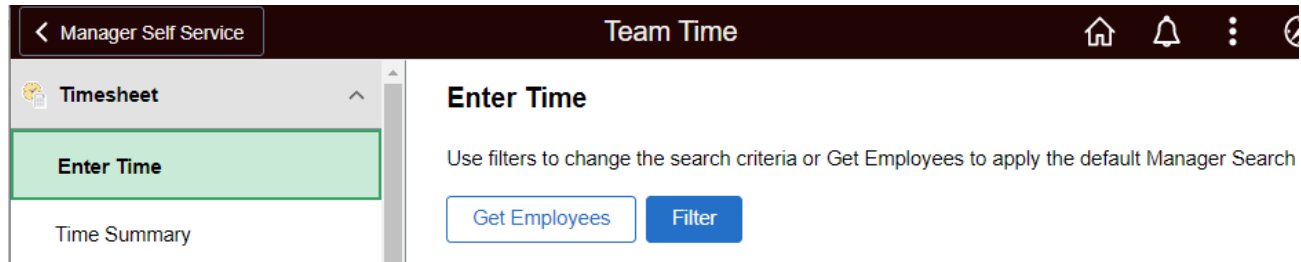
NAVIGATION

EMPLOYEE SELF-SERVICE (ESS) FOR EMPLOYEES

Home > Employee Self-Service > Time > Enter Time

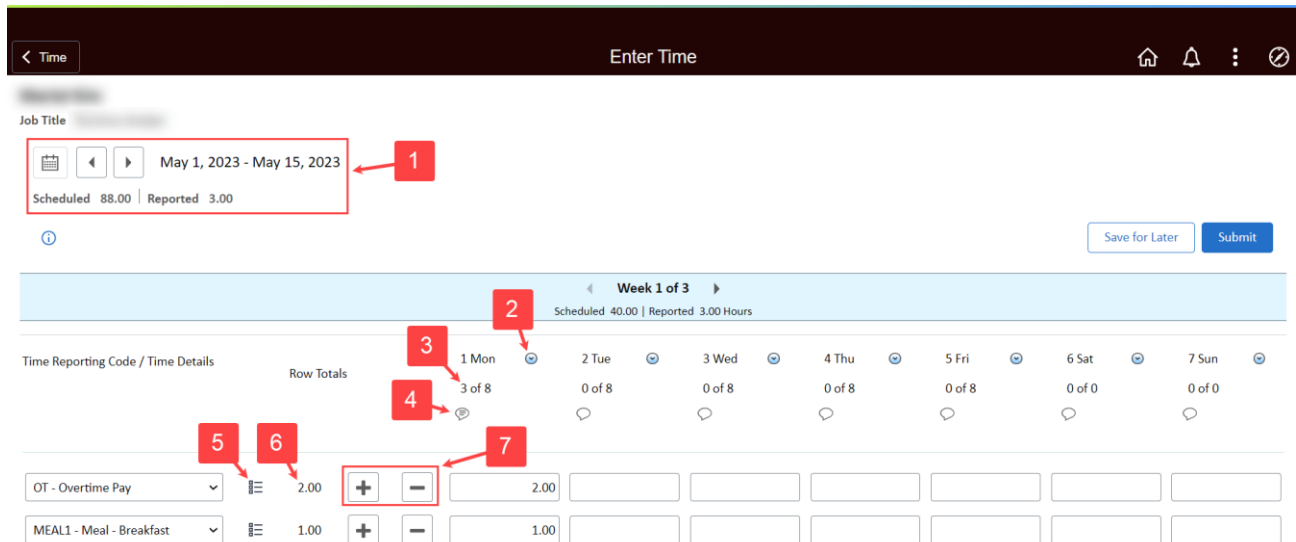### MANAGER SELF-SERVICE (MSS) FOR SUPERVISORS

Home > Manager Self-Service > Team Time > Enter Time

TIMESHEET FUNCTIONS

View the following list and screenshot for a brief look at some of the functions on the timesheet:

1. The **Time Selection Information** is on the left of the screen to provide more open space in the header and to be consistent with other pages. You can click the calendar icon to select/move the timesheet date range.
2. Clicking the related **Actions** button in the day column header will expand a drop-down menu to view details like **Time Summary** and **Payable Time**.
3. **Reported** and **Scheduled** time for the day is available in a single line view of the day column header.
4. The **Comments** icon exists at the bottom of the day column header. Click the icon to enter comments for the time reported for the day.
5. Click the **Time Details** button icon to search for and assign combo codes/UAC to reported time.
6. **Row Totals** column shows the sum of time reported for a set of time details.
7. The add and delete row buttons **(+/-)** exist on the left side of the time reporting fields.