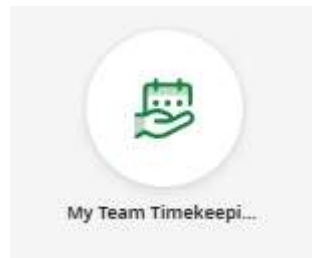


VIEW EMPLOYEE TIMESHEETS

This training document is intended to provide instruction on how to access all employee time sheets.

- View Employee time sheets by selecting the My Team Timekeeping page icon on your dashboard.



You can also navigate by selecting the following:

Menu > Team > Time > Timesheets > All Timesheets

Select **View By** to display page view options.

Select the applicable page view from the drop-down list.

- **Pending Approval:** Displays all time sheets that are awaiting approval.
- **All Time sheets:** Displays all time sheets for a selected date range.
- **By Pay Period:** Displays all time sheets associated with a defined Pay Period profile for a selected date range.
Note: This list view requires you to set a filter for the applicable Pay Period profile.
- **All Open:** Displays all time sheets that have not yet been submitted for a selected date range.
- **Current:** Displays all time sheets that include today's date.

Select the **Edit Time sheet** icon (pencil icon) to open a time sheet or select all applicable time sheets to act on multiple time sheets at once directly from this page.