

Timesheets
This menu lets you pull timesheets from a given period for review/printing purposes.

Date Range
Enter a **From Date** and **To Date** for the period of time you wish to review timesheets. Then click **Get Timesheets**.

Expand
Click the arrow icon to view details for each timesheet.

Errors
An error indicator will appear when there is a potential issue with any **Clock Ins/Outs**.

Print
Click the print icon to print a timesheet.

From Date: 08/23/2019
To Date: 09/22/2020
Get Timesheets

Week	Hours	Absence Hours	Total Paid Hours
05/17/2020 - 05/23/2020	5.0000		0.0000
02/16/2020 - 02/22/2020 ▲	0.0000	3.0000	0.0000

Date	Day	Type	Description	Time In	Time Out	Hours	Total Paid Hours
02/21/2020	Friday	Clock In\Out	Principal 12	7:28 AM	7:28 AM ▲	0.0000	0.0000
02/21/2020	Friday	Absence	Principal 12			3.0000	