

Manage Timesheets ⓘ

Filter
Filter by Date Range, Status, Approval, Timesheet Approval Group, Pay Group, Job, and Employee.

Help Files
Click the information icon to access step-by-step instructions for this particular page.

Print / Email Purchase Orders
This menu allows you to print or email multiple purchase orders at the same time.

Review Data for Audit Flags
This icon indicates that the Time Entry has a pending request, missed clock in, or missed clock out.

Add, Print, Export
Click Add to add a time entry, Print to create the Timesheet Report, and Export to export data to Excel.

Edit
Edit the Day, Job, Clock-In, Clock-Out, or Hours Override as needed.

Select
Select time entries by checking the boxes.

Delete, Save, Approve
Click Delete Selected to delete, Save Changes to save, and Approve Selected to approve.

Filters

From
05/14/2019 05/28/2020 All

Approval
All

Timesheet Approval Group
Show All

Pay Group
Show All

Job
Show All

Employee
Show All

Buttons: Clear All, Apply Filters, Add, Print, Export, Select all

Name ▲	Awaiting Approval	Unpaid Time	History					
Bernard, Draco Riley (100003)	2.0000	16.0000	History					
▶ 9/30/2019 - 10/6/2019	2.0000	2.0000	History					
▼ 11/4/2019 - 11/10/2019	0.0000	0.0000	History					
Day	Type	Job	Clock-Out	Hours Override	Total Hours	Approval	Status	Select
11/05	Clock In/Out	Janitor (Site 999)	03:53 PM	03:53 PM	0.0000	Admin	Unpaid	
Time Sheet - Bernard, Draco Riley (100003)				0.0000	0.0000	0.0000		
▶ 11/18/2019 - 11/24/2019	6.0000	0.0000	6.0000	History				
▶ 12/30/2019 - 1/5/2020	8.0000	0.0000	History					

Buttons: DELETE SELECTED, CANCEL CHANGES, SAVE CHANGES, APPROVE SELECTED