Job Aid

Viewing My Timesheet

This job aid covers how to view your timesheet and some of the features and functions available when viewing your timesheet.

Accessing your timesheet

Your current timesheet may be set as your home page when you log in to the application.

If it is not your default home page, you can access it by clicking the **Show Menu** icon \equiv , selecting the **My Info** tab and navigating to **My Time > Timesheet > Timesheet**.



Interacting with your timesheet

You can interact with your timesheet using various features and functions shown within your timesheet view. These may include options to punch in and out, edit time entry information, save your changes and submit your timesheet.

Features and functions vary based on the type of timesheet view you have been assigned and the level of permission you are granted by your organization to make changes to your time. If you have specific questions about your permissions, please contact your manager or your organization's timekeeping administrator.

Mobile View

Α	Links Panel: Click a hyperlink to change the content within the screen to show the timesheet or various reports of the timesheet information.	E	Date Bar: Click anywhere on the date bar to expand or collapse the detailed information for the date on the timesheet.
В	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.	F	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
С	Save: Click to save any changes you made.	G	Note: Click to view and add notes to your timesheet.
D	Submit: Click to submit your timesheet for approval.	н	Change Request: Click to submit a time entry change request.

	В	C D	
← Timesheet			
Time Entry	📋 📢 Nov 19 - Dec 2 🔪	0 0 SAVE SUBMIT CHANGE REQUEST	H
Calc Detail	Raw Total 56.00 hrs		
Calc Summary Counters	EXPAND ALL		E
Summary By Day	MON Nov 19	8.00 hrs	
	TUE Nov 20	8.00 hrs	
	WED Nov 21	8.00 hrs	G
	Total 8.00 Time Off	Cost Center	
	+ ADD TIME ENTRY	Broad Ripple/Bakery/E	F
	THU Nov 22 Þ	8.00 hrs	

Desktop View

I	Clock Buttons: Click these buttons to clock in, clock out, or transfer.	Μ	Submit for Approval: Click to submit your timesheet for approval.
J	Tabs: Click a tab to change the content within the screen to show the timesheet or various reports of the timesheet information.	N	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
К	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.	0	Note: Click to view and add notes to your timesheet.
L	Save: Click to save any changes you made.	Ρ	Change Requests: Click to submit a time entry change request.
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	← Timesheet Edit	Sav	e Undo Submit For Approval Docs Change Requests Utilities Info

Timestie			Save	Uliuo Subilili		ocs change	nequests 0	unues mio
< Time Sheet:	November 19, 2018 - December 02, 2018 >	This Is Your Cu	urrent Timesheet					
O CLOCK IN	① CHANGE COST CENTER ① CLOCK	COUT						
Timesheet	Exceptions Calc. Detail Cal	lc. Summary Cou	unters Sum	mary By Day				
Date	Cost Center	Time Off	In Date	From	То	Raw Total	Calc. Total	Schedule
MON 19	Broad Ripple/Checkout/Cashiers &	~ 🖸	Mon 19	5:58a	2:57p	8.98	8.50	06:00a - 03:0
					Day Total:	8.98	8.50	
TUE 20	Broad Ripple/Checkout/Cashiers &	~ Q	Tue 20	6:01a	3:10p	9.15	8.75	06:00a - 03:
					Day Total:	9.15	8.75	
🖸 WED 21	Broad Ripple/Checkout/Cashiers &	~ EQ	Wed 21	6:07a	3:15p	9.13	8.75	06:00a - 03:
					Day Total:	9.13	8.75	

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