Viewing Employee Timesheets

To assist you with managing your employees' timesheets, the system provides various viewing options within the Timesheets list screen. This job aid covers how to locate the list screen and modify it using the view options.

Accessing the timesheet list screen and changing the view option

Follow these steps to locate the timesheet list screen and switch between the default views.

1 Click **Show Menu** , click the **Team** tab, then navigate to **Time > Timesheets > Manage Timesheets > All Timesheets**.

2 In the list screen, click the **Current View** drop down and select **View By >** and one of the options listed here.
   • **Pending Approval** – Shows you all timesheets that are awaiting your approval
   • **All Timesheets** – Shows all timesheets for a selected date range
   • **By Pay Period** – Shows all timesheets associated with a pay period profile for a selected date range
   • **All Open** – Shows all timesheets that have not yet been submitted for a selected date range
   • **Current** – Shows all timesheets that include today's date