



User Preferences

This guide outlines the process to change your default preferences.

Self Service > Time Reporting > User Preferences

Time Reporting Preferences Schedule Preferences

Time Reporting Preferences

Timekeeper 000006396

TRC Code or Description Display TRC/TRC Description

Time Prepopulation Method

Default Timesheet Display Weekly

*Start Day of Week 1 - Monday

[Click to View Additional Information](#)

Task Value Defaults Customize | Find | View All | First 1 of 1 Last

| Task | | | |
|-----------|-------------|---|---|
| Taskgroup | Description | | |
| | | + | - |

Save

Go To: [Self Service](#)
[Time Reporting](#)

Notify

1. Change the Default Timesheet Display: Time Reporting Period
2. Click the Save button