

## User Preferences

This guide outlines the process to change your personal preferences on how the timesheet will display for you.

**Main Menu** > **Self Service** > **Time Reporting** > **User Preferences**

**Time Reporting Preferences** | Schedule Preferences

### Time Reporting Preferences

TRC Code or Description:

Time Prepopulation Method:

Default Timesheet Display:

\*Start Day of Week:

[View Instructions](#)

**Task Value Defaults** | Personalize | Find | View All | First 1 of 1 Last

*Taskgroup	Description
<input type="text"/>	

[Self Service](#)  
[Time Reporting](#)

1. Select Default Timesheet Display from the drop down menu

NOTE: These defaults will be how you see your screens every time you login.

2. Select the Start Day of Week from the drop down menu
3. Click Save