Timesheet

This guide outlines the process to review and correct hourly and casual workers timesheet. This process can be done by a timekeeper or Manager via Manager Self-Service.

Manager Self Service > Time Management > Report Time > Timesheet

1. Enter a Value in one of the searchable fields

   NOTE: The easiest search is by Group ID or Department.

2. Click the Get Employees button

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Employees For April Dunham-Fliton, Totals From 02/28/2011 - 03/06/2011

3. Compare Reported Hours with Approved/Submitted Hours

   NOTE: If they are different, the individual should go back into their timesheet and submit all hours.

4. Click on the Name of the individual to go to the timesheet to correct time worked

5. If there is an exception, the individual has gone over their allotted 20 hours.
6. Enter the Date of the week to correct hours

7. Click the Refresh button

8. Correct the hours

9. Click the Submit button

NOTE: If hours are changed, do steps 9-11 for each week’s hours that were changed.

10. Click the Comments Icon

11. Enter the reason why the hours were changed

12. Click the Save button

13. Once the timesheet is correct and all hours are submitted, Email the appropriate Manager to approve the hours.