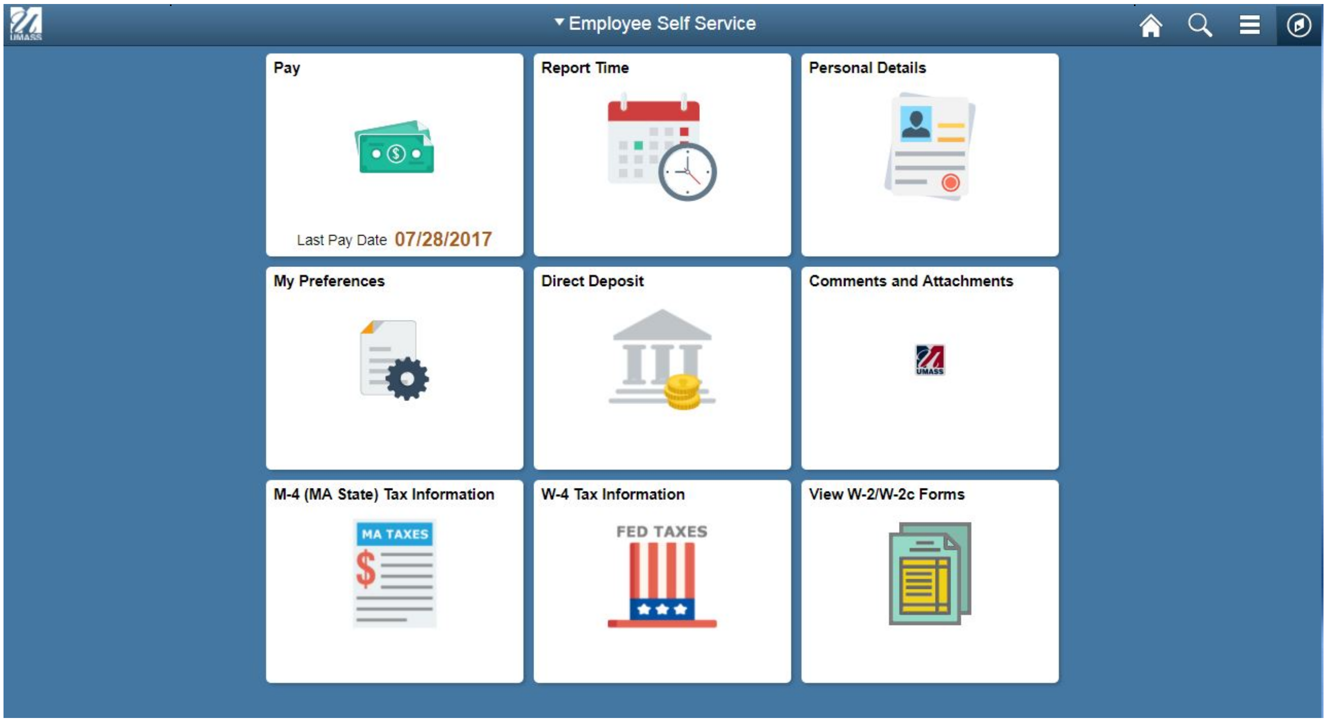
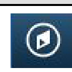
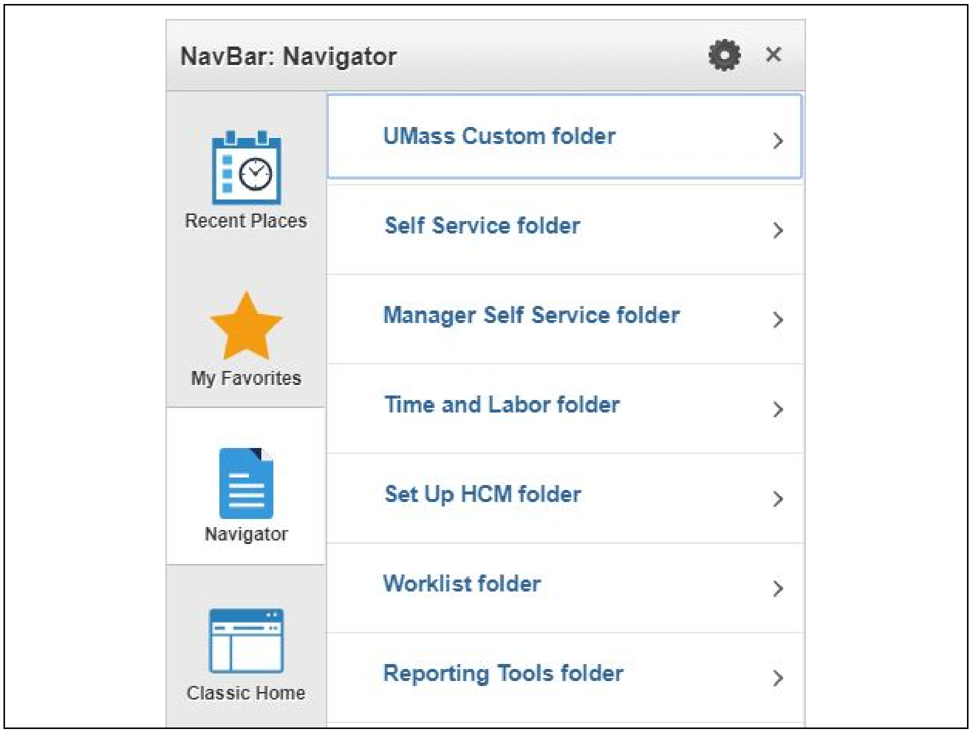
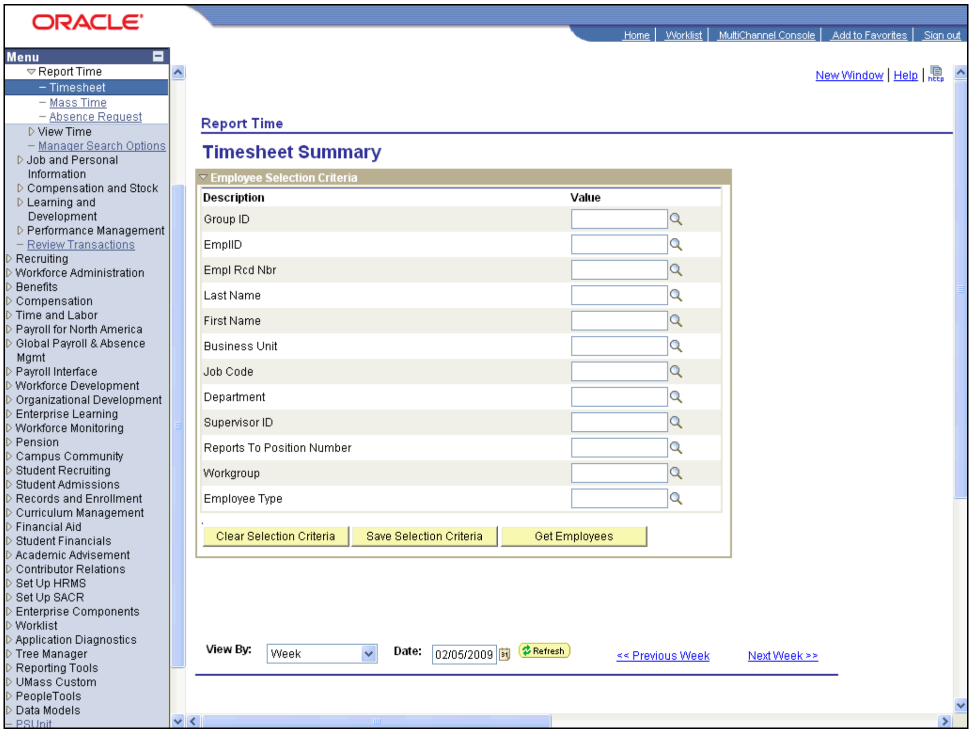
Accessing An Employee Timesheet



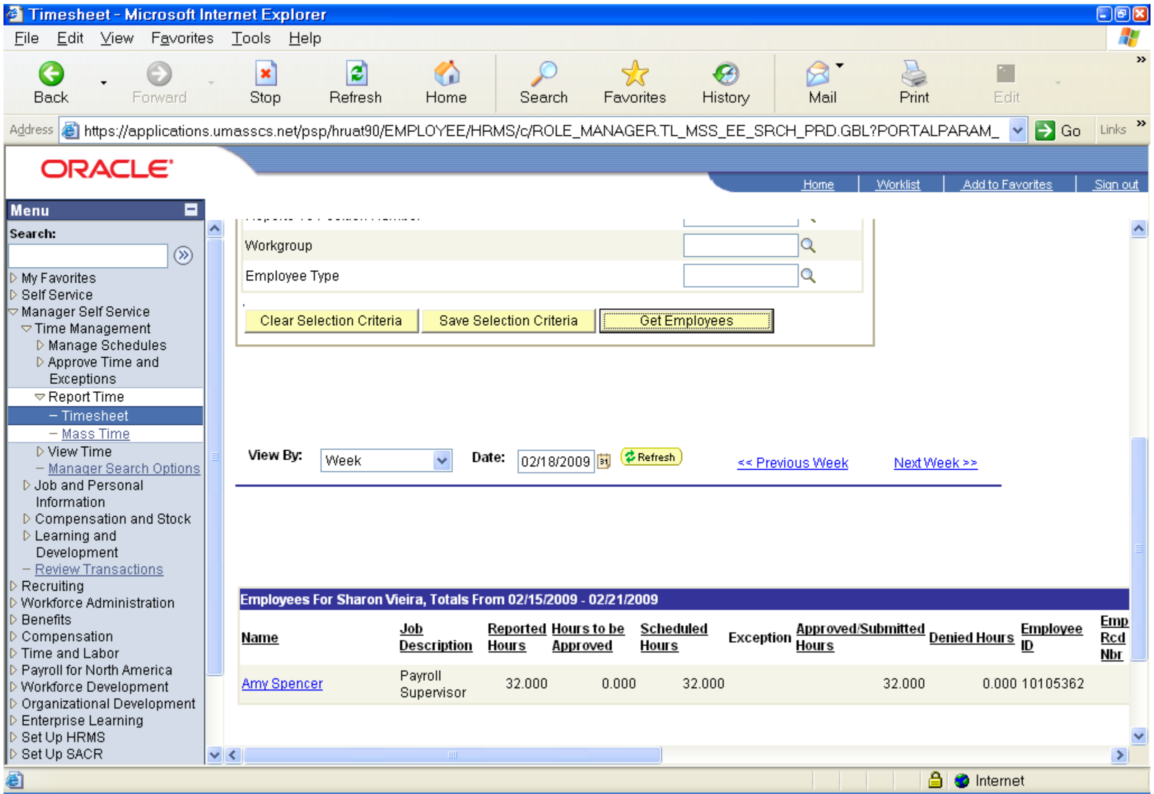
Step	Action
1.	Navigate to the time sheet by: Clicking the NavBar on the top right of the screen.  Then click the "Navigator" button. 



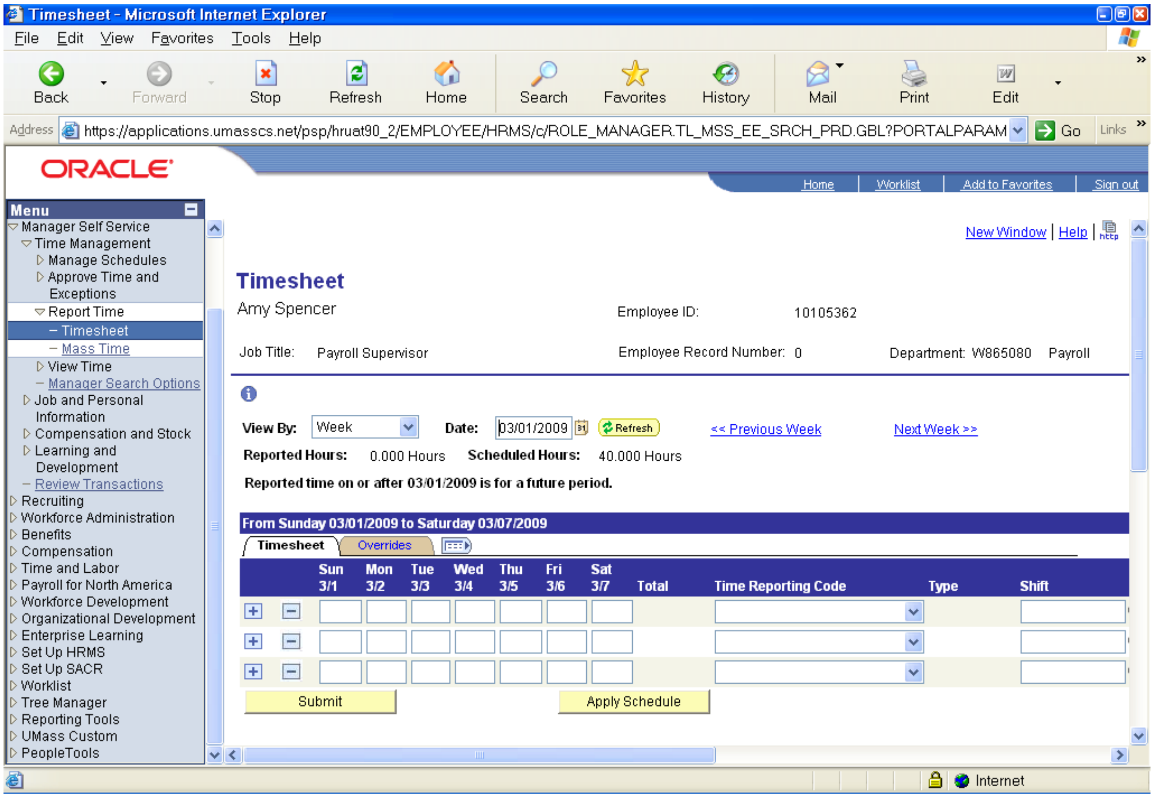
Step	Action
2.	Click the **Manager Self Service** folder link. Then click the **Time Management** link.
3.	Click the **Report Time** link.
4.	Click the **Timesheet** link.



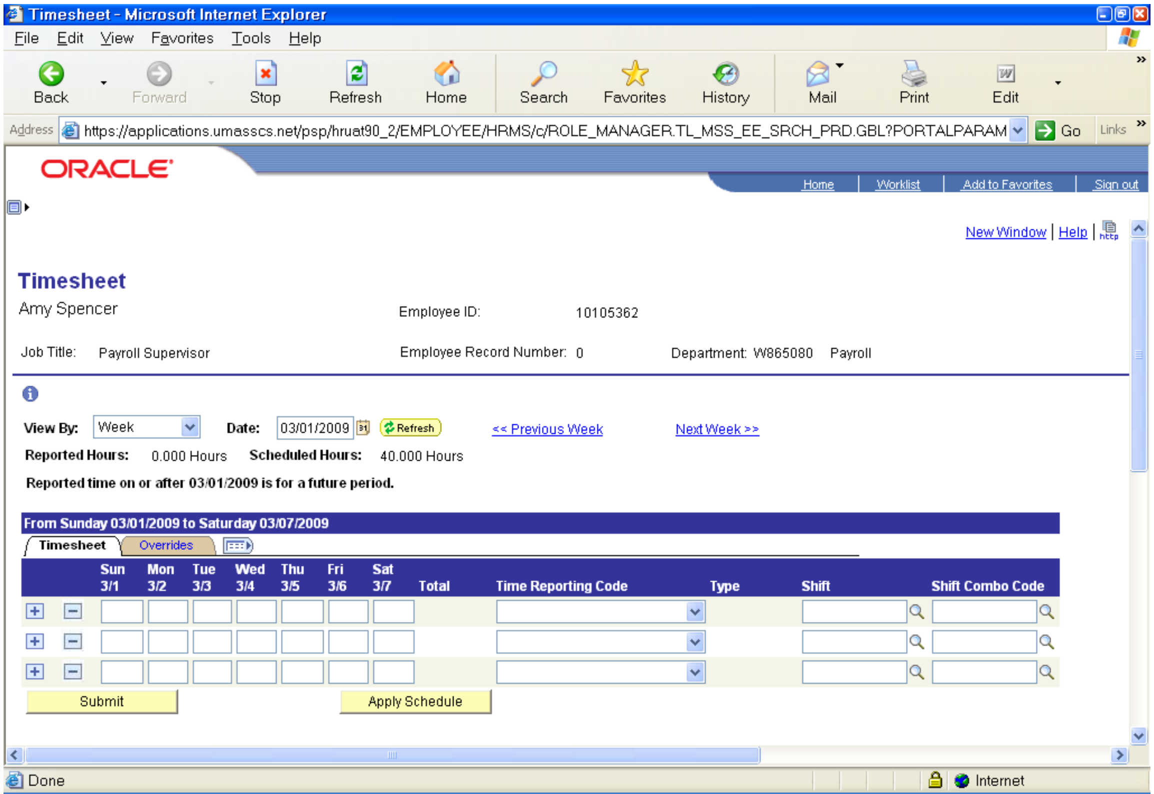
Step	Action
5.	Use the **Employee Selection Criteria** section of the **Timesheet Summary** page to select an employee for time entry.
6.	In this example we are using an employee id. Enter the employee id in the **EmplId** field:
7.	The **Date** field defaults to the current date. The **Timesheet** will display the current week, from Sunday through Saturday. **Change date to pay period begin date**
8.	Click the **Get Employees** button. Get Employees



Step	Action
9.	The employee matching your criteria displays at the bottom of the page. Click on the **Name** of the employee.



Step	Action
10.	You can hide the left navigation menu by clicking the **minus** button on the line that has “Menu”. You will then have the full screen available. 



Step	Action
11.	Use the **Timesheet** page to enter time, adjust reported time or view time.
12.	The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.
13.	You can view the timesheet a week at a time or a pay period at a time. Changing the drop down for the "**View By**" and selecting either week or time period will change timesheet view. The **Date** field defaults to the first day of the current week.
14.	Links are provided at top of page for accessing timesheets for the **Previous Week** and **Next Week**

HR Direct uses the Manager Self Service Timesheet page to enter time. This page can display hours in a weekly grid, or for the entire biweekly time reporting period. There is no page to enter monthly time. A view-only page gives a monthly view of time already entered.

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording accrued time for an exception time reporter.

NOTE 1: Some time recording codes have changed, review description when choosing a code

NOTE 2: Comp time balances should be at the bottom of a timesheet. If comp time is not showing there, you can navigate to the comp time panel to review the balances. The navigation to the comp time panel is: **Time and Labor > View Time > Compensatory Time**